

**RESOLUTION 2021-05-01**

**RESOLUTION OF THE DOWNTOWN INVESTMENT AUTHORITY (“DIA”) ADOPTING THE FISCAL YEAR 2021-2022 ADMINISTRATIVE BUDGET FOR THE DOWNTOWN INVESTMENT AUTHORITY; REQUESTING A BUDGET ENHANCEMENT; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City has requested tentative budget submissions from all Departments by May 7; and

**WHEREAS**, Departmental requests for increases in budgets or personnel cannot be entered into the accounting software as part of such submission but must be presented separately to the Mayor’s Budget Review Committee in June; and

**WHEREAS**, the Finance and Budget Committee of DIA held a public meeting May 7, 2021, where they unanimously voted to approve the DIA Administrative Budget attached hereto as Exhibit A; and

**WHEREAS**, the Finance and Budget Committee of DIA further recommended the budget enhancement described on Exhibit B attached hereto; and

**WHEREAS**, in order to promote economic development, private capital investment and otherwise fulfill the DIA’s purposes, the attached budget for Fiscal Year 2021-2022 and the Enhancement Request are to be submitted by the DIA’s Chief Executive Officer for consideration by the Mayor’s Budget Review Committee and the Jacksonville City Council,

**NOW THEREFORE, BE IT RESOLVED**, by the Downtown Investment Authority:

Section 1. The DIA Administrative budget for Fiscal Year 2021-2022 attached hereto as Exhibit ‘A’ is hereby adopted by the DIA.

Section 2. The DIA Enhancement Request attached hereto as Exhibit B is hereby recommended by the DIA Board.


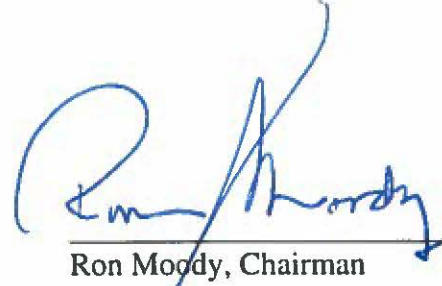
Section 3. The CEO is authorized to submit this budget and make necessary changes thereto as required by the Budget Office to reflect supervisory cost allocations and other internal allocations as determined by the City without further Board approval.

Section 4. This Resolution shall become effective on the date it is signed by the Chair of the DIA Board.

[SIGNATURES ON FOLLOWING PAGE]

WITNESS:

**DOWNTOWN INVESTMENT AUTHORITY**

  5/19/2021  
Ron Moody, Chairman Date

VOTE: In Favor: 7 Opposed: 0 Abstained: 0

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EXHIBIT 'A'

	Adopted Budget FY 21-22	FY 21-22 Proposed Budget**	Difference
512010:Permanent and Probationary Salaries*	\$ 715,008	\$ 702,910	\$ (12,098)
513020:Terminal Leave	\$ -	\$ -	\$ -
513060:Salaries Part Time	\$ 1	\$ 1	\$ -
515110:Special Pay - Pensionable	\$ 2,624	\$ 1,550	\$ (1,074)
521020:Medicare Tax	\$ 10,435	\$ 10,251	\$ (184)
522010:Pension Contribution	\$ 5,586	\$ -	\$ (5,586)
522011:GEPP DB Unfunded Liability	\$ 27,009	\$ -	\$ (27,009)
522070:Disability Trust Fund-ER	\$ 2,152	\$ 2,113	\$ (39)
522130:GEPP Defined Contribution DC-ER	\$ 77,080	\$ 76,461	\$ (619)
523010:Group Dental Plan	\$ 1,080	\$ 1,236	\$ 156
523030:Group Life Insurance	\$ 2,039	\$ 2,480	\$ 441
523040:Group Hospitalization Insurance	\$ 43,643	\$ 46,771	\$ 3,128
524001:City Employees Worker's Compensation	\$ 2,641	\$ 2,641	\$ -
531090:Other Professional Services	\$ 500,000	\$ 390,000	\$ (110,000)
540020:Travel Expense	\$ 15,000	\$ 15,000	\$ -
545020:General Liability Insurance	\$ 3,291	\$ 3,291	\$ -
548010:Advertising and Promotion	\$ 35,000	\$ 35,000	\$ -
549021:Event Contribution	\$ 20,000	\$ 127,500	\$ 107,500
549040:Miscellaneous Services & Charges	\$ 3,000	\$ 3,000	\$ -
549504:ISA-Building Cost Allocation - St James	\$ 19,788	\$ 19,788	\$ -
549510:ISA-Computer Sys Maint&Security	\$ 80,879	\$ 80,879	\$ -
549511:ISA-Copier Consolidation	\$ 2,941	\$ 2,941	\$ -
549512:ISA-Copy Center	\$ 6,482	\$ 6,482	\$ -
549527:ISA-ITD Replacements	\$ 4,740	\$ 4,740	\$ -
549529:ISA-Mail room Charge	\$ 3,241	\$ 3,241	\$ -
549532:ISA-OGC Legal	\$ 691,219	\$ 691,219	\$ -
551010:Office Supplies - Other	\$ 5,000	\$ 5,000	\$ -

\*Actual FY 21-22 will increase to above FY 20-21 budgeted amount to reflect organizational changes (e.g., new hire)

\*\*DIA Administrative Budget Internal service charges and other expenses are determined by Budget Office as part of the overall City budget.

