



**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 grant from the Downtown Revitalization and Historic Preservation Trust Fund (the "HPTF") in an amount up to \$1,500,000 for redevelopment of the Ambassador Hotel building, remains in effect from the approval originally provided. Funding remains available in the trust fund balance for this project.

**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. <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>
Federal or State Mandate?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Explanation: If yes, explanation must include detailed nature of mandate including Statute or Provision. <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>
Fiscal Year Carryover?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Note: If yes, note must include explanation of all-year subfund carryover language. <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>
CIP Amendment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Attachment: If yes, attach appropriate CIP form(s). Include justification for mid-year amendment.
Contract / Agreement Approval?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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? <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">The Amended and Restated Development Agreement is on file. DIA will be responsible for contract oversight (John Crescimbeni, Finance and Compliance Manager).</div>
Related RC/BT?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Attachment: If yes, attach appropriate RC/BT form(s).
Waiver of Code?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Code Reference: If yes, identify code section(s) in box below and provide detailed explanation (including impacts) within white paper. <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">Waiver of the \$1,000,000 limit per building in the HPTF guidelines, adopted via Ord. 2002-395-E.</div>
Code Exception?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Code Reference: If yes, identify code in box below and provide detailed explanation (including impacts) within white paper. <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>
Related Enacted Ordinances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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. <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">Ordinance 2021-0459</div>

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?



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 reports.

HPTF Grant for the Hotel redevelopment will only be disbursed after completion of the improvements, issuance of a Certificate of Occupancy, and the approval of the HPS of the Planning Dept.

Division Chief:

*Lou Boyer*  
(signature)

Date:

*5/3/23*

Prepared By:

*St. T. Kelley*  
(signature)

Date:

*5/3/23*

**ADMINISTRATIVE TRANSMITTAL**

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

Thru: Rachel Zimmer, Director of Intergovernmental Affairs, Office of the Mayor  
(Name, Job Title, Department)  
Phone: 255-5006 E-mail: [rachelz@coj.net](mailto:rachelz@coj.net)

From: Steve Kelley, Director of Downtown Real Estate and Development, Downtown Investment Authority  
Initiating Department Representative (Name, Job Title, Department)  
Phone: 255-5304 E-mail: [skelley@coj.net](mailto:skelley@coj.net)

Primary Contact: Steve Kelley, Director of Downtown Real Estate and Development, Downtown Investment Authority  
(Name, Job Title, Department)  
Phone: 255-5304 E-mail: [skelley@coj.net](mailto:skelley@coj.net)

CC: Rachel Zimmer, Intergovernmental Affairs Liaison, Office of the Mayor  
Phone: 255-5006 E-mail: [rachelz@coj.net](mailto:rachelz@coj.net)

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

To: Peggy Sidman, Office of General Counsel, St. James Suite 480  
Phone: 255-5055 E-mail: [psidman@coj.net](mailto:psidman@coj.net)

From: Steve Kelley, Director of Downtown Real Estate and Development, Downtown Investment Authority  
Initiating Council Member / Independent Agency / Constitutional Officer  
Phone: 255-5304 E-mail: [skelley@coj.net](mailto:skelley@coj.net)

Primary Contact: Steve Kelley, Director of Downtown Real Estate and Development, Downtown Investment Authority  
(Name, Job Title, Department)  
Phone: 255-5304 E-mail: [skelley@coj.net](mailto:skelley@coj.net)

CC: Rachel Zimmer, Intergovernmental Affairs Liaison, Office of the Mayor  
Phone: 255-5006 E-mail: [rachelz@coj.net](mailto:rachelz@coj.net)

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

Boards Action / Resolution?      **Yes**      **No**  
     

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

Executed DIA Resolution 2023-03-07

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