

**City of Ypsilanti
Downtown Development Authority**

**Board of Directors Meeting
Thursday, October 20, 2016 – 8:30 a.m.**

Riverside Arts Center*

76 N. Huron St

*** LOCATION CHANGE**

Agenda

The **Mission** of the Ypsilanti Downtown Development Authority (YDDA) is to undertake district-wide improvements that have the greatest impact in strengthening the downtown areas and attracting new business. The primary goal of the YDDA is to implement positive economic, physical, aesthetic, and community changes in each of our four districts.

I. Call to Order

II. Roll Call

Amanda Edmonds	P	A	Russ Olwell	P	A
Jessica French	P	A	Andrew O’Neal	P	A
Adam Gainsley	P	A	Diana Wong	P	A
Martha Cleary	P	A	Mark Teachout (C)	P	A
Ben Harrington	P	A	RayVon Williams	P	A
Jelani McGadney	P	A			

III. Introductions

IV. Approval of Agenda (X)*

V. Approval of September 15, 2016 Minutes (X)*

VI. Audience Participation (3 minutes each)

1. _____
2. _____
3. _____
4. _____
5. _____

VII. Staff Report/Financial Report (X)

VIII. Standing Committee Reports

- Operations and Finance Committee
ELG Grant Funding – Thompson Block (X)*

IX. Old Business

- Executive Director Performance Review(X)*

X. Proposed Business

- Website Discussion
- New Business Welcome Program

XI. Announcements/Comments

XII. Public Participation

XIII. Next Meeting: November 17, 2016, 8:30 a.m., SPARK East, 215 W. Michigan Ave.

Key: (*) = items requiring Board action (X) = documents attached in board packet

**City of Ypsilanti
Downtown Development Authority**

**Board of Directors Meeting
Thursday, September 15, 2016 – 8:30 a.m.
SPARK East
215 W. Michigan Ave.**

Meeting Minutes

I. Call to Order: M. Teachout called the meeting to order at 8:34 am.

II. Roll Call

Amanda Edmonds	P		Russ Olwell	P
Jessica French		A	Andrew O’Neal	P
Adam Gainsley	P		Diana Wong	P
Martha Cleary	P		Mark Teachout(C)	P
Ben Harrington	P		RayVon Williams	P
Jelani McGadney		A		

Others in Attendance: Beth Ernat, Ypsilanti Economic Dev.
Joe Meyers, DDA
Rasheed J. Atwater, DDA

III. Introductions: No audience available for introductions

IV. Approval of Agenda:

Adam Gainsley moved to approve agenda. Diana Wong supported the motion, it was approved unanimously.

V. Approval of May 19, 2016 and June 17, 2016 Minutes:

Adam moved to approve May board minutes. Rayvon Williams supported the motion and it passed unanimously

Adam moved to approve June minutes. Ben Harrington supported the motion and it passed unanimously

VI. Audience Participation: N/A

VI. Staff Report/Financial Report (X)* p. 6-20:

Joe informed board that the 2016 financials should be ready by the next meeting

VII. Standing Committee Reports: N/A

• **Operation and Finance Committee Minutes**

Discussion ensued over the Operations and Finance Committee meeting.

Adam Gainsley and Ben Harrington noted that the Operation and Finance Committee is looking at cost savings for the Downtown TIF District.

IX. Old Business: N/A

X. Proposed Business: N/A

- **University of Michigan/ Urban Land Institute Development Opportunity Discussion**

Joe presented information about the Urban Land Institute Development Opportunity competition and fielded questions.

The board directed staff to concentrate on Abe's Block first and the Trojan Lot if there were complications with the Abe's Block.

Joe informed the board that he'll pitch the idea to University of Michigan students in two weeks.

- **Regional Transit Authority Resolution of Support**

Adam Gainsley discussed the transit mileage and proposed that the DDA support the mileage and pass a resolution to support of support.

Adam Gainsley moved to pass the resolution. Diana Wong supported the motion and it passed unanimously.

- **Committee Appointments**

Joe Meyers informed the board of the open committee seats that board needs to fill.

