

**Ann Arbor Downtown Development Authority Meeting
Wednesday, September 2, 2020 at 12:00 pm**

Place: Virtual Meeting—Zoom link: <https://us02web.zoom.us/j/85644719881>
Or by Phone: 877-853-5257 (US Toll-free)
Meeting ID: 856 4471 9881 Passcode: 580563

1. ROLL CALL

Present: Micah Bartelme, Tom Crawford, Alexandra Dieck, Bob Guenzel, Ji Hye Kim, Tyler Kinley, Marie Klopf, Jessica A.S. Letaw, Molly McFarland, Darren McKinnon, Rishi Narayan

Absent: Phil Weiss

Staff: Susan Pollay, Executive Director
Sara McCallum, Deputy Director
Jada Hahlbrock, Parking Services Manager
Maura Thomson, Communications Manager
Amber Miller, Capital Projects Manager
Kelley Graves, Management Assistant
Liz Rolla, Project Manager

Others: Mike McKiness/Republic Parking System, Chris Simmons/TheRide

Public: Members of the public were on the Zoom meeting but did not identify themselves.

2. APPROVAL OF BOARD MEETING AGENDA

Mr. Guenzel moved and Ms. Klopf seconded the motion approve the meeting agenda.

A consent vote on the motion to approve the agenda showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopf, Letaw, McFarland, McKinnon, Narayan

Nays: None

Absent: Weiss

The motion was approved.

3. AUDIENCE PARTICIPATION

None.

4. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council: Mr. Kaplan reported Ms. Pollay gave an update to the group on the DDA and City Healthy Streets pilot projects being installed this week which are aimed at creating more social distancing space plus they are study projects utilizing the right of way while vehicular traffic is light. The DDA projects are three temporary protected bikeways and one expanded pedestrian area. CAC members shared their observations about the traffic impacts on Division Streets as that bikeway is being installed, and the need for both driver and cyclist awareness of these new traffic patterns. There was discussion about the expanded patio spaces and

street closures for businesses and whether these may continue/be adapted as the weather changes this fall and winter. The group discussed the UM students returning to campus and fears people have for the potential increase in COVID-19 cases. Members of the Old Fourth Ward created a Downtown Neighbor Guide that was shared with the group.

5. DDA MEMBER COMMUNICATIONS

None.

6. EXECUTIVE DIRECTOR REPORT

Ms. Pollay welcomed new Board member, Ji Hye Kim. Ms. Kim introduced herself as chef and owner of Miss Kim's in Kerrytown. She spoke highly of the DDA's outreach to the community during its 5th & Detroit project, and said she is excited to be a part of the DDA.

7. APPROVAL OF MINUTES

Ms. McFarland moved and Mr. Bartelme seconded a motion to approve the July and August minutes.

A consent vote on the motion to approve the minutes showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopf, Letaw, McFarland, McKinnon, Narayan

Nays: None

Absent: Weiss

The motion was approved.

8A. SUBCOMMITTEE REPORTS –AFFORDABLE HOUSING/ECONOMIC DEVELOPMENT

Mr. Kinley provided overview of the Committee's recommendation that the DDA approve a grant for Lurie Terrace. **Mr. Guenzel moved and Mr. Crawford seconded the following resolution:**

RESOLUTION TO APPROVE A GRANT FOR THE ACQUISITION & RENOVATION OF LURIE TERRACE BY THE ANN ARBOR AFFORDABLE HOUSING CORPORATION

Whereas, In support of its mission the Ann Arbor DDA provides grants from its Housing Fund as part of its effort to support affordable housing both within and near downtown;

Whereas, Lurie Terrace includes two-buildings with 136 apartments located at 600 W Huron, which is within a quarter mile of the DDA District which provides much-needed below market-rate rental housing for households aged 62 years or older;

