ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING AGENDA
Wednesday, October 7, 2015  12:00 noon
DDA Offices, 150 S. Fifth Avenue, Ann Arbor, MI  48104

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

2. Audience Participation  (4 people maximum, 4 minutes each)
   ·  Peter Allen

3. Reports from City Boards and Commissions
   ·  Ray Detter, Downtown Area Citizens Advisory Council
   ·  David Santacroce, Chair of the Public Market Advisory Commission

4. DDA Members Communications

5. Executive Director Communications

6. Approval of Minutes: September 2015 meetings

7. Subcommittee Reports
   a. Capital Improvements Committee – J. Mouat
      ·  Resolution to Establish a Project Budget for the South University Streetscape Project
      ·  Resolution to Approve a Design Team for the SU and Fifth/Detroit Street projects
      ·  Next Committee meeting: Wednesday, October 21 at 11am

   b. Operations Committee – J. Splitt, K. Orr
      ·  Parking/TDM study – status
      ·  Monthly parking report
      ·  FY 2015 parking system operating income statement (unaudited)
      ·  Changing the name of the Ann Ashley parking structure - status
      ·  Memos about parking system purchases and Republic Parking contract
      ·  101 N. Main request for parking contract – follow-up
      ·  Construction at 4th & William – status
      ·  Structure repairs - status
      ·  Next Committee meeting: Wednesday, October 28  at 11am

   c. Finance Committee – M. Klopf
      ·  Annual audit – status
      ·  Next Committee meeting:  Tuesday, October 27 at 1pm
d. Partnerships/Economic Development Committee – J. Lowenstein & A. McWilliams
   · Partner updates
   · Formulating grant policies and procedures – status of work
   · Next Committee meeting: Wednesday, October 14 at 9am

e. Executive Committee – J. Mouat, R. Hewitt, R. Narayan, M Klopf, S. Smith
   · Next Committee meeting: Wednesday, November 4 at 11am

8. New Business

9. Other Audience Participation (4 minutes each)

10. Adjournment
ANN ARBOR FARMERS MARKET
Infrastructure Improvement Project Overview

About the Project
Proposed infrastructure improvements for the Ann Arbor Farmers Market focus on a new market structure to expand vendor stall capacity year-round. The project is intended to serve the market’s vendors, customers and staff as the market evolves and continues to provide a critical outlet for local food in the community and serves as a central community gathering space throughout the year. The market project first identified in the City’s Capital Improvement Plan highlighted the need to improve winter capacity at the Farmers Market. This project is intended to realize improved stall space for the market’s vendors in all seasons. The project reflects the priorities of the Public Market Advisory Commission, which has advocated for the expansion and improvement of market infrastructure for winter purposes. Parks & Recreation Services is committed to improving this park space within the downtown area of the City of Ann Arbor.

In the Office
Design boards from the architects are now on display in the market office. Stop by and fill out a comment card with your input and questions regarding the market project. Boards are available for review during market hours (Wednesdays, 7 a.m.–8 p.m. and Saturdays, 7 a.m.–3 p.m.).

Upcoming Public Meetings
Regular project updates are provided at the monthly Public Market Advisory Commission meetings, which are held at 5:30 p.m. on the third Thursday of each month at Larcom City Hall in the 2nd Floor Council Chambers. All regular meetings and work sessions are open to the public.

We Welcome your Input
Feedback and questions can be sent directly to the Public Market Advisory Commission, pmac@a2gov.org. All emails regarding the project will be presented and filed as part of the public process and record for this project. Any additional questions should be directed to Sarah DeWitt, Farmers Market Manager, at sdewitt@a2gov.org or 734.794.6000 ext. 42575.
The proposed infrastructure improvements for the Ann Arbor Farmers Market focus on a new market structure to expand vendor stall capacity year-round. The project is intended to serve the market’s vendors, customers and staff as the market evolves and continues to provide a critical outlet for local food in the community and serves as a central community gathering space throughout the year. In recent years, innovative farming practices and increased demand for year-round local food sources have emphasized the importance of winter operations at the Ann Arbor Farmers Market. Farmers are in need of consistent retail outlets that provide adequate shelter and climate control for produce, even during the harshest months of winter. Furthermore there is a need to provide more equitable stall accommodations to the market’s 120 vendors by providing additional covered stall spaces in the summer within the bounds of the existing market.

This project reflects the priorities of the Public Market Advisory Commission (PMAC), which has long advocated for the expansion and improvement of market infrastructure for winter purposes. It also addresses an identified need in the City’s FY2016–2021 Capital Improvements Plan (CIP) and the 2010–2015 Parks and Recreation Open Space (PROS) Plan and furthers the Local Food goal set forth in the City’s Sustainability Framework. Parks & Recreation Services is committed to improving and sustaining this community asset within downtown Ann Arbor through the timely realization of this infrastructure improvement project.

The need for improved market amenities, particularly to accommodate vendors during the winter months, has been a reoccurring theme among vendors, customers, PMAC and market staff for a number of years. Within the last three years PMAC and city staff have evaluated the level of need for such improvements. In April 2014 PMAC conducted a SWOT (strengths, weaknesses, opportunities and threats) analysis of the market’s physical infrastructure. Following that exercise, surveys were created to understand vendor and customer priorities for market improvements. Survey responses from 350 market customers and 61 vendors identified two shared priority areas for desired improvements among both vendors and customers: winterization efforts and an increased capacity for covered vendor stall space at the market.

In response to the priority areas highlighted in the 2014 survey results, staff and PMAC began to identify possible solutions for these needs. Several winterization options were considered in the initial evaluation for this project. Staff and PMAC explored the possibility for moveable, impermanent options such as tarps or wind shields that would serve as adaptations of the existing market structure. One major complication of making adjustments to the existing structure is the inability of the existing vendor canopy steel structural system to handle the increased wind loads which would result from adding such features. This comes with an unknown cost for retrofitting the current structure, in addition to the cost of fabricating and installing winterized siding. Additionally, the
winterization of the existing market structure would not increase the number of covered stall spaces available to market vendors throughout the year. These limiting factors informed the current proposed project for a new structure.

In March 2015, staff conducted a vendor survey in which 58 of the 96 respondents indicated that a fully-enclosed space would motivate them to attend market regularly during the winter months of January through March. This anticipated use of a fully enclosed structure was notably higher than for the other levels of winterization proposed in the survey (wind breaks or garage-style doors). These survey results further underscored the potential to engage nearly 60 market vendors each week during the months of January through March if a new building were to be constructed. This signifies a doubling of the market size throughout these months, which benefits both market vendors and customers in offering a more robust local food outlet year-round.

**Design**

The physical location for the proposed structure currently functions as an unsheltered, paved lot that accommodates up to 18 vendors during the busiest months of the market season. Preliminary vendor layouts within the new structure would provide 24 additional spaces through these busy months, for a total of 42 vendor spaces. The design incorporates large, bi-fold and garage-style doors on the sides and ends of the new market structure, which will be opened for market days during the months of April through December to mirror the open-air environment of the existing market.