Jessica French moved to dissolve the Design & Review Committee and create a Grant Review committee to meet quarterly. Adam Gainsley supported the motion and it was passed unanimously.

Diana Wong motioned to appoint Dieter Otto, Russ Olwell, Richard Murphy, Kory Scheiber, Andrew O'Neal, RayVon Williams and Martha Cleary were appointed to the grant review committee. Diana Wong supported the motion and it was approved unanimously.

Ben Harrington motioned to appoint Diana Wong as member of Operation and Finance Committee. Adam Gainsley supported the motion and it was approved unanimously.

Russ Olwell motioned to appointment of Jessica French to RAC Committee and Ben Harrington as an alternate. Martha Cleary supported the motion and it was approved unanimously.

XI. Announcements/Comments:

- Ben Harrington motioned to table the Executive Director performance review to next month. Adam Gainsley supported the motion and it passed unanimously

XII. Public Participation: N/A

XIII. Adjourn: The meeting was adjourned at 10:08 am.

XIV. Next Meeting: September 15, 2016, 8:30 a.m., SPARK East, 215 W. Michigan Ave.

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: OCTOBER 31ST, 2016

3-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED: 33.33

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
<u>DOWNTOWN DA OPERATING</u>						
<u>REVENUES</u>						
413-4-7230-402-00 CURRENT PROPERTY TAXES	26,104	26,104	0.00	20,733.12	5,370.88	20.57
413-4-7230-420-01 DELINQUENT PROPERTY TAXES	100	100	0.00	81.81	18.19	18.19
413-4-7230-445-02 INTEREST ON CURRENT TAXES	50	50	0.00	0.00	50.00	100.00
413-4-7230-445-05 INTEREST ON DELINQUENT TAXES	5	5	0.00	3.43	1.57	31.40
413-4-7230-462-01 DOWNTOWN PARKING PERMITS	7,200	7,200	0.00	1,600.00	5,600.00	77.78
413-4-7230-664-00 INTEREST EARNINGS	1,000	1,000	0.00	102.93	897.07	89.71
413-4-7230-694-01 MISCELLANEOUS REVENUE	0	0	0.00	100.00	100.00	0.00
TOTAL REVENUES	34,459	34,459	0.00	22,621.29	11,837.71	34.35
TOTAL DOWNTOWN DA OPERATING	34,459	34,459	0.00	22,621.29	11,837.71	34.35
<u>DOWNTOWN DA TIF</u>						
<u>REVENUES</u>						
413-4-7231-410-00 TIFA REIMBURSMNT PA86 SECT 17	22,405	22,405	0.00	0.00	22,405.00	100.00
413-4-7231-439-01 CURRENT TIFA TAXES	117,574	117,574	0.00	0.00	117,574.00	100.00
413-4-7231-607-01 DOWNTOWN GARBAGE COLL FEE	0	0	400.00	6,900.00	6,900.00	0.00
413-4-7231-699-92 APPROPRIATION FUND BALANCE-TIF	28,275	28,275	0.00	0.00	28,275.00	100.00
TOTAL REVENUES	168,254	168,254	400.00	6,900.00	161,354.00	95.90
TOTAL DOWNTOWN DA TIF	168,254	168,254	400.00	6,900.00	161,354.00	95.90
<u>DOWNTOWN DA OTHER</u>						
<u>REVENUES</u>						
<u>DOWNTOWN WATER ST</u>						
<u>REVENUES</u>						
TOTAL REVENUES	202,713	202,713	400.00	29,521.29	173,191.71	85.44

