

OSI and Pittsfield Village Collaboration: Standard Operating Procedures

Overview:

What: Ann Arbor's Office of Sustainability and Innovations (OSI) and Pittsfield Village (PV) are formalizing a collaboration in an effort to make Pittsfield Village (PV) one of Ann Arbor's first carbon neutral and most sustainable neighborhoods!

Why: In 2020, Ann Arbor formally adopted A²ZERO, the City's plan to achieve community-wide carbon neutrality in a just and equitable manner by 2030. In support of implementing the plan, OSI is actively developing strategy and leveraging resources to assist neighborhoods, especially traditionally under-invested in neighborhoods, in the transition to carbon neutrality while centering the needs, health, comfort, and safety of residents. This work has focused largely on the Bryant neighborhood through 2024, but OSI is looking to apply this approach and the lessons learned to additional neighborhoods. PV is a neighborhood that OSI is very interested in collaborating with for a variety of reasons, including the severity and intensity of localized flooding and by nature of the neighborhood being one of the City's largest and oldest areas of naturally occurring affordable housing. Additionally, PV residents have been engaged and demonstrated interest in pursuing carbon neutrality and supporting the A²ZERO plan, with resident-led groups focusing on expanding PV's sustainability efforts. For these reasons, PV and OSI are well-positioned to collaborate on a long-term neighborhood decarbonization and sustainability effort.

How: OSI is committed to offering dedicated staff capacity, expertise, and strategic guidance around engagement, fundraising, and technical aspects of decarbonization and sustainability. PV is enthusiastic to have support from OSI and will support this collaboration through engagement and communication, in project co-design, through co-fundraising, and by conducting ongoing outreach in the neighborhood to achieve active involvement and participation by residents and community leadership.

Statement on Carbon Neutrality:

Carbon neutrality means having a balance between emitting carbon and absorbing carbon from the atmosphere. While the A²ZERO plan aims to reduce carbon emissions as much as possible, carbon neutrality can still be achieved by the City off-setting what carbon emissions still remain (e.g. purchasing renewable energy credits). At the neighborhood scale, pursuing carbon neutrality means eliminating the burning of fossil fuels over time, which will be accomplished by electrifying appliances and machines that currently burn fuels as their energy source (e.g. home furnaces, gas hot water, gas stoves/ovens, and gas vehicles). Along with electrification of appliances, installation of renewable energy (e.g. solar panels) and improving energy efficiency will also be key ingredients for achieving carbon neutrality in the neighborhood. The City's A²ZERO plan lays out a pathway for achieving community-wide carbon neutrality in a just and equitable manner by 2030. More details

about actions and activities that can help achieve carbon neutrality can be found in this plan.

Document Purpose:

This document aims to provide initial clarity and guidance for the standard procedures and expectations for stakeholders as PV and OSI begin working more closely together. This resource is a living document, and all parties are encouraged to reflect on process/procedure and offer thoughts on how to further clarify and improve how we work together. This document will be updated over time to reflect these changes, following the same approval process noted below for project plans. Changes can be recommended by any of the listed stakeholders and will be considered by OSI and PV leadership.

Identifying Key Stakeholders and Roles:

Office of Sustainability and Innovations (OSI):

Jordan Larson

- Position: Community Engagement Innovator
- Role: Primary/lead point of contact for sustainability collaboration with Pittsfield Village.
- Contact: jl Larson@a2gov.org; (734) 794-6000 ext 43723

Missy Stults

- Position: Director of OSI
- Role: Will advise the broader strategic approach to decarbonization of Pittsfield Village and review/approve work plans
- Contact: mstults@a2gov.org ; (734) 794-6430 ext 43725

DeAndre Calvert

- Position: Senior Analyst for Engagement
- Role: Will support and advise on neighborhood engagement strategy
- Contact: dcalvert@a2gov.org ; (734) 794-6430 ext 43748

Maggie Halpern

- Position: Sustainability Coordinator for Engagement
- Role: Manages OSI's AmeriCorps Climate Corps members and program and will advise on activating Climate Corps capacity in Pittsfield Village.
- Contact: MHalpern@a2gov.org ; (734) 794-6000 ext 43733

Climate Corps

- Position: Yearly rotating group of 10 AmeriCorps service members
- Role: Will provide capacity for direct engagement and education. OSI may assign some members to be engagement leads for Pittsfield Village.
- Contact: Each member will have their own City email.

