

Partner Agency Facility Usage Questionnaire

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

Entity Information:

Official Name: DOWNTOWN LEXINGTON CORPORATION

Address: 101 E. VINE ST.

MAILING: P.O. Box 1179  
LEXINGTON, KY  
40588

Non-profit? YES  No

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

MEMBERSHIP ADVOCACY GROUP

Federal Tax ID Number: 61-1189677

Overview (list ALL services provided):

MEMBER SERVICES, ECONOMIC DEVELOPMENT, ADVOCACY,  
EVENT PLANNING,

Entity Authorized Contact Name: Renee Jackson

Entity Contact Number(s): (Office) 425-2591 (Cell) 361-3460 E-mail: Renee@downtownlex.com

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: Department of General Services

Proposed initial length of agreement: 36 Months

Note: All lease agreements to expire by June 30<sup>th</sup>

Requested By:

Name: Sally Hamilton Title: Commissioner Date: 7/17/12

Approval S.H. initials Title: Director / Deputy Director Date: 7/20/12

Approval ( ) initials Title: Commissioner Date: / /

Comment:

Downtown Lexington Corporation has a purchase of service agreement with LFUCG to provide certain events & activities for downtown Lexington including the 4<sup>th</sup> of July festival, Vintage Kit Wine Festival, Annual Tree Lighting & Christmas Parade, and the Kit Christmas Chorus. Revenues are provided by membership fees, event sponsorships and beverage, vendor fees, and merchandise sales during events.

Entity Evaluation & Overview:

Entity meets Urban County need  YES  NO

Please provide detail:

They promote downtown Lexington, pedestrian friendly areas, alternative transportation, support the arts, and are devoted to promoting downtown as a vibrant place for business, residential life and entertainment.

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:

Number of Employees: 5 (FT), 2 (PT)
Requested Space: 699 (Sft.) (491 sft of office + 208 sft pr-rata share of common areas)
Proposed Location Address: 101 E VINE ST (PHOENIX BLDG)
O&M Expenses (\$/Sft./Yr.): (\$ 4,575.57 (Determined by Real Estate/Properties Section) \$ 6.55 per sft
Note: Tenant may be required to submit Space Needs Analysis form provided by Department of General Services

RENT ANALYSIS:

I) Calculated Fair Market Rent: \$ 15.91 \$/Sft./Yr. (Determined by Real Estate/Properties Section)
Note: Tenant to pay its prorata share of all direct & indirect operating and maintenance expenses plus base rent.

II) Calculated O&M Costs: \$ 6.55 \$/Sft./Yr. (Determined by Real Estate/Properties Section)

III) Calculated Base Rent (I-II): \$ 9.36 \$/Sft./Yr

IV) Proposed adjustments/subsidies/assistance applied toward base rent (III) only: (By Others)

Year 1 Reduction %: 50 (\$/Sft./Yr.): \$ 4.683 (\$/Year): \$ 3,273.69

V) Final Adjusted Rent (I-IV): \$ 11.233 \$/Sft./Yr. ANNUAL RENT = \$ 7,849.26

Please identify the source of funding to offset any proposed adjustments/reductions:

Year 2 reduction = 25% of base (\$ 2.342 s/f) or \$ 1,636.85 Annual rent = \$ 9,486.10 (\$ 13.57 s/f)

Year 3 reduction = \$ 0 PAY FMV @ \$ 15.91 s/f or \$ 11,122.95 per year (\$ 15.91 s/f)

Approved by:

[Signature]

Date: 7/3/12

Commissioner of Requesting Department

Date: / /

Director of Facilities & Fleet Management

Date: / /

Commissioner of General Services

Date: / /

CAO

Note:

The Department of General Services will initiate the Blue Sheet process for Council's review and final approval once all of the appropriate signatures have been secured.