1. Roll Call
   Cyndi Clark, Bob Guenzel, Roger Hewitt, Joan Lowenstein, Al McWilliams, John Mouat, Rishi Narayan, Keith Orr, Steve Powers, Sandi Smith, John Splitt

2. Audience Participation (4 people maximum, 4 minutes each)
   · Dug Song, Duo Security
   · Ali Ramlawi
   · Linh Song

3. Reports from City Boards and Commissions
   · Ray Detter, Downtown Area Citizens Advisory Council

4. DDA Members Communications

5. Executive Director Communications

6. Approval of Minutes: February 2015 meetings

7. Subcommittee Reports
      · Resolution to Approve Spence Brothers As Contractor for the 4th/William project
      · Resolution to Approve an Agreement for Use of the City’s Fiber Network
      · Ambassador program update
      · Resolution to Approve a FY 2014 Management Fee for Republic Parking
      · Street Framework Plan/ Downtown Street Design Manual project update
      · Proposed Ann Ashley bike house
      · Next Committee meeting: Wednesday, March 25 at 11am

   b. Finance Committee – R. Narayan
      · Resolution to Put Forward the DDA Budgets for Fiscal Year 2016 & 2017
      · Resolution to Revise The DDA Policy Regarding Time Limits for DDA Grants
      · Next Committee meeting: Wednesday, March 25 at 8:45 am

   c. Partnerships/Economic Development Committee – J. Lowenstein & A. McWilliams
      · Next Committee meeting: Wednesday, March 11 at 11am
d. Communication Committee – A. McWilliams
   · Draft communication plan goals
   · Next Committee meeting: Wednesday, March 11 at 12:30pm

e. Executive Committee – J. Mouat, R. Hewitt, R. Narayan, K. Orr, S. Smith
   · Next Committee meeting: Wednesday, April 1 at 11am

8. New Business

9. Other Audience Participation (4 minutes each)

10. Adjournment
1. ROLL CALL

Present: Bob Guenzel, Roger Hewitt, Joan Lowenstein, Al McWilliams, John Mouat, Keith Orr, Rishi Narayan, Sandi Smith, John Splitt

Absent: Cyndi Clark, Steve Powers

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

Audience: Art Low, Republic Parking
Ray Detter, Downtown Area CAC
Changming Fan
Ryan Gillies, Logan Restaurant
Mary Jo Callan, Washtenaw County OCED
Brett Lenart, Washtenaw County OCED
Kelley Rubelman, Peaceable Kingdom
Carol Lopez, Peaceable Kingdom
Maura Thomson, MSAA
Chip Smith, Westside Neighborhood Association
Alan Haber, Commons
Lauren Zinn
Elizabeth Hurwitz
Jan Davies McDermott, Davies House Inn
Judith Samonte

2. AUDIENCE PARTICIPATION

Alan Haber spoke in support of a community commons to be created on top of the Library Lane structure. He said that existing community strengths and qualities should be harnessed. Friendliness should not be outsourced.

Changming Fan said he supports the ambassador program but thinks local people should be employed as the ambassadors. Attention should be given to efficient communication between the volunteers and the community.
Lauren Zinn said the ambassador program sounds like a great idea but that local volunteers should be used. She said the Ann Arbor community has many kind, helpful people who would be great ambassadors.

Elizabeth Herwitz asked the DDA Board to provide more data and information on existing problems and how an ambassador program would solve them. She said cultural differences between Ann Arbor and other cities with ambassador programs need to be considered.

3. REPORTS FROM CITY BOARDS AND COMMISSIONS

**Downtown Area Citizens Advisory Council.** Mr. Detter said that after the CAC meeting many CAC members spoke at the City Planning Commission meeting. CAC members urged the Commission to always remember context when making zoning decisions. Properties at 336 East Ann should have a 10 foot setback, and properties on the north side of E. Huron should have a maximum height of 130 feet as well as a 25 foot separation from Sloan Plaza.

4. COMMUNICATIONS FROM DDA MEMBERS

None.

5. EXECUTIVE DIRECTOR REPORT

Ms. Pollay gave an update on snow removal. She said that despite frigid temperatures Republic Parking staff had been working around the clock to plow and shovel snow from the lots and the garage rooftops, as well as the sidewalks around the parking facilities. Ms. Pollay also reported that the Main Street BIZ contractor had begun hauling snow out of downtown at night.

Ms. Pollay thanked all of the DDA board members who made time to attend the DDA retreat. Many projects were discussed and the Board did a great job working together to distill a potential project list. It had been a busy month for DDA board members, with many meetings, and their commitment of time as volunteers is much appreciated.

