

9849

**Redevelopment Agreement**

**among**

**The City of Jacksonville**

**and**

**L & J Diesel Service, Inc.**

## Redevelopment Agreement

Article 1. PRELIMINARY STATEMENTS .....	1
1.1 The Project.....	1
1.2 Authority.....	1
1.3 City Determination.....	1
1.4 Jacksonville Small and Emerging Business Program.....	2
1.5 Coordination by City.....	2
1.6 Maximum Indebtedness.....	2
1.7 Availability of Funds.....	2
Article 2. DEFINITIONS.....	2
2.1 Capital Investment.....	2
2.2 City Council.....	2
2.3 Company.....	3
2.4 Full-Time Equivalent Job.....	3
2.5 Improvements.....	3
2.6 Metropolitan Statistical Area.....	3
2.7 New Jobs.....	3
2.8 OED.....	3
2.9 Permanent Jobs.....	3
2.10 State.....	3
Article 3. APPROVALS; PERFORMANCE SCHEDULES .....	3
3.1 Performance Schedule.....	3
3.2 Approval of Agreement.....	4
Article 4. CED LOAN .....	4
4.1 Countywide Economic Development (CED) Loan; Amount.....	4
4.2 Disbursement of CED Loan.....	5
4.3 Further disclaimer.....	6
4.4 Loan Repayment and Forgiveness.....	7
Article 5. JOB RETENTION/CREATION.....	7
5.1 Job Creation or Retention Activities.....	7
Article 6. THE DEVELOPMENT .....	8
6.1 Scope of Development.....	8
6.2 Cost of Development.....	8
6.3 Approval by Other Governmental Agencies.....	8
6.4 Authority of OED to Monitor Compliance.....	9
6.5 Timing of Completion.....	9
6.6 Construction and Operation Management.....	9
Article 7. DUVAL COUNTY JOB OPPORTUNITY BANK, JSEB PROGRAM AND COMMUNITY SERVICE COMMITMENT .....	10
7.1 Duval County Job Opportunity Bank .....	10
7.2 Jacksonville Small and Emerging Businesses (JSEB) Program.....	10
7.3 Community Service Commitment.....	10
Article 8. REPORTING.....	11
8.1 Reporting.....	11
Article 9. DEFAULTS AND REMEDIES .....	11

9.1	General.....	11
9.2	Specific Defaults.....	12
9.3	Liens, Security Interests, Prejudgment Interest.....	13
9.4	Performance Schedule Default.....	13
Article 10.	ANTI-SPECULATION AND ASSIGNMENT PROVISIONS.....	14
10.1	Purpose.....	14
10.2	Assignment; Limitation on Conveyance.....	14
Article 11.	GENERAL PROVISIONS.....	14
11.1	Non-liability of City Officials.....	14
11.2	Force Majeure.....	14
11.3	Notices.....	15
11.4	Time.....	15
11.5	Entire Agreement.....	15
11.6	Amendment.....	15
11.7	Waivers.....	16
11.8	Indemnification.....	16
11.9	Insurance.....	16
11.10	Severability.....	17
11.11	Compliance with State and Other Laws.....	17
11.12	Non-Discrimination Provisions.....	18
11.13	Ethics.....	18
11.14	Conflict of Interest.....	18
11.15	Public Entity Crimes Notice.....	18
11.16	Incorporation by Reference.....	18
11.17	Order of Precedence.....	19
11.18	Counterparts.....	19
11.19	Independent Contractor.....	19
11.20	Retention of Records/Audit.....	19
11.21	Non-merger.....	20
11.22	Exemption of City.....	20
11.23	Parties to Agreement; Successors and Assigns.....	20
11.24	Venue; Applicable Law.....	21
11.25	Civil Rights.....	21
11.26	Further Assurances.....	21
11.27	Exhibits.....	22
11.28	Construction.....	22
11.29	Further Authorizations.....	22
11.30	Attorneys Fees.....	22

## REDEVELOPMENT AGREEMENT

This **REDEVELOPMENT AGREEMENT** (this "Agreement") is made this \_\_\_ day of \_\_\_\_\_, 2013 (the "Effective Date"), between the **CITY OF JACKSONVILLE**, a municipal corporation and a political subdivision of the State of Florida (the "City") and **L & J DIESEL SERVICE, INC.**, a Florida corporation (the "Company").

### Article 1. PRELIMINARY STATEMENTS

#### 1.1 The Project.

The Company has submitted a proposal (the "Proposal") to the City's Office of Economic Development (the "OED") to relocate to a larger facility at 2345 Harper Street, Jacksonville, Florida 32204 as more particularly described on Exhibit A attached hereto (the "Project Parcel") which will serve as the company's manufacturing facility. The improvements described on Exhibit B attached hereto (the "Improvements") located on the Project Parcel, the creation of jobs pursuant to Article 5 hereof and the obligations of the Company under this Agreement are collectively referred to herein as the "Project." The proposed Project includes the renovation of the existing building and installation of new manufacturing equipment on the Project Parcel. The Project will represent an estimated total Capital Investment of \$2.6 million by the Company.


#### 1.2 Authority.

The City Council has authorized execution of this Agreement pursuant to City Ordinance 2012-682-E (the "Ordinance").

#### 1.3 City Determination.

The City has determined that the Project is consistent with the goals of the City in that the Project will, among other things:

- (a) increase capital investment in the Enterprise Zone (the "Target Area");
- (b) create 20 New Jobs (defined below) with an average annual salary of \$39,856;
- (c) help an existing targeted industry business to expand;
- (d) locate a targeted industry in the Enterprise /Empowerment Zone;
- (e) generate significant new ad valorem taxes, including significant new tax revenues for the public school system;
- (f) create induced and indirect job effects which will have a positive impact on local small businesses; and

  
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(g) promote and encourage private Capital Investment of \$2.6 million.

