

MEETING MINUTES

BOARD OF DIRECTORS MEETING

May 18, 2016 | 8:00 AM | Con-Ed Human Resource Center | 714 Martin Luther King, Jr. Boulevard
Chair-Elect Dawn Morgan, Presiding

Board Members Present:

Brad Baugh, John R. Bennett, Barbara Cortese, Theodora “T” L. Gongaware, Tom Kohler, Jerry Lominack, Dawn Morgan, Stephen Palmer, Kris Patel, Connie Pinkerton, Henry “Hank” Reed II, Victor Shernoff, Gina Smith, Dorothy Strong, Christine Wacta

Board Members Absent:

Stephanie Bock, Adam Kirk, Richard “Dicky” Mopper, Anne Roise, Taylor Watts

Quorum Present?

Yes.

Others Present:

Kevin Klinkenberg, Executive Director; Katherine Williams, Program Coordinator; Amy Brock, Marketing Consultant; Manuel Dominguez, City of Savannah Economic Development Director

I. Call to Order — Dawn Morgan

The Board of Directors meeting of Savannah Development and Renewal Authority was called to order at 8:00 AM on May 18, 2016 at 714 Martin Luther King, Jr. Boulevard by Chair-Elect Morgan.

II. Previous Minutes — Dawn Morgan

The minutes of the previous meeting were unanimously approved as presented.

III. Treasurer’s Report — Kris Patel

Mr. Patel indicated that there were no significant updates. Copies of the budget vs. actuals were enclosed. Board members were given the opportunity to ask questions. Mr. Patel noted that there were two uncategorized expenses in the document. Mr. Klinkenberg responded that those items would be categorized. He added that owing to volunteerism and donations from the Board, SDRA had completed the first two Better Block events under budget. SDRA had also received a significant in-kind donation from Creative Approach for its printing costs for the year.

IV. Board Vacancies & Recommendations — Dawn Morgan

Chair-Elect Morgan indicated that there were five vacant seats on the Board of Directors, and that SDRA had received seven applications. Mr. Klinkenberg stated that the fourth and fifth vacancies were created following Mr. Bluett’s resignation and Mr. Bowman’s removal, and that one of the seven applicants was ineligible because he had been appointed to the Board of the Metropolitan Planning Commission. He indicated that several Executive Committee members had reached out to the applicants. Mr. Klinkenberg stated that following a discussion of the respective qualifications of each individual, the Committee had recommended Ms. Marysue McCarthy, Ms. Meg Pace, and Ms. Beth Vantosh to City Council. He indicated that the Council would likely fill all five seats.

V. Board Attendance Requirements — Kevin Klinkenberg

Mr. Klinkenberg indicated that SDRA had received a letter from the Clerk of Council stating that City Council had established an attendance policy for all appointed members of City Boards, Commissions, and Authorities. Copies of the letter were enclosed. Mr. Klinkenberg stated that SDRA must report