6. APPROVAL OF MINUTES

Ms. Lowenstein moved and Mr. Hewitt supported approval of the January 2015 DDA meeting minutes.

A vote on the minutes showed:
AYES: Guenzel, Hewitt, Lowenstein, Mc Williams, Mouat, Narayan, Orr, Smith, Splitt
NAYS: none
ABSENT: Clark, Powers
ABSTAIN: none
The motion carried.
## 7. A. SUBCOMMITTEE REPORTS - OPERATIONS COMMITTEE

**DDA/AAATA Board Summit.** Mr. Orr thanked the DDA and AAATA board members who took time to attend. Areas of discussion included the AAATA 5 year service plan, the area around the Blake Transit Center and a downtown circulator. Mr. Orr reported that a subcommittee of the two boards will be formed to meet regularly to discuss projects of shared interest. This initial list may include creating a 3-5 year vision for the 4th Ave and Blake Transit Center area incorporating the findings of the Street Framework Plan, a downtown circulator, and park & ride lots.

**Ambassadors Program.** Mr. Hewitt said that the DDA had received a great deal of public input regarding the proposed ambassador program, both electronically and in person. He said that this feedback is very helpful and the Operations Committee will take time to reflect on what they’ve heard and consider this input as part of committee discussion about the project.

**Downtown Street Design Manual (Street Framework Plan).** Mr. Mouat said that staff comment continues to be received. A draft of the final document should be ready in March.

**4th & William Project.** Mr. Splitt said that the construction bids came in on Tuesday, delayed one day because of the snow storm. Bids came in higher than expected, and project engineers will review the bids and meet with the low bidder before providing an update at the February Operations Committee meeting. No resolution will be introduced today.

The next Operations Committee meeting will be on February 25th at 11:00 am.

## 7. B. SUBCOMMITTEE REPORTS- PARTNERSHIPS/ ECONOMIC DEVELOPMENT COMMITTEE

**Housing Affordability and Economic Equity Report.** Ms. Lowenstein moved and Mr. Guenzel supported the following resolution.

**RESOLUTION OF SUPPORT FOR THE FINDINGS OF THE WASHTENAW COUNTY WASHTENAW COUNTY HOUSING AFFORDABILITY AND ECONOMIC EQUITY REPORT**

Whereas, In support of its mission to encourage private investment and strengthen the downtown, the DDA Board created a DDA Housing Fund in 1997 to support the DDA goal to encourage downtown residential development at a variety of income levels, and more than $3 million in grants has since been provided from this fund;

Whereas, In June 2014 the DDA provided a grant to the Washtenaw County Office of Community and Economic Development for a Washtenaw County Housing Affordability and Economic Equity Report;
Whereas, This report was completed in January 2015, and includes numerical targets, budget needs, and policy suggestions related to affordable housing in Washtenaw County, including work force housing needs;

Whereas, The DDA Partnerships Committee has reviewed the findings of this report in detail, and urge the DDA to pursue recommendations within its purview, including targeted grants to encourage the construction of new affordable units in and near downtown, as well as support for strengthening transit connections between downtown Ann Arbor and Ypsilanti;

Whereas, The DDA Partnerships Committee also recommend that the DDA, as a sponsor of this study, take as its first step a board resolution of support for the Washtenaw County Housing Affordability and Economic Equity Report to demonstrate the DDA’s commitment to helping the City accomplish the goal to create 2,800 new affordable housing units within the next twenty years.

RESOLVED, The DDA approves this resolution of support for the Washtenaw County Housing Affordability and Economic Equity Report, including a DDA commitment to helping the City accomplish the goal to create 2,800 new affordable housing units within the next twenty years.

Ms. Lowenstein said that the committee continued their review of the report and spoke with County staff about next steps and ways in which the DDA could be supportive. She said the Partnerships Committee supported bringing a resolution to the full board to affirm DDA continuing support of affordable housing and the goals outlined in the report.

Ms. Callan and Mr. Lenart answered questions.

A vote on the resolution showed:
AYES: Guenzel, Hewitt, Lowenstein, McWilliams, Mouat, Narayan, Orr, Smith, Splitt
NAYS: none
ABSENT: Clark, Powers
The motion carried.
February 4, 2015

The next Partnerships & Economic Development Committee meeting will be on February 11th at 11:00 am.

7. C. SUBCOMMITTEE REPORTS - FINANCE COMMITTEE

FY15 2nd Quarter Financials. Reports were reviewed and questions answered.