1.4 **Jacksonville Small and Emerging Business Program.**

As more fully described in City Ordinance 2004-602-E, the City has determined that it is important to the economic health of the community that whenever a company receives incentives from the City, that company provides contracting opportunities to the maximum extent possible to small and emerging businesses in Duval County as described in Section 7.2.

1.5 **Coordination by City.**

The City hereby designates the Executive Director of the OED or his or her designee to be the Project Coordinator who will, on behalf of the City, coordinate with the Company and administer this Agreement according to the terms and conditions contained herein and in the Exhibit(s) attached hereto and made a part hereof. It shall be the responsibility of the Company to coordinate all project related activities and all matters under this Agreement with the designated Project Coordinator, unless otherwise stated herein. Notwithstanding the foregoing or any other statements herein to the contrary, the OED is an office of the City and has no separate liability under this Agreement.

1.6 **Maximum Indebtedness.**

The maximum indebtedness of the City for all fees, reimbursable items or other cost pursuant to this Agreement shall not exceed the sum of Two Hundred Thousand Dollars (\$200,000).

1.7 **Availability of Funds.**

The City's obligations under this Agreement are contingent upon availability of lawfully appropriated funds for the Project and this Agreement.

**Article 2.  
DEFINITIONS**


As used in this Agreement, the following terms shall have the meaning set opposite each:

2.1 **Capital Investment.**

Money invested by a company to purchase items that may normally be capitalized by a company in the normal conduct of its business.

2.2 **City Council.**

The body politic, as the same shall be from time to time constituted, charged with the duty of governing the City.

  
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2.3 **Company.**

L & J Diesel Service, Inc.

2.4 **Full-Time Equivalent Job.**

A job, or combination of jobs, in which the employee, or combination of employees, works for the Company at least 35 hours per week.

2.5 **Improvements.**

All of the improvements that are incorporated into the Project on the Project Parcel, as defined in Section 1.1 hereof.

2.6 **Metropolitan Statistical Area.**

Duval, Clay, St. Johns, Nassau and Baker Counties.

2.7 **New Jobs.**

Permanent Jobs new to the City and the State with an average annual salary of \$39,856.

2.8 **OED.**

The Office of Economic Development and any successor to its duties and authority.

2.9 **Permanent Jobs.**

Full-time equivalent jobs created by the Company at the Project Parcel to be maintained for a minimum of two years.

2.10 **State.**

The State of Florida.

Other capitalized terms not defined in this Article shall have the meanings assigned to them elsewhere in this Agreement.


**Article 3.**

**APPROVALS; PERFORMANCE SCHEDULES**

3.1 **Performance Schedule.**

The Company and the City have jointly established the following dates for the performance of each party's respective obligations under this Agreement (herein called the "Performance Schedule"):

Initial Job Creation – on or before December 31, 2013

  
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Completion of Job Creation – on or before December 31, 2015

The City and the Company have approved this Performance Schedule. By the execution hereof, and subject to the terms of this Agreement, the Company hereby agrees to undertake and complete the construction and development of the Project in accordance with this Agreement and the Performance Schedule, and to comply with all of the Company's obligations set forth herein.

3.2 **Approval of Agreement.**

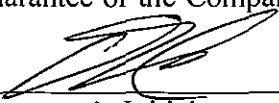
By the execution hereof, the parties certify as follows:

- (a) Company certifies that
  - (i) the execution and delivery hereof has been approved by all parties whose approval is required under the terms of the governing documents creating the particular Company entity;
  - (ii) this Agreement does not violate any of the terms or conditions of such governing documents and the Agreement is binding upon the Company and enforceable against it in accordance with its terms;
  - (iii) the person or persons executing this Agreement on behalf of the Company are duly authorized and fully empowered to execute the same for and on behalf of the Company;
  - (iv) the Company and each entity composing the Company is duly authorized to transact business in the State of Florida and has received all necessary permits and authorizations required by appropriate governmental agencies as a condition to doing business in the State of Florida; and
  - (v) the Company, its business operations, and each person or entity composing the Company are in compliance with all federal, state and local laws.
- (b) The City certifies that the execution and delivery hereof is binding upon the City to the extent provided herein and enforceable against it in accordance with its terms.

**Article 4.  
CED LOAN**

4.1 **Countywide Economic Development (CED) Loan; Amount.**

The City shall make a Countywide Economic Development Loan to Company in an amount not to exceed \$200,000 (the "CED Loan") for equipment purchases more particularly described on **Exhibit B** attached hereto. The CED Loan shall be secured by a third mortgage (the "Mortgage") encumbering the Project Parcel and all improvements thereon and by corporate guarantee of the Company, in form satisfactory to the City. The Mortgage shall be subordinate

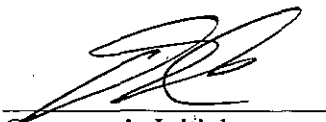
  
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only to that not to exceed \$1,300,000 mortgage and security agreement to be recorded in the public records of Duval County, Florida in connection with the Project (the "First Mortgage") and that not to exceed \$1,040,000 mortgage and security agreement for SBA 504 loan to be recorded in the public records of Duval County, Florida in connection with the Project (the "Second Mortgage"). (The First Mortgage and the Second Mortgage are sometimes referred to jointly herein as the "Mortgages.") Such CED Loan shall be subject to the terms and conditions set forth below and such other reasonable terms as the City may require. The City's obligation to make the CED Loan is subject to the terms and conditions of this Agreement. The Company will pay the cost of the improvements exceeding the CED Loan amount.