413-DOWNTOWN DEV AUTH

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
DOWNTOWN DA OPERATING						
=====						
<u>EXPENDITURES</u>						
413-7-7230-728-00 OFFICE SUPPLIES	850	850	0.00	90.39	759.61	89.37
413-7-7230-730-00 POSTAGE	138	138	0.00	0.00	138.00	100.00
413-7-7230-757-00 OPERATING SUPPLIES	328	328	0.00	85.00	243.00	74.09
413-7-7230-807-00 AUDIT FEES	1,697	1,697	0.00	0.00	1,697.00	100.00
413-7-7230-818-00 BOOKKEEPING SERVICE	12,882	12,882	0.00	2,694.71	10,187.29	79.08
413-7-7230-822-10 GENERAL LIABILITY	2,530	2,530	0.00	3,908.85 (1,378.85)	54.50-
413-7-7230-826-10 LEGAL SERVICES	2,657	2,657	0.00	0.00	2,657.00	100.00
413-7-7230-853-00 TELEPHONE	624	624	0.00	63.71	560.29	89.79
413-7-7230-864-01 CONFERENCES AND WORKSHOPS	690	690	0.00	106.95	583.05	84.50
413-7-7230-900-00 PRINTING AND PUBLISHING	1,725	1,725	13.80	55.20	1,669.80	96.80
413-7-7230-940-00 RENT	2,712	2,712	207.00	828.00	1,884.00	69.47
413-7-7230-957-00 BOOKS MAGAZINES AND PERIODICAL	104	104	0.00	0.00	104.00	100.00
413-7-7230-958-00 MEMBERSHIPS AND DUES	634	634	0.00	270.00	364.00	57.41
TOTAL EXPENDITURES	27,571	27,571	220.80	8,102.81	19,468.19	70.61
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TOTAL DOWNTOWN DA OPERATING	27,571	27,571	220.80	8,102.81	19,468.19	70.61
DOWNTOWN DA TIF						
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<u>EXPENDITURES</u>						
413-7-7231-818-00 CONTRACTUAL SERVICES	40,761	40,761	0.00	12,196.24	28,564.76	70.08
413-7-7231-820-00 TIF PROJECTS	10,000	10,000	216.98	1,084.51	8,915.49	89.15
413-7-7231-820-01 IRRIGATION SYSTEM	40	40	0.00	43.11 (3.11)	7.78-
413-7-7231-820-02 STREETScape MAINTENANCE	17,768	17,768	0.00	0.00	17,768.00	100.00
413-7-7231-820-03 WASTE MANAGEMENT	5,000	5,000	505.46	4,701.16	298.84	5.98
413-7-7231-820-04 SEASONAL PLANTING	3,450	3,450	0.00	0.00	3,450.00	100.00
413-7-7231-920-00 DTE ELECTRIC BILL	0	0	0.00	79.19 (79.19)	0.00
413-7-7231-965-05 SPECIAL EVENTS CONTRIBUTIONS	400	400	100.00	100.00	300.00	75.00
413-7-7231-965-06 FACADE PROG. CONT TO BLD-TIF	5,000	5,000	500.00	500.00	4,500.00	90.00
413-7-7231-997-00 PAYING AGENT FEES	400	400	0.00	0.00	400.00	100.00
413-7-7231-999-20 TRANSFER OUT(473)2004A	85,435	85,435	0.00	0.00	85,435.00	100.00
TOTAL EXPENDITURES	168,254	168,254	1,322.44	18,704.21	149,549.79	88.88
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TOTAL DOWNTOWN DA TIF	168,254	168,254	1,322.44	18,704.21	149,549.79	88.88
DOWNTOWN DA OTHER						
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<u>EXPENDITURES</u>						
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CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: OCTOBER 31ST, 2016