Budget Preparation Process, Mr. Narayan reported that the Committee expects to complete work on a recommended budget at their next meeting, and will distribute it to the Board for
review prior to a vote at the March DDA meeting. He said that as a result of discussions at the retreat, an amount would be shown for sidewalk repairs, water mains, and conduit. Ms. Smith asked that the amount transferred to Housing be increased to $300,000.

Post-retreat, Mr. Narayan said that financial scenarios had been developed by staff that demonstrated the financial feasibility of taking on the projects selected at the retreat but only if the window of time during which these projects are taken on is expanded beyond five years. The Finance Committee gave feedback to staff on how to convey the various scenarios at a follow up retreat session to help the full board determine a recommended schedule for implementation.

The next Finance Committee meeting will be February 24th at 8:30 am.

7. D. SUBCOMMITTEE REPORTS - COMMUNICATION COMMITTEE
Draft Communication Plan. Ms. Lowenstein said that work was postponed. Instead the time was used to discuss ways the DDA could communicate its support for, and role in, enhancing and growing the regional transit system.

The next Communication Committee meeting will be February 11th at 12:30 p.m.

7. E. SUBCOMMITTEE REPORTS – EXECUTIVE COMMITTEE
Committee had nothing to report.

The next Executive Committee meeting will be March 4th at 11:00 am.

8. NEW BUSINESS
Thanking Russ Collins. Mr. Hewitt said that Mr. Collins had recently stepped down off the DDA board due to other commitments. He moved and Mr. Narayan supported the following resolution.

Resolution Thanking Russ Collins

Whereas, Russ Collins has contributed a tremendous amount of dedication, time, and energy to the Ann Arbor Downtown Development Authority since joining the board in 2005;

Whereas, Russ Collins brought great intelligence, creative thinking, and a much-appreciated sprinkling of wit to the discussion of important DDA projects, as well as a firm commitment to the values and mission of the DDA;
Whereas, Russ Collins gifted the DDA and public with an invaluable insight emphasizing the important elements that are part of an authentically urban environment, which are distinct from those things that are desired in suburbia;

Whereas, Russ Collins also conveyed the importance of downtown cultural institutions and their significant impact on the special quality and attractiveness of the downtown;

Whereas, Russ Collins’ passionate love for downtown Ann Arbor is an inspiration to all who have had the good fortune to work beside him;

RESOLVED, The Ann Arbor Downtown Development Authority, on behalf of the downtown and the community, thanks Russ Collins for his great service and abundant contributions to the downtown, and indeed to the community as a whole, through his work on the Ann Arbor Downtown Development Authority.

Mr. Hewitt read the resolution out loud. Mr. Narayan suggested that in Mr. Collins’ honor, the resolution be tabled for a thorough discussion at a retreat. All laughed, and then all expressed support for the resolution.

A vote on the resolution showed:
AYES: Guenzel, Hewitt, Lowenstein, McWilliams, Mouat, Narayan, Orr, Smith, Splitt
NAYS: none
ABSENT: Clark, Powers
The motion carried.
February 4, 2015

9. OTHER AUDIENCE PARTICIPATION

Jan Davies McDermott said that Ann Arbor already has successful volunteer ambassador programs in place, noting that programs run by UM, the Chamber of Commerce and the CVB welcome and assist visitors and newcomers to Ann Arbor. She said increased coordination between these programs makes more sense than creating another new ambassador program.

Ryan Gillis shared an experience he had with an ambassador program in another city in which he was harassed due to the content of a private conversation overhead by an ambassador. He warned against similar free speech violations happening here in Ann Arbor.

Changming Fan thanked those who spoke in opposition to the ambassador program, but said he supports it. He said the program will help facilitate social, mobile and local advances in Ann Arbor.
Carol Lopez said that the board should listen to the people on the street, who are often more concerned with parking rates than other issues. An ambassador program should use local people and not bring in a faith based company from outside the community.

10. ADJOURNMENT

There being no other business, Mr. Guenzel moved and Mr. Hewitt supported a motion to adjourn. Mr. Mouat declared the meeting adjourned at 1:13 pm.

Respectfully submitted,
Susan Pollay, Executive Director
ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, February 4, 2015

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:05 a.m.
Present: Roger Hewitt, John Mouat, Rishi Narayan, Keith Orr, Susan Pollay (ex officio)
Absent: Sandi Smith (ex officio)
Others: Joan Lowenstein, Changming Fan

Committee actions and discussions

Agenda Review. The group reviewed the February DDA meeting agenda. Ms. Pollay let the group know that she anticipated that there would be people attending who would want to comment on downtown ambassadors.