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EXHIBIT 'A'

	Adopted Budget FY 21-22	FY 21-22 Proposed Budget**	Difference
551040:Office Supplies - Printers&Copiers	\$ 1,500	\$ 1,500	\$ -
552060:Food	\$ 750	\$ 750	\$ -
552080:Furniture & Equipment Under \$1,000	\$ 1,000	\$ 1,000	\$ -
554001:Dues and Subscriptions	\$ 9,096	\$ 10,114	\$ 1,018
555001:Employee Training Expenses	\$ 3,675	\$ 3,675	\$ -
563020:Capital Improvements Other Than Buildings	\$ 1	\$ 1	\$ -
564030:Office Equipment	\$ 1	\$ 1	\$ -
582001:Subsidies and Contributions to Private Organization*	\$ -	\$ 500	\$ 500
<b>Total Expenses</b>	<b>\$ 2,295,902</b>	<b>\$ 2,252,036</b>	<b>\$ (43,866)</b>
<b>Credit Against Expenses</b>			
599902:Supervision Allocated	\$ (1,244,228)	\$ (1,178,391)	

\*DIA Board approved a BT of FY 20-21 Professional Service Dollars to Subsidies and Contributions to Private Organization in April 2021

\*\*DIA Administrative Budget Internal service charges and other expenses are determined by Budget Office as part of the overall City budget.

Top priority Enhancement Position requested:

# PROJECT MANAGER, DIA

**Class Title**

PROJECT MANAGER, DIA

**Class Code**

**Salary**

\$ (65-70,000 actual?) 50,810 - 85,547 range in existing Job Specification online

**Job Description**

This position reports to the CEO of the DIA and is responsible for overseeing various Downtown programs and incentives, particularly those targeting small businesses, and for policy coordination and implementation for the Office of Public Parking. This position is responsible for review and analysis of applications received for smaller incentive programs as well as business development for such economic development programs. Primary responsibilities include the following:

**Examples of Work**

- Promotes existing incentive programs for small businesses and property owners through outreach to targeted properties and businesses
- Meets with downtown retail and small businesses and or new business prospects to assist them to either expand their business or locate a new business in Downtown and determine the level of public assistance that may be available and necessary to assist them
- Analyzes applications for various incentive requests, evaluates construction budgets and business plans and drafts recommendations for proposed projects to be considered by the CEO and Board and makes presentations to the DIA Board.
- Identifies and evaluates opportunities to provide additional economic resources to assist in the development of downtown
- Serves as liaison with businesses requesting assistance, consultants, developers, private organizations, public agencies and City staff regarding proposed job creation and development projects.
- Works with legal counsel to craft redevelopment agreements incorporating the obligations of the parties and the timeframe for completion.
- Works with legal counsel to craft the enabling legislation necessary to obligate the City and appropriate the funding required to fulfill the obligations required by the development agreement.
- Assists Director of Downtown Real Estate and Development on an as-needed basis
- Coordinates intra-governmental efforts related to small scale redevelopment projects with other departments.

## Exhibit B to Resolution 2021-05-01

### Top priority Enhancement Position requested:

- Oversees implementation of parking study recommendations, including RFP's, legislation, rates, shuttles, etc. to better serve Downtown businesses and residents.
- Provides policy coordination and strategy for new parking and transit initiatives.
- Communicates clear direction, manages for results, and leads organizational change.
- Assigns responsibility, takes corrective action, demonstrates leadership in evaluating, developing, and motivating employees.

### Knowledge, Skills and Abilities

- Knowledge of basic financial analysis, business plans and finance are necessary to negotiate and underwrite the incentive component of the job.
- Knowledge and use of personal computers, Microsoft Office applications, word processing, project management and presentation skills required.
- Candidate must possess strong written and oral skills; must possess the ability to present projects for consideration clearly and concisely in both written and oral form.
- Ability to plan, schedule and coordinate in an effective manner projects involving other city departments and outside agencies in a timely manner.
- Candidate must possess strong interpersonal skills and ability to work both independently and collaboratively in a team environment.
- Ability to perform technical research and basic ability to read site plans and construction drawings

### Open Requirements/Supplemental Information

- A bachelor's degree from an accredited institution in business administration, planning, economics, finance, land use planning or other business or planning related field and a four-year combination of professional experience in the field of economic development, business administration, downtown development, real estate development, land use planning, urban redevelopment, financial analysis and contract/project management required.

### NOTE:

This is an appointed position