The building will also provide sufficient shelter during the coldest months of the year. On average, 30 vendors attend the market during the months of January through March. With the proposed indoor stall layout, 28 additional vendors could be accommodated in a heated, indoor space, for a total of 58 vendor spaces during these winter months.

The proposed vendor stall layouts more than double the number of stall spaces currently available in the paved lot area. This increased capacity accommodates all market vendors more equitably by providing covered stall spaces; it also has the potential to alleviate sidewalk congestion which has increased in recent years as the number of vendors operating at market has increased in an effort to satisfy the growing consumer demand for local food.

The building’s main entrance will be situated on 4th Avenue, creating an important new street presence and central entranceway for the market. The increased visibility will further engage the community with the market on a daily basis, with clearer signage signifying the market’s presence and a more attractive façade that enhances the streetscape.

**Funding**

The Public Market Advisory Commission has supported the use of $350,000.00 of the market’s assigned available fund balance to be used in conjunction with $100,000.00 in previously approved park millage funds and $129,000.00 in developer park contributions earmarked in the developer agreement for 413 E. Huron. These three funding sources account for $579,000 in currently available funds for the Market Infrastructure Improvement Project. Other funding partnerships and opportunities are being explored as estimates of the total project cost are developed.
1. **ROLL CALL**

Present: Roger Hewitt, Marie Klopf, Joan Lowenstein, Al McWilliams, John Mouat, Rishi Narayan, Keith Orr, Steve Powers, Sandi Smith, John Splitt, Phil Weiss

Absent: Bob Guenzel

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

Audience: Russ Collins, Michigan Theater
Lee Berry, Michigan Theater
Barbara Twist, Michigan Theater
Edward Vielmetti
Alan Haber
Ray Detter, CAC

2. **AUDIENCE PARTICIPATION**

Russ Collins shared information on the Michigan Theater Foundation’s plan to make significant improvements to the State Theater. He explained how the project aligns with the DDA mission and asked the DDA to consider a grant request for $750,000 to pay for the installation of an elevator and façade improvements.

Alan Haber spoke in favor of a public open space on the surface of the Library Lane structure. He said that a community commons area would be in the best interest of all citizens and would provide a place for social gathering and civic engagement.

3. **REPORTS FROM CITY BOARDS AND COMMISSIONS**

Mr. Detter said the September 1st CAC meeting included a discussion of the downtown zoning changes approved by City Council in July, as well as a number of changes still needed. The CAC reviewed and approved a letter to be sent to the City Planning Department on possible changes to Downtown Zoning Premiums. The letter expresses the opinion of the CAC that premiums should not be granted at any time if they have a negative impact upon the historic character of downtown or the context of near downtown residential and historic neighborhoods. The letter also notes that the CAC supports a strengthening of the role of the Design Review Board.
4. **DDA MEMBERS COMMUNICATIONS**

Mr. Powers said community meetings regarding the Library Lane lot will take place on October 8 & 9. He shared that Ms. Pulcipher from the City will be leading the effort to create a Greenway Master Plan.

5. **EXECUTIVE DIRECTOR COMMUNICATIONS**

Ms. Pollay said the Ann Ashley Bike House grand opening took place August 27th. She thanked Ms. Smith and Mr. Mouat for their participation. Ms. Pollay reported that the Downtown Street Design Manual had won an International Downtown Association Merit Award and a Michigan Association of Planning Excellence Award. She said that an RFQ was released on August 19 to help the DDA select a qualified design team/firm to oversee the 5th/Detroit & South University projects. She said that it is anticipated a recommendation will be presented to the DDA at its October monthly meeting.

6. **APPROVAL OF MINUTES**

Mr. Mouat moved and Ms. Lowenstein supported approval of the July and August 2015 DDA meeting minutes.

A vote on the motion showed:

**AYES:** Hewitt, Klopf, Lowenstein, McWilliams, Mouat, Narayan, Orr, Powers, Smith, Splitt, Weiss

**NAYS:** none

**ABSENT:** Guenzel

**ABSTAIN:** none

The motion carried.

7. A. **SUBCOMMITTEE REPORTS - OPERATIONS COMMITTEE**

Resolution. Mr. Splitt moved and Mr. Mouat supported the following resolution.

**RESOLUTION APPROVING A PARKING AGREEMENT WITH ONE NORTH MAIN**

Whereas, In November 5, 1984 the City of Ann Arbor approved a parking agreement with the owner of the 101 N. Main Street building providing 25% of the parking spaces in the Ann Ashley parking structure for twenty five years;

Whereas, The DDA has operated the public parking system since 1992 with the purpose of meeting its mission;

Whereas, In 2000 the owners of the building asked for and received from the DDA an extension of the 1984 Parking Agreement through 2012, and another extension to 2015, and this agreement expired in June 2015;
Whereas, In July 2015 the DDA Operations Committee met with a representative of One North Main, LLC to discuss the request to either extend the former parking agreement or approve a new parking agreement;

Whereas, The Operations Committee puts forward a proposed new parking contract with One North Main, LLC that includes the following elements:

- The number of parking permits under contract:
  - September 2, 2015 to September 1, 2017 113 permits
  - September 2, 2017 to September 1, 2019 80 permits
  - September 2, 2019 to March 31, 2023 60 permits

- Permits under contract would be charged at the standard month-to-month permit cost plus a 20% surcharge.

RESOLVED, The DDA approves a parking agreement with One North Main, LLC.

RESOLVED, The DDA authorizes its Board Chair, Operations Committee Co-Chairs, and Executive Director to sign a parking agreement with One North Main, LLC on behalf of the DDA.

Board members discussed the differences between a contract for parking and a month to month arrangement. The vibrancy of that neighborhood, and the DDA’s opportunity to use parking to support downtown vibrancy was also discussed.

Ms. Smith moved and Ms. Lowenstein supported an amendment to the resolution that struck language limit the contract to a single two year period. This change would appear as:

- The number of parking permits under contract:
  - September 2, 2015 to September 1, 2017 113 permits
  - September 2, 2017 to September 1, 2019 80 permits
  - September 2, 2019 to March 31, 2023 60 permits

A vote on the amendment showed:
AYES: Hewitt, Lowenstein, McWilliams, Narayan, Orr, Powers, Smith, Splitt
NAYS: Klopf, Mouat, Weiss
ABSENT: Guenzel
ABSTAIN: None

The amendment passed.

The resolution as amended is as follows;

RESOLUTION APPROVING A PARKING AGREEMENT WITH ONE NORTH MAIN
Whereas, In November 5, 1984 the City of Ann Arbor approved a parking agreement with the owner of the 101 N. Main Street building providing 25% of the parking spaces in the Ann Ashley parking structure for twenty five years;

Whereas, The DDA has operated the public parking system since 1992 with the purpose of meeting its mission;

Whereas, In 2000 the owners of the building asked for and received from the DDA an extension of the 1984 Parking Agreement through 2012, and another extension to 2015, and this agreement expired in June 2015;

Whereas, In July 2015 the DDA Operations Committee met with a representative of One North Main, LLC to discuss the request to either extend the former parking agreement or approve a new parking agreement;

Whereas, The Operations Committee puts forward a proposed new parking contract with One North Main, LLC that includes the following elements:

· The number of parking permits under contract:
  September 2, 2015 to September 1, 2017  113 permits

· Permits under contract would be charged at the standard month-to-month permit cost plus a 20% surcharge.