Bike House. Mr. Orr said that he would let the board know that he was scheduled to meet with staff to examine the potential to create another bike house, this time in the Ann Ashley parking structure.

Finance Committee. Mr. Narayan said that he would report to the board that the committee would incorporate the ideas generated at the DDA retreat last week into the FY 2016 budget. Given the interest expressed by board members about finding ways for the DDA to support quality of life issues in downtown, he asked if meter bag fee waivers should be brought to the full board every month for approvals as part of a new consent agenda; Mr. Hewitt suggested that alternately, perhaps the board could receive a monthly report outlining which meter bag fees had been waived. Ms. Pollay was asked to find out if meter bag fee waivers should be recognized on DDA financial statements.

There being no other business, the meeting adjourned at 11:50 a.m.
Susan Pollay, Executive Director
Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104

Time: 3:00 p.m.

Present: Roger Hewitt, Rishi Narayan, John Splitt

Absent: Cyndi Clark, Bob Guenzel, Joan Lowenstein, John Mouat, Al McWilliams, Keith Orr, Steve Powers, Sandi Smith

Also Present: Tom Crawford, City of Ann Arbor

Staff: Susan Pollay, Joseph Morehouse, Amber Miller, Jada Hahlbrock

Public: None

1. Financial Statements
   a. Financial Statements-The Committee reviewed second quarter financial statements. Questions were asked and answered. There were no large variances when compared to the FY15 budget.
   b. Expense Listing- Committee reviewed the expense listing for December 2015. Questions were asked and answered.

2. FY16 & FY 17 Budgets- The Committee continued working line by line to prepare the budgets. Work will be completed at the February Committee meeting. The consensus from the recent DDA retreat was to set aside $250,000/year for sidewalk related repairs, water mains, and conduit. The budget will be presented to the DDA at its March 4th meeting, and information shared at a City Council work session on Monday March 9th.

3. Scenarios- Several projects were prioritized by the DDA members at the recent retreat, and staff had assembled various scenarios that tested the feasibility of undertaking all these projects within the next five years. What was demonstrated was that limited DDA resources will require that this list be further refined, including spreading projects out beyond the five year window. Committee members made recommendations for format changes to enable the full board to review its options and priorities.

4. Public Comment- None

The meeting adjourned at 5:20 pm
Susan Pollay, Executive Director
1. **Partner Updates**
   - **AAATA** - Mr. Guenzel said that the search for a new CEO continues. The goal is to have information on finalists to present to the AAATA Board at their February 26th meeting. Mr. Guenzel shared information on a MDOT project that would widen US 23 and a North/South Rail feasibility study. He said staff are reviewing the 5 year Transit Improvement Plan and will be providing updates to participating communities.

   - **Planning Commission** - Mr. Peters reported that the Commission is close to completing its review of downtown zoning as directed by City Council. An updated work plan has been developed and will include a review of the ZORO (Zoning Ordinance Reorganization) draft document.

   - **City** - Ms. Lumm reported that Council saw a presentation on the treatment court programs. Ms. Lumm and Mr. Krapohl reported on the homeless Point in Time Count and survey.

   - **DDA** - Ms. Lowenstein said a DDA retreat was held to discuss Board project priorities. The next step will be to explore those potential projects in detail to decide on scope as well as timing. Ms. Lowenstein provided an update on the downtown ambassador program, saying that the DDA had received much public feedback. Discussion on the program and feedback will continue at the next Operations Committee meeting.

2. **Washtenaw County Affordable Housing Needs Assessment** - Discussed as part of updates from partners.

3. **Public Comment** - None

4. **Next meeting**
   The next committee meeting will take place Wednesday, March 11th at 11:00 am.

The meeting adjourned at 12:35 pm.
Respectfully submitted, Susan Pollay, Executive Director
Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104

Time: 12:35 p.m.

DDA Present: Bob Guenzel, Joan Lowenstein, Keith Orr, John Splitt

DDA Absent: Cyndi Clark, Roger Hewitt, Al McWilliams, John Mouat, Rishi Narayan, Steve Powers, Sandi Smith

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

Public: Sabra Briere

   Committee chair Mr. McWilliams was absent from the meeting. Committee members decided to postpone discussion on the DDA Communication plan until the March committee meeting.

2. Next meeting.
   The next committee meeting will take place Wednesday, March 11th at 12:30 pm.

3. Public Comment.
   None

The meeting adjourned at 12:40 pm.
Respectfully submitted, Susan Pollay, Executive Director
Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104

Time: 3:00 p.m.

