



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Administrative Division

m e m o r a n d u m

TO: Bruce K. Walden, Chief Administrative Officer

FROM: Elizabeth H. Tyler, AICP, City Planner/Director

DATE: March 6, 2003

SUBJECT: **An Ordinance Revising the Annual Budget Ordinance (TIF Redevelopment Specialist)**

Description

Included on the agenda for the March 10, 2003 meeting of the Urbana City Council Committee of the Whole is an ordinance revising the Annual Budget Ordinance for the purpose of funding a TIF Redevelopment Specialist. The requested amount of the amendment is \$12,550, which reflects four months of an annual salary plus benefits amount of \$37,650. The funds are proposed to be drawn from TIF Number 3. However, the position is to allow for administration of all of the City's tax increment financing districts.

Issues

The issue is whether the Urbana City Council should approve the revision to the Annual Budget Ordinance in order to allow a TIF Redevelopment Specialist to be funded for the purpose of administering the City's TIF Districts and promoting redevelopment in the TIF Districts, including the downtown.

Background

The City of Urbana currently has four TIF Districts in place. TIF One and Two are located in the downtown and are set to expire in 2003 and 2009, respectively. TIF Three is located in the King Park area and is set to expire in 2013. TIF Four is located along Cunningham Avenue and is set to expire in 2024. In addition, the City is currently studying the creation of a fifth TIF District along North Lincoln Avenue as a result of an earlier North Urbana Feasibility Study that helped to establish TIF No. 4. This fifth TIF District will be proposed for adoption sometime in 2003.

All of the City's TIF Districts include Redevelopment Plans that are required to be followed in the use of TIF funds. Additionally, the Illinois Redevelopment Act, as amended, includes several provisions for administration and reporting requirements related to TIF. These are typically conducted through a local Joint Review Board, with reporting requirements to the County Clerk, State Department of Revenue, State Comptroller's Office, and Department of CEO (formerly DCCA). TIF administration is time consuming and requires specific skills and knowledge.

The Illinois Redevelopment Act explicitly allows for TIF funds to be used for project area marketing and for TIF administration purposes. With four TIF districts in place and a fifth one under study, administration of the TIF Districts for Urbana has become more time consuming. In addition, as the earlier TIFs are nearing expiration, the need to complete redevelopment objectives outlined in the TIF Plans becomes more pressing. The City has never had a staff person fully devoted to administration of the TIF Districts. It was one of the many duties held by the Economic Development Coordinator, a position that is currently vacant. Historically, TIF administration duties have fallen to the ED Coordinator, as well as to the CAO, Comptroller, Public Works Project Coordinator, Assistant City Planner, and City Planner, as well as to outside consultants. TIF administration has often had to fit within the fully occupied work tasks of these staff members. Administration of these districts by one individual skilled in TIF Districts will provide for more efficient use of resources and for improved results.

An important focus of this position will be downtown development. The Redevelopment Specialist will be charged with promoting redevelopment and new development agreements in the downtown, including the issuance of RFP's for development of City-owned property; active implementation of the City's Downtown Strategic Plan, which was adopted in 2002; and staff support to relevant boards and commissions dedicated to the economic development of the downtown.

A detailed description of the duties associated with this position is attached.

Options

1. Approve the budget amendment as requested.
2. Approve the budget amendment with specific changes.
3. Do not approve the budget amendment.

Fiscal Impacts

The proposed budget amendment will affect the TIF 3 balance in the amount of \$12,550 for FY 2002/03. Future funding for this position will be presented as a part of the overall budget adoption process and will consist of approximately \$37,650 to be drawn from one or more TIF accounts. The proposed amendment will not affect the General Fund for the City.

The proposed budget amendment reflects a more proper and effective budgeting approach to funding TIF administration duties (i.e., drawn from TIF funds) than has previously occurred in the City. The Redevelopment Act specifically allows for TIF administration to be funded by TIF and this is also reflected in our various TIF plans. By funding a dedicated TIF Redevelopment Specialist with TIF funds, this will allow our General Fund funded staff to accomplish more General Fund related activities, including non-TIF related Economic Development.

Recommendations

Staff recommends that the Urbana City Council approved the proposed Ordinance to amend the Annual Budget Ordinance for purposes of funding a Redevelopment Specialist from TIF funds.