RESOLVED, The DDA approves a parking agreement with One North Main, LLC.

RESOLVED, The DDA authorizes its Board Chair, Operations Committee Co-Chairs, and Executive Director to sign a parking agreement with One North Main, LLC on behalf of the DDA.

A vote on the amended resolution showed:
AYES: Hewitt, Lowenstein, Orr, Powers, Smith
NAYS: Klopf, McWilliams, Mouat, Narayan, Splitt, Weiss
ABSENT: Guenzel
ABSTAIN: None
The resolution failed.

Resolution. Mr. Splitt moved and Mr. Orr supported the following resolution.

RESOLUTION TO APPROVE A CONTRACT WITH ZIPCAR FOR DOWNTOWN CAR SHARING
Whereas, Zipcar is a growing company that provides hourly car rental services to universities and downtowns throughout the nation;

Whereas, The DDA has been a committed supporter and funder of many transportation programs for many years in support of its mission;

Whereas, One of these transportation programs has been a DDA support for a downtown Zipcar program, which began in 2008 with the DDA guaranteeing cost coverage for four vehicles and has grown to ten cars in 2015 which require no DDA subsidy beyond the provision of parking spaces;

Whereas, The Operations Committee reviewed and recommends a proposed three-year DDA/Zipcar contract that would expand the Zipcar fleet to at least thirteen vehicles and would set forward Zipcar payment for parking spaces;

Whereas, This proposed contract has been reviewed by the DDA Attorney;

RESOLVED, The DDA approves the proposed contract with Zipcar.

Mr. Splitt said Zipcar currently uses spaces in the parking system free of charge. This short term contract includes a fee schedule outlining cost per space per month. Mr. Splitt said the Operations Committee recommends approval.

A vote on the resolution showed:
AYES: Hewitt, Klopf, Lowenstein, McWilliams, Mouat, Narayan, Orr, Powers, Smith, Splitt, Weiss
NAYS: None
ABSENT: Guenzel
ABSTAIN: None
The resolution passed.

Parking Reports for July and August 2015. Mr. Splitt pointed to the reports which were included in the board packet.

Quarterly Parking Numbers and 2015 Art Fair. Mr. Splitt said the reports show increasing revenue in both the 4th Quarter and FY 2015. He said that Art Fair revenue was up, despite the number of parkers being down, because of a rate increase.

Parking/TDM Study. Mr. Splitt said the existing conditions portion of the report is almost complete. Nelson/Nygaard staff will be in Ann Arbor for a site visit in late September.
4th & William Construction. Mr. Splitt said that issues with column alignment were discovered that temporarily stalled installation of the new stairs. A solution has been identified and work is resuming.

Structure Repairs. Mr. Splitt said that this work is on schedule. Interior work at Maynard and Forest is ending while exterior work at Forest continues. Mr. Splitt said that work at 4th & Washington will begin next week.

The next Operations Committee meeting will be on September 16th at 11:00 am.

7. B. SUBCOMMITTEE REPORTS- FINANCE COMMITTEE

FY Year-End Financial Statements (unaudited) and FY 2015 and FY 2016 Funds Committed Reports. Ms. Klopf said the financial reports were reviewed by the Finance Committee and were included in the board packet.

Procedure Reviews: Accounting and Parking Revenue Internal Control Memos. Ms. Klopf the Finance Committee reviewed and discussed the two documents.

Ms. Klopf also noted that the Committee considered whether to raise the per diem rate for the upcoming IDA conference in San Francisco, but decided against it.

The next Finance Committee meeting will be September 22 at 1:00 p.m.

7. C. SUBCOMMITTEE REPORTS- CAPITAL IMPROVEMENTS COMMITTEE

Capital Improvement Projects. Mr. Mouat said the Committee spent time at the beginning of the meeting talking about vibrant downtown sidewalks, and why they were successful. This then led to a discussion about the need to shape a shared goal and vision for each of the improvements projects to give clear direction to the DDA’s future designers. He noted that each of the DDA’s future project areas has functional needs as well as a unique character that needs to be considered. Mr. Mouat said the Committee reviewed a refined project schedule, as well as an outline for the ways the public can provide input at each stage of design. The Committee also discussed the process and schedule for an RFQ to help the DDA select a design team for the N. 5th/Detroit and SU projects. The committee agreed with the staff recommendation that since the City and DDA will work together on the Kerrytown project, that a single design contract for the entire project will be undertaken, and a single construction contract.

Sidewalk repairs. Mr. Mouat said that sidewalk work this summer has focused on brick replacement. Ms. Miller reported that the DDA planted 114 trees over two seasons. The City is working on an updated tree inventory that will help guide DDA planting next spring.
The next Capital Improvements Committee meeting will be September 23 at 11 am.

7. D. SUBCOMMITTEE REPORTS - PARTNERSHIPS/ECONOMIC DEVELOPMENT COMMITTEE

Ms. Lowenstein said that at the July meeting the committee discussed DDA grant policies and procedures, including whether to separate large grants vs. small grants, and whether requests might be received at only a few times a year so applications could be compared. Discussion will continue at the next meeting.

The next Partnerships/ Economic Development Committee meeting will take place on September 9 at 9am.

7. E. SUBCOMMITTEE REPORTS – EXECUTIVE COMMITTEE

Resolution Approving Compensation Change for the DDA Executive Director for FY 2016. Ms. Smith moved and Ms. Lowenstein supported the following resolution.

Resolution Approving a Compensation Change for the DDA Executive Director of the Ann Arbor Downtown Development Authority for FY 2016

Whereas, Susan Pollay has served as the DDA Executive Director since 1996;

Whereas, A number of important DDA projects were undertaken in FY 2015 under Ms. Pollay’s leadership, including:

- Completions of the Street Framework project, resulting in technical design standards that will be incorporated into the City’s “orange book”, and compilation of best practice findings for several important downtown issues.

- The planning, bidding, and selection of a contractor to construct the new stair/elevators at the Fourth & William parking structure. Construction is underway.

- DDA developed an ambitious multi-year transformative capital improvements work plan including projects on Huron Street, State Street, South University, Fifth/Detroit Streets, and Ashley/First Streets.

- DDA approved important grants in support of its mission, including Partnerships Grants to 116-120 W. Huron and 318 W. Liberty.

- DDA renewal of its funding for the DDA go!Pass and other downtown transportation initiatives. Use of these transportation options continues to grow.

- DDA received a clean audit once again.

- DDA has planted many dozens of replacement trees, and repaired many hundreds of feet of downtown sidewalk in support of the DDA’s goal of walkability.
Management of the public parking system continues to see increased use and revenue, and good customer service scores.

Whereas, DDA board members reviewed Ms. Pollay’s efforts in FY 2015, and noted that she effectively works with the DDA members to support board member involvement, that DDA programs and projects are well managed, and that Ms. Pollay serves as a vital resource for downtown stakeholders, and the community at large;

Whereas, As is the case with comparable high-level city area administrators, Susan is often called upon to address City Council and does so with great expertise.