Present: Roger Hewitt, Rishi Narayan, John Split

Absent: Cyndi Clark, Bob Guenzel, Joan Lowenstein, John Mouat, Al McWilliams, Keith Orr, Steve Powers, Sandi Smith

Staff: Susan Pollay, Joseph Morehouse

Public: None

1. Financial Statements / January Expense Listing- Report was reviewed. Questions asked and answered.

2. City Council Budget Work Session Monday March 9th. A series of work sessions have been scheduled so City Council can begin its work approving the FY 2016 and 2017 budgets. The DDA will be included on the March 9th work session evening. DDA staff will present information; DDA Finance Committee members are welcomed to attend and help answer questions.

3. FY 2016 & FY 2017 DDA Draft Budget. Staff provided draft budgets that included content discussed at the recent DDA retreat including amounts shown for sidewalk maintenance, capital improvements projects, and grants. The Committee members discussed the documents and made changes. The Finance Committee will recommend these budgets at the March DDA meeting for approval and submission to the City. Staff were asked to present the budgets to the DDA board using the City format and using color to help communicate budget details.

4. Other. It was decided that a resolution will be presented at the March DDA meeting that would modify the existing policy so that DDA grant funds would need to be expended within the fiscal year they are approved unless otherwise resolved, such as a determination to expend funds at a designated future fiscal year.

5. Public Comment- None

The meeting adjourned at 4:45pm
Susan Pollay, Executive Director
Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:00 a.m.
Present: Cyndi Clark, Bob Guenzel, Roger Hewitt, John Mouat, Keith Orr, John Split
Absent: Joan Lowenstein, Al McWilliams, Rishi Narayan, Steve Powers, Sandi Smith
Staff: Susan Pollay, Joseph Morehouse, Amber Miller, Jada Hahlbrock
Also Attending: Art Low/RPS, Nancy Shore/getDowntown, Mike Ortlieb/CWI, Josh Rozeboom/CWI, Dan Mooney/Edge Design
Public: Maura Thomson, Changming Fan, Ray Detter

1. **Public Comment:** None

2. **Construction**
   a. **4th & William:** Ms. Pollay said that CWI engineers worked with the contractor low bidder to address project cost questions. The revised contractor bid fits within the total project budget approved by the DDA. A resolution approving the selection of Spence Brothers as contractor for the project will be presented next week for DDA board approval.
   b. **1st & Washington:** An update was provided on the burst pipe and flooding that occurred over the weekend.

3. **Parking**
   a. **RPS 2014 Review:** Mr. Morehouse presented a recommendation, which was supported by the Committee and will be presented for board approval next week.
   b. **Fiber Network:** Mr. Morehouse shared a draft agreement for use of the City’s fiber network system. Questions were asked and answered. A resolution will be presented to the board for approval.
   c. **Other Parking:** Parking data was reviewed. Mr. Morehouse said that Republic Parking has been using a Tool Cat machine for snow removal; it saved them money and did an excellent job, and they are working on a rental agreement.

4. **New Business**
   a. **Bike House:** Mr. Orr said that businesses near Ann/Ashley requested secure bike parking, which may take the form of a bike house. Two locations have been sited, and the preliminary cost estimate is $40,000-$60,000. Committee members asked for information about usage at the Maynard bike house and the estimated number of employees that would use a new facility at Ann Ashley as part of their consideration of a draft resolution at the next committee meeting.

5. **Old Business**
   a. **Street Framework Plan:** Ms. Miller said that a draft has been received and is being reviewed.
b. Discussion of How to Create a Plan to Address Future Parking Demand- Ms. Pollay said that DDA staff has begun to draft a RFP for the parking demand study that would also generate a series of recommendations for additional transportation demand management-based programs. Board members were invited to share questions or ideas they would like to see explored in the RFP.

c. MDOT Request- Ms. Pollay said that MDOT has asked the DDA for input on the proposed US 23 expansion project. Committee members said they would like to see a DDA resolution lending support to the City and AAATA positions on this proposed project. Mr. Pollay said that she would reach out to the City’s Transportation Coordinator, Eli Cooper, for his help with this.

d. Downtown Ambassador Program- The Committee reviewed the revised proposal from Block by Block. The Committee also discussed comments and concerns they’ve heard from the community about this program, as well as their goals for the program and how communicate these goals. The discussion will continue at the next committee meeting.

6. **Public Comment**
   Changming Fan affirmed his support for the ambassador program. He said it is strategic and pragmatic. He said it is important to put humans on the street.