#### 4.2 Disbursement of CED Loan.

The City's obligation to disburse the CED Loan to Company or its designee is conditioned upon the prior occurrence of the following:

- (a) The Company must promptly furnish the OED evidence satisfactory to the City that the Company has acquired the Project Parcel, acquisition of manufacturing equipment, and applicable permits have been issued.
- (b) All property taxes on the Project and Project Parcel must be current, and the Company must continue to utilize the Project facility in accordance with the Proposal.
- (c) Additionally, Company shall take all action necessary to have any mechanic's and materialmen's liens, judgment liens or other liens or encumbrances filed against the Project or Project Parcel (other than consensual mortgages) released or transferred to bond within ten days of the date Company receives notice of the filing of such liens or encumbrances. If any such lien or encumbrance is filed, the City shall not be required to make any disbursement of the CED Loan funds until such lien or encumbrance is bonded over or removed and the City receives a copy of the recorded release. The City shall not be obligated to disburse any of the CED Loan funds to Company or its designee if, in the opinion of the City, any such disbursement or the Project or Project Parcel would be subject to a mechanic's or materialmen's lien or any other lien or encumbrance other than inchoate construction liens. Company shall be fully and solely responsible for compliance in all respects whatsoever with the applicable mechanic's and materialmen's lien laws.
- (d) Company shall not have increased its mortgage debt beyond the \$1,300,000 to be owed to the holder of the First Mortgage (the "First Lender") pursuant to that Promissory Note (the "First Note") to be secured by the First Mortgage and the \$1,040,000 to be owed to the holder of the Second Mortgage (the "Second Lender") pursuant to that Promissory Note (the "Second Note") to be secured by the Second Mortgage. Company shall have caused the First Lender to execute a recordable limitation of future advances under the First Mortgage limiting advances under the First Note to \$0.00. Company shall have caused the Second

  
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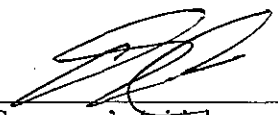


Lender to execute a recordable limitation of future advances under the Second Mortgages limiting advances under the Second Note to \$0.00.

- (e) The City shall have received all the invoices, contractor's affidavit, mechanics' lien releases and/or other evidence (including without limitation site inspections and inspection reports) that may be required in the discretion of the City.
- (f) The Company shall have provided the City with a corporate guarantee in the form to be provided by the City, and such other documents as shall be required by the City in its reasonable discretion.
- (g) Release of City funds shall be pursuant to a draw schedule approved by the City as set forth below:
  - (i) The Company may request the first draw of not more than \$100,000 upon providing to the City evidence acceptable to the City of the purchase by Company of that manufacturing machinery specifically described in **Exhibit B** attached hereto.
  - (ii) The Company may request the second, and final, draw of not more than \$100,000 ("**Final Disbursement**") upon providing to the City evidence acceptable to the City (1) of the purchase and installation of all machinery and equipment specifically described in **Exhibit B** attached hereto, and (2) that the Company has begun to manufacture the L&J "Diesellogic" testing equipment described more particularly on **Exhibit B** attached hereto, and (3) that the Company has retained at least 14 Permanent Jobs and created and filled at least 10 of the New Jobs.

#### 4.3 **Further disclaimer.**

The CED Loan shall not be deemed to constitute a debt, liability, or obligation of the City or of the State of Florida or any political subdivision thereof within the meaning of any constitutional or statutory limitation, or a pledge of the faith and credit or taxing power of the City or of the State of Florida or any political subdivision thereof, but shall be payable solely from the funds provided therefor in this Article 4. The City shall not be obligated to pay the CED Loan or any installment thereof except from the non-ad valorem revenues or other legally available funds provided for that purpose, and neither the faith and credit nor the taxing power of the City or of the State of Florida or any political subdivision thereof is pledged to the payment of the CED Loan or any installment thereof. The Company, and any person, firm or entity claiming by, through or under the Company, or any other person whomsoever, shall never have any right, directly or indirectly, to compel the exercise of the ad valorem taxing power of the City or of the State of Florida or any political subdivision thereof for the payment of the CED Loan or any installment thereof.

  
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4.4 **Loan Repayment and Forgiveness.**

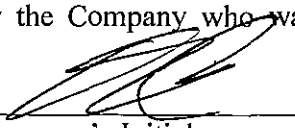
- (a) Except to the extent forgiven as described in paragraph (b) below, the full amount of the CED Loan shall be due and payable on the tenth anniversary after Final Disbursement of the CED Loan, but not later than December 31, 2025. The period from the initial draw described in Section 4.2(g)(i) until final payment or forgiveness of the CED Loan is hereafter referred to as the "Loan Term."
- (b) Beginning on the sixth anniversary after Final Disbursement of the CED Loan, and on each anniversary date thereafter, the Company will receive a credit against the amount due on the CED Loan in the amount of \$40,000 (20% of the original principal balance), provided that the Company or an Approved Assignee has, at all times since Final Disbursement owned and operated the Company as a remanufacturer of diesel engine fuel injectors, an original equipment manufacturer of test and calibration equipment and/or a related manufacturing purpose approved in writing by the City. If the Company has complied with the terms of this Section 4.4, and no Event of Default has occurred, upon the tenth anniversary of Final Disbursement the CED Loan shall be satisfied in full.