the attendance of its Board members to the Council on a quarterly basis. He added that while SDRA's enabling legislation and by-laws prescribed attendance at fifty percent of meetings, the City policy stipulated that members must be present for a minimum of seventy-five percent of meetings. Mr. Klinkenberg stated that SDRA staff monitored and recorded attendance for Board members. He presented a spreadsheet of attendance for meetings from January 2015 forward. Board members were given the opportunity to ask questions. Ms. Williams noted that the attendance percentages for Board members took into account the date of each individual's appointment; the percentages of those members that were appointed after January 2015 were calculated based on the number of months they had served, not on the full sixteen-month period. Ms. Smith asked if the policy necessitated a change to SDRA's by-laws. Mr. Klinkenberg stated that while the by-laws could be changed if deemed appropriate, it was not required that they be changed. Ms. Cortese asked if the City had provided a particular form or template for submitting documentation of attendance. Mr. Klinkenberg responded that it had not. Ms. Cortese stated that SDRA should add annotations to the spreadsheet indicating the Board members that, though they did not meet the attendance requirement, demonstrated a comparable or higher level of involvement. Ms. Williams added that Alderman Durrence had indicated at the previous meeting that the Council would take into account any extenuating circumstances that would affect the ability of appointees to meet the attendance requirements. Mr. Reed stated that the Board should allow for its members to participate in meetings through telecommunication methods. The Board noted that its meetings should be held at a facility with improved technological amenities. Mr. Klinkenberg indicated that he hoped to identify a new meeting space by the time of the Board meeting in August. Mr. Lominack added that the majority of the Board did not regularly participate in SDRA's activities. Mr. Klinkenberg indicated that at its previous meeting, the Executive Committee had proposed that Board members could be asked to sign a contract requiring them to volunteer at a certain number of events over the course of the year. He added that the Board could determine the appropriate number of events. Ms. Gongaware noted that the contract would allow Board members to better understand the extent and type of participation expected of them. Ms. Smith noted that the time of the events could be prohibitive. Mr. Klinkenberg responded that thus far, SDRA's Better Block events had ranged in weekday, time, and duration, and that staff would continue to distribute activities in order to ensure that each Board member could identify an event that would not conflict with his or her schedule.

VI. Better Block on Broughton, May 7th — Katherine Williams

Ms. Williams provided an overview of the event and its successes, including increased community engagement and feedback on the ideas SDRA presented. She thanked the Board members who volunteered and Ms. Pinkerton in particular. Ms. Williams indicated that there had been some difficulty in procuring the necessary volunteers, and noted that as one of Historic Savannah Foundation's (HSF) community partners, SDRA had been expected to supply ten volunteers for the duration of the event. Those volunteers were intended to provide assistance not only to SDRA, but also to HSF in the form of general support and event management. Ms. Williams noted that because SDRA would likely continue to partner with organizations and its events were becoming more frequent, complex, and engaging, it would be critical to have a sufficient number of volunteers for operations moving forward. She asked Board members for feedback regarding the optimal method of communication and outreach to gain volunteers. Board members noted that the SCAD email server would often filter emails from external addresses to users' spam folders. Mr. Klinkenberg encouraged Board members to reach out to their peers and other contacts who might be interested in volunteering, and stated that SDRA's volunteer base should not comprise Board members exclusively.

VII. Facade & Edge Grant Applications — Katherine Williams

Ms. Williams stated that SDRA had received façade-improvement and edge grant applications for the building located at 602 Montgomery Street. Copies of the application materials were enclosed. Ms.

Williams indicated that the Executive Committee had reviewed the applications and approved that they be presented to the Board for a vote. She provided an overview of the improvements for which the applicant had requested to receive \$4,000 in matching funds. The building would be rehabilitated to house the applicant's law firm. Board members were given the opportunity to ask questions. Mr. Shernoff asked to what extent the approval process for applications was delayed due to bureaucratic procedures, and how SDRA could expedite that process. Mr. Klinkenberg responded that the terms and conditions under which the program was established stipulated that the grant applications must have Board approval before they could be forwarded to the City for review. The Board noted that the applications could be evaluated and approved by the Executive or Finance & Development Committees; Board members could be notified of the determinations made by the designated Committee or be asked to vote via email. Ms. Williams stated that she had kept the applicant informed of the status of the application as it moved through the approval process. Mr. Shernoff indicated that Executive Committee should define the procedure for reviewing applications. Ms. Pinkerton asked whether applicants were required to submit documentation of the work completed. Mr. Klinkenberg responded that applicants must submit photographs of the building or site prior to and following completion of the project. He added that once staff received the documentation, SDRA would forward the application package to the City of Savannah Economic Development Department for processing. Chair-Elect Morgan made a motion to approve both applications for 602 Montgomery Street. The motion passed unanimously.