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 33.33

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
DTDA W CROSS OPERATING						
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REVENUES						
275-4-7270-402-00 CURRENT PROPERTY TAXES	7,017	7,017	0.00	6,401.64	615.36	8.77
275-4-7270-420-01 DELINQUENT PROPERTY TAXES	20	20	0.00	10.93	9.07	45.35
275-4-7270-445-02 INTEREST ON CURRENT TAXES	20	20	0.00	0.00	20.00	100.00
275-4-7270-445-05 INTEREST ON DELINQUENT TAXES	0	0	0.00	0.33	0.33	0.00
275-4-7270-664-00 INTEREST EARNINGS	447	447	0.00	73.63	373.37	83.53
TOTAL REVENUES	7,504	7,504	0.00	6,486.53	1,017.47	13.56
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TOTAL DTDA W CROSS OPERATING	7,504	7,504	0.00	6,486.53	1,017.47	13.56
DTDA W CROSS TIF						
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REVENUES						
275-4-7271-410-00 TIFA REIMBURSMNT PA86 SECT 17	4,943	4,943	0.00	0.00	4,943.00	100.00
275-4-7271-439-02 CURRENT TIFA TAXES-WEST CROSS	3,288	3,288	0.00	0.00	3,288.00	100.00
275-4-7271-699-92 APPROPRIATION FUND BALANCE-TIF	7,831	7,831	0.00	0.00	7,831.00	100.00
TOTAL REVENUES	16,062	16,062	0.00	0.00	16,062.00	100.00
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TOTAL DTDA W CROSS TIF	16,062	16,062	0.00	0.00	16,062.00	100.00
DTDA E CROSS OPERATING						
=====						
REVENUES						
275-4-7290-402-00 CURRENT PROPERTY TAXES	6,524	6,524	0.00	4,720.67	1,803.33	27.64
275-4-7290-445-02 INTEREST ON CURRENT TAXES	20	20	0.00	0.00	20.00	100.00
275-4-7290-664-00 INTEREST EARNINGS	314	314	0.00	73.63	240.37	76.55
275-4-7290-699-91 APPROPRIATIONS FUND BALANCE	3,557	3,557	0.00	0.00	3,557.00	100.00
TOTAL REVENUES	10,415	10,415	0.00	4,794.30	5,620.70	53.97
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TOTAL DTDA E CROSS OPERATING	10,415	10,415	0.00	4,794.30	5,620.70	53.97
DTDA E CROSS TIF						
=====						
REVENUES						
275-4-7291-410-00 TIFA REIMBURSMNT PA86 SECT 17	6,636	6,636	0.00	0.00	6,636.00	100.00
275-4-7291-439-01 CURRENT TIFA TAXES	50,787	50,787	0.00	0.00	50,787.00	100.00
TOTAL REVENUES	57,423	57,423	0.00	0.00	57,423.00	100.00
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TOTAL DTDA E CROSS TIF	57,423	57,423	0.00	0.00	57,423.00	100.00

CITY OF YPSILANTI
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2016

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 33.33

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY REVENUE	YEAR-TO-DATE REVENUE	BUDGET REMAINING	BUDGET % REMAINING
TOTAL REVENUES	91,404	91,404	0.00	11,280.83	80,123.17	87.66