**Article 5.**  
**JOB RETENTION/CREATION**

5.1 **Job Creation or Retention Activities.**

The Project will result in the retention of at least 14 Permanent Jobs and the creation of at least 20 Permanent Jobs new to the City and the State (the "New Jobs") with an average annual salary of \$39,856 (for a total of at least 34 Permanent Jobs) at the Project Parcel in accordance with the Performance Schedule. The Company will maintain at least 34 Permanent Jobs throughout the Loan Term. An "employee" of Company means any person employed by Company, or by any employee leasing company (or other similar third-party employer) to fill a Permanent Job position made available by Company at the Project Parcel. It is acknowledged and agreed that any of the New Jobs may be filled, in Company's discretion, by persons employed by Company or by persons employed by any employee leasing company selected by Company. The parties acknowledge and agree that it may be necessary for Company or any such third-party employer to commence the recruitment, interviewing, consideration, selection and training of prospective employees to fill such New Jobs, or to hire employees, in sufficient time to commence its operations as soon as possible after completion of the Project. In the event that notwithstanding the City's best efforts, the Company or any such third-party employer found or finds it necessary to recruit, interview, consider, select or train any persons, or fill any New Jobs to be created in the City as a result of this Agreement, before execution of this Agreement or the State Agreement, such New Jobs shall not be considered or deemed to lose their status as New Jobs created in the City as a result of the Project and such persons shall not be considered or deemed to lose their status as persons, or, in applicable cases, low and moderate income persons, to which such New Jobs have been made available or who hold such New Jobs.

Notwithstanding any provision in this Agreement to the contrary, the hiring of any person by the Company who was previously employed by the Company in Duval County, Florida,

  
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during any part of the twelve (12) month period immediately preceding the execution of this Agreement, shall not fulfill the conditions of or qualify as a Full-Time Equivalent Job, New Job, or Permanent Job and shall therefore not be counted in any formula or computation towards any QTI reimbursement or refund. For the purposes of this section, the term "Company" shall include any parent, holding or subsidiary company of the Company, or any other business related by virtue of a merger, purchase, or acquisition by the Company.

The Company shall provide to the OED prior to March 1 of each year this Agreement is in effect the annual reporting forms in the format of, and containing at a minimum the information on, Exhibit F. The jobs requirement will be assessed annually throughout the Loan Term by the OED for potential reimbursement purposes and to determine compliance with the 34 person Permanent Job maintenance requirement.

To afford the residents of the City a reasonable opportunity to compete for the jobs to be created as a result of this Agreement, the Company shall undertake the advertising for said jobs and all positions to be filled as a result of openings created by promotions. Said advertising shall be in newspapers and periodicals, including the following: Florida Star, the Free Press, and the Florida Times-Union.

**Article 6.**  
**THE DEVELOPMENT**

**6.1 Scope of Development.**


- (a) The Company shall construct and develop or cause to be constructed and developed, in substantial compliance with the times set forth in the Performance Schedule, all Improvements which the Company is obligated to construct and develop under the Performance Schedule and this Agreement.
- (b) The Company shall construct all Improvements in accordance with all applicable building and permitting codes.

**6.2 Cost of Development.**

Except as otherwise set forth in this Agreement, the Company shall pay the cost of constructing and developing the Improvements at no cost to the City.

**6.3 Approval by Other Governmental Agencies.**

All of the parties' respective rights and obligations under this Agreement are subject to and conditioned upon approval of the Project and all Project Documents by such other governmental agencies, whether state, local or federal, as have jurisdiction and may be required or entitled to approve them. Notwithstanding any provision of this Agreement to the contrary, the City does not guarantee approval of this Agreement or any aspect of the Project by any government authorities and agencies that are independent of the City.

  
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6.4 **Authority of OED to Monitor Compliance.**

During all periods of design and construction, the Executive Director of the OED and the City's Director of Planning and Development shall have the authority to monitor compliance by the Company with the provisions of this Agreement, the Project Documents and the Proposal. Insofar as practicable, the OED shall coordinate such monitoring and supervising activity with those undertaken by the City so as to minimize duplicate activity. To that end, during the period of construction and with prior notice to the Company, representatives of the City shall have the right of access to the Project Parcel and to every structure on the Project Parcel during normal construction hours.


6.5 **Timing of Completion.**

The Project Improvements shall be completed substantially in accordance with the terms of this Agreement and the Performance Schedule.

6.6 **Construction and Operation Management.**

Except as otherwise expressly provided herein, the Company shall have discretion and control, free from interference, interruption or disturbance, in all matters relating to the management, development, redevelopment, construction and operation of the Project, provided that the same shall, in any event, conform to and comply with the terms and conditions of this Agreement, and all applicable state and local laws, ordinances and regulations (including without limitation, applicable zoning, subdivision, building and fire codes). The Company's discretion, control and authority with respect thereto shall include, without limitation, the following matters:

- (a) the construction and design of the Project, subject to the express terms and conditions of this Agreement;
- (b) the selection, approval, hiring and discharge of engineers, architects, contractors, subcontractors, professionals and other third parties (collectively the "Vendors") on such terms and conditions as the Company deems appropriate; provided however, that to the extent that the City furnishes to the Company the names and identities of Jacksonville-based Vendors, including without limitation Jacksonville-based minority Vendors, and to the extent that Company has the need to enter into contracts with Vendors outside of persons employed by Company or companies affiliated with or controlled by Company or its principals, then Company agrees to include all such Jacksonville-based Vendors in the process established by Company for obtaining bids for any of the Improvements;
- (c) the negotiation and execution of contracts, agreements, easements and other documents with third parties, in form and substance satisfactory to Company; and
- (d) the preparation of such budgets, cost estimates, financial projections, statements, information, and reports as the Company deems appropriate.