VIII. Funding Request to the City of Savannah – Kevin Klinkenberg

Mr. Klinkenberg stated that staff had drafted a memo to the City of Savannah to request additional funds; with the increased allocation, SDRA would create two positions for a second Program Coordinator and an administrative assistant. Copies of the memo were enclosed. Mr. Klinkenberg asked for Board members to review the memo and provide feedback. He stated that in its budget request for the previous year, SDRA had asked for but did not receive an increase of \$100,000 in its annual budget. Mr. Klinkenberg indicated that SDRA had reached the point at which its two staff members were overextended. He noted that SDRA had accomplished a great deal and was being asked to participate in additional efforts, but that staff could not take on these new opportunities and functions. The memo would allow SDRA to gain additional support and better fulfill its current and prospective role. Ms. Cortese asked what the implications would be if SDRA received the additional funding for 2016 but not for 2017. Mr. Klinkenberg responded that he would incorporate into the memo a statement indicating that the expectation would be for the increased funding to be maintained moving forward. He added SDRA would need to demonstrate progress toward financial independence over the coming years. Mr. Kohler asked to what extent SDRA had privately discussed the proposal with City leadership. Mr. Klinkenberg responded that SDRA had not yet shared the memo with external contacts, but that staff would reach out to the City to assess the viability of the request prior to formally submitting it. Mr. Shernoff requested that the memo be amended to read "a soon-to-be fully seated Board" rather than "a fully seated Board." Chair-Elect Morgan made a motion to approve the memo with the acceptance of the change. The motion passed unanimously.

IX. Report on New Markets Tax Credits Conference – Kevin Klinkenberg

Mr. Klinkenberg indicated that as a development authority, SDRA had the ability to apply for federal and state funds and tax-credit programs when pursuing development projects. He provided a brief overview and presentation of the New Markets Tax Credit (NMTC) program. Mr. Klinkenberg stated that one of SDRA's contract deliverables for the year was to complete a report and presentation on economic-development incentives such as NMTC and how they could be leveraged to address specific City priorities and growth opportunities. He indicated that staff had participated in multiple webinars to learn about the program and that he had attended a NMTC conference in the previous week. Mr. Klinkenberg stated that the program represented an additional source of capital for SDRA in undertaking



community-oriented development projects. Mr. Klinkenberg added that SDRA would likely not be in a position to apply for NMTC funds for the next one to two years; it would need to successfully implement several small-scale projects prior to being able to employ the level of funding the program would supply. He indicated that the program was best suited for higher-cost projects, due to the complexity of its funding structure and the consequent fees. Board members were given the opportunity to ask questions. The Board discussed potential projects, such as the Innovation District, to which the funds could be applied. Mr. Klinkenberg stated that SDRA would function as a Qualifying Active Low-Income Business (QALICB) within the NMTC framework and utilize the funds to identify and pursue development projects. Ms. Williams added that SDRA staff had originally discussed the possibility of becoming a Community-Development Entity (CDE) in order to apply for NMTC allocations, but that it would be more suitable and feasible for SDRA to serve as a QALICB. Mr. Klinkenberg proposed that staff organize a separate meeting for the Board to delve into the particulars of the process. Following Mr. Dominguez's inquiry, Mr. Klinkenberg added that at least one of the Downtown Development Authorities with which SDRA had met was certified as a CDE.

X. Committee Report Discussion Items – Kevin Klinkenberg

Copies of Committee Reports were enclosed. Board members were given the opportunity to ask questions. Mr. Bennett stated that a multi-city survey had been conducted to assess public opinion regarding Complete Streets policies. He indicated that the majority of survey participants had expressed support for the implementation of Complete Streets. He added that there would be much discussion regarding the issue in the coming months, and that SDRA should be knowledgeable of the principles of Complete Streets. Mr. Bennett stated that he would share the survey with the Board. Ms. Williams added that the survey and Mr. Bennett's recent article in Connect Savannah would be added to the SDRA website. Board members discussed the potential application of a Complete Streets policy on Drayton and Whitaker Streets. Ms. Morgan noted that time should be allotted for Board education on topics such as NMTC, Complete Streets, and other relevant topics for SDRA's activities. Mr. Klinkenberg responded that staff would share additional opportunities for Board development and training. The Board discussed holding an informal lunch session on a monthly basis. Ms. Morgan noted that the next Better Block events would take place on August 13th and September 18th, in Wells Park and at the intersection of Martin Luther King, Jr. Boulevard and Wayne Street respectively.