Attachments:

- 1) An Ordinance Amending the Annual Budget Ordinance (TIF Redevelopment Specialist)
- 2) Position Description for Redevelopment Specialist

ORDINANCE NO. 2003-03-025

AN ORDINANCE
REVISING THE ANNUAL BUDGET ORDINANCE
(TIF Redevelopment Specialist)

WHEREAS, the Annual Budget Ordinance of and for the City of Urbana, Champaign County, Illinois, for the fiscal year beginning July 1, 2002, and ending June 30, 2003, (the "Annual Budget Ordinance") has been duly adopted according to sections 8-2-9.1 et seq. of the Illinois Municipal Code (the "Municipal Code") and Division 2, entitled "Budget", of Article VI, entitled "Finances and Purchases", of Chapter 2, entitled "Administration", of the Code of Ordinances, City of Urbana, Illinois (the "City Code"); and

WHEREAS, the City Council of the said City of Urbana finds it necessary to revise said Annual Budget Ordinance by deleting, adding to, changing or creating sub-classes within object classes and object classes themselves; and

WHEREAS, funds are available to effectuate the purpose of such revision; and

WHEREAS, such revision is not one that may be made by the Budget Director under the authority so delegated to the Budget Director pursuant to section 8-2-9.6 of the Municipal Code and section 2-133 of the City Code.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

Section 1. That the Annual Budget Ordinance be and the same is hereby revised to provide as follows:

FUND:	T.I.F. Three
AMOUNT:	\$12,550
ADD EXPENSE:	T.I.F. Redevelopment Specialist & Benefits

Section 2. This Ordinance shall be effective immediately upon passage and approval and shall not be published.

Section 3. This Ordinance is hereby passed by the affirmative vote of two-thirds of the members of the corporate authorities then holding office, the "ayes" and "nays" being called at a regular meeting of said Council.

PASSED by the City Council this _____ day of _____,
_____.

AYES:

NAYS:

ABSTAINED:

Phyllis D. Clark, City Clerk

APPROVED by the Mayor this _____ day of _____,
_____.

Tod Satterthwaite, Mayor

CITY OF URBANA
PERSONNEL DIVISION



REDEVELOPMENT SPECIALIST

JOB DESCRIPTION

Division: Economic Development
Department: Community Development Services
Reports To: Economic Development Manager
FLSA Status: Non-exempt; Non-Union; Civil Service

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JOB SUMMARY: Responsibilities of this position include research, analysis, database management, and preparation of reports supporting the following economic development programs and projects: Downtown Strategic Plan, Economic Development Element of Comprehensive Plan, Tax Increment Financing Redevelopment Plans, Redevelopment Loan and Grant Programs, Redevelopment Proposals and Agreements, Enterprise Zone, Business Attraction and Retention, Community Promotion, and Commercial & Industrial Real Estate Marketing. Serve as primary staff to the Downtown Development Commission and Joint Review Board for Tax Increment Financing.

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ESSENTIAL FUNCTIONS:

- Assists manager and CAO in promoting private investment and coordinating development projects in Urbana’s downtown pursuant to the Downtown Strategic Plan.
- Administers the City’s Tax Increment Financing (TIF) Districts, including coordination with other taxing bodies, preparation of annual and quarterly reports, and other duties as necessary.
- Serves as primary staff to the City’s Downtown Development Commission to present relevant projects for recommendation to the City Council.
- Responds to new and existing business inquiries and assistance. Assists in business retention efforts.

- Assists in maintaining a list of commercial and industrial buildings and sites available for development.
- Prepares requests for proposals for consultants and developers
- Assists in the coordination of enterprise zone programs.
- Serves as liaison between City and business organizations relative to redevelopment projects.
- Processes applications for financial assistance under the City's Redevelopment Loan and Grant Programs.
- Prepares and submits reports to other departments, State of Illinois, and Champaign County, as required.
- Leads and facilitates project teams, as required.
- Assists the Economic Development Manager in various tasks and duties.
- Performs other related duties as assigned.

JOB SPECIFICATIONS

JOB REQUIREMENTS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Basic knowledge of real estate and finance.
- Basic knowledge of redevelopment planning and tax increment financings.
- Basic knowledge of zoning and development.
- Ability to deal effectively with the general public and businesses.
- Ability to prepare reports and proposals and present recommendations orally and in writing.
- Ability to develop web page computer graphics
- Basic knowledge of geographic information systems for mapping and graphic purposes
- General knowledge of and ability to utilize personal computer using Microsoft Word, Excel, Access, Outlook, Publisher, etc.

- Knowledge and skills typically acquired through completion of a Bachelor's or Master's degree in Urban Planning, Business Administration, or Public Administration and relevant work experience in economic development, redevelopment planning, finance, commercial real estate, marketing, or public administration.
- Ability to professionally and effectively conduct public meetings

RESPONSIBILITY:

- Responsible for implementing the Downtown Strategic Plan
- Responsible for day-to-day administration of the City's tax increment finance districts and Enterprise Zone Program.
- Serve as primary staff to the City's Downtown Development Commission
- Responsible for implementing special projects.
- Responsible for safe operation of City vehicles.

CONTACTS:

- Occasional contact with City Council; various Board and Commission members.
- Daily contact with general public, city staff, and businesses.

WORK ENVIRONMENT:

- Standard office setting.

SPECIAL EFFORT REQUIRED:

- Works with confidential information.
- Must possess or obtain within 15 days of employment a valid State of Illinois Drivers License.

Prepared By: _____
Signature Date

Approved By: _____
Department Head Date

Approved By: _____
Personnel Manager Date

Reviewed By: _____
Human Relations Officer Date

Approved By: _____
Civil Service Commission Date