Whereas, The DDA board voted to approve a compensation change for Ms. Pollay at its July meeting, but it was later found that the base salary was noted incorrectly;

Whereas, The DDA Executive Committee recommends that Ms. Pollay be provided with a salary adjustment retroactive to July 1, 2015 to increase her salary 2.75% from $114,575 to $117,726.

RESOLVED, The DDA board recognizes Ms. Pollay’s performance and accomplishments, and approves a salary adjustment as recommended by its Executive Committee.

Ms. Smith said that a resolution was passed in July authorizing a salary increase for Ms. Pollay. Ms. Smith said that there was an error in the first resolution, and this corrected resolution would replace that.

A vote on the resolution showed:
AYES:  Hewitt, Klopf, Lowenstein, McWilliams, Mouat, Narayan, Orr, Powers Smith, Splitt, Weiss
NAYS: none
ABSENT: Guenzel
ABSTAIN:  none
The resolution passed.

The next Executive Committee meeting will be October 7 at 11 am.

8. NEW BUSINESS
Ms. Smith asked that the Operations Committee consider a re-branding or re-naming of the Ann Ashley structure to the Kerrytown structure. Mr. Splitt said the Committee would begin the discussion.

Ms. Klopf asked if information could be prepared on how much money the DDA has spent over the last 3-5 years on contracted project managers. She said that given the small number of
staff and the many upcoming projects, it may be time to consider hiring a new staff member. It was decided that the information would be presented to the Finance Committee.

9. OTHER AUDIENCE PARTICIPATION

Mr. Haber suggested that the DDA consider adding directional signage on the sidewalk with information about the number of available parking spaces, as this would be very useful to drivers. He also said that an ice rink on the Library Lane lot would be a great use of the space in the upcoming winter months.

Mr. Vielmetti said that he looks forward to the State Theater project. He said a discussion about Republic Parking that took place at the Operations Committee meeting about a former RPS employee who incorrectly used Ann Arbor resources to solicit a parking contract in Ferndale should have been more thoroughly reported in the minutes. He urged Board members to review the Republic Parking contract, its end date and penalties for early termination. Mr. Hewitt asked Mr. Morehouse to respond to Mr. Vielmetti’s concern. Mr. Morehouse said that a review found that $8,500 in costs were incorrectly billed to the DDA, and Republic Parking had reimbursed this to the DDA.

10. ADJOURNMENT

There being no other business, Mr. Narayan moved and Mr. Mouat supported a motion to adjourn. Mr. Hewitt declared the meeting adjourned at 1:28 pm.

Respectfully submitted,
Susan Pollay, Executive Director
ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, September 2, 2015

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:00 a.m.
Present: Roger Hewitt, Rishi Narayan, Sandi Smith, Marie Klopf, Susan Pollay (ex officio)
Absent: John Mouat (ex officio)
Others: Joan Lowenstein, Steve Powers

Committee actions and discussions

Agenda Review. The group reviewed the September DDA monthly meeting agenda.

Staff compensation changes. It was noted that the resolution approved in July granting a compensation change for the Executive Director stated the base salary incorrectly. A new corrected resolution was reviewed, and it was agreed it would be presented to the full board.

DDA office lease. Ms. Pollay noted that the DDA office lease was slated to end in 2016, and she asked how the Committee wanted to proceed. Two possible directions included utilizing the language in the agreement to extend the lease or instead, hiring a commercial broker to find space elsewhere. There was a general discussion about the current office including its size which seemed adequate even if additional DDA staff were contracted or hired in coming years. Several reasons for staying in the current location were mentioned, including its proximity to City Hall, the agreeable lease terms, the expense of moving, and the challenge making sure a new address is well-communicated. Ms. Pollay said that she would work with her staff to explore both options and bring back information to the Committee for additional discussion.

Grant requests. Ms. Pollay noted that she anticipated at least a few large grant requests coming to the DDA in the coming months. Ms. Lowenstein and Ms. Klopf volunteered to assist Ms. Pollay drafting grant procedures and policies so the board could approve this before considering any of the grant requests.

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: 9:00 a.m.
Present: Joan Lowenstein, Al McWilliams, Keith Orr
Absent: Bob Guenzel, Roger Hewitt, Marie Klopf, John Mouat, Rishi Narayan, Steve Powers Sandi Smith, John Splitt, Phil Weiss
Others: Graydon Krapohl/City; Jane Lumm /City; Jason Morgan/WCC; Jeremy Peters/ CPC
Staff: Susan Pollay, Amber Miller, Jada Hahlbrock
Public: None

Partner Updates

WCC- Mr. Morgan said this year marks the 50th anniversary of the College and WCC will celebrate with special events throughout the year. Mr. Morgan said a new Annual Report will be part of a presentation the college will make to the County Board of Commissioners on September 17th. He said that a milage renewal for the college may be on the ballot in August of 2016.

City Council- Ms. Lumm said Council approved a new fee schedule for fire department inspections which will now be calculated based on square feet. Ms. Lumm said the State recently passed a law allowing bicycle pubs to operate, and City Council create an ordinance to either regulate or ban them. Mr. Krapohl said a search for a new police chief is underway.

Planning Commission. Mr. Peters said the Commission will be reviewing the site plan for the Argus Market expansion and the site plan for the proposed hotel located at Glen & Ann Streets.

DDA – Ms. Miller reported that the Downtown Framework Manual had received several awards and she and DDA Executive Director were asked to present at upcoming conferences. Ms. Pollay reported on a temporary delay in the construction of the 4th/William parking structure stair/elevator. Ms. Lowenstein shared information about upcoming DDA improvements projects. There were many comments about the projects, in particular, about the potential for Huron Street to be transformed into a more pedestrian-friendly environment. Ms. Miller said that the DDA and City will work together to select a preferred design firm or team for the N. 5th Ave/Detroit Street and SU streetscape improvements projects.

Public Comment
None.

Next Meetings: The Committee decided to cancel the meeting scheduled for November 11th, 2015. The next committee meeting will take place Wednesday, October 14th at 9:00 am.

The meeting adjourned at 10:30 pm.
Respectfully submitted, Susan Pollay, Executive Director
101 N Main Parking. Mr. Broder repeated his request for a parking contract for the 101 N. Main building. Committee members reviewed the deliberation behind the board vote; questions were asked and answered. Since no new information was presented, the Committee members resolved not to take the matter back to the Board for reconsideration.

Reports. Committee members reviewed the Monthly Parking report. They also reviewed the 2015 Operating Income report. It was noted that it contained unaudited figures, and it did not show all parking system expenses, including capital and administrative costs.

Parking Memos. Committee members reviewed a memo outlining parking system purchasing procedures followed by RPS and DDA. Questions were asked and answered. The Committee also reviewed a memo about the Republic Parking contract; questions were asked and answered. Ms. Beaty shared that among her responsibilities was serving as the RPS auditor for their various parking systems, including Ann Arbor. She outlined details for these audits; Ms. Beaty was asked to provide a memo repeating what she had stated, as it was felt that this would be useful to document.

