

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
FINANCE COMMITTEE MEETING MINUTES  
Thursday, May 28, 2020**

Place: Virtual Meeting--Zoom Link: <https://us02web.zoom.us/j/87614183425>  
by Phone: 1-888-475-4499  
(Meeting ID: 876 1418 3425 Password: 686918)

Time: 9:30 am

Committee Present: Robert Guenzel, Marie Klopf, Rishi Narayan

Committee Absent: Phil Weiss

Other DDA Present: Keith Orr

Other DDA Absent: Tom Crawford, Micah Bartelme, Alexandra Dieck, Tyler Kinley, Jessica A.S. Letaw, Molly McFarland, Darren McKinnon

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

Other Attendees: Matt Horning/City

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

Virtual Meeting Guidelines: Mr. Guenzel read the virtual meeting guidelines outlining the authority given to municipalities to hold electronic meetings for a period of time during the COVID-19 pandemic to conduct necessary business of public bodies as outlined in Governor Whitmer's Executive Order #2020-75.

Resolution to Adopt the FY21 Budget: The DDA's FY21 budget has been reviewed and approved by City Council. The budget was not adjusted to reflect any adjustments due to COVID-19. Ms. McCallum stated that the State Budget Manual recommends that municipalities adjust budgets when they become aware that expenditures will exceed budget levels. As the DDA is expecting reductions in revenues and expenditures, no budget amendments are required. Mr. Narayan noted and Ms. Pollay confirmed that the FY21 budget will be continually monitored and adjustments made in expenditures in response to the changing environment due to COVID-19. There was consensus to take the resolution to the Board.

Expense Registers: The February, March and April expense registers were reviewed. Ms. McCallum highlighted items of interest including debt payments and the Tally Hall bi-annual payment. She also discussed the implementation of vendor payments by ACH as approved in February by the Board, noting advantages to this method of payment that include safety, better internal controls, and consistency of process. There was discussion regarding RPS's expenditures during this time. Ms. Klopf suggested the DDA review the RPS contract to ensure what is expected of RPS for events such as the COVID-19 pandemic. Ms. Pollay stated that the DDA and RPS have been following the State Executive Orders and originally thought the return to normal operations would be a quicker timeline. With the stay home extensions, Staff presented proposed expenditure reductions to the Operations Committee yesterday. Ms.

Hahlbrock reported that the RPS contract expires in June 2022. Due to the complexity of this process, she plans to engage a consultant to assist with defining the RFP based on best practices and incorporating the DDA's requirements. Ms. Klopf requested and Mr. Guenzel agreed that the expenditure reduction presentation be shared with the rest of the Board next week.

Third Quarter Financial Reports: Ms. McCallum reviewed balance sheets by fund. She pointed out changes in these reports related to the pooling of cash and investment accounts and commented that this change has resulted in cleaner processing, clearer reporting, and less transfers between accounts. She highlighted other key items including increased Parking receivables, variances related to timing differences and, the closing of the temporary Parking Construction Fund. Also reviewed were a Cash and Investment Balances Report, and a Summary Revenues and Expenditures Report.

Mr. Horning commended Ms. Pollay and Ms. McCallum for switching to BS&A and for pooling investments under one account. He asked about the DDA's investment portfolio and returns. Ms. McCallum offered to share the presentation given by Bank of Ann Arbor to the Finance Committee in January, and said another presentation is being planned for July. She anticipates them doing twice a year going forward.

Ms. McCallum asked the Committee for feedback on the pertinent content members would like to see and frequency of meetings. The DDA's attorney has stated that expense registers may be posted as 'draft' online and received by the Finance Committee at a later date, perhaps when in-person meetings resume.

Public Comment: None.

The next Finance Committee meeting is scheduled for Thursday, June 25, 2020 at 11 am.

The meeting adjourned at 10:30 am.

Respectfully submitted by  
Susan Pollay, Executive Director