  
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**Article 7.**

**DUVAL COUNTY JOB OPPORTUNITY BANK, JSEB PROGRAM AND COMMUNITY SERVICE COMMITMENT**

**7.1 Duval County Job Opportunity Bank**

Pursuant to City Ordinance 2005-1009-E, the Company shall remit to the City a non-refundable payment of \$2,000 within thirty days following the Effective Date of this Agreement, such remittance to be deposited by the City into the Duval County Job Opportunity Bank established in Chapter 180, *Ordinance Code*. Failure by Company to pay the amount described in this Section 7.1 shall be a default under this Agreement, resulting in the termination of the Agreement, and the City shall have no obligation thereafter to make any payments under this Agreement.


**7.2 Jacksonville Small and Emerging Businesses (JSEB) Program.**

The Company, in further recognition of and consideration for the public funds provided to assist the Company pursuant to this Agreement, hereby acknowledges the importance of affording to small and emerging vendors and contractors the full and reasonable opportunity to provide materials and services ("Opportunity"). Therefore, the Company hereby agrees as follows:

- (a) The Company shall obtain from the City's Procurement Division the list of certified Jacksonville Small and Emerging Businesses ("JSEB"), and shall exercise good faith, in accordance with Municipal Ordinance Code Sections 126.608 et seq., to enter into contracts with City certified JSEBs to provide materials or services in an aggregate amount of not less than \$38,000 which amount represents 19% of the City's maximum contribution to the Project with respect to the development activities or operations of the Project over the term of this Agreement.
- (b) The Company shall submit JSEB report(s) regarding the Company's actual use of City certified JSEBs on the Project, (i) on the date of any request for City funds which are payable prior to the Completion of Construction, (ii) upon Completion of Construction, and, if the Company has not reached its goal for use of JSEBs set out in Section 7.2(a) prior to Completion of Construction, quarterly thereafter until said goal is reached. The form of the report to be used for the purposes of this section is attached hereto as Exhibit C (the "JSEB REPORTING FORM").

**7.3 Community Service Commitment.**

The Company has actively participated in the community service activities more particularly described on Exhibit D attached hereto. The Company agrees that, during the term of this Agreement, the Company shall continue to participate in community service activities of the type set forth on Exhibit D.

  
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**Article 8.**  
**REPORTING**

**8.1 Reporting.**

On an annual basis, and prior to March 1 each year this Agreement is in effect, the Company shall submit reports to the OED regarding the number of New Jobs that have been created by Company at the Project Parcel, the Company's Community Service Activities and all other activities affecting the implementation of this Agreement, including a narrative summary of progress on the Project. Samples of the general forms of these reports are attached hereto as **Exhibit E** (the "Annual Survey") and **Exhibit F** (the "Job Report"); however the City reserves the right to request specific data that may vary from the forms attached.

The Company's obligation to submit such reports shall continue until the Company has complied with all of the terms of this Agreement concerning the Project, the CED Loan and associated employment.

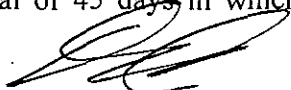
Within thirty (30) days following the request of the City, the Company shall provide the the City with additional information requested by the City.

**Article 9.**  
**DEFAULTS AND REMEDIES**

**9.1 General.**

A default shall consist of the breach of any covenant, agreement, representation, provision, or warranty contained in (i) this Agreement (including, but not limited to, any failure to meet the reporting requirements described herein), (ii) the documents executed in connection with the Agreement and any other agreement between the City and the Company related to the Project, or (iii) any document provided to the City relating to the Project (collectively, the "Documents"). A default shall also exist if any event occurs or information becomes known which, in the reasonable judgment of the City, makes untrue, incorrect or misleading in any material respect any statement or information contained in any of the documents described in clauses (i) – (iii) above or causes such document to contain an untrue, incorrect or misleading statement of material fact or to omit to state a material fact necessary to make the statements therein, in light of the circumstances under which they were made, not misleading.

If any such default or breach occurs under this Agreement, the City may refuse to pay any portion of the CED Loan, and additionally, may at any time or from time to time proceed to protect and enforce all rights available to the City under this Agreement by suit in equity, action at law or by any other appropriate proceeding whether for specific performance of any covenant or agreement contained in this Agreement, or damages, or other relief, or proceed to take any action authorized or permitted under applicable laws or regulations, including, but not limited to, terminating this Agreement. The City shall not act upon a default until it has given the Company written notice of the default and 15 business days within which to cure the default. However, if any default cannot reasonably be cured within the initial 15 business days, Company shall have a total of 45 days in which to cure such default, so long as Company has commenced and is



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diligently proceeding to cure such default within the initial 15-day period. Notwithstanding the foregoing, Company shall immediately and automatically be in default, and the City shall not be required to give Company any notice or opportunity to cure such default (and thus the City shall immediately be entitled to act upon such default), upon the occurrence of any of the following:

- (a) The entry of a decree or order by a court having jurisdiction in the premises adjudging the Company or any guarantor ("Guarantor") of Company's obligations hereunder or under the Documents, a bankrupt or insolvent, or approving as properly filed a petition seeking reorganization, arrangement, adjustment or composition of or in respect of the Company or Guarantor under the United States Bankruptcy Code or any other applicable federal or state law, or appointing a receiver, liquidator, custodian, assignee, or sequestrator (or other similar official) of the Company or Guarantor or of any substantial part of its property, or ordering the winding up or liquidation of its affairs, and the continuance of any such decree or order unstayed and in effect for a period of 90 consecutive days; and
- (b) The institution by Company or Guarantor of proceedings to be adjudicated a bankrupt or insolvent, or the consent by it to the institution of bankruptcy or insolvency proceedings against it, or the filing by it of a petition or answer or consent seeking reorganization or relief under the United States Bankruptcy Code or any other similar applicable federal or state law, or the consent by it to the filing of any such petition or to the appointment of a receiver, liquidator, custodian, assignee, trustee or sequestrator (or other similar official) of the Company or Guarantor or of any substantial part of its property, or the making by it of an assignment for the benefit of creditors, or the admission by it in writing of its inability to pay its debts generally as they become due.