TDM Study- Ms. Miller said that the first draft of the existing conditions document is almost done. Nelson/Nygaard staff will be in Ann Arbor for a week to meet with stakeholders and to get a firsthand look at how the parking system was operating.

Ann Ashley Structure Name Change- Committee members considered a board member request to rename the garage as the “Kerrytown structure”. Discussion also included wayfinding. DDA staff were asked to take the idea to the next meeting of the Downtown Marketing Taskforce to elicit feedback.

4th & William- Issues with column alignment delayed erection of the steel stairs. Spence Brothers will provide the DDA with an updated schedule that takes into account the impact of delays so far.

Public Comment – none.

Next Meeting October 28 at 11:00 am
Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 1:00 p.m.
Present: Roger Hewitt, Marie Klopf, Rishi Narayan, Phil Weiss
Absent: Bob Guenzel, Joan Lowenstein, John Mouat, Al McWilliams, Keith Orr, Steve Powers, Sandi Smith, John Split
Other Participants: Tom Crawford, City of Ann Arbor
Staff: Susan Pollay, Joseph Morehouse, Amber Miller, Jada Hahlbrock
Public: Ed Vielmetti

1. Financial Statements. The committee reviewed and discussed the following reports.
   - August 2015 Expense Listing
   - FY 2015 Report of Parking Operations by Facility, which notes facility operating income and expenses, but does not include other parking system expenses, such as administrative or capital costs.

2. New Business
   a. Audit. Mr. Morehouse said that he had reviewed a first draft of the audit and a final draft is expected soon. The Auditor will be invited to attend the Committee meet in October.
   b. Memos. The following documents were reviewed. Questions were asked and answered.
      - Parking System Purchasing Procedures Memo
      - Republic Parking Contract Details Memo
      - Republic Parking Systems Auditing of the Ann Arbor Parking System Memo
   c. DDA staff shared information on consultant costs for FY 2013-2015.
   d. DDA staff shared DDA parking Fund Operating Account information

3. Old Business- none

4. Next Meeting- October 27, 2015 at 1:00 pm

5. Public Commentary- Mr. Vielmetti said that he has been collecting data from the parking system, including tracking open parking spaces. He said that parking data can help to inform policy decisions.

The meeting adjourned at 2:34 pm
Susan Pollay, Executive Director
Introductions- Committee members were asked to introduce themselves and share an observation about an unsatisfactory downtown element. Ms. Pollay said that in anticipation of upcoming public meetings, DDA staff has been working with Project Innovations to hone meeting facilitation skills, and Mr. Fleetham was attending today’s meeting to provide insights and advice to DDA staff as part of this.

Roles and Responsibilities- DDA staff shared a flow chart intended to show project groups and their roles. The Committee members asked for clarification about the roles of the Capital Improvements Committee and Street Design Team, as well as how often the Committee would meet with the design consultants. It was recognized that assumptions may change as the projects take shape.

Consultant Selection- Ms. Miller said that six responses were received to the DDA’s RFQ from which two firms were invited for interviews. DDA members and staff present at these interviews shared observations about the presentations. After discussion on the merits of both firms, the consensus was to recommend to the Board that Smith Group/JJR f be selected as the design consultant for the SU and 5th/Detroit Street projects. Staff will draft a resolution for consultant selection, including a not-to-exceed project budget for the South University project. Approval of the project budget for the 5th/Detroit project will take place at a later date. If a project contract is not available for review in time for the October board meeting, the Committee determined that they would recommend that the Finance Committee be authorized to review the proposed contract for signatures, and the DDA Executive Director, Board Chair and Capital Improvements Chair would be authorized to sign the contract. The goal is to get the consultant hired so survey and public outreach efforts can begin before winter.

Project Scope/Issues and Opportunities- Existing issues, concerns and opportunities were discussed in both project areas. Themes emerged, e.g. pedestrian and cyclist safety, better infrastructure, and the desire to get stakeholder groups involved early in the process.

Public Comment – none.

Next Meeting October 21 at 11:00 am- This meeting will be a walking tour of the South University Area. We will meet at the DDA office and walk from here.

The meeting adjourned at 1:05 pm.
Susan Pollay, Executive Director
RESOLUTION TO APPROVE A PROJECT BUDGET FOR THE SOUTH UNIVERSITY STREETSCAPE PROJECT

Whereas, The DDA’s Development Plan highlighted identity, infrastructure, and transportation as key strategies, and also recognized that an enjoyable pedestrian experience is one of downtown’s principal attractions, as well as a necessary element in its social and economic life;

Whereas, In Spring 2015 the DDA completed an 18 month collaborative process with the City to create a Downtown Street Design Manual, providing a framework for applying these strategies through downtown streetscape and maintenance projects;

Whereas, Through Board Retreats in January and April of 2015, the DDA Board prioritized five streetscape projects through 2021 and came to consensus on project timing, scope, and budgets;

Whereas, Through these retreats, the DDA Board selected South University Street, from East University Street to Washtenaw Avenue, as the first streetscape project and determined that the project may include new sidewalks, street trees and planters, benches, bike hoops, and crosswalks, within the existing curb line;

Resolved, The DDA Board affirms its commitment to the goals set forth in the DDA Development Plan;

Resolved, The DDA Board is ready to begin implementing the best practices within the Downtown Street Design Manual and the South University project as outlined at the Board Retreats;

Resolved, The DDA Board approves a total project budget of $1.5M;

Resolved, The DDA Capital Improvements Committee will bring the DDA subsequent resolutions to initiate and approve design and construction services.
RESOLUTION TO APPROVE A DESIGN TEAM FOR THE SOUTH UNIVERSITY AND 5TH AND DETROIT STREET PROJECTS

Whereas, The DDA’s Development Plan highlighted identity, infrastructure, and transportation as key strategies, and also recognized that an enjoyable pedestrian experience is one of downtown’s principal attractions, as well as a necessary element in its social and economic life;

Whereas, In Spring 2015 the DDA completed an 18 month collaborative process with the City to create a Downtown Street Design Manual, providing a framework for applying these strategies through downtown streetscape and maintenance projects;

Whereas, Through Board Retreats in January and April of 2015, the DDA Board prioritized five streetscape projects through 2021 and came to consensus on project timing, scope, and budgets;

Whereas, Through these retreats, the DDA Board selected South University Street, from East University Street to Washtenaw Avenue, as the first streetscape project and 5TH and Detroit, from Kinglsey to Catherine, to begin shortly after;

Whereas, As a result of this proximate timing, the DDA Capital Improvements Committee issued a combined Request for Qualifications (RFQ) for Streetscape Design and Engineering Services on August 20th, 2015;

Whereas, The DDA received six responses from various teams on September 8th, 2015 and a selection committee determined two of the six were qualified to proceed with interviews on September 17th, 2015;

Whereas, Following these interviews and the recommendation of the committee members and staff in attendance, the DDA Capital Improvements Committee recommends SmithGroup JJR and subconsultants FTC&H and Nelson Nygaard as the streetscape design and engineering team;

Resolved, The DDA Board affirms its commitment to the goals set forth in the DDA Development Plan and the Downtown Street Design Manual;

