

# LEGISLATIVE FACT SHEET

DATE: 11/30/17

BT or RC No: BT 18-035  
(Administration & City Council Bills)

SPONSOR: Public Works / Real Estate  
(Department/Division/Agency/Council Member)

Contact for all inquiries and presentation: \_\_\_\_\_

Provide Name: Renee Hunter, Chief, Real Estate Division

Contact Number: 255 - 8234

Email Address: [ReneeH@coj.net](mailto:ReneeH@coj.net)

**PURPOSE:** White Paper (Explain Why this legislation is necessary? Provide; Who, What, When, Where, How and the Impact.) Council Research will complete this form for Council introduced legislation and the Administration is responsible for all other legislation. (Minimum of 350 words - Maximum of 1 page.)

Please provide the Real Estate Division with authority to request legislation for City Council to authorize the Mayor to execute the attached lease agreement with Tradewind Plaza, LLC. This agreement will enable the Clerk of Court to continue to operate its 2,600 square foot beaches branch office located in Neptune Beach for an initial ten (10) year term, with one option to renew for an additional 5-year term. The initial Base Rent will be \$20/sf with an annual escalation rate of 3%, plus a flat rate of \$5/sf for Operating Expenses. At the landlord's expense, the interior walls will be repainted, and flooring & damaged ceiling tiles will be replaced. At Tenant's expense, the landlord will furnish and coordinate the installation of seven (7) new teller stations and other renovations throughout the leased space. All renovations will be completed for a not to exceed cost of \$150,000 to the Tenant.

APPROPRIATION: Total Amount Appropriated \$ 150,000 - as follows:

List the source name and provide Object and Subobject Numbers for each category listed below:

(Name of Fund as it will appear in title of legislation)

Name of Federal Funding Source(s)	From: _____	Amount: _____
	To: _____	Amount: _____
Name of State Funding Source(s)	From: _____	Amount: _____
	To: _____	Amount: _____
Name of City of Jacksonville Funding Source(s):	From: <u>JXSF016 Fund Balance Appropriation</u>	Amount: <u>150,000</u>
	To: <u>CLCL016</u>	Amount: <u>150,000</u>
Name of In-Kind Contribution(s):	From: _____	Amount: _____
	To: _____	Amount: _____
Name & Number of Bond Account(s):	From: _____	Amount: _____
	To: _____	Amount: _____

**PLAIN LANGUAGE OF APPROPRIATION / FINANCIAL IMPACT / OTHER:**

Explain: Where are the funds coming from, going to, how will the funds be used? Does the funding require a match? Is the funding for a specific time frame? Will there be an ongoing maintenance? ... and staffing obligation? Per Chapters 122 & 106 regarding funding of anticipated post-construction operation costs.

(Minimum of 350 words - Maximum of 1 page.)

The Clerk of Court's Office is budgeting to pay for the cost of this lease for the duration of the term and renovation noted above.

**ACTION ITEMS:** Purpose / Check List. If "Yes" please provide detail by attaching justification, and code provisions for each.

**ACTION ITEMS:**

Emergency?  Yes  No

Justification of Emergency: If yes, explanation must include detailed nature of emergency.

Federal or State Mandate?  Yes  No

Explanation: If yes, explanation must include detailed nature of mandate including Statute or Provision.

Fiscal Year Carryover?

Note: If yes, note must include explanation of all-year subfund carryover language.

CIP Amendment?

Attachment: If yes, attach appropriate CIP form(s). Include justification for mid-year amendment.

Contract / Agreement Approval?

Attachment & Explanation: If yes, attach the Contract / Agreement and name of Department (and contact name) that will provide oversight. Indicate if negotiations are on-going and with whom. Has OGC reviewed / drafted?

Lease Agreement document attached. Negotiations complete. Oversight by Real Division Division. Agreement approved by OGC.

Related RC/BT?

Attachment: If yes, attach appropriate RC/BT form(s).

Waiver of Code?

Code Reference: If yes, identify code section(s) in box below and provide detailed explanation (including impacts) within white paper.

Code Exception?

Code Reference: If yes, identify code in box below and provide detailed explanation (including impacts) within white paper.

Related Enacted Ordinances?

Code Reference: If yes, identify related code section(s) and ordinance reference number in the box below and provide detailed explanation and any changes necessary within white paper.

**ACTION ITEMS CONTINUED: Purpose / Check List. If "Yes" please provide detail by attaching justification, and code provisions for each.**

**ACTION ITEMS:**

	Yes	No
Continuation of Grant?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Explanation: How will the funds be used? Does the funding require a match? Is the funding for a specific time frame and/or multi-year? If multi-year, note year of grant? Are there long-term implications for the General Fund?

Surplus Property  
Certification?

Attachment: If yes, attach appropriate form(s).

Reporting  
Requirements?

Explanation: List agencies (including City Council / Auditor) to receive reports and frequency of reports, including when reports are due. Provide Department (include contact name and telephone number) responsible for generating

Division Chief:

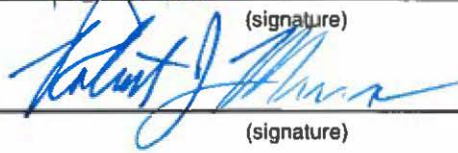


(signature)

Date:

11/30/17

Prepared By:



(signature)

Date:

11/30/17

**ADMINISTRATIVE TRANSMITTAL**

To: MBRC, c/o Roselyn Chall, Budget Office, St. James Suite 325

Thru: John P. Pappas, Director, Public Works Department

(Name, Job Title, Department)

Phone: 255 - 8707

E-mail: [pappas@coj.net](mailto:pappas@coj.net)

From: Renee K. Hunter, Esq., Acting Chief, Real Estate Division

Initiating Department Representative (Name, Job Title, Department)

Phone: 255 - 8234

E-mail: [ReneeH@coj.net](mailto:ReneeH@coj.net)

Primary Contact: R.J. Morris, AMIO, Real Estate Division

(Name, Job Title, Department)

Phone: 255 - 8705

E-mail: [rmorris@coj.net](mailto:rmorris@coj.net)

CC: Allison Korman Shelton, Director of Intergovernmental Affairs, Office of the Mayor

904-630-1825 E-mail: [akshelton@coj.net](mailto:akshelton@coj.net)

**COUNCIL MEMBER / INDEPENDENT AGENCY / CONSTITUTIONAL OFFICER TRANSMITTAL**

To: Peggy Sidman, Office of General Counsel, St. James Suite 480

Phone: 904-630-4647

E-mail: [psidman@coj.net](mailto:psidman@coj.net)

From:

Initiating Council Member / Independent Agency / Constitutional Officer

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Primary

Contact: (Name, Job Title, Department)

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

CC: Allison Korman Shelton, Director of Intergovernmental Affairs, Office of the Mayor

904-630-1825 E-mail: [akshelton@coj.net](mailto:akshelton@coj.net)

Legislation from Independent Agencies requires a resolution from the Independent Agency Board approving the legislation.

Independent Agency Action Item:      **Yes**      **No**

Boards Action / Resolution?       

Attachment: If yes, attach appropriate documentation. If no, when is board action scheduled?

**FACT SHEET IS REQUIRED BEFORE LEGISLATION IS INTRODUCED**