**9.2 Specific Defaults.**

Additionally, for any of the specific events of default described in this Section 9.2 below, the parties agree that the City's damages recoverable from the Company shall include, but not be limited to, the following:

- (a) in the event reporting requirements are not met in the time period specified in Article 8 of this Agreement, the Company shall pay the City \$10,000 for each such failure to meet the reporting requirements.
- (b) in the event the Company fails to retain the 14 existing full-time equivalent permanent jobs, create 20 New Jobs at no less than 90 percent of the average wage described in the Ordinance, and to maintain a total of at least 34 Permanent Jobs with an average annual salary of \$39,856 during the Loan Term, the Company will repay the City \$10,000 per job below the 34 person new job creation target;
- (c) if the Company fails to invest at least \$2,600,000 of private funding in the Project, the CED Loan will be proportionately reduced.

  
\_\_\_\_\_  
Company's Initials

- (d) in the event the Company sells, leases or otherwise transfers the Project or Project Parcel to other than an Approved Assignee during the Loan Term, the then-remaining outstanding balance of the CED Loan shall be due and payable at the closing of the sale;
- (e) in the event the Company sells, leases or otherwise transfers the Project or Project Parcel (the "Sale"), the following shall be due and payable at closing of the Sale;
  - (i) \$200,000, if the Sale occurs within 72 months after disbursement of the CED Loan;
  - (ii) \$160,000, if the Sale occurs after 72 months but within 84 months of disbursement of the CED Loan;
  - (iii) \$120,000, if the Sale occurs after 84 months but within 96 months of disbursement of the CED Loan;
  - (iv) \$80,000, if the Sale occurs after 96 months but within 108 months of disbursement of the CED Loan; or
  - (v) \$40,000, if the Sale occurs after 108 months but within 120 months of disbursement of the CED Loan; or
  - (vi) \$0.00 if the Sale occurs after 120 months after disbursement of the CED Loan.

The maximum combined repayment due under this Section 9.2 shall not exceed the total amount of the CED Loan actually paid to the Company under this Agreement.

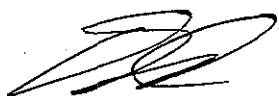
9.3 **Liens, Security Interests, Prejudgment Interest.**

Receipt by the City of any payment required under this Section shall be a condition precedent to the release of any lien or security interest held by the City pursuant to the terms of this Agreement.

The City is also entitled to prejudgment interest from the date of default plus costs and attorneys fees incurred by the City.

9.4 **Performance Schedule Default.**

In the event the Company fails to complete the Project in accordance with the Performance Schedule set forth in Section 3.1, the City shall not be obligated to pay any portion of the CED Loan to Company.

  
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Company's Initials



**Article 10.**  
**ANTI-SPECULATION AND ASSIGNMENT PROVISIONS**

**10.1 Purpose.**

The Company represents and agrees that its undertakings pursuant to this Agreement are for the purpose of developing the Project Parcel pursuant to this Agreement, and not for speculation in land holding. The Company further recognizes, in view of the importance of the development of the Project Parcel to the general health and welfare of the City and that the qualifications, financial strength and identity of the principal shareholders and executive officers of the Company are of particular concern to the City.

**10.2 Assignment; Limitation on Conveyance.**

The Company agrees that, until the latest of (a) substantial completion of the Project, (b) repayment by Company to the City of the CED Loan], or (c) complete forgiveness of the CED Loan pursuant to Section 4.4 hereof, it shall not, without the prior written consent of the City, assign, transfer or convey (i) the Project or any portion thereof, (ii) the Project Parcel or any portion thereof, (iii) this Agreement or any provision hereof, or (iv) a controlling interest in the Company to any person or entity other than Omar Cueto, Jean Cueto or their children. If any such prohibited assignment, transfer or conveyance is made, the obligation of the City to pay any further amounts under the CED Loan shall immediately terminate and the outstanding balance of the CED Loan shall become immediately due and payable to the City.

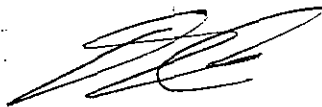
**Article 11.**  
**GENERAL PROVISIONS**

**11.1 Non-liability of City Officials.**

No member, official or employee of the City shall be personally liable to the Company or to any Person with whom the Company shall have entered into any contract, or to any other Person, in the event of any default or breach by the City, or for any amount which may become due to the Company or any other Person under the terms of this Agreement.

**11.2 Force Majeure.**

No party to this Agreement shall be deemed in default hereunder where such a default is based on a delay in performance as a result of war, insurrection, strikes, lockouts, riots, floods, earthquakes, fires, casualty, acts of God, acts of public enemy, epidemic, quarantine restrictions, freight embargo, shortage of labor or materials, interruption of utilities service, lack of transportation, severe weather and other acts or failures beyond the control or without the control of any party; provided, however, that the extension of time granted for any delay caused by any of the foregoing shall not exceed the actual period of such delay, and in no event shall any of the foregoing excuse any financial liability of a party.