Resolved, The DDA Board selects the Smithgroup JJR team for the South University and 5th and Detroit Street Projects;

Resolved, The DDA Board is ready to begin implementing the design phase of the South University Project and authorizes the DDA Chair, Capital Improvements Chair, and DDA Director to execute a design contract not to exceed $XXX,XXX;

Resolved, The DDA Capital Improvements Committee will bring the DDA subsequent resolutions to initiate the 5th & Detroit Design and the South University construction phases.
1. **Parking Operations**

   **Special Events In September**
   - Dancing in the Streets 9/6
   - Oktoberfest East 9/11-12
   - Oktoberfest West 9/11-12
   - Homegrown Festival 9/12
   - Kerrytown Bookfest 9/13
   - UM Football Game 9/12, 9/19 & 9/26
   - World Peace Day Celebration

   **Meter Bag Fee Waivers in September**
   - Dancing in the Streets 9/6 $160
   - Oktoberfest East 9/11-12 $480
   - Homegrown Festival 9/12 $1980
   - Kerrytown Bookfest 9/13 $160
   - World Peace Day Celebration $160

2. **Personnel Changes**

   Republic Parking has hired a new General Manager for the Ann Arbor parking system. David Orfield will be starting November 1, 2015. David brings over 35 years of experience in parking management with more than 10 year stays at Dulles Airport and Raleigh Airport as well as overseeing municipal systems.

3. **Meters**

   Republic Parking worked with UM to coordinate meter bags for UM student move in September 3rd-5th. A total of 280 spaces were used each day.

   The City is processing a TCO to remove the 75 parking meters on Wall Street at the request of the residents on the street. In their place the City will be installing two hour parking limit zones. Those zones are being installed at the request of the neighborhood.

4. **General Operations**

   Republic Parking has requested that the Fourth and William and Forest parking structures use a $5 entry rate for home football games to avoid large backups for exiting. The DDA has agreed.

   The television show “Bar Rescue” was in town filming at the Arena Bar. 10 meters were bagged for the show along with the use of 10 parking spaces in the First and Huron lot.
City/DDA Parking Enforcement Committee
The committee will meet on September 17th. On the agenda is a review of the data collected from Art Fair to share with the Art Fair organizations. The committee will also hear from the Art Fair organizations about their plans for next year’s fairs. We will also be discussing the need for a loading zone in the Washington and Division area.

2. Parking System Maintenance
   Summer/Fall parking structure repairs and maintenance
   Work is underway in 3 facilities and progressing on schedule.
   1. Forest- Façade work is ongoing. A sidewalk closure along Willard Street is being used as necessary to maintain a safe work area.
   2. 4th & Washington- Work is underway and includes coating application and waterproofing work throughout the structure.
   3. Ann Ashley- Work is underway and will focus on concrete repairs. Given the nature of the repairs and the activity at the facility, work will progress slowly. A letter to neighbors has been distributed. Additional signage directing parkers who encounter a full sign to available parking is onsite.

3. Parking Equipment

   Elevators
   There were 9 elevator service calls during the last month. They were distributed as follows:
   1 Maynard-Main Elevator
   3 Maynard-Back Elevator
   3 Fourth & William-William Street
   2 Ann & Ashley - South

4. Construction

   Fourth & William Stair/Elevator Improvement Project
   Issues with the alignment of the existing columns in the structure impacted installation of the new stairs. Work was delayed while a solution was found. During the delay electrical and HVAC work continued. When stair installation is complete Spence will provide an updated project schedule.
### Income

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### Expenses

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### Total Revenues

- Total Revenues: $1,068,500
- Total Expenses: $889,232
- Net Annual Income After Debt: $179,268

### Net Annual Income After Debt

- $179,268
- $179,268

### Parking Revenues Per Facility

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### Parking Facilities

- 281
- 290
- 764
- 147
- 731
- 160
- 191
- 115
- 151
- Total: 2,189

### Parking Revenues

- Parking Revenues: $7,686,001
- Expenses: $6,746,143
- Net Annual Income: $1,939,858

### Total Revenues

- Total Revenues: $5,855,568
- Expenses: $5,093,082
- Net Annual Income: $762,486
MEMO

DATE: September 16, 2015
TO: Susan Pollay
FROM: Joe Morehouse
RE: Parking System Purchasing Procedures

The question of how goods, materials and equipment to manage the parking system are procured has been asked by DDA board members. The following are the purchasing procedures contained in the February 1, 2007 agreement between the DDA and Republic Parking System, Inc. (RPS).

- RPS shall provide the DDA with an annual budget no later than six months prior to the beginning of the fiscal year (July 1 – June 30)
- As part of the budget process funds are included for unforeseen repairs and expenses.
- Equipment purchase is a line item in the RPS budget.
- RPS agrees that it will keep complete and accurate record of all receipts and disbursements pertaining to the operation of the parking facilities.
- RPS will obtain 3 oral bids for goods or services over $2,000 annually and 3 written bids for goods or services costing over $5,000 annually.
- For any goods or services for multiple contracts there shall also contain the written method of allocation e.g. uniforms.
- The DDA reserves the right to refuse group–purchased items through RPS, such as group health insurance
- DDA will be responsible for all major repairs (over $5,000) of a structural nature to the Parking System.
- Parking lot maintenance is overseen by RPS under DDA direction. Seal coating and crack sealing are such items. Parking structure maintenance is performed using information provided by of Carl Walker, Inc.
- Parking equipment purchases are shown in the 10-year plan and are anticipated in the DDA budget.

Since the DDA reimburses RPS for all expenses related to operating the parking system, all goods, materials and equipment belong to the DDA and would stay with the system if and when RPS ceases to operate the parking system.

The purchase and use of vehicles for the use in operating the parking system is slightly different. The DDA purchases vehicles for the parking system directly from the dealers utilizing State of Michigan government pricing where optimal. For liability reasons the DDA sells the vehicles to RPS for $1 using a “Buy Sell Agreement” so that RPS can license, insure and operate the vehicles in their own name while the DDA has the right to purchase the vehicle back for $1 at any time. The proceeds of any vehicle sold by RPS are paid to the DDA and deposited into DDA bank accounts.
A DDA board member requested information on the parking management agreement between the DDA and Republic Parking Systems, Inc. (RPS)

The DDA began management of the off-street portion of the Ann Arbor public parking system in April, 1992 and added management of the on-street spaces in May, 2002.

In 1992 the DDA hired National Garages, Inc to operate the parking system under its control. National Garages was merged with All-Right Parking, Inc. and All-Right was merged with Central Parking a short time later. Central Parking was the largest parking company in the United States at the time. The DDA felt that the Central Parking management was not offering the customer service and management oversight expected by the DDA and in late 2000 decided to select a new parking management company.

After bid review and interviews RPS was selected. RPS began operating the DDA parking system on February 1, 2001 with a 36 month management agreement and 3 additional one year renewals if neither party objected. On February 1, 2007 this agreement was succeeded with a 12 month agreement with seven one year renewals if neither party objected. On July 2, 2012 the DDA Board approved an amendment to the management agreement that extended the term of the agreement to June 30, 2017 with up to 2 one year extensions if neither party objected. At the same time the DDA entered into a 5 year installment sale agreement with RPS to enable the DDA to purchase and install $1.28 M of new parking equipment.