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: OCTOBER 31ST, 2016

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAINING
DTDA W CROSS OPERATING						
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EXPENDITURES						
275-7-7270-728-00 OFFICE SUPPLIES	63	63	0.00	6.55	56.45	89.60
275-7-7270-730-00 POSTAGE	10	10	0.00	0.00	10.00	100.00
275-7-7270-757-00 OPERATING SUPPLIES	24	24	0.00	0.00	24.00	100.00
275-7-7270-775-01 REPAIR AND MAINTENANCE SUPPLY	123	123	0.00	0.00	123.00	100.00
275-7-7270-807-00 AUDIT FEES	116	116	0.00	0.00	116.00	100.00
275-7-7270-818-00 CONTRACTUAL SERVICES	933	933	0.00	444.60	488.40	52.35
275-7-7270-822-10 GENERAL LIABILITY	183	183	0.00	1,372.90	1,189.90	650.22-
275-7-7270-826-10 LEGAL SERVICES	193	193	0.00	0.00	193.00	100.00
275-7-7270-853-00 TELEPHONE	56	56	0.00	4.62	51.38	91.75
275-7-7270-864-01 CONFERENCES AND WORKSHOPS	50	50	0.00	40.30	9.70	19.40
275-7-7270-900-00 PRINTING AND PUBLISHING	125	125	1.00	4.00	121.00	96.80
275-7-7270-940-00 RENT	197	197	15.00	60.00	137.00	69.54
275-7-7270-957-00 BOOKS AND MAGAZINES	8	8	0.00	0.00	8.00	100.00
275-7-7270-958-00 MEMBERSHIPS AND DUES	46	46	0.00	0.00	46.00	100.00
TOTAL EXPENDITURES	2,127	2,127	16.00	1,932.97	194.03	9.12
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TOTAL DTDA W CROSS OPERATING	2,127	2,127	16.00	1,932.97	194.03	9.12
DTDA W CROSS TIF						
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EXPENDITURES						
275-7-7271-818-00 CONTRACTUAL SERVICES	3,707	3,707	0.00	1,169.58	2,537.42	68.45
275-7-7271-820-00 TIF - WEST CROSS DEV AREA	3,000	3,000	0.00	0.00	3,000.00	100.00
275-7-7271-820-02 STREETScape MAINTENANCE	3,605	3,605	0.00	0.00	3,605.00	100.00
275-7-7271-820-04 SEASONAL PLANTING	350	350	0.00	0.00	350.00	100.00
275-7-7271-965-05 SPECIAL EVENT CONTRIBUTION	400	400	100.00	100.00	300.00	75.00
275-7-7271-971-27 BUILDING REHAB	5,000	5,000	0.00	0.00	5,000.00	100.00
TOTAL EXPENDITURES	16,062	16,062	100.00	1,269.58	14,792.42	92.10
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TOTAL DTDA W CROSS TIF	16,062	16,062	100.00	1,269.58	14,792.42	92.10
DTDA E CROSS OPERATING						
=====						
EXPENDITURES						
275-7-7290-728-00 OFFICE SUPPLIES	325	325	0.00	34.06	290.94	89.52
275-7-7290-730-00 POSTAGE	52	52	0.00	0.00	52.00	100.00
275-7-7290-757-00 OPERATING SUPPLIES	124	124	0.00	0.00	124.00	100.00
275-7-7290-807-00 AUDIT FEES	640	640	0.00	0.00	640.00	100.00
275-7-7290-818-00 CONTRACTUAL SERVICES	4,854	4,854	0.00	539.87	4,314.13	88.88
275-7-7290-822-10 GENERAL LIABILITY	953	953	0.00	383.25	569.75	59.78

CITY OF YPSILANTI
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: OCTOBER 31ST, 2016

275-DEPOT TOWN DDA

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	BUDGET REMAINING	BUDGET % REMAININGG
275-7-7290-826-10 LEGAL SERVICES	1,001	1,001	0.00	0.00	1,001.00	100.00
275-7-7290-853-00 TELEPHONE	235	235	0.00	24.00	211.00	89.79
275-7-7290-864-01 CONFERENCES AND WORKSHOPS	260	260	0.00	7.75	252.25	97.02
275-7-7290-900-00 PRINTING AND PUBLISHING	650	650	5.20	20.80	629.20	96.80
275-7-7290-940-00 RENT	1,022	1,022	78.00	312.00	710.00	69.47
275-7-7290-957-00 BOOK MAGAZINES AND PERIODAL	39	39	0.00	0.00	39.00	100.00
275-7-7290-958-00 MEMBERSHIPS AND DUES	260	260	0.00	0.00	260.00	100.00
TOTAL EXPENDITURES	10,415	10,415	83.20	1,321.73	9,093.27	87.31
TOTAL DTDA E CROSS OPERATING	10,415	10,415	83.20	1,321.73	9,093.27	87.31
DTDA E CROSS TIF =====						
EXPENDITURES						
275-7-7291-818-00 CONTRACTUAL SERVICES	13,929	13,929	0.00	4,309.88	9,619.12	69.06
275-7-7291-820-02 STREETScape MAINTENANCE	4,378	4,378	0.00	0.00	4,378.00	100.00
275-7-7291-820-04 SEASONAL PLANTING	425	425	0.00	0.00	425.00	100.00
275-7-7291-965-05 SPECIAL EVENT CONTRIBUTION	400	400	100.00	100.00	300.00	75.00
275-7-7291-965-06 FACADE PROG. CONT TO BLD-TIF	5,000	5,000	0.00	0.00	5,000.00	100.00
275-7-7291-971-27 BUILDING REHAB	5,000	5,000	0.00	0.00	5,000.00	100.00
275-7-7291-974-01 TIF PROJECTS	5,000	5,000	0.00	0.00	5,000.00	100.00
TOTAL EXPENDITURES	34,132	34,132	100.00	4,409.88	29,722.12	87.08
TOTAL DTDA E CROSS TIF	34,132	34,132	100.00	4,409.88	29,722.12	87.08
TOTAL EXPENDITURES	62,736	62,736	299.20	8,934.16	53,801.84	85.76
REVENUES OVER/(UNDER) EXPENDITURES	28,668	28,668 (299.20)	2,346.67	26,321.33	91.81