Whereas, The Ann Arbor Housing Commission (AAHC) has created a new non-profit entity called the Ann Arbor Affordable Housing Corporation (AAHC) to acquire, renovate, and continue to manage the property as below-market rate rental housing for seniors aged 62 and older;

Whereas, AAHC has determined that 40% of the units will be reserved for households up to 60% of

the Area Median Income, and 60% will be reserved for households up to 80% AMI, and all existing over-income tenants will be grandfathered in (approximately 10% of current residents);

Whereas, The purchase price is estimated to be \$4,050,000; The development costs, which include soft costs such as legal, environmental testing, and approximately \$60,000 in renovations, as well as the establishment of a reserve, are estimated to be \$1,286,400 for a total of \$5,336,400;

Whereas, AAAHC is applying for a HUD-insured 223(f) loan for the maximum amount supported by the current rent revenues, which is estimated to be \$4,017,400;

Whereas, The FY21 City Council budget includes \$940,000 to AAHC from the mental health millage, from which \$319,000 was budgeted to acquire Lurie Terrace and \$31,950 was provided from the Ann Arbor Area Community Foundation for pre-development due diligence;

Whereas, The AAHC is requesting up to \$1 million from the Ann Arbor DDA to cover the balance of funding needed for this project, with the actual DDA grant amount dependent on the interest rate that gets locked in at the time that HUD approves the loan;

Whereas, In November 2018 the DDA approved a commitment of \$745,000 from its Housing Fund to realize the goal of a substantial number of affordable housing units created by the redevelopment of the 350 S. Fifth Avenue lot, and subsequently provided a \$25,000 grant to support the lot redevelopment process, thus the balance of the DDA's commitment to this site is \$720,000 and these funds are contained within the current Housing Fund fund balance;

Whereas, To approve the AAAHC grant request to purchase and renovate Lurie Terrace, the DDA will need to temporarily utilize these funds with the understanding that the DDA will have the opportunity to replenish \$720,000 in TIF transfers to its Housing Fund as part its FY22 budget;

Whereas, The DDA's Affordable Housing and Economic Development Committee has reviewed this grant request and recommends DDA approval;

RESOLVED, The DDA approves a grant of up to \$1million from its Housing Fund to the Ann Arbor Affordable Housing Corporation for the acquisition and renovation of Lurie Terrace; and

RESOLVED, The DDA reaffirms its commitment to realize the goal of a substantial number of affordable housing units created by the redevelopment of the 350 S. Fifth Avenue lot, including the intention to budget \$720,000 in future TIF Fund transfers into its Housing Fund to realize this goal.

Ms. McCallum responded to questions regarding the Housing Fund balance. Ms. Hall was asked about the timing of the purchase to which she responded the approval on the federal grant is anticipated in 60-days and the closing date would be sometime in December. Mr. Bartelme emphasized the importance of this project and his support for a DDA grant.

A consent vote on the resolution showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopf, Letaw, McFarland, McKinnon, Narayan

Nays: None

Absent: Weiss

The resolution was approved.

Affordable Housing: Mr. Kinley reported that Jennifer Hall had provided an update on the status of work examining the redevelopment of 12 City properties for affordable housing sites. The Former Y-Lot is furthest along with Council approving moving forward to create a pre-entitlement plan for the site. Council also approved moving forward to create a pre-entitlement plan for 415 W. Washington, although there currently is no funding for this work. She also said Council unanimously approved placing an affordable housing millage on the November ballot.

The next Affordable Housing/Economic Development Committee meeting will be on Wednesday, September 9 at 9 am with our partners.