RPS is responsible to manage, operate and promote the use of the DDA’s parking system in accordance with all laws and governmental regulations. All operating expenses paid by RPS are reimbursed by the DDA. “Operating Expenses” include all ordinary direct expenses of the Manager incurred for the operation of the Parking System covered by this contract, other than those of a capital cost nature and those included in Schedule B, as agreed to by the DDA, which include the items set forth below:

- Wages of all personnel assigned to the Parking System, plus reasonable fringe benefits such as workers' compensation insurance at the State mandatory rate for parking attendants, unemployment insurance, social security, hospital and sickness insurance. Any changes to these costs shall be approved by the DDA prior to being incurred.
- Reasonable business telephone expenses for staff assigned to the Parking System.
- Licenses and permits necessary to operate the Parking System
- Employee recruitment ads.
- Insurance to the extent required of Manager in this Agreement. All such costs must be itemized.
- Sundry items such as uniforms, tickets and janitorial supplies for the Parking System.
- Data processing expense related solely to the processing of financial transactions and revenue and expense data for the Parking System to be paid to the Manager with the monthly cost reimbursement.
- Normal maintenance and repairs to the Parking System including snow removal, repainting of stall markings, replacement or repair of signs, revenue control equipment, light bulb replacement, painting and cleaning.
Legal or audit related costs directly attributable to the operation of the Parking System other than those performed by the staff of DDA or RPS except to the extent covered in (x) below, if approved in advance by the DDA.

The costs of special audits as required by DDA to be performed from time to time by Manager's staff auditor for the mutual benefit of DDA and Manager; provided, however, that the time and manner of the taking of the audit are approved in writing by DDA in advance. Special audit costs qualifying as Operating Expenses shall be limited to a mutually agreed upon per diem rate and the actual out-of-pocket expenses of the auditor during the period of an approved special audit.

The amount of the deductible per occurrence will be itemized in Schedule A. A copy of all claims will be forwarded to DDA and the DDA shall approve the settlement of any claim over the policy limit of the policies.

Under the terms of the RPS agreement the DDA is responsible for the following:
- Real and personal property taxes of DDA's property.
- All claims, expenses and/or damages arising from, or caused by structural or design deficiencies or by improper work or supervision during construction including, without limitation, settlement, collapse or inadequacy of structure or equipment, and all repairs related thereto.
- Debt service with respect to land, building and equipment.
- Costs of legal and auditing fees of DDA.
- Salaries and wages of all DDA employees.
- Costs incurred by DDA in the supervision of obligations of Manager.
- Costs of maintaining elevators, sprinkler and ventilation systems.
- Parking System utility expense.
- Capital expenditures, improvements, alterations, additions and all new equipment, including all architectural and engineering fees in connection therewith.
- Cost of payroll and equipment of security personnel if deemed necessary by the DDA.
- Cost of premiums for fire and extended coverage insurance if deemed necessary by the DDA.
- Insurance Deductibles

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Under the agreement RPS is to be paid a management fee of $150,000/year paid in monthly installments. In addition RPS shall be eligible for an annual incentive payment in the range of $50,000 based upon the following criteria:

- The level of customer satisfaction as measured by a sampling of Parking System users on a quarterly basis.
- Increase in the operating surplus as compared to a target level set jointly by the Manager and DDA.
- Cleanliness of the Parking System 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.
The RPS chain of command is:

<table>
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<tr>
<th>Title</th>
<th>Name</th>
<th>Location</th>
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<tr>
<td>President</td>
<td>Scott Titmus</td>
<td>Chattanooga, TN</td>
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<tr>
<td>Regional Vice President</td>
<td>Brian Kern</td>
<td>Denver, CO</td>
</tr>
<tr>
<td>General Manager</td>
<td>David Orfield (as of 11/1/15)</td>
<td>Ann Arbor, MI</td>
</tr>
<tr>
<td>Interim General Manager</td>
<td>Katherine Beaty</td>
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Ann Arbor Managers:
- Administration & HR Manager: Samara Martin
- On-Street Manager: Judy Comstock
- Maintenance Manager: Ed Wheeler
- Off-Street Manager: Vacant
- IT Manager: Vacant

The DDA chain of command is:

- DDA Board
- DDA Executive Director
- DDA Deputy Director

The DDA Board is represented by the DDA Operations Committee that meets monthly to review parking operations.

Decisions about schedules, staffing, supply & service purchasing within the budget amounts and other day to day operations are made by RPS to achieve the goal of operating the parking system in an efficient manner. These decisions are usually made by the manager of the operational area involved. If the question is not clear or involves more than one operational area the General Manager is involved. If the question is more complicated in terms of cost, generally greater than $5,000, or involves the public or inter-governmental relations the DDA would be involved. This involvement would begin with the Deputy Director. If the question/decision is more involved the Deputy Director would confer with the Executive Director. If the question involved policy or an unbudgeted amount over $25,000 DDA staff would bring the question to the DDA Operations Committee.

Since the DDA reimburses RPS for all operational costs, all items covered by these reimbursements, such as parking equipment, cameras and computer equipment belong to the DDA and would stay with the parking system should RPS stop managing it.

The agreement between the DDA and RPS listed the operating hours of each facility with the provision that they could be changed with DDA agreement. These hours of operation have been amended in consultation with the Deputy Director many times as all the parties strive to make sure the facilities are operated in the most efficient manner possible.

The maintenance of the parking lots managed by the DDA is usually left to RPS to contract and pay for. The repair and maintenance of the parking structures is contracted out by the DDA and paid for by the DDA due to the costs and sophistication needed to perform those repairs.

To keep track of the parking system operations RPS furnishes the DDA with a detailed monthly report that is due by the end of the month following the operational month being reported. This report contains the following:

- Summary of all revenues and expenses of all of the facilities in the Off-Street parking system, in addition to a statement of revenues, expenses and number of patrons by revenue category for all Off-Street facilities.
- Bank reconciliations for the DDA bank account RPS deposits Off-Street revenue into
- Listing and total of all merchant stamp sales
Summary by day of spitter tickets issued and collected by time period

Permit report showing changes to the number of permits, i.e. permits turned in and issuances.

Summary of all revenues and expenses of the On-Street parking system

Bank reconciliations for the DDA bank account RPS deposits On-Street revenue into

Aging of meter bag receivables and listing of all meter bag fees waived during the month

Reconciliation of the number of meter spaces in the system, with deletions and additions

Listing of use, recharge and balance of the Duncan cash cards

Listing of reported meter collections per e-park station in the e-park system

Listing of revenues per metered parking lot

Payroll report showing all employees and the number of hours worked along with rate of pay and total pay.

Check register showing all payments made in operation of the parking system along with backup documentation which includes copies of all receipts paid.