**Next meeting- Wednesday March 25th at 11:00 am.**

The meeting adjourned at 1:10 pm.
Susan Pollay, Executive Director
RESOLUTION TO APPROVE SELECTION OF SPENCE BROTHERS AS THE CONTRACTOR TO IMPLEMENT IMPROVEMENTS AT THE FOURTH & WILLIAM PARKING STRUCTURE INCLUDING CONSTRUCTION OF A NEW STAIR AND ELEVATOR

Whereas, The DDA mission is to strengthen the downtown area and attract new private investments, and it makes improvements to the public parking system as a means to help it accomplish its mission;

Whereas, In May 2014 the DDA approved a resolution to make improvements and to the Fourth and William Parking Structure with a total project budget of $5 million with funds to be taken from the DDA’s 063 Parking Fund and 065 Parking Maintenance Fund;

Whereas, These improvements include constructing a new stair and elevator, expanding and improving the ground floor pedestrian lobby area, installing new parking equipment, and improving the electrical system;

Whereas, As part of its resolution the DDA reserved the opportunity to approve the selection of contractor for this project once bids have been received;

Whereas, The project received two bids on February 3, 2015, and the DDA’s engineers at Carl Walker Inc. determined that Spence Brothers was the lowest responsible bid at $3,671,955;

Whereas, The Operations Committee supports this recommendation and puts this resolution forward for DDA approval;

RESOLVED, the DDA approves the selection of Spence Brothers as contractor for the DDA’s Fourth and William parking structure improvements project at their bid cost of $3,671,955.

RESOLVED, The DDA Chair, Operations Committee Co-Chairs and Executive Director are authorized to sign a contract and to take the necessary administrative actions to implement this resolution.
RESOLUTION TO APPROVE AN AGREEMENT WITH THE CITY OF ANN ARBOR FOR USE OF THEIR DATA FIBER NETWORK

Whereas, The DDA has been transmitting parking data across the City’s data fiber network since 2010;

Whereas, The City has requested a five year agreement for this service at a cost of $26,448.00/year;

Whereas, This agreement would set baseline performance expectations and termination terms;

Whereas, The service will be either the primary or secondary service to all of the parking facilities with point to point radio bridges being the alternative;

Whereas, The Operations Committee recommends approval of this agreement;

RESOLVED, The DDA approves this agreement and authorizes the DDA Executive Director to sign it after legal review.

Res Fiber Network Agreement.doc
March 4, 2015
INTERAGENCY AGREEMENT FOR COLLABORATIVE TECHNOLOGY AND SERVICES
SCHEDULE 21

This is a Schedule issued under the terms and conditions of InterAgency Agreement for Collaborative Technology and Services, effective ____________, 2015. Delivery of Services under this Schedule shall be performed in accordance with the general terms and conditions of the above referenced InterAgency Agreement and more particularly as described below:

1. **Service Title:** Network Infrastructure Services (Connectivity, Administration and Monitoring)

2. **Service Description:** City of Ann Arbor provides network connectivity services to the Downtown Development Authority (DDA) parking garages. The Parking Structures (common reference names) listed below are provided Networking Services:
   - Ann and Ashley St.
   - 4th and Washington St.
   - 4th and William St.
   - First and Maynard St.
   - Liberty Square
   - Maynard St.
   - Forest St.
   - Underground Parking Deck

Please note that networking services provided to DDA Parking Structures are not based on dedicated, exclusive use of fiber optic strands or edge switch equipment and rely upon a combination of fiber optic connections coupled with “virtualized” networking technology to provide secure network connectivity.

Further details (i.e., a schematic diagram of network topology) can be provided upon request.

3. **Provider:**
   City of Ann Arbor

4. **Subscribers(s):**
   Downtown Development Authority (DDA)

5. **Provider Responsibilities:**

   - Provider will supply DDA with up to, in aggregate, 40 Megabit point-to-point capable network services (equivalent to private sector internet service provider (ISP) offerings).

   - Provider will actively administer, monitor and maintain network services for DDA parking garages to ensure reliable network connections are provided for each parking garage listed below in Section 2 above (equivalent to private sector internet service provider (ISP) offerings).

   - Provider will use commercially reasonable efforts to ensure service remains available, 24 hours/day, 7 days a week, 365 days a year, excluding published scheduled maintenance times.
- Provider will ensure that regular firmware code updates are applied to keep edge switches secure and reliable for high availability.

6. **Subscribers Responsibilities:**
   - The Subscriber is responsible for providing a Point of Contact for all Provider Communications.
   
   - Subscriber will work with provider to ensure connectivity is maintained in a safe and reliable manner and to test connectivity when requested.
   
   - If Subscriber has advanced notice that construction activities may impact network services at DDA Parking Garage Facilities, Subscriber is responsible for notifying Provider 30 days in advance.