8B. SUBCOMMITTEE REPORTS – CAPITAL IMPROVEMENTS COMMITTEE
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Ms. McFarland moved and Ms. Klopf seconded the following resolution:

RESOLUTION TO ADOPT PROJECT VALUES FOR PEOPLE-FRIENDLY STREETS PHASE II

Whereas, The DDA's Development Plan highlighted identity, infrastructure, transportation, sustainability, and housing as key strategy areas, and included transformative and strategic street projects as important tools to achieve DDA goals;

Whereas, In December 2019 the DDA Board approved a \$10M project budget for People-Friendly Streets Round 2 and initiated a planning process to help guide a second round of strategic infrastructure investments;

Whereas, To establish project priorities, provide clear direction to staff, and guide decision making, the DDA Capital Improvements Committee recommends adopting the following project values:

- Safe, comfortable downtown streets
- Equitable, just access for all people
- Affordable and inclusive community
- Resilient, energy responsible downtown
- Vibrant and thriving local economy
- Responsible design and implementation
- Connected community with streets as civic space

RESOLVED, The DDA Board approves the above values to guide People-Friendly Streets Part 2;

RESOLVED, That staff use these values to shape recommended CIP projects and bring recommendations back to the DDA Board for approval.

A vote on the resolution showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopff, Letaw, McFarland, McKinnon, Narayan

Nays: None

Absent: Weiss

The resolution was approved.

Ms. McFarland moved and Ms. Klopff seconded the following resolution:

RESOLUTION TO SUPPORT THE DDA CAPITAL PROJECTS FOR INCLUSION IN THE CITY CIP FOR FY22

Whereas, Ann Arbor code Chapter 7, Ord. No. 13-28, § 3 requires that the DDA submit their capital projects for inclusion in the City's Capital Improvement Plan (CIP);

Whereas, Upon adoption by the City Planning Commission, the CIP becomes a supporting document for the City's master plan; and the CIP is also used as the source document for the DDA's capital budget planning as well as City's capital budget planning;

Whereas, The DDA's capital projects reflect the DDA Renewal Plan values; and inclusion in the City CIP process ensures coordination with the City;

Whereas, The DDA's Capital Improvement and Operations Committees have reviewed the DDA's updated capital projects and recommend inclusion in the City's CIP;

RESOLVED, The DDA Board accepts the recommendation of its Capital Improvement and Operations Committees and supports the inclusion of these projects in the City's CIP.

A vote on the resolution showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopff, Letaw, McFarland, McKinnon, Narayan

Nays: None

Absent: Weiss

The resolution was approved.

Project Updates: Ms. Dieck reported that a watermain was installed on 1st near Huron and testing is completed. Conduit installation and road paving south of Huron is delayed awaiting approval of railroad agreements by the City Attorney's office. Landscape maintenance on Huron is ongoing. Miscellaneous punch list items will take place on William in the coming weeks.

Pandemic Response-DDA Support & Pilot Projects: Parking space use for food pick-up/dining and the DDA grant for barricading for street closures continues to be well received by downtown

businesses. The City engaged Cadillac to install street elements for the DDA and City pilot projects and installations began this week. Multiple communication methods with the community are being employed and will continue throughout the pilot projects. Questions were asked and answered.

The next Capital Improvements Committee meeting is scheduled for Thursday, October 21 at 9am.

8C. SUBCOMMITTEE REPORTS – OPERATIONS COMMITTEE
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CIP Recommendations: Mr. McKinnon reported that Parking CIP recommendations were included in the joint CIC/Operations resolution approved earlier in the meeting. He noted the committee understands that the budget has been impacted by the pandemic and the CIP recommendations are not a commitment to spend funds.

Deterrent Fencing: Mr. McKinnon said that the Forest garage, which is co-owned by the City and UofM, is the next location for fencing on the higher levels below roof level. UofM has declined to share in the cost; staff recommended and the committee approved pursuing the project even though DDA will be responsible for the entire cost which is currently estimated to be <\$400,000. Further discussion with UofM regarding cost-sharing will continue. Questions were asked and answered.

Parking Equipment Installation: Installation at the S. Ashley lot was completed in early August. COVID-related supply chain delays have impacted delivery of equipment but full system installation is still expected to be completed by the end of the calendar year.