There is separate report for each facility that includes:
  o Summary of revenues and expenses
  o Revenue report showing per day revenue by cash and credit card
  o Aging of receivables for permits and validation accounts
  o Listing of permits issued at month end
  o Listing of accounts receivable for permits accounts
  o Ticket report showing all gate vends, tickets issued and accounted for per day of operation

The DDA and RPS talk regularly about day to day issues especially customer service issues including equipment problems that affect the parking operations. The DDA has brought in RPS representatives to consult on the planning of impending construction and repair projects and have benefited from their expertise.
As a follow up on our discussion at the DDA Operations Committee meeting, the items listed below are a summary of what types of audits I have conducted in my role as the Republic Parking Corporate Auditor.

1. General Manager Changes: after the departures of General Managers Tony Bisesi and Mark Lyons I conducted a financial audit of the Ann Arbor parking system. With the recent departure of Art Low I am in the process of auditing the Ann Arbor parking system. This entails comparing all Daily Revenue Reports (DRR’s) to the Revenue Management System (RMS), the bank statement and the final Monthly Operating Report (MOR).

2. Office Manager Changes: after the departures of Office Managers Diana Gasak and Annette West I conducted a DRR report audit. I have updated and modified the entire process of the collection and reporting of DRR’s. I have also overseen the implementation of a new payroll tracking program and HR tracking program.

3. Permit card monthly invoicing system (Paris): twice a year I audit the Paris system, for all of the Ann Arbor locations. I review the Aging Reports and research and explain the collection efforts for all items 90 days or more past due. In addition I review any and all adjustments to accounts including review of the back-up documentation.

4. Card Audit: Once a year I conduct a card audit and compare all active permit cards to the active permit cards we are billing for through the Paris software.

5. DRR Audit: on an annual basis I audit a random sample of DRR’s and all tickets pulled on those days.

6. Auto Pay-station Audit: in conjunction with the DRR audit I audit all automated pay machines both On Street and Off Street, to make sure the revenue and collections are being recorded correctly and that there are no missing reports.

7. Ticket Summaries: I usually review four monthly reports a year for accuracy and trends.

The results from these audits are emailed to the General Manager and the Vice President Brian Kern. Any required actions are given a deadline and then followed up on by Brian. This process is standard operating procedure for Republic Parking for all its locations to ensure the integrity of our accounting system.
The A2 DDA mission is to spark private reinvestment within its DDA District and strengthen the downtown.

The DDA always refers to its mission and its Development Plan when considering any grant request. **It is the goal of the DDA to promote the economic growth, quality of life, and development of properties within its DDA District by private investment.**

An important way for the DDA to accomplish its mission is to provide a DDA grant.

The intent of the [insert name] DDA Grant Program is to encourage projects that are transformative, fill a gap in activity or marketplace, and meet the DDA Mission. OR The intent of the [insert name] DDA Grant Program is to encourage projects that are transformative, fill a gap in activity or marketplace, and encourage additional projects or investment. This grant program is distinct from other DDA grant programs.

The DDA Development Plan sets forward important DDA values, such as supporting walkability, sustainability, excellent building design, mix of downtown uses, mix of downtown users, and downtown Ann Arbor’s unique identity. **The DDA has full discretion to determine if a project meets these values, and to determine whether a DDA grant should be awarded to any project.**

To support a project, the DDA will only invest in the elements that not only benefit the proposed project, but also a larger public good. By way of example, this may include elements visible from the public right of way such as historic facades and murals, elements usable by the broad public including walkways, fire hydrants, street lights and public markets, or amenities that make downtown more accessible and attractive. In addition, the DDA will only support projects that have additional funding sources, including from other grants or the project team itself.

To be eligible for a DDA grant, a project must address two or more of the following considerations:

1. Correct a documented gap in the marketplace or underserved market
2. Act as a catalyst for additional revitalization of the area in which it is located
3. Connect to the adjacent sidewalk to give pedestrians a unique and attractive point of interest to look at as they walk by the project
4. Reuse vacant buildings, reuse historical buildings, and/or redevelop blighted property
5. Strengthen Ann Arbor’s national visibility because of artistic, scientific, or historic significance
6. Have a significant impact, to investment or activity, relative to the DDA’s grant amount
As part of its review, the DDA will determine if the project:

- Supports an engaging and attractive downtown pedestrian experience
- Reinforces downtown’s identity, unique sense of place and community stewardship
- Strengthens commerce and economic vitality downtown
- Demonstrates environmental practices and sustainability
- Is a project that is well-planned and whose management and maintenance is financially sustainable.
- Is a project that enhances quality of place, reinforces a neighborhood’s unique identity, and improves access.
- Leverages DDA grant money in a way that makes other funding possible

If awarded, the DDA may elect to pay a grant out over time. The DDA reserves the right to adjust the timing and amount of each portion of its grants to best benefit the DDA’s budget and other considerations. The DDA will reimburse for actual costs, up to the DDA Grant amount, based on receipts submitted by Grantee.

If awarded, DDA grants will automatically expire if not utilized during the necessary time period. Once grants have expired, applicants may be provided with an opportunity to reapply. If the project is altered over the course of the award period, the Grantee must bring an updated request back to the DDA.

DDA Grants are completely voluntary on the part of the DDA. The DDA reserves the right to modify these Grant guidelines at any time and without notice. The DDA reserves the right to eliminate its Grant program at any time and without notice. The DDA reserves the right to eliminate its grant award if subsequent changes are made to a project receiving a DDA grant. The DDA reserves the right to accept any proposal, to reject any or all proposals, to waive irregularities and/or informalities in any proposal and to make the award in any manner the DDA believes to be in its best interest.

**DDA Grant Process**

A grant applicant shall make a presentation about the project (no more than 4 minutes) to the full DDA at a regularly-scheduled monthly Board meeting. Handouts with supplemental information are permitted as part of this presentation. The grant applicant may or may not be requested to meet with a DDA subcommittee prior to submitting a grant request to the DDA, to enable DDA members to become familiar with the proposed project.

The applicant making a grant application to the DDA must submit a full financial pro forma for the project, including costs and sources of support and funding.
Detailed information about the project must be provided. In particular, the application must explain how the project will enable the DDA to meet its mission. The application should also include information about the project goals, timeline, and names of individuals responsible for the project. State the full name, address, telephone number, and web site address of the organization making the application. Provide the name, title, address, email, and telephone number of the individual to whom correspondence and other contacts should be directed during the grant review process. Provide detailed information about previous projects of this nature undertaken by this organization with an emphasis on the experience of the staff members involved. Convey how the project demonstrates alignment with DDA’s mission and goals. Provide the project schedule, including start and end dates. [We may want to generate a form for this information]

The DDA may resolve to receive grant applications at any time or only at specific times of the year (e.g. once a quarter or once a year) so that projects can be evaluated more efficiently. A DDA subcommittee will evaluate the application and request additional information as needed. This subcommittee may opt not to take action on a grant request or may make a recommendation on a grant request and present this to the full DDA board for consideration. The DDA must receive substantial recognition in a form approved by the DDA for any grant award.

Questions that were identified at the last Committee Meeting as needing resolution?
Do we have two thresholds? Smaller and larger capital projects
Do we have deadlines? And does this change based on grant dollar amount? Scheduling for lower budget projects vs. Capital Projects?