

To: Sharie Sell, Human Resource Services Partner
City of Ann Arbor

From: Leah Gunn, Chair
Ann Arbor Downtown Development Authority

Date: 9 October 2012

Re: DDA Staff Compensation Adjustments

All DDA salary costs are paid for by the DDA. Although associated with the City, the DDA determines the salary of its Executive Director, and the DDA Executive Director is directed to establish the salaries of her staff.

This summer the board of the DDA was asked to provide feedback on the work of our Executive Director, and as the Board Chair, I facilitated this review. During the course of this work, I spoke with every member of the board and I brought their feedback to the October meeting of our DDA Executive Committee where we met with Susan to discuss their comments (which by the way were unanimously excellent). We are in complete agreement about adjusting the salary of our Executive Director to \$102,264 from her current salary.

Further, the Executive Committee also spoke with Susan about the salaries of DDA staff. The DDA manages a \$22 million annual budget with a very small staff and a large number of programs and projects. The Executive Committee is aware of and supports Susan's decision regarding the adjustment of her staff's salaries which reflect the very high level work they are performing.

Thank you for your help with these salary adjustments. Please let me know if I may answer any questions.

To: Sherrie Sell, Human Resource Services Partner
City of Ann Arbor

From: Leah Gunn, DDA Chair
Ann Arbor Downtown Development Authority

Date: 27 June 2013

Re: 2013/14 DDA Executive Director Salary Adjustments

The DDA board had determined that the salary of our Executive Director Susan Pollay will be increased 3% in fiscal year 2013/14. Further, earlier this year the City Administrator let our Director know that other City car allowances have been phased out, so we will be redirecting those funds into Ms. Pollay's salary, as well.

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|------------------------------|-----------|
| 2012/13 Salary | \$102,263 |
| 2013/14 Salary adjustment 3% | \$105,331 |
| Car allowance | \$3,788 |
| 2013/14 Total salary | \$109,119 |

I would appreciate your help putting through these salary changes. Please let me know if there are any questions.



Leah Gunn, DDA Chair
leahgunn@[REDACTED]



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