XI. Executive Director's Report Discussion Items – Kevin Klinkenberg

Copies of the Executive Director's Report were enclosed. Board members were given the opportunity to ask questions. Mr. Shernoff asked whether the summer interns referenced in the report were students from the University of Georgia (UGA) Public Administration program. Mr. Klinkenberg responded that the UGA intern he had interviewed had accepted a job elsewhere, and that SDRA would employ an intern from the program in the future.

XII. Golden Broom Award – Katherine Williams

Ms. Williams indicated that SDRA had not received any nominations beyond the submissions by Ms. Cortese. Ms. Cortese stated that she had nominated Dulaney Industries, Durham Dental, and the parking lot at the intersection of Charlton and Drayton Streets. Ms. Williams encouraged Board members to nominate businesses as well. She stated that SDRA had sent information regarding the Golden Broom Award to DNA, HSF, SDBA, and the other entities identified in the previous Board meeting, and that these organizations agreed to promote the award in their marketing and communications. Ms. Williams added that SDRA had received a grant from the Downtown Neighborhood Association (DNA) to fund the Golden Broom Award program, and that she and several Board members attended DNA's annual picnic to accept the award. Ms. Brock indicated that SDRA could participate in one of Savannah Downtown Business Association's (SDBA) monthly luncheons and reserve a table to promote the



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program. She added that SDRA could create and distribute a printed nomination form for the downtown business community to complete in person at the lunch. Ms. Williams indicated that the Golden Broom Award dovetailed well with SDBA's mission. She added that the low number of nominations SDRA had received could be partially attributed to a general disinclination to complete the nomination process through email or SDRA's website; reserving a table at the SDBA luncheon could mitigate that hindrance. She added that the Board would vote to select an award recipient at its upcoming meeting in June.

XIII. Jane Jacobs & Urban-Planning Policy — Katherine Williams

Ms. Williams gave a brief overview and presentation on Jane Jacobs and her critique of prevailing urban-planning policies in the 1950s. Ms. Williams discussed the principles and approaches related to urban renewal and community development for which Jacobs advocated, most notably in her book *The Death and Life of Great American Cities*. She noted that consideration of the human element and social behaviors is vital in planning cities, and that any individual can challenge and contribute to the discourse of planning regardless of expertise or background. She encouraged Board members to examine Jacobs' ideas and how they might be applicable to development and planning in Savannah. Board members discussed the notion of over-planning and the influence and insights that Jacobs gained largely through her observation of people.

XIV. Old Business — Dawn Morgan

No old business.

XV. New Business — Dawn Morgan

Mr. Reed discussed his visits to other Downtown Development Authorities (DDAs) to learn about their best practices and issues. He indicated that he had visited Augusta, GA and Greenville, SC, and would be traveling to Columbus, GA. Mr. Reed stated that this process was initiated to fulfill one of SDRA's contract deliverables, and that the exercise had produced valuable insights thus far. The visits and analysis would take place over the course of the year and result in a report to the City including SDRA's findings and recommendations for action steps. Mr. Bennett invited Board members to participate in the upcoming Pedal Medal Award Celebration and Bike to Work Day events. Following Mr. Shernoff's suggestion, Mr. Klinkenberg indicated that SDRA would meet with Mr. Sylvester Formey and his associates to better understand how other developers are implementing projects and utilizing external funding mechanisms to do so. The Board expressed interest in attending the meeting; Mr. Klinkenberg indicated that he would share the details of the meeting once they were confirmed.

XVI. Adjournment — Dawn Morgan

Meeting adjourned at 9:20 AM | Minutes submitted by: Kris Patel

