



# Agenda Item

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TO: DDA Board  
FROM: DDA Staff  
ITEM: Staff Reports  
MEETING DATE: June 5, 2024

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The following staff reports are presented for your perusal (no action necessary)

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## Capital Improvements and Planning

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- **REPAIRS AND MAINTENANCE** – Spring 2024 maintenance is nearly complete, including sidewalk and brick repair and landscape maintenance. Staff are currently ordering materials and planning for summer/fall repairs.
- **BIKEWAY COUNTERS UPDATE**– Since the counters were installed in mid-August and early September 2023, over 199,000 bikes have been counted on the William, Division, and Miller/Catherine Downtown Bikeways as of June 2<sup>nd</sup>, 2024. Staff continue to troubleshoot the First Street bike counter.
- **CIRCULATION STUDY AND DDA DEVELOPMENT PLAN** – Both efforts continue in coordination with the City’s Comprehensive Planning effort following public engagement March 12th – 14th at the Downtown Library. A summary of the feedback from the over 300 people that participated was shared at the March [2024 Board Work Session](#).
- **DOWNTOWN DATA** – Staff are compiling downtown data to document trends in preparation for the State of Downtown and Annual Report.
- **DOWNTOWN PUBLIC RESTROOM PILOT** – The Throne units selected as part of the pilot opened to the public on June 1<sup>st</sup>. Just prior to installation, City Community Services informed DDA staff that they planned to place units in downtown parks (Farmer’s Market and Liberty Plaza), which slightly altered the DDA’s plans. The DDA has one unit on Washington Street near Main Street and is waiting for utilization data before placing the other unit.
- **ELEVATE PROGRAM** (formerly “Public Art Program”) - Through case study research, DDA staff recommended shifting from a standalone focus on public art to a broader focus on placemaking.

More details can be found through information shared at the [April](#) and [May 2024](#) Board Work Session. Staff recommend approving the program framework at the June 5<sup>th</sup>, 2024 DDA Board Meeting to allow for implementation.

- GEOTHERMAL – City Council approved an agreement with Stantec Consulting Services Inc. for Geothermal Advisory and Design Services at its [March 4, 2024](#) meeting, which includes study in the DDA District. Staff recommend approving the cost share agreement at the June 5<sup>th</sup>, 2024 Board Meeting to allow the DDA to contribute to these services. The outcome of this work will be included in the DDA’s Development Plan considerations.
- SITE PLAN REVIEWS – DDA staff review downtown site plans for compliance with the [Downtown Street Design Manual](#), specifically elements managed and maintained by the DDA. There is one active site plan (1208 South University Ave.) currently under review within the DDA District.
- CITY RIGHT-OF-WAY PERMIT APPLICATION REVIEWS – Starting in December 2023 the DDA has had the opportunity to review all City Right-of-Way Permit applications that potentially impact brickwork, specialized curbs, bikeways, or any unique streetscape feature in DDA project areas. Since December 2023 we have reviewed 50 permit applications to the City. Currently, we are monitoring 10 impacted areas.

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## Communications

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- OUTREACH --
  - Monthly newsletter was published and distributed.

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## Finance

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- INVESTMENTS - An updated investment policy will be presented for the Board's consideration. By way of informing that discussion, two presentations will be made first:
  - David Rever, Portfolio Manager for Bank of Ann Arbor, will be here to present an investment report on the DDA's investment portfolio.
  - Jeff Anderson, Senior Director of Investment Services for Michigan CLASS will give a presentation about their investment pool. The updated investment policy will allow the DDA to invest with Michigan Class. Jeff will be here to introduce the Board to Michigan Class and answer any questions you might have.

Under New Business, a resolution to approve the revamped investment policy will follow these presentations. Staff will give the Board an overview of the policy and be available for questions.

- BUDGET – On May 20 the City of Ann Arbor FY25 Budget was approved by City Council including the DDA Budget. A resolution to adopt the DDA FY25 Budget is included in new business for the Board's consideration. No revisions have been made to the numbers since the Board reviewed the budget in March.
- FINANCIAL REPORTS – New - Staff will present a financial summary for Q3 (March 31, 2024). To better inform the Board and create space for members to ask questions, staff will give a brief financial presentation every quarter.
- POLICY – Following the approval of the revised investment policy, staff will begin drafting a dedicated investment program manual. Staff is drafting an updated Fund Balance Policy. A first draft of the policy is scheduled for review at the June work session.