Annual Restoration Work: Restoration work deemed necessary is underway. The demo and replacement of the SE stair tower at 4th & Washington is scheduled for mid-September. There will only be one stairway available during the project and so parkers will be redirected to other structures to comply with safe occupancy requirements.

Parking Revenue Collections: In July Republic Parking reached out to all permit accounts notifying them of revenue collection process and payment plan options. Several accounts paid their balances in full and others have set up payment plans. Non-responders had their permits deactivated and have until October to contact RPS to avoid being sent to collections. Mr. Crawford asked about the DDA's ability to pay debt service if parking revenues are further reduced; Ms. McCallum said there are no concerns and worst case scenario, structure maintenance will be postponed.

Parking Study: SmithGroup is working with Nelson/Nygaard to update a 2015 parking study with help from RPS to help determine impacts if/when downtown parking lots are redeveloped for affordable housing. Real-time data will be collected when the time is right.

GetDowntown: AAATA began collecting fares again and temporary/reduced service routes are beginning. GoPass! renewals began this week with distribution scheduled for mid-September.

The next Operations Committee meeting is scheduled for Wednesday, September 30 at 11 am.

8D. SUBCOMMITTEE REPORTS- FINANCE COMMITTEE

Mr. Guenzel said the August meeting was cancelled. Ms. McCallum reported all FY20 materials have been given to the auditors. The auditors officially start work tomorrow and will conduct the audit remotely; this has been made easier due to the new BS&A software. Ms. Letaw asked if there will be an impact to the DDA's TIF this year; Ms. McCallum and Mr. Crawford both agreed that this was not anticipated.

The next Finance Committee meeting is scheduled for Thursday, October 1 at 9:00 am.

8E. SUBCOMMITTEE REPORTS- EXECUTIVE COMMITTEE

Ms. Letaw said a special Executive Committee meeting was held last Thursday and a portion of today's committee meeting were dedicated to a discussion on the Executive Director search. The committee explored the potential to create a special workgroup, but it was decided the Executive Committee as a whole will oversee the process and bring recommendations to the Board.

RESOLUTION AUTHORIZING THE DDA EXECUTIVE COMMITTEE TO OVERSEE THE SEARCH FOR THE NEXT DDA EXECUTIVE DIRECTOR

Whereas, DDA Bylaws set forward that the DDA Executive Committee may make recommendations to the Board and shall perform such other duties as specified by the Board;

Whereas, This year the DDA must pursue a search for its next Executive Director;

RESOLVED, The DDA Board authorizes its Executive Committee, with such board and staff input as may be useful, to carry out tasks relating to this selection process, including but not necessarily limited to such matters as creation of a job description and a timeline and providing continuing advice to the Board regarding the process.

A vote on the resolution showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopf, Letaw, McFarland, McKinnon, Narayan

Nays: None

Absent: Weiss

The resolution was approved.

Ms. Letaw said the Executive Committee also decided that additional committee meetings focused on the search would be beneficial. The dates for those meetings will be forthcoming.

The next Executive Committee is scheduled for Wednesday, October 7 at 11:00 am.

9. NEW BUSINESS

None.

10. OTHER AUDIENCE PARTICIPATION

Mr. Honey commended the DDA on its grant for the Lurie Terrace purchase, and asked that it retain its commitment to development of affordable housing with the former Y-Lot.

11. ADJOURNMENT

Ms. Letaw asked for a motion a second to adjourn. Mr. Crawford moved, and Mr. Guenzel seconded the motion to adjourn.

A consent vote on the motion showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kim, Kinley, Klopf, Letaw, McFarland, McKinnon, Narayan

Nays: None

Absent: Weiss

The motion passed.

The meeting adjourned at 1:10 pm.

AFFORDABLE HOUSING/ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES
Wednesday, September 9, 2020

Place: Virtual Meeting-Zoom link: <https://us02web.zoom.us/j/87218378205> by phone 1-877-853-5257 (Meeting ID: 872 1837 8205 Password: 034290)

Time: 9:00 a.m.

