

# LEGISLATIVE FACT SHEET

DATE: 04/16/18

BT or RC No: BT18-070  
(Administration & City Council Bills)

SPONSOR: DIA  
(Department/Division/Agency/Council Member)

Contact for all inquiries and presentation Tom Daly

Provide Name: \_\_\_\_\_

Contact Number: 630-3572

Email Address: tdaly@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.)

Funds were set aside in a contingency line item until a project was identified for their use. The funds will be used in conjunction with \$80,000 held in JEJE75BDED -08304 (Downtown Economic Development Fund - Forgivable Loans) to fund the DIA Board approved, a forgivable loan, via DIA Board Resolution 2018-02-05, to fund the UNF Downtown Campus. The DIA has received a proposal from UNF to create a Downtown Campus. UNF has requested \$380,000 from the DIA, plus the ability to purchase parking vouchers at a reduced rate. The DIA is proposing to structure the \$380,000 incentive forgivable loan to help defray the tenant improvements, capital expenditure, and Tangible Personal Property expenditures.

UNF's proposal expects 25 faculty and staff employed Downtown and approximately 150 students enrolled in the programs to be offered at the proposed Downtown campus. UNF is finalizing negotiations to lease the 4th and 5th floors of the Barnett Bank Bldg., once completed; approximately 13,000 square feet.

APPROPRIATION: Total Amount Appropriated \$300,000.00 as follows:

List the source name and provide Object and Sub object 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: Downtown Economic Development Fund	Amount: \$300,000.00
	To: Downtown Economic Development Fund	Amount: \$300,000.00
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.)

This legislation will be revenue neutral as the funds were appropriated, in the 2017-18 FY budget bill, into a reserve line item and are now being moved into an expendable line item.

**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.

75B is an all years fund, unexpended funds will carry over until expended.

CIP Amendment?    
 Contract / Agreement Approval?

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

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?

Draft contract documents have been forwarded to UNF from the OGC.

Related RC/BT?    
 Waiver of Code?

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

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?

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?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reporting Requirements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

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

DIA will receive monthly disbursement and progress reports. After project construction the DIA will receive enrollment reports 30 days after the beginning of each semester, until the loan maturity.

Division Chief: *Amanda C. Walker*  
(signature)

Date: 4-16-18

Prepared By: *Travis J. Smith*  
(signature)

Date: 4-16-2018

**ADMINISTRATIVE TRANSMITTAL**

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

Thru: Aundra Wallace, CEO, DIA  
(Name, Job Title, Department)

Phone: 630-3487 E-mail: awallace@coj.net

From: Tom Daly, Manager of Finance & Compliance, DIA  
Initiating Department Representative (Name, Job Title, Department)

Phone: 630-3572 E-mail: tdaly@coj.net

Primary Contact: Tom Daly  
(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

**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

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

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**