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## Parking

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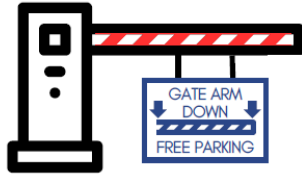
- PARKING RATES -- The first of three scheduled rate increases will happen June 1<sup>st</sup>. Parking system users have been notified through various methods including direct emails and signage in facilities.
- PARKING OPERATIONS -- Beginning June 2024 City public parking facilities will make an operational change to lower structure and lot gate arms on Sundays. Parking will still be free on Sundays, but the gates will be down, and parking patrons will need to pull a ticket to enter the facility. When exiting parking patrons will simply insert their parking ticket into the in-lane exit equipment and the gate will go up.

Parkers who lose their ticket can use the same procedure as during the week, push the call button on the in-lane equipment and speak with PCI staff for assistance. Lost ticket charges will be waived for the first 4 months. However, beginning in October 2024 lost tickets will be charged for 24 hours of parking, as is standard during the week.

This change is being made to align the system with best practices in parking. An operation where gates stay down provides internal and revenue controls, as well as operational efficiencies related to space counts and permit parkers. This will also allow us to track Sunday utilization.

# SUNDAY PARKING

Operational Change Effective 6/2



## GATE ARMS DOWN PARKING FREE

- Pull Ticket at Entry
- Insert Ticket at Exit
- Charge = \$0.00

Questions?



- **ON-STREET ADA METERED PARKING SPACES** -- DDA and PCI staff have completed a review of on-street ADA parking spaces. This initial review was focused on the quantity of spaces needed based on best practices found in PROWAG (Public Rights of Way Accessibility Guidelines). Once these spaces are in place there will be 123 on-street ADA spaces. That exceeds the standard by 23 spaces. We are working with City Transportation Engineering staff to create the accompanying traffic control orders and plan for installing signage. While some of the additional spaces are in areas currently out of service due to construction projects, we aim to get most of the spaces installed this calendar year. We also plan on updating how we convey ADA space location information on the DDA website. Next we will be reviewing PROWAG standards regarding accessible isles from on-street ADA spaces to the sidewalk, and working to incorporate these standards into future projects where feasible.
- **STRUCTURE FENCING** -- An RFP for replacement of roof top fencing will be distributed in early June. Staff anticipate bringing a resolution for contractor selection to the July Board meeting.
- **PCI INCENTIVE PAYMENT** -- Please see attached memorandum regarding the PCI contract year two incentive payment.

## MEMORANDUM

DATE: June 5, 2024  
TO: DDA Board  
FROM: Jada Hahlbrock, Parking Manager  
RE: PCI Municipal Services Contract Year Two 2023-2024

DDA FY24 is the second year of five in the DDA/PCI contract signed in early 2022. As such I thought it would be timely to provide information on PCI's performance in their second year.

### Overall Assessment

The public parking system has nearly 8,000 parking spaces, plays an important role downtown, and serves 10,000-15,000 users daily. In the past year PCI Ann Arbor's management staff has demonstrated an ability to think proactively, implement new processes, and deliver contract required elements.

Of note this year are the following:

- Participation in the rate study. The General Managers extensive operational knowledge was extremely helpful as we considered rate structures and rate type implementation. PCI staff also did significant work preparing data for use in the modeling software.
- Working with DDA staff to implement an operational change to lower gate arms on Sundays. This included creating communication pieces and making the required changes to equipment programming, procedures, and staff schedules.
- Meter staff worked with DDA staff to conduct a block-by-block examination of existing on- street ADA spaces and to plan for additional spaces.
- Continued improvements to Art Fair operations resulting in more efficient processing and distribution of the over 300 vendor permits.
- Management team completed the Certified Parking Professional course work, and 8 staff members earned their certification.
- Significant improvements to employee portal, training, and communications with a focus on staff retention and job satisfaction.
- Continued work across all departments to improve efficiency and outcomes, while reducing expenditures.
- Assisting with a structure restoration season that involved a high level of oversight and coordination.
- Pro-active IT infrastructure work including building in system redundancies, transition to a new fiber system, and improvements to network and server rooms.
- Implementation of a ticket tracking system that allows for detailed reports and tracking for equipment issues, and the accompanying vendor invoices.

### Metrics for Assessment and Incentive Fee

As per the July 1, 2022, management agreement between the DDA and PCI Municipal Services, PCI is paid an annual base management fee of \$100,000.00. In addition to the base management fee the DDA may, at the DDA's discretion, pay PCI an additional incentive payment not to exceed \$50,000.00 per year. This performance incentive is paid at the end of the contract year and is based on goals

established at the beginning of the contract year and/or the following criteria: general satisfaction, special projects, facility maintenance, claim management, technology uptime, management reporting, budget compliance, auditing compliance, and training. Since this amount is within the threshold for staff approval, no DDA Board action is required.

PCI Municipal Services meets and exceeds expectations for the operation of the parking system. In recognition of their performance in the 2023-2024 contract year, the DDA will be paying PCI the full \$50,000.00 incentive payment.