7. **Performance Expectations:**
   - Any major planned service outages will be discussed with Subscribers at a minimum 10 business days prior planned service outages and a mutually agreed upon schedule will be implemented.
   
   - Provider and Subscribers will communicate all relevant changes to the other party.
   
   - Both the Provider and Subscribers will work equally and collaboratively to support this equipment.

8. **Maintenance Operations (Scheduled & Critical):**
   - **Scheduled Maintenance:**
     Routine maintenance and repair of the Provider described in this section (“Scheduled Maintenance”) shall be performed by or under the direction of Provider, at Provider’s reasonable discretion and in accordance with industry standards.

   - **Unscheduled Maintenance:**
     Provider’s Maintenance personnel shall be available for dispatch twenty-four (24) hours a day, seven (7) days a week. Provider shall endeavor to have, but shall not guarantee that it will have, it’s first maintenance personnel respond (physical or virtual) for Emergency Unscheduled Maintenance activity within four (4) hours after the time Provider becomes aware of an event requiring Emergency Unscheduled Maintenance, unless delayed by Force Majeure Events.

     Provider shall maintain a telephone number to contact Provider for maintenance and shall provide such number to Subscriber. That telephone number is the number for Information Technology Services Help Desk, which is (734) 794-6550. In the event the contact number changes, Provider shall notify Subscriber of the change in writing.

9. **Communications Protocol:**
   - Scheduling of planned service outages will be communicated and confirmed through email addressed to Subscribers Points of Contact no later than 10 business days prior to planned service outages.
10. Role of Contractors:
   - Please refer to “Subscribers Responsibilities”

11. Subscribers Fee:

   **Network Infrastructure Services**
   - Monthly Rate for 40M Connectivity (rate is significantly below comparable private sector rates) - **$106.00 month/site**
   - Annual Rate for 40M Connectivity (rate is significantly below comparable private sector rates) - **$1,272.00 per annum/site**

   **Network Administration and Monitoring Services**
   - Monthly Rate for Network Administration and Monitoring Services (rate is significantly below comparable private sector rates) - **$169.50 month/site**
   - Annual Rate for 40M Connectivity (rate is significantly below comparable private sector rates) - **$2,034.00 per annum/site**

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<th>Annual Network Admin Monitoring Rate</th>
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<td>TOTAL ANNUAL COST</td>
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   - **Date Due:** By March 1, 2015 and annually on March 1 until expiration date of agreement.
   - **Expiration Date:** June 30, 2020

Subscriber
CITY OF ANN ARBOR

By: ________________________
Steve Powers               (Date)
City Administrator

PROVIDED AS TO SUBSTANCE:

__________________________
Tom Crawford, CFO/Finance and
Admin. Services Administrator

PROVIDED AS TO CONTENT:

__________________________
Tom Shewchuk, IT Director

__________________________
Joseph Morehouse
[insert official title]

PROVIDED AS TO FORM:

____________________________
Stephen K. Postema, City Attorney

____________________________
[Insert DDA Attorney’s Name]
[insert official title]
RESOLUTION TO APPROVE A 2014 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 fee is 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, and in acknowledgement of their efforts this year, the Operations Committee recommends that the DDA provide RPS with a $40,000 year-end management incentive;

RESOLVED, The DDA authorized a 2014 year-end management incentive of $40,000 for Republic Parking Systems.

RES Republic Incentive 2014
March 4, 2015
MEMORANDUM

DATE: February 25, 2015
TO: DDA Operations Committee
FROM: Joe Morehouse, Deputy Director
RE: Management Incentive Recommendation for Republic Parking Systems, Inc.

The fee paid to Republic Parking Systems 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 a DDA review of Republic’s performance using the following criteria:

- Level of customer satisfaction as measured by a sampling of parking patrons on a bi-monthly basis.
- Increases in the operating surplus as compared to a target level set jointly by Republic and DDA.
- Cleanliness of the parking facilities as measured by the DDA.
- Control of “dead tickets” by the Manager as measured by the DDA from parking control software.
- General satisfaction of Republic’s performance.

Results
A. Results of calendar year 2014 customer surveys with permit and hourly customers:

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<tr>
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<td>3</td>
<td>12.1%</td>
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<td>13.3%</td>
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<td></td>
<td>1-Poor</td>
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<td></td>
<td>Non-Responsive</td>
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B. Operating surplus reported by Republic for June 30, 2014 was $208,393 more than budgeted.

C. The DDA’s independent Parking Inspector completed 50 written reports that assessed facility cleanliness. These ratings averaged 91.88% for the entire system through the January ratings, which is a decrease over last year’s score of 92.3%.