Committee Present: Micah Bartelme, Bob Guenzel, Tyler Kinley, Darren McKinnon

Others: Matt Carpenter/AAATA, Shannon Gibbs Randall/Planning Commission, Jennifer Hall/AAHC, Ali Ramlawi/City Council

Other DDA Present: Ji Hye Kim

Staff: Susan Pollay, Maura Thomson, Jada Hahlbrock, Sara McCallum, Kelley Graves

Public: Members of the public were not on the Zoom

Guidelines: Mr. Kinley outlined the guidelines given to public bodies to hold electronic meetings as outlined in Governor Whitmer's Executive Order #2020-154.

Partner Updates:

AAATA: Mr. Carpenter reported route service has been restored to approximately 60% of normal capacity, up from 20% in March. The AAATA understands this is still a fluid situation and is keeping funds in reserve given the uncertainty about State funding, which represents 25% of AAATA's operating budget. CM Ramlawi asked when route 33 will be restored; Mr. Carpenter said it is dependent on the state budget. Mr. Bartelme asked about ridership; Mr. Carpenter stated there has been an 80% ridership loss during the shutdown.

City Council: CM Ramlawi said a resolution to extend downtown street closures until November 1st will be on the 9/21 Council agenda. There are three finalists for City Administrator and Council will meet on 9/14 to discuss next steps. CM Ramlawi shared negative feedback he has received from motorists on the Healthy Street Pilot Projects. Questions were asked and answered. Ms. Pollay reiterated the unique opportunity to conduct pilot projects now when traffic volumes are low, and these pilots will benefit future projects aimed at encouraging people to bike more and drive less in support of the City's 2030 goals. Mr. Kinley noted how the initial response to change tends can be negative and that it is good that the DDA is open to taking all of the feedback to better inform decisions. Mr. Ramlawi asked if AAATA had been contacted about the pilot projects; Mr. Carpenter said no. DDA staff said they would provide information on this. Mr. Bartelme asked about the City's stance on social districts; CM Ramlawi noted that it is a challenge for Council to support them in light of the City's recently approved ordinance limiting public gatherings to 25 people.

Planning Commission: Ms. Gibbs-Randall reported a flood plain overlay district map based on new FEMA maps has been forwarded to Council for review. Residences in these floodway flood plain areas will be restricted from building additions to their homes. The revised lighting and sign ordinances are near completion. Questions were asked and answered. CM Ramlawi asked

if infrastructure is in place to accommodate the net zero electrification requirement for the Veridian development; Ms. Gibbs-Randall said she didn't know.

DDA: Ms. Pollay reported the DDA unanimously approved a \$1M grant to support the purchase of Lurie Terrace; CM Ramlawi commended the DDA. He asked when the purchase would be complete; Ms. Hall said it may be in December. Ms. Hall also thanked the DDA for its support of Lurie Terrace. Ms. Pollay said the DDA also approved a resolution adopting project values to guide the design of the next set of People-Friendly Streets projects, a resolution approving projects to include in the City's CIP, and a resolution authorizing the Executive Committee to oversee the Executive Director search. Ms. Thomson reported that installation of the first two layers of asphalt on 1st Street between William and Huron is scheduled for next week. The area will be buttoned-up at the end of the season and construction completed in 2021. Also underway are temporary arts installations overseen by the Arts Alliance. She said City and DDA staff will report back to Council in October on the Healthy Streets pilot projects.

