File #: 04391, **Version:** 1

Fiscal Note

Funds are available in the Permanent Salary line of the CED 2006 adopted operating budget due to a position vacancy. There is no net impact on the levy.

Title

Amending the 2006 Operating Budget of the Community and Economic Development Unit to transfer up to $50,000 in permanent salaries to Purchased Services to enable the hiring of a consultant to serve as a Project Manager for redevelopment of The Villager site, and authorizing the issuance of a Request for Proposals and providing that the Mayor and City Clerk may enter into a contract with the selected consultant.

Body

WHEREAS, the Common Council adopted The Villager Site Development and Master Plan as a supplement to the adopted South Madison Neighborhood Plan on February 2, 2006 (Resolution # RES-07-00111, Legislative ID #02353); and

WHEREAS, to support the opportunities for redevelopment at The Villager, the CDA established The Villager Staff Team (comprised of the Executive Director of the CDA, CDA Board members, CDA staff, Comptroller, Mayor's Office, and The Villager Management & Leasing Team) to oversee activities at The Villager; and

WHEREAS, The Villager Staff Team believes that securing the services of a Project Development Manager on a contract basis would provide the support the CDA needs for the redevelopment of the site, especially in the critical first phase of the project; and

WHEREAS, the Project Development Manager will be responsible for drafting and managing Requests for Proposals (RFPs) in connection with funding and grant applications; overseeing, negotiating, and/or implementing development activities; and preparing and analyzing redevelopment finance and program budgets; and

WHEREAS, funding is available in the 2006 operating budget of the Department of Planning and Development due to the vacant position of Director of Community and Economic Development, which would normally perform or oversee these functions; and

WHEREAS, the duties and responsibilities of the Project Development Manager would include, but not be limited to, the following:

- Analyzes the financial feasibility of The Villager assets in the current "as is" status, opportunities for existing asset revenue enhancement, and full or partial redevelopment of the site.
- Drafts RFPs for professional services and real estate development services; oversees selection and contract awards; and manages delivery of services.

- Oversees and / or implements acquisition and disposition of CDA real estate.

- Provides real estate finance analysis to and in conjunction with CDA planning efforts.

- Prepares grant funding applications to Federal and State funding agencies.

- Work with leasing agent to manage negotiations, terms and legal issues regarding development transactions.

- Develops systems to monitor spending and payments.

- Oversees preparation of document submissions for regulatory agencies.

- Works with CDA and City staff, the Mayor's Office and the Common Council to secure approvals.

- Attend Villager Staff Team meetings, and provide regular updates to the Mayor and the CDA at its regular monthly meetings.

- Performs other duties as required.

WHEREAS, selection of the Project Development Manager will be made by The Villager Staff Team, in consultation with the CDA.

NOW THEREFORE BE IT RESOLVED, that the 2006 Operating Budget of the Community and Economic Development Unit is amended to transfer up to $50,000 in permanent salaries to Purchased Services to hire a consultant to provide Project Development Manager duties, as described above, for the redevelopment of The Villager.

BE IT FURTHER RESOLVED, that the Director of Planning & Development is authorized to issue a request for proposals for a Project Development Manager and that The Villager Staff Team, in consultation with the CDA, are authorized to select said Project Development Manager and that the Mayor and City Clerk are authorized to execute any and all documents with the selected Project Development Manager to perform the services described in this resolution.