City of Ypsilanti
Downtown Development Authority
Operations & Finance Committee Meeting
Wednesday, October 12, 2016 – 8:30 a.m.
SPARK East
215 W. Michigan Ave.

I. Call to Order 10:41

II. Roll Call

Adam Gainsley	P	Ruth Ann Jamnick	P
Ben Harrington (C)	P	Diana Wong	P
Russ Olwell	P		

III. Approval of Agenda *(X)

- Ben Harrington motioned to approve the agenda and Russ Olwell supported the motion. The board unanimously approved and the motion passed.

IV. Approval of September 7, 2016 Minutes *(X)

- Russ Olwell moved to approve the minutes and Ben Harrington supported the motion. The board unanimously approved and the motion passed.

V. Audience Participation: N/A

VI. Old Business: N/A

VII. New Business

1. Budget and Grant Program Discussion (handouts to be provided at the meeting)

- Joe Meyers explained to the committee the OPRA process, and the current budget status.
- Discussion of Thompson Block ensued.
- The committee and Joe discussed possible budget cuts and ways to balance the downtown budget by 2020.
- Ben discussed coordinating community service and sponsorship to alleviate some of the budget burden.
- The committee would like to see a detailed breakdown of costs for plantings along with other recommendations for potential budget cuts.

VIII. Proposed Business

- ELG Grant:
 - Joe Meyers discussed the current \$15,000 ELG grant and opened the discussion to the committee for possible solutions.
 - Adam proposed not restricting the grant to districts.

- Ben Harrington proposed using the funds for the downtown district due to its current budgetary deficit but prioritizing the funds to provide for tax base generation.
- Joe indicated that he would prepare a memo to present to the board.

IX. Announcements/Comments:

X. Audience Participation: N/A

XI. Adjourn – Meeting adjourned at 9:55am

Next committee meeting will be held Wednesday, November 9, 2016, at SPARK East, 215 W. Michigan Ave.

Key: * = items requiring Committee action (X) = documents attached in packet

CITY OF YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY

TO: YDDA BOARD
FROM: JOE MEYERS, YPSILANTI DDA
SUBJECT: EASTERN LEADERS GROUP GRANT FUNDING
DATE: 10/17/2016
CC:

On November 13, 2013 the DDA gave a grant to the Thompson Block for \$15,000. This money came from Washtenaw County via Act 88 funding and no matching funds were given. Over the past few years several extensions were given with the last one expiring on June 30, 2016. With these funds back available we need to come up with a plan on how best to utilize them.

The Operations and Finance Committee recommended to the board that we open the funds up to all of the districts with a preference going to businesses that would add taxable value to one of our districts.

Currently there are several businesses looking for funds to do work in the downtown district and Washtenaw County has send one development opportunity.

If the board agrees with the Operations and Finance Committee, we would purpose a well promoted building rehab grant round with the preference being given to tax base generating projects (i.e. adding residential units above commercial storefronts).

NARRATIVE QUESTIONS:

1. WHAT AREA OF THE DDA DIRECTOR JOB PERFORMANCE AM I MOST PROUD OF IN THE PAST 6 MONTHS?

1. I feel the DDA is much more in touch with local businesses, and we no longer hear complaints or questions about contact and/or lack thereof.
2. Outreach. Staff has implemented a 180 in terms of quality and completeness in outreach efforts. I am looking forward to a more consistent and meaningful conversation between the DDA (both board and staff) and our community.
3. Proud that the staff, with the direction of board is now tackling difficult and long standing problems. Dumpsters, budget, etc.