AAHC: Ms. Hall stated that while housing evictions is a nationwide issue, AAHC residents have fared well thus far due to HUD subsidies, funding from the CARES Act and State rental subsidy vouchers. She provided an update on the 12 city-owned properties being considered for affordable housing development. The 350 S. 5th Ave site is farthest along, with Council voting to authorize creating a pre-entitlement plan. Council also authorized creating a pre-entitlement plan for 415 W. Washington, but there currently there isn't funding to pursue this. Focus group input is being received for the 353 S. Main (Palio lot), Ashley & William (Kline lot) with 1st & William, 4th & Catherine, and 721 N. Main. SmithGroup is scheduling public meetings on these sites in October, November and December. Postcard invitations will be sent to residents living within 1,000 feet. Ms. Gibbs-Randall asked why 415 W. Washington was approved for pre-entitlement when there are so many site challenges; Ms. Hall stated that the planning will be valuable to enable Council to decide what to do with the site. Mr. Ramlawi asked if the AAHC is engaged in educating the community on the upcoming affordable housing millage; Ms. Hall stated that the AAHC is prohibited by State law from engaging in campaigning for the millage.

Public Comment: None.

The next Affordable Housing/Economic Development Committee meeting (DDA only) will be October 14 at 9 am.

The next AHED meeting with Partners will be on November 18 at 9 am (one week later than usual due to Veterans Day).

The meeting adjourned at 10:50 am.

Respectfully submitted,
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, September 30, 2020**

Place: Virtual meeting—Zoom link: <https://us02web.zoom.us/j/84654426652>
or Phone: 1-877-853-5227 (Mtg ID: 8846 5442 6652 Password: 623329)

Time: 11 am

Committee Present: Robert Guenzel, Tyler Kinley, Darren McKinnon

Committee Absent: Phil Weiss

Other Board Mbrs: Jessica A.S. Letaw

Staff: Susan Pollay, Sara McCallum, Jada Hahlbrock, Maura Thomson, Kelley Graves

Other Attendees: Mike McKiness/RPS, Chris Simmons/GetDowntown, Simi Barr/City, Sean Havera/Hughes Properties

Public: Members of the public were on the Zoom meeting but did not identify themselves.

Virtual Meeting Guidelines: Mr. McKinnon outlined meeting details for everyone attending.

Parking System Financials: Sara provided FY20 year-end parking numbers and July and August parking revenue figures. She said the City had asked for revenue projections for the next five years to assist them with budgeting and in calculating these projections she was taking a more conservative stance than she had used in her earlier projections. There was agreement within the group go with the conservative projections. Questions were asked and answered about controllable expenditures such as parking operator staffing; Ms. Hahlbrock stated that RPS had been directed to reduce personnel expenses by 30% and operations by 20%, and she and Mr. McKiness continue to monitor the situation. It was noted that large expenses such as debt service cannot be altered.

Vic Village South Parking Permit Request: Ms. Hahlbrock stated that the DDA Board approved a resolution in October 2019, to provide 40 limited/overnight parking permits to the Vic Village South development, and the developer has asked to increase this total. Mr. Havera of Hughes Properties shared an update about their project and requested two additional limited/overnight permits. When asked if the project may need any additional permits to meet city code; he said there is always the possibility this may happen. There was consensus to bring a resolution to the Board to amend the earlier resolution to provide ‘up to a maximum of 45 limited/overnight permits.’

Operations Update: Mr. McKiness reported that September occupancy was 33%; down from 43% in August. It isn’t clear why, it may be attributable to colder weather, back-to school schedules and reduction in downtown employees returning to their workplaces due to COVID-related restrictions.

Parking Equipment Installation: Installation of the new equipment at the S. Ashley lot and 1st/Washington is complete, and work will begin soon at Liberty Square.

Annual Restoration Work: Work at Maynard and Ann Ashley is done, stair coating at 4th & William is underway, and initial prep work at 4th & Washington has begun with demolition of the stair to begin soon.

Transportation: Mr. Simmons reported only 40% of businesses have signed up for go! Passes to-date compared to previous years, and many are purchasing far fewer passes than in previous years. He is hearing that many businesses are intending for their staffs to continue working from home until next spring. Mr. Simmons reported ridership is currently at 25% compared to last year, including a 90% reduction in UM ridership.

