

## LEGISLATIVE FACT SHEET

DATE: 08/17/20 BT or RC No: N/A  
(Administration & City Council Bills)

SPONSOR: Downtown Investment Authority  
(Department/Division/Agency/Council Member)

Contact for all inquiries and presentations: Downtown Investment Authority

Provide Name: Steve Kelley, Director of Downto

Contact Number: 255-5304

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

The current Historic Preservation and Revitalization Trust Fund program, while successful in inducing several notable historic preservation projects Downtown, contains restrictions that no longer meet the financial realities of rehabilitating historic buildings. The costs of renovation and rehabilitation, when compared to the rents commanded in the Downtown market, do not make financial sense without public participation. Further, the current structure contemplates that substantial funds will be appropriated and encumbered years in advance of the actual need for payout. Additionally, there are older buildings that, although not designated as local landmarks and therefore not eligible for the current HPRTF program, are part of Downtown's fabric. These buildings remain vacant and unusable due to code compliance costs. Therefore, DIA, in concert with the Planning and Development Department, are putting forth this legislation to 1. Modify the Trust Fund guidelines, limiting its use to small projects of \$100,000 or less, and 2. Create a new companion program (DPRP) for both locally designated landmarks and certain non-designated older buildings within Downtown, that has no monetary cap but requires Council approval for each such project and is capped by the percentage of total development costs, financial gap and return on investment. New guidelines are established for both the Trust Fund and DPRP which establish eligibility and funding criteria as well as clearer and more streamlined processing.

0.00 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	From: _____	Amount: _____
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Funding Source(s):	To: _____	Amount: _____
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 is both an update of the Historic Preservation and Revitalization Trust Fund ("HPRTF"), establishing new guidelines and procedures for applications using the HPTRF and the creation of a new Downtown Preservation and Revitalization Program ("DPRP"). The new DPRP will be memorialized in the creation of a new Part 3 of Chapter 55 (Downtown Investment Authority), Ordinance Code, and is for projects that are seeking greater than \$100,000. The DPRP has three general components:

1. Historic Preservation Restoration and Rehabilitation Forgivable Loan ("HPRR Forgivable Loan");
2. Code Compliance Renovations Forgivable Loan ("CCR Forgivable Loan"); and
3. Downtown Preservation and Revitalization Program Gap Loan ("DPRP Gap Loan").

The DPRP program will be administered in the form of a forgivable loan or loan and each project will require City Council approval. All funds will be disbursed upon completion of improvements subject to cost verification and other approvals.

For projects seeking less than \$100,000, the HPRTF remains. Only historic buildings located within the Downtown area (DIA boundaries as described in Chapter 55) and which meet one of the following criteria shall be eligible to make application for assistance from the fund:

1. The building is a local landmark, designated by the City pursuant to Chapter 307, Ordinance Code; or
2. The building is a contributing structure to a local historic district, designated by the City pursuant to Chapter 307, Ordinance Code; or
3. The building has been declared a potential local landmark, as defined in Chapter 307, Ordinance Code; however final local landmark designation must be obtained from the Council prior to final approval of the grant application.

The legislation requires amemdment to the Public Investment Policy to revise the HPRTF program and to add the new DPRP Program. The amendment to the Public Investment Policy for the revisions to the HPRTF are attached to the legislation as Exhibit 2; and the amendment to the Public Investment Policy for the creation of the DPRP are attached to the legislation as Exhibit 3.

There is no appropriation associated with this legislation. It is anticipated that Council will appropriate funds for the Trust Fund annually as needed. Projects utilizing the DPRP program will require City Council approval on a project specific basis and appropriation through legislation at the time payment is expected to be due.

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

**ACTION ITEMS:**

	Yes	No
Emergency?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

Federal or State Mandate?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Explanation: If yes, explanation must include detailed nature of mandate including Statute or Provision.

Fiscal Year Carryover?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Note: If yes, note must include explanation of all-year subfund carryover language.

CIP Amendment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Attachment: If yes, attach appropriate CIP form(s). Include justification for mid-year amendment.

Contract / Agreement Approval?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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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?

Related RC/BT?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Attachment: If yes, attach appropriate RC/BT form(s).

Waiver of Code?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Code Reference: If yes, identify code section(s) in box below and provide detailed explanation (including impacts) within white paper.

Code Exception?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Code Reference: If yes, identify code in box below and provide detailed explanation (including impacts) within white paper.

Related Enacted Ordinances?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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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?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reporting Requirements?	<input type="checkbox"/>	<input checked="" 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 generating reports.

Division Chief: *Lori Boyer*  
(signature)

Date: *8/18/2019*  
~~8/7/2019~~

Prepared By: *[Signature]*  
(signature)

Date: *8/18/2019*  
~~8/7/2019~~

**ADMINISTRATIVE TRANSMITTAL**

To: MBRC, Budget Office, St. James Suite 325

Thru:

\_\_\_\_\_  
(Name, Job Title, Department)

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

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

From: Lori Boyer, CEO, DIA

*LNB*

\_\_\_\_\_  
Initiating Department Representative (Name, Job Title, Department)

Phone: 255-5301

E-mail: BoyerL@coj.net

Primary Contact: Steve Kelley, Director of Downtown Real Estate and Development

\_\_\_\_\_  
(Name, Job Title, Department)

Phone: 255-5304

E-mail: skelley@coj.net

CC: Leeann, Director of Intergovernmental Affairs, Office of the Mayor

255-5015

E-mail: leeannk@coj.net

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

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

Phone: 904-255-5055

E-mail: psidman@coj.net

From: Lori Boyer, Chief Executive Officer, Downtown Investment Authority

*LNB*

\_\_\_\_\_  
Initiating Council Member / Independent Agency / Constitutional Officer

Phone: 255-5301

E-mail: boyerl@coj.net

Primary Contact: Lori Boyer, Chief Executive Officer, Downtown Investment Authority

\_\_\_\_\_  
(Name, Job Title, Department)

Phone: 255-5301

E-mail: boyerl@coj.net

CC:

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

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?

Resolution 2020-07-07 adopted by DIA is attached.

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