Joe Lange

- Position: Senior Energy Analyst
- Role: Will advise and support on energy programs and strategy
- Contact: jlange@a2gov.org (734) 794-6000 x 43732

Pittsfield Village:

Pittsfield Village Board

- Membership and contact info:
 - *Board President:* Ellen Johnson (ellen.johnson@pittsfieldvillage.com)
 - *Vice President:* John Sprentall (john.sprentall@pittsfieldvillage.com)
 - *Secretary:* David Brassfield (david.brassfield@pittsfieldvillage.org)
 - *Treasurer:* Jessica Lehr (jessica.lehr@pittsfieldvillage.com)
 - *Member-At-Large:* Linda Ross (linda.ross@pittsfieldvillage.com)
 - *Full board listserv email:* (condoboard@pittsfieldvillage.com)
- Role: The elected board of directors serves as the community's leadership, making operational decisions affecting the association and setting organizational structures with subcommittees and management team staff. The board of directors will be consulted with and provide approval/feedback on OSI and the PV sustainability groups bringing resources, programs, and engagement opportunities into the community. The board commits to assigning at least one of its members as a champion of this sustainability collaboration, serving as a consistent point of contact between OSI and the board.

Kendra Zurich

- Position: Community Manager
- Role: Manages the office staff and oversees the day-to-day operations of Pittsfield Village. Responsible for ensuring implementation of Board decisions. The community manager will be consulted in decision-making and will generally be a main point of contact and coordination for implementation of Pittsfield Village sustainability efforts.
- Contact: kzurich@kramertriad.com

Committees

- Modification & Maintenance:
 - Committee Chair: Lisa Lemble (lisalembles@gmail.com)
 - Role: The Modification and Maintenance Committee establishes specifications for structural or mechanical additions, improvements, and other changes relating to unit exteriors (e.g. windows, fences, decks, and patios) and interiors (e.g. walls, heating, plumbing, or electrical service) as they relate to the structural integrity of the buildings and safety of occupants. This committee will be consulted on sustainability projects impacting buildings and structures. When needed, the committee will draft or amend specifications impacted by decisions.
 - Full committee contact listserv: mm@pittsfieldvillage.com
- Landscape:

- Committee Chair: Theresa Moore (use listserv email below)
- Role: The Landscape Committee establishes specifications relating to the common elements and landscaping, including tree and shrub planting and maintenance, and the creation or enlargement of garden beds. They will be consulted in any sustainability efforts impacting the Pittsfield Village Landscape.
- Full committee contact listserv: landscapecommittee@pittsfieldvillage.com

Sustainability Leader Liaisons (also referred to as just Liaisons)

- Membership: Includes a few residents and board members who are highly engaged and motivated to move the sustainability collaboration forward. This group meets with Jordan Larson of OSI at minimum once a month (additional meetings outside of monthly check-ins scheduled as needed). While membership of this group may change over time, the intention is to have at least one resident and one board member participating at all times to ensure representation of both residents and community leadership. The board will vote on and appoint its liaisons representative(s), and no more than two board members will be part of the group at a time. The full group will not exceed a total of 6 members. The Sustainability Group is encouraged to recommend resident representatives for the liaisons, and all residents are welcome to self-nominate if interested in joining by getting in touch through the listserv email below. New resident liaison members will be approved by the current members, who will seek to include a diversity of voices in the group's membership. Additional stakeholders may join one-off or occasional liaison meetings if relevant for the planned agenda items. For transparency and accessibility, any Pittsfield Village resident or staff member can request to join a monthly meeting if they have an agenda item they would like to bring to the group for discussion. Residents that would like to join a meeting must reach out to the listserv email a minimum of 24 hours prior to the meeting and share the item(s) they would like to add to the agenda.
 - Current Members:
 - Jessica Lehr
 - Janet Cannon
 - Linda Ross
 - Jordan Larson
- Role: This group will be the first point of contact and liaise between OSI, PV Leadership, and residents. The purpose of this group is not to make decisions (decision making and approval power remains with PV board and OSI managers), but rather to propose, identify, funnel, communicate, and coordinate action on recommendations and decisions from OSI, the PV board, and the broader community. This group will lead the drafting and development of strategy around engagement in the community and draft proposed work plans based on feedback from all stakeholders. All final decisions and approval of strategy and work plans will be made by the PV board and OSI managers.
- Sustainability Leader Liaisons contact listserv: pittsfieldzero@pittsfieldvillage.com

Sustainability Group

- Membership: A group of residents that meets monthly who are interested in supporting and improving sustainability efforts in PV. This group is less formalized than the Liaisons, with

participation open to anyone in the community who is interested and available. The Liaisons are active participants of the Sustainability Group.