Electric Vehicle Charging Update: Ms. Hahlbrock and Mr. Simi Barr of the City's Office of Sustainability gave a joint presentation on EV's in the parking system and opportunities for increasing the number of EV chargers. Ms. Hahlbrock noted how growing the EV system reinforces the DDA's identity not only as stewards of the parking system but also stewards of the downtown as a whole. Mr. Barr reported the City's goal is to have 30,000 EV charging stations installed by 2030 as part of its A2 Zero plan. Ms. Hahlbrock highlighted key elements of the recently completed Electric Capacity Study, which shows there is capacity to add approximately 220 stations to the parking system without having to invest in electrical service upgrades. Growth beyond that would require significant investment in infrastructure. To move forward with the goal of releasing an RFQ or RFP in 2021, Ms. Hahlbrock requested direction from the committee on the different ownership/management options available with EVs. The committee directed staff to obtain more information on charging for electricity including pricing and to continue exploring both the third-party owned and operated and the hybrid option of DDA owned and third-party operated options.

Public Comment: None.

The next Operations Committee meeting is scheduled for Wednesday, October 28 at 11 am.

The meeting adjourned at 12:20 pm.

Respectfully submitted by
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT
AUTHORITY FINANCE COMMITTEE MEETING MINUTES
Thursday, October 1, 2020**

Place: Virtual Meeting--Zoom Link: <https://us02web.zoom.us/j/83508568645>
by Phone: 1-877-853-5227
(Meeting ID: 835 0856 8645 Password: 610684)

Time: 9:00 am

Committee Present: Bob Guenzel, Rishi Narayan, Marie Klopf

Committee Absent: Phil Weiss

Other Board Present: Tyler Kinley

Staff: Susan Pollay, Sara McCallum, Jada Hahlbrock, Maura Thomson, Kelley Graves

Other Attendees: Matt Horning/City, Will Kreuz, Chad Nesbit, Chris Prisby/BOAA

Public: None.

Virtual Meeting Guidelines: Mr. Guenzel read the meeting guidelines.

Investment Report: Mr. Chad Nesbit has taken over for Lyle Dahlberg as the DDA's representative at BOAA. Mr. Kreuz provided an overview of the COVID-19 related issues affecting the stock market, the restrictions placed on investing public funds, and the status of the DDA's investment portfolio.

FY20 Financials & Parking System Reports: Ms. McCallum walked the committee through the FY20 year-end financials and an update on current Parking System activity and updated projections. The DDA TIF capture was \$7.2M for FY20. She reminded the committee that DDA TIF General Fund spending is primarily project based and that funds are transferred each FY from the TIF General Fund into the Housing TIF Fund as required the City ordinance. The FY20 year-end balance in the TIF Housing Fund was \$799,000. These funds have been committed along with the FY21 Housing budgeted funds to the AAHC's development of Lurie Terrace. The TIF Construction Fund, funded by a bond in 2019 for the First/Ashley/William/Huron Streets projects will be completed by 2022. Parking revenues were at 58% of budget at FY20 year-end due to the COVID-19 related shutdown. Ms. McCallum shared adjusted parking revenue projections, stating they represent a more conservative view than a few months ago, based on the changing environment. The earlier revenue projections were based on a more optimistic scenario including UM returning to in-person classes in January 2021. Ms. Hahlbrock stated the DDA directed RPS to reduce administrative expenses by 30% and operations expenses by 20% early in the year in response to the COVID-19 shutdown. Ms. Hahlbrock and Mr. McKiness continue to monitor revenues and expenses.

Expense Registers: The June, July and August expense registers were reviewed and approved.

Finance Committee Meeting

October 1, 2020

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New Business: Ms. Pollay said DDA received a \$15,000 grant request from the downtown associations to help with event promotions which she has approved saying it's another effort by DDA to support downtown businesses struggling due to the pandemic. She also shared that a City Council member will be bringing forward two resolutions to Monday night's City Council meeting agenda aimed at dissolving the DDA. She would share copies with the board.

Public Comment: None.

