

Downtown Investment Authority
Special Meeting – DIA Operations
City Hall at St. James
117 West Duval St., 3rd Floor, Conference Room C
Thursday, May 7, 2015 at 11:00 a.m.

DIA Meeting
MEETING MINUTES

Board Members Present: Jack Meeks, Vice Chairman and Jim Bailey
Attendees: Aundra Wallace, DIA Chief Executive Officer

Board Member Absent: Oliver Barakat, Chairman

I. CALL TO ORDER

Mr. Wallace called the DIA Operations committee to order

DIA ADMINISTRATIVE BUDGET

CEO Wallace brought forward a handout of the DIA Administrative budget for the committee's consideration. A comparative analysis of FY 2015-2016 Adopted Budgets versus the FY 2014-2015 Proposed Budget was provided.

The Board members made relative comments regarding DIA Administrative Budget

- CEO Wallace is requesting an employment contract.
- Staff retention will be taken care of in the coming weeks.
- When Council reviews budget, they request for a list of employees who received raises or change of positions.
- Competitive range for positions may be more than what they actually are.
- One position has many responsibilities that are low in range and another position was graded incorrectly and needs to be addressed.
- Professional Services – pending contracts – Landing Design Contract - \$100,000 and Real Estate Services Contract - \$95,000
- Marketing and promotions.
- Another year to date will be provided in June in July
- Professional Services – any change in the type of professional services. Some should be going away. DRI is not done. Architectural engineering environmental services have 3 on-going projects. This needs to break down to Council creating the plan and focus of the CRA and the DIA to work on specific projects.
- Marketing & Public Relations – Scope of Services will come to the Board, go to Greg Pease retain responses to bid proposal, review, score, rank and choose the best entity.
- Real Estate Consulting Services
- There are no development rights available on the Southbank for residential if their project goes through.
- Architectural engineering environmental services will be needed for the Shipyards project.
- Appraisal of the Shipyards project was done out of the DIA's budget

- The environmental assessment is underway and being paid for out of a portion of the \$13.4M that was set aside. Jim Robinson was checking into it. It's either that or the contamination assessment fund.
- Travel Expense
- Internal Services increased for attorneys
- Events Contribution/Sponsorship increased from \$35,000 to \$50,000

A MOTION WAS MADE BY BOARD MEMBER MEEKS AND SECONDED BY BOARD MEMBER BAILEY APPROVING THE DOWNTOWN INVESTMENT AUTHORITY FY 2015/2016 PROPOSED BUDGET.

THE MOTION WAS APPROVED UNANIMOUSLY 2-0.

Information items:

Capital projects
Downtown lighting \$750,000
Downtown Wayfare Signage \$750,000

Mr. Klement is working on the hanging of the banners.

II. ADJOURNMENT

There being no further business, the Operations meeting adjourned at approximately 12: 15 p.m.

The next scheduled DIA Regular Board meeting is scheduled for Wednesday, May 27, 2015, at 3:30 p.m., in the Lynwood Roberts Room.

The written minutes for this meeting are only an overview of what was discussed. For verbatim comments of this meeting, an audio CD is available upon request. Please contact Karen Underwood, at (904) 630-3492 or by email at karenu@coj.net.