- **Role:** This group will help promote the collaboration and broaden engagement with residents in the community around various sustainability topics of interest. This group will provide input on and support for the defined activities pursuant of the OSI-PV collaboration goal of decarbonizing the neighborhood. However, they will not hold decision-making power for the collaboration activities and will also remain independent and free to pursue their own goals and interests outside of the defined collaboration activities.

Residents

- **Membership:** Includes all residents residing in PV.
- **Role:** This group will be the target audience for engagement, participation in programming, and gathering feedback and building interest and trust in larger scale projects.

Key Proposed Procedures:

Communications:

- **OSI:** All communications with OSI should go through Jordan Larson, who will manage how and when additional OSI staff are brought in and out of communications. If communication threads with other OSI staff are started, ensure Jordan is copied (cc'd) on those emails.
- **Pittsfield Village Board of Directors:** When communicating with the board, initial communications and questions should be directed to the board president first. When providing general updates or information relevant to the full board, communications should be addressed to the board president while ensuring all board members are Cc'd on the thread. Jessica and Linda, as Sustainability Liaisons, will also provide quick sustainability updates at each monthly board meeting. Jordan Larson will attend board meetings quarterly to ensure the full board has regular opportunities to ask questions and interact directly with OSI. Additional meetings with the board focused on sustainability work will be scheduled as needed.
- **Pittsfield Village Committees:** The board president will advise on when communications should include/exclude committee chairs, ensuring committees are kept up to date on relevant sustainability work once they are looped in by the board president.
- **Pittsfield Village staff:** The Community Manager will be Cc'd on communications with the board president/board so they remain up to date. The Community Manager will advise on when additional staff members, such as maintenance, should be looped into communication threads.
- **Sustainability Leader Liaisons:** When communicating with the Liaisons, all members should be included as recipients. Liaisons will provide a communication line between OSI, the Board of

Directors, the Community Manager, and Sustainability Group.

- **Pittsfield Village Residents:** Residents will be updated and engaged through multiple approaches. A few initial proposed engagement pathways include:
 - A small Sustainability update will be added to the monthly community newsletter.
 - The Sustainability Group will be encouraged to share information on events and ways to get involved by talking to their neighbors and friends and posting on social media.
 - One-on-one communications/engagement will also be facilitated through door knocking with OSI's Climate Corps in 2025.
 - Occasional community events will be organized either centering sustainability or that have sustainability as a component of a larger community event.

General Collaboration Workflow:

1. **Create work/project plans:** Liaisons, with direct support from Jordan, will identify and propose next steps and opportunities for the collaboration based on engagement and feedback from all stakeholders.
 - a. Jordan will consult with and loop in additional OSI staff when appropriate.
 - b. Liaisons will consult and engage with the PV board and committees when appropriate.
 - c. Liaisons will consult and engage with Sustainability Group when appropriate.
 - d. Next steps will be drafted with specific actions identified, and clearly defined roles for who/how the actions will be executed.
2. **Gather feedback and revise work/project plans:**
 - a. Jordan will bring proposed next steps/actions to DeAndre/Missy for OSI feedback.
 - b. Liaisons will share the proposed next steps/actions to PV board president and Community Manager for initial feedback. The president and Community Manager will advise on when and how to include the full board, committees or additional staff.
3. **Get Approval:** When needed/appropriate, Liaisons will then bring the proposed next steps to the board/OSI for final approval. Approval from both the board and OSI will be required.
 - a. *Note - approval will be required for new initiatives and activities that have not previously been discussed, approved, and/or budgeted. All public events for the whole community must be specified in a proposed work plan, and the date confirmed with the board prior to beginning promotion.*
4. **Implement work/project plans:** Once revised and approved, the appropriate and identified stakeholders will execute the identified actions. Liaisons will provide updates on progress at board meetings.