The next Finance Committee meeting is scheduled for Thursday, October 29, 2020 at 9am.

The meeting adjourned at 10:10 am.

Respectfully submitted by
Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, September 2, 2020

Place: Virtual Meeting: Zoom Meeting <https://us02web.zoom.us/j/82121935584>
Phone: 877-853-5257 (US Toll-free) Meeting ID: 821 2193 5584 Passcode: 593251

Time: 11:00 a.m.

Present: Tyler Kinley, Marie Klopff, Jessica A.S. Letaw, Darren McKinnon, Susan Pollay (ex officio)

Absent: None

Others: Jerry Lax, Jeremy Kennedy/Pear Sperling

Staff: Kelley Graves, Sara McCallum, Amber Miller, Maura Thomson

Public: Members of the public were on the Zoom meeting but did not identify themselves

Executive Director Search. Ms. Pollay said that the Committee was beginning a search process for the next Executive Director, and questions had arisen. DDA Attorneys Jerry Lax and Jeremy Kennedy had been invited to attend the meeting to assist. Mr. Lax outlined the case involving a University of Michigan President search which helped to make clear that certain process elements must be done in public, such as the interview of qualified finalists. It was noted that the City was underway with a search for its next City Administrator and there were aspects of their search process that may be emulated by the DDA. Questions were asked and answered. It was agreed that a Special Executive Committee meeting will be scheduled for midmonth to continue work on the search. To this meeting staff were asked to assemble information for committee discussion, which may include names of the search firms on the City's pre-qualified list.

Agenda Review. The Committee reviewed the September board meeting agenda. Ms. Pollay noted that no members of the public had signed up yet to speak. Questions were asked and answered.

Public Comment. None.

Adjournment. There being no other business, the meeting adjourned at 11:45 am.

Respectfully submitted,
Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Special/Non-regularly Scheduled Executive Committee Meeting
Tuesday, September 15, 2020

Place: Virtual Meeting-Zoom link: <https://us02web.zoom.us/j/86002265682> or by phone 877-853-5257 (US Toll-free) Meeting ID: 860 0226 5682 Password: 606711

Time: 10:00 a.m.

Present: Tyler Kinley, Marie Klopf (arrived late), Jessica A.S. Letaw, Darren McKinnon, Susan Pollay (ex officio)

Absent: None

DDA Staff: Sara McCallum, Maura Thomson, Jada Hahlbrock, Kelley Graves

Public: None

Guidelines: Ms. Letaw read the virtual meeting guidelines outlining the authority to hold electronic meetings during the COVID-19 pandemic to conduct necessary business of public bodies as outlined in Governor Whitmer's Executive Order #2020-154.

Executive Director Transition Process: Ms. Thomson summarized the discussion she and Ms. McCallum had with Mr. Fournier, Assistant City Administrator, regarding the DDA Executive Director search process. Mr. Fournier offered his support and shared his insights regarding benefits of using a search firm. He also offered City assistance with a salary survey. Ms. Thomson shared a potential list of search firm responsibilities. She reinforced that the Executive Committee will have input on search timeline, number of candidates brought forward, job description and, interview questions. Questions were asked and answered.

Ms. Thomson shared the list of firms that had submitted responses to the City's recent HR Director RFP. Pros and cons of selecting a firm from this list were discussed; also discussed was whether the candidate search would be local, regional, or national. Ms. Thomson said she would share the link to the City's RFQ with the Committee. The Committee requested a copy of the CIC project values list adopted by the Board at its last meeting. There was general consensus that the DDA should issue its own RFQ rather than work from the City's list of responses. Ms. Pollay suggested and the Committee agreed that it would be helpful to have Mr. Fournier join the regularly scheduled October 7th Executive Committee meeting to answer questions and share his insights.

Public Comment: None.

Adjournment. There being no other business, the meeting adjourned at 10:50 am.

Respectfully submitted,
Susan Pollay, Executive Director