2. WHAT AREA OF THE DDA DIRECTOR JOB PERFORMANCE DO I NOT WANT TO REPEAT IN THE FUTURE?

1. I wish the grants process allowed for more forecasting, but it may be impossible, given the problems folks have filling out the forms and getting approvals. I honestly groan when we get new grants in that I would love to fund, but we may already disbursed our full amount for the year.
2. I wish the grants process allowed for more forecasting, but it may be impossible, given the problems folks have filling out the forms and getting approvals. I honestly groan when we get new grants in that I would love to fund, but we may already disbursed our full amount for the year.
3. Do not want to repeat the lack of ability to make choices and decisions for fear of negative public image.

3. WHAT CAN BE ACCOMPLISHED IN THE NEXT 12 MONTHS TO IMPROVE JOB PERFORMANCE?

1. I think wrapping up dumpsters and cameras are a good first step. Now, on to broader economic and community development.
2. Note: I realize all of the below aren't necessarily things that can be 'accomplished' in the next 12 months but if we're active on all these fronts the DDA will grow and strengthen as an organization. 1. Cleaning up our public face. By this I mean our website - for now just cleaning up and updating/correcting/completing existing content while we explore a more complete rebuild. The following information should be easy to find and peruse. 2. Who's on the board and reach them. 3. When/where all scheduled meetings are. 4. Directory of businesses in district. 5. Documents - complete budgets, meeting agendas/packages/minutes, by-laws, enabling legislation, district maps and legal descriptions... I'm sure there's more. 6. Continuing public engagement. There are many benefits to a strong, productive relationship with our community. We need to continue to grow this. 7. Diversify our revenues. Hopefully everyone on staff understands why this is important.
3. The staff can lead the board back into the direction of economic development and community/business partnership.

Rank the executive director on the performance factors using the following performance definitions: 5=outstanding, 4=exceed expectations, 3=fully capable, 2=needs improvement, 1=unsatisfactory.

1. ADMINISTRATION

Performance Factor	Performance (From 1 to 5)	Comments
Planning	3.5	All planning work has been done well. To date more internal work done.
Budgeting and Economic Management	4.25	Board understanding continues to improve as well as budget accuracy.
Prioritization of Work	4.25	Staff has been doing a good job of juggling competing priorities
Problem Solving and Decision Making	3.75	Staff is consistently strong here. Need to continue to be vigilant about potential gotchas
Risk (Liability) Management	4	Good work so far. Need to continue to fill out picture of current budget and trends.

2. Communications

Performance Factor	Performance (From 1 to 5)	Comments
Oral Communication	4	Generally solid
Written Communication	4	Emails are clear and concise. Response times are always quick. Packets are consistently good too.
Coordination/Collaboration	4.25	Staff are quick and easy to work with even for requests that require multiple peoples' input. Ad hoc meetings are handled well too.
Leadership	4	

3. Job Performance

Performance Factor	Performance (From 1 to 5)	Comments
Effort and Initiative	4.5	Generally very strong effort. Staff is proactive.
Professional and Technical Competence	4	Staff are consistent in their professionalism. No real complaints about technical professionalism but I do have a desire to explore opportunities to use tech for things like improving internal and external communication, organizing documents, making internal information easily accessible to the board.

Innovation	3.5	In the innovation vs productivity balance staff has correctly focused on productivity. We'll need to shift to innovation as we shift from understanding our budget to improving it.
Objectivity	4.25	Staff has done a fine job of balancing their input with the direction of the board. While staff brings good ideas and info to the table they respect the will of the board.
Credibility	4.25	Even as we've struggled with unpopular decisions staff have been consistent about providing consistent and complete information to the community. Consistent outreach and communication efforts have added to this too.

OVERALL EVALUATION (Please check one.)

- Outstanding
- Exceed expectations
- Fully capable
- Needs improvement
- Unsatisfactory