D. The December 31, 2014 accounts receivable balance for parking permit accounts stood at $304.90, or .005% of our average monthly billing, well below our target of 5%.

E. The Republic dead ticket average was 1.90% for the year which is an increase from last year’s 1.75%. This is above our target of 1.75%.
Overall Assessment

Using the statistical data above, Republic continues to show a good overall management of the parking system. The decline in the excellent and very good categories is probably due to increase in non-responsive category. They continue to handle large events in a well managed way with minimal complaints and problems.

However during the year Republic was slow to implement DDA initiatives in the parking system as follows:

- The request in July for the addition of an “Apps” page on the Republic web site
- Reluctance to staff special efforts requested by the DDA for example at Liberty Square
- Survey of automated equipment satisfaction when requested.

Recommendation

In recognition of Republic’s work this year, I would like to recommend that the DDA give Republic a $40,000 incentive fee for 2014. This is in comparison to a $50,000 payment last year which reflected efforts shown by opening a new garages, dealing with the final completion of another and the NHL Classic.
## Permits by Facility by Month

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RESOLUTION TO PUT FORWARD THE DDA BUDGETS FOR
FISCAL YEAR 2016 & 2017

Whereas, The DDA has developed a Ten-Year Financial Plan, including projected income and expenses for debt service, capital improvements projects and parking operations;

Whereas, The DDA Finance Committee has developed budgets for the 2016 & 2017 fiscal years for the DDA based on the DDA’s most recent Ten-Year Plan;

Whereas, The Finance Committee recommends approval of this DDA budget by the DDA;

RESOLVED, The DDA accepts the recommendation of its Finance Committee and puts these budgets forward to the City for approval.

Resbudget approval .doc
March 4, 2015
## Revenues By Category

<table>
<thead>
<tr>
<th>Category</th>
<th>Actual FY 2013</th>
<th>Actual FY 2014</th>
<th>Budget FY 2015</th>
<th>Forecasted FY 2015</th>
<th>Request FY 2016</th>
<th>Projected FY 2017</th>
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<td>5,071,059</td>
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**Total** 25,105,182 29,247,819 29,164,457 29,394,255 33,454,949 29,612,004

## Revenues By Fund

<table>
<thead>
<tr>
<th>Category</th>
<th>Actual FY 2013</th>
<th>Actual FY 2014</th>
<th>Budget FY 2015</th>
<th>Forecasted FY 2015</th>
<th>Request FY 2016</th>
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<td>DDA PARKING MAINTENANCE (0033)</td>
<td>752,535</td>
<td>4,406,343</td>
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**Total** 25,105,182 29,247,819 29,164,457 29,394,255 33,454,949 29,612,004
Expenses By Category

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<tr>
<th>Category</th>
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<th>Actual FY 2014</th>
<th>Budget FY 2015</th>
<th>Forecasted FY 2015</th>
<th>Request FY 2016</th>
<th>Projected FY 2017</th>
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<td><strong>Total</strong></td>
<td><strong>25,475,905</strong></td>
<td><strong>29,279,075</strong></td>
<td><strong>28,949,996</strong></td>
<td><strong>28,669,580</strong></td>
<td><strong>33,454,949</strong></td>
<td><strong>29,108,634</strong></td>
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Expenses By Fund

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<th>Budget FY 2015</th>
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FTE Count

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<th>Request FY 2016</th>
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<td><strong>4.00</strong></td>
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RESOLUTION TO REVISE THE DDA POLICY REGARDING TIME LIMITS FOR DDA GRANTS

Whereas, In 2006 the DDA approved “Resolution to Approve Revised Principles and Procedures Regarding DDA Grant Decisions” in which it formulated guidelines by which it would provide grants for important projects and programs;

Whereas, In 2009 the DDA approved an amendment to this policy, that required DDA grant funds to be used at the latest within the following fiscal year, unless otherwise stated, or the grant would be automatically rescinded;

Whereas, The DDA Finance Committee discussed the impact of grants remaining unspent but carried forward the second year as future liability in that year’s budget, in particular, the effect it has on the DDA’s ability to plan for other future grants;

Whereas, The DDA Finance Committee recommends that the DDA revise policy, so that non-Partnerships and Brownfield grants approved by the DDA must be expended within the fiscal year specified within the DDA resolution approving the grant..

RESOLVED, The DDA amends its policy regarding DDA grants that are not Partnerships Grants or Brownfield Grants, that these funds must be expended within the fiscal year specified within the DDA resolution approving the grant.