



## Contract between The City of Gladstone and Delta Business Solutions

The City of Gladstone retains Ron Miaso of Delta Business Solutions to perform the following services:

**Position Title:** DDA / EDC Coordinator

**General Duties:** Perform a variety of administrative and professional work to support the Gladstone Downtown Development Authority and the Gladstone Economic Development Corporation.

**Supervision:** Works under the general guidance and direction of the DDA and EDC Boards. Works closely with the City Manager and Community Development Director.



**Compensation:** This contractual position has an annual compensation of \$7,500 for the EDC portion of responsibilities and \$34,500 for the DDA responsibilities effective April 1, 2021. This is paid in equal monthly distributions after submitting monthly invoices and detailed monthly Activities Report and approved by the City of Gladstone.

**Essential Duties:**

- Maintains an active relationship with the DDA and EDC Boards including participation in all Board meetings including Agenda preparation and distribution of a detailed Agenda Package including detailed analysis of monthly performance to budget. This includes developing variance analysis and projected Fund Balance status. Prepare meeting minutes for all Board Meetings.
- Actively participate in various DDA and EDC Committees.
- Works closely with City Departments and Boards to prepare annual budgets for the DDA and EDC, attends City Budget Workshops and provides financial guidance to the Boards.
- Provides leadership and direction to assist development of short and long range plans and projects. Gathers, interprets, and analyzes data to assist in report preparation and assisting City Staffs in decision making.
- Communicates plans, programs, procedures and policies to staff and the public. Energetically promotes the activities of the Boards through radio and TV appearances, and contact with local elected officials.
- Attend relevant City Commission Meetings as needed.

- Insure all aspects of compliance with Public Act 57 (The DDA Act). This includes hosting two annual Informational Meetings as required by the law and complying with the detailed website requirements of the Act.
- Work with County organizations as a representative of the City of Gladstone as appointed.
- Provide technical assistance to business owners, property owners, and developers in business development, finance, public agency relations and other types of assistance needed for development and project facilitation.
- Utilizes information on utilities, taxes, zoning, community services, and financial tools for clients.
- Assume responsibility for Façade Grant reporting as needed. This includes all financial and program reporting consistent with City Auditor requirements.
- Takes a leadership role in guiding and actively participating in the Farmers Market and Old Fashioned Christmas events.
- Work with MEDC to determine programs which may assist local businesses. Post information on the programs to the City Website Recent News and Developers Toolbox section of the website.
- Properly post correct accounting information to all bills for the DDA and EDC, sign off on DDA invoices, and insure prompt processing. Prepare check requests as needed with proper coding.
- Work with Boards and Committees to develop marketing strategies for key development sites.
- Assist in developing a strategy for the Economic Development Corporation to move to a new level of effectiveness for the EDC.
- Continue to record critical information through photographs and videos to be used for publicity and required reporting.
- Research and identify various grant opportunities and communicate with the Boards.

**Contract Termination:** In the event either party wishes to terminate this agreement 60 days advance written notice must be provided.

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|  | <u>5/3/2021</u> |  | <u>5-3-21</u> |
| Ronald Miaso  | Date            | Eric Buckman   | Date          |
| DELTA BUSINESS SOLUTIONS  |                 | City Manager   |               |