Company's Initials

11.3 **Notices.**

All notices to be given hereunder shall be in writing and personally delivered or sent by registered or certified mail, return receipt requested, or delivered by an air courier service utilizing return receipts to the parties at the following addresses (or to such other or further addresses as the parties may designate by like notice similarly sent) and such notices shall be deemed given and received for all purposes under this Agreement three (3) business days after the date same are deposited in the United States mail if sent by registered or certified mail, or the date actually received if sent by personal delivery or air courier service, except that notice of a change in address shall be effective only upon receipt.

(a) the City:

Executive Director  
Office of Economic Development  
117 West Duval Street, Suite 275  
Jacksonville, Florida 32202

With a copy to:

City of Jacksonville  
Office of the General Counsel  
City Hall-St. James Building  
117 West Duval Street, Suite 480  
Jacksonville, Florida 32202

(b) The Company:

L& J Diesel Service, Inc.  
5323 Lenox Avenue  
Jacksonville, Florida 32205  
Attn: President

11.4 **Time.**


Time is of the essence in the performance by any party of its obligations hereunder.

11.5 **Entire Agreement.**

This Agreement constitutes the entire understanding and agreement between the parties and supersedes all prior negotiations and agreements between them with respect to all or any of the matters contained herein.

11.6 **Amendment.**

This Agreement may be amended by the parties hereto only upon the execution of a written amendment or modification signed by the parties. Notwithstanding the foregoing, the

  
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Company's Initials

Executive Director of the OED is authorized on behalf of the City to approve, in his or her sole discretion, any "technical" changes to this Agreement. Such "technical" changes include without limitation non-material modifications to legal descriptions and surveys, ingress and egress, easements and rights of way, and design standards, as long as such modifications do not involve any increased financial obligation or liability to the City.

**11.7 Waivers.**

Except as otherwise provided herein, all waivers, amendments or modifications of this Agreement must be in writing and signed by all parties. Any failures or delays by any party in insisting upon strict performance of the provisions hereof or asserting any of its rights and remedies as to any default shall not constitute a waiver of any other default or of any such rights or remedies. Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the parties hereto are cumulative, and the exercise by any party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by any other party.

**11.8 Indemnification.**

Company, including its employees, agents and subcontractors, shall indemnify, hold harmless and defend the City from and against any loss, claim, action, damage, injury, liability, cost, and expense of whatsoever kind or nature (including without limitation attorneys' fees and costs) related to any demands, suits and actions of any kind brought against the City or other damages or losses incurred or sustained, or claimed to have been incurred or sustained, by any Person or Persons arising out of or in connection with any act or omission of Company, its contractors, subcontractors, agents, officers, employees, representatives, successors or assigns. This indemnification shall survive the termination of this Agreement. The term "City" as used in this Section 11.8 shall include all officers, board members, City Council members, employees, representatives, agents, successors and assigns of the City, as applicable.

**11.9 Insurance.**

The Company agrees to furnish the OED copies of any insurance policies that the Company carries covering the Project and such policies shall name the City as additional insureds thereunder as their interest may appear.

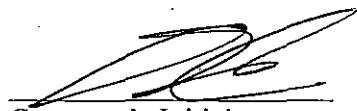
Without limiting its liability under this Agreement, the Company and its subcontractor shall procure and maintain at their sole expense, during the term of the Agreement, insurance of the types and in the minimum amounts stated below:

**SCHEDULE**

**Workers' Compensation**  
Employers' Liability (including appropriate Federal Acts)

**LIMITS**

Florida Statutory Coverage  
\$100,000 Each Accident  
\$500,000 Disease/Policy Limit  
\$100,000 Each Employee/Disease

  
\_\_\_\_\_  
Company's Initials

<b>Commercial General Liability</b>	\$2,000,000 General Aggregate
(Including Premises Operations	\$2,000,000 Products/Comp. Ops Agg.
and Blanket Contractual Liability)	\$1,000,000 Personal/Advertising Injury
	\$1,000,000 Each Occurrence
	\$ 50,000 Fire Damage
	\$ 5,000 Medical Expenses

(The City of Jacksonville shall be named as an additional insured under all of the above Commercial General Liability coverage)

<b>Automobile Liability</b>	\$1,000,000 Combined Single Limit
(All automobiles- owned, hired or non-owned)	

<b>Professional Liability</b>	\$1,000,000
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Professional Liability coverage will be provided on an Occurrence Form or a Claims Made Form with a retroactive date equal to at least the first date of this Agreement and with a three year reporting option beyond the annual expiration date of the policy.

An insurer holding a current certificate of authority pursuant to Chapter 624, Florida Statutes, shall write said insurance. Such insurance shall be endorsed to provide for a waiver of underwriter's rights of subrogation in favor of the CITY. An insurer with an A.M. Best Rating of "A X" or better shall write such Insurance. Prior to commencing any work on the Project, Certificates of Insurance, approved by the City's Division of Insurance & Risk Management, evidencing the maintenance of the required insurance shall be furnished to the CITY. The certificates shall provide that no material alteration or cancellation, including expiration and non-renewal shall be effective until thirty (30) days after receipt of written notice by the CITY.

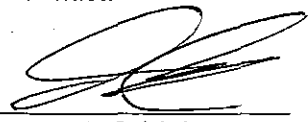
Anything to the contrary notwithstanding, the liability of the Company under this Agreement shall survive and not be terminated, reduced or otherwise limited by any expiration or termination of insurance coverage. Neither approval nor failure to disapprove insurance furnished by the Company shall relieve the Company or its subcontractors from responsibility to provide insurance as required by this Agreement.

