Policy Title:	Ann Arbor Downtown Development Authority Parking System Administrative Fee Policy		
Effective Date:	1/1/25	Review:	Periodically by Staff/Board
Supersedes:	NA		
Approved By:	DDA Board Resolution of XXX	Prepared By:	Jada Hahlbrock, Parking Manager
Signature:			

1. Overview and Purpose

1.1 The Ann Arbor Downtown Development Authority (DDA) seeks to establish and maintain transparency around parking system fees. To this purpose, it has developed a policy under which the fees associated with parking operations are evaluated and proposed by staff and approved by the DDA Board. Please note the parking related fees established in this policy are different than parking system rates, which are established following a process outlined in the City/DDA Parking Agreement.

2. Process

2.1 The parking operator charges a range of fees for services provided to users of the parking system. Each year, during the budget process, staff reviews the fees to ensure the amount being charged matches the amount it costs for the operator to deliver the service. If fee changes are required for the following fiscal year, the DDA Parking Manager shall develop a fee schedule for DDA Board approval.

If during the fiscal year it becomes necessary to change a fee due to unforeseen changes in cost, authority to do so is granted to the DDA Parking Manager given that the change does not exceed 15% of the most recently approved fee. The new fee shall be noted in a monthly staff report provided to the Board, and subsequently added to the next year's schedule for Board approval.

If during the fiscal year it becomes necessary to implement a new fee, authority to do so is granted to the DDA Parking Manager. The new fee shall be noted in a monthly staff report provided to the Board, and subsequently added to the next year's fee schedule for Board approval.

3. Authority

3.1 The Ann Arbor DDA Board (the Board) is responsible for the adoption of policies that establish and direct the operations of the DDA. The DDA Executive Director is charged with carrying out the policy directives of the Board and overseeing the day-to-day operations of the DDA's various departments. DDA Parking Manager will be responsible to administer this policy under the oversight of the Executive Director.