
Partner Agency Facility Usage Questionnaire

Note: All sections must be completed in order to process request.

Entity Information:

Official Name: Lexington Downtown Development Authority

Address: 101 E. Vine St.

Non-profit? YES X No

If yes, please provide details (type of organization, date, certification,..):

See Attached

Federal Tax ID Number: 30-0058452

Overview (list ALL services provided):

See Attached (PSA)

Entity Authorized Contact Name: Jeff Fugate

Entity Contact Number(s) (Office) 367-4972 (Cell) E-mail: jfugate@lexingtondda.cc

The following support documents must be attached to GS-101:

- Current annual report filed with the Kentucky Secretary of State
- Mission Statement
- Organizational chart
- Source, amount & duration of funding (*private, state or Federal, loan, Grants, ...*)
- Business plan
- Anticipated organizational budget identifying the proposed amount for lease and operational expenses.
- Annual cash flow report (*if an existing entity*). If new, a projected annual CF report must be submitted.

Please submit the questionnaire and all required attachments to the department responsible for conducting the initial evaluation.

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LFUCG Internal Evaluation:

Requesting Department / Division: General Services

Proposed initial length of agreement (not to exceed 36 months): 36 Months

Requested By:

Name: Sally Hamilton Title: Commissioner Date: 5/18/12

Approval () initials Title: Director / Deputy Director Date: ___/___/___

Approval () initials Title: Commissioner Date: ___/___/___

Comment:

LFUCG provides all funding for the Lexington Downtown Development Authority (LDDA). Their mission is to promote physical & economic development, land uses, and activities that make Downtown Lexington the diverse economic, cultural & residential heart of Central Kentucky. They update & implement the Downtown Master Plan and serve as the central communication hub & information resource for downtown related issues. non-profit organization created by ordinance 0-312-2001

Entity Evaluation & Overview:

Entity meets Urban County need YES NO

Please provide detail:

Support the development of design guidelines for downtown that advance urban type developments and incorporate safety and accessibility & promote a means for development consistent with an urban philosophy complimentary to a downtown lifestyle.

PARTNERSHIP OBLIGATION CLASSIFICATION:

Entity and LFUCG are parties to an agreement whereas facility funding is required by ordinance, contract or resolution (other than a PSA) YES NO

Provide detail:

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PROPOSED LEASE & SPACE ALLOCATION:

Requested space (Sft.): 734 (includes shared area)
Estimate annual lease payment per O&M method (\$/Sft.): \$ 4,804.67
Estimate annual lease payment based on FMV (\$/Sft.): \$ 11,679.89

PROPOSED LEASE ASSESMENT METHOD (Please select only ONE category):

- O&M Only (provide payment for pro-rata share of all direct & indirect operating and maintenance expenses.)
Fair Market Value (provide payment for pro-rata share of all direct & indirect operating and maintenance expenses including Base Rent (\$/Sft.))
[X] Other (please describe, Non, Full, Partial Subsidies):

* Year one = O&M only \$ 4,804.67
Year two = O&M plus 33% of base \$ 7,073.49
Year three = O&M plus 66% of base \$ 9,342.32
Year four = FMV (transition to this for next future agreements) \$ 11,679.89

Recommended total annual lease liability for the tenant (\$): * See ABOVE

Approved by:

[Signature]

Date: 7/3/12

Commissioner of Requesting Department

[Signature]

Date: 7/3/12

Director of Facilities & Fleet Management

Date: _/ _/ _

Commissioner of General Services

Date: _/ _/ _

CAO

Comments:

[Blank lines for comments]