**11.10 Severability.**

The invalidity, illegality or unenforceability of any one or more of the provisions of this Agreement shall not affect any other provisions of this Agreement, but this Agreement will be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

**11.11 Compliance with State and Other Laws.**

In the performance of this Agreement, the Company must comply with any and all applicable federal, state and local laws, rules and regulations, as the same exist and may be amended from time to time. Such laws, rules and regulations include, but are not limited to, Chapter 119, Florida Statutes (the Public Records Act) and Section 286.011, Florida Statutes, (the Florida Sunshine Law). If any of the obligations of this Agreement are to be performed by a subcontractor, the provisions of this Section shall be incorporated into and become a part of the subcontract.

  
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 Company's Initials

11.12 **Non-Discrimination Provisions.**

In conformity with the requirements of Section 126.404, *Ordinance Code*, the Company represents that it has adopted and will maintain a policy of non-discrimination against employees or applicants for employment on account of race, religion, sex, color, national origin, age or handicap, in all areas of employment relations, throughout the term of this Agreement. The Company agrees that, on written request, it will permit reasonable access to its records of employment, employment advertisement, application forms and other pertinent data and records, by the Executive Director of the Human Rights Commission, or successor agency or commission, for the purpose of investigation to ascertain compliance with the nondiscrimination provisions of this Chapter 126, Part 4 of the *Ordinance Code*, *provided however*, that the Company shall not be required to produce for inspection records covering periods of time more than one (1) year prior to the day and year first above written. The Company agrees that, if any of its obligations to be provided pursuant to this Agreement are to be performed by a subcontractor, the provisions of this Section 11.12 shall be incorporated into and become a part of the subcontract.

11.13 **Ethics.**

The Company represents that it has reviewed the provisions of the Jacksonville Ethics Code, as codified in Chapter 602, *Ordinance Code*, and the provisions of the Jacksonville Purchasing Code, as codified in Chapter 126, *Ordinance Code*.

11.14 **Conflict of Interest.**

The parties will follow the provisions of Section 126.110, *Ordinance Code* with respect to required disclosures by public officials who have or acquire a financial interest in a bid or contract with the City, to the extent the parties are aware of the same.

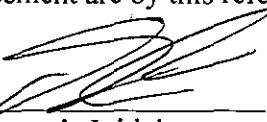
11.15 **Public Entity Crimes Notice.**

In conformity with the requirements of Section 126.104, *Ordinance Code* and Section 287.133, Florida Statutes, the Parties agree as follows:

The parties are aware and understand that a person or affiliate who has been placed on the State of Florida Convicted Vendor List, following a conviction for a public entity crime, may not submit a bid on a contract to provide any goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity, in excess of \$35,000.00, for a period of thirty-six (36) months from the date of being placed on the Convicted Vendor List.

11.16 **Incorporation by Reference.**

All exhibits and other attachments to this Agreement that are referenced in this Agreement are by this reference made a part hereof and are incorporated herein.

  
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Company's Initials

11.17 **Order of Precedence.**

In the event of any conflict between or among the provisions of this Agreement and those of any exhibit attached hereto or of any amendment, the priority, in decreasing order of precedence shall be: 1) any fully executed amendment; 2) provisions in this Agreement; and 3) exhibits to this Agreement.

11.18 **Counterparts.**

This Contract may be executed in several counterparts, each of which shall be deemed an original, and all of such counterparts together shall constitute one and the same instrument

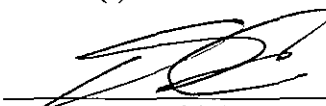
11.19 **Independent Contractor.**

In the performance of this Agreement, the Company will be acting in the capacity of an independent contractor and not as an agent, employee, partner, joint venturer or association of the City. The Company and its employees or agents shall be solely responsible for the means, method, technique, sequences and procedures utilized by the Company in the performance of this Agreement.

11.20 **Retention of Records/Audit**

The Company agrees:

- (a) To establish and maintain books, records and documents (including electronic storage media) sufficient to reflect all income and expenditures of funds provided by the City under this Agreement.
- (b) To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Agreement for a period of six (6) years after completion of the date of final payment by the City under this Agreement. If an audit has been initiated and audit findings have not been resolved at the end of six (6) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this Agreement, at no additional cost to the City.
- (c) Upon demand, at no additional cost to the City, to facilitate the duplication and transfer of any records or documents during the required retention period.
- (d) To assure that these records shall be subject at all reasonable times to inspection, review, copying, or audit by personnel duly authorized by the City.
- (e) At all reasonable times for as long as records are maintained, to allow persons duly authorized by the City full access to and the right to examine any of the Company's contracts and related records and documents, regardless of the form in which kept.
- (f) To ensure that all related party transactions are disclosed to the City.

  
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Company's Initials

- (g) To include the aforementioned audit, inspections, investigations and record keeping requirements in all subcontracts and assignments.
- (h) To permit persons duly authorized by the City to inspect and copy any records, papers, documents, facilities, goods and services of the Company which are relevant to this Agreement, and to interview any employees and subcontractor employees of the Company to assure the City of the satisfactory performance of the terms and conditions of this Agreement. Following such review, the City will deliver to the Company a written report of its findings and request for development by the Company of a corrective action plan where appropriate. The Company hereby agrees to timely correct all deficiencies identified in the corrective action plan.
- (i) If the result of any audit by the City establishes that the number of New Jobs, number of Permanent Jobs, or amount of private capital investment has been overstated by five percent (5%) or more, the entire expense of the audit shall be borne by the Company.
- (j) Additional monies due as a result of any audit or annual reconciliation shall be paid within thirty (30) days of date of the City's invoice.
- (k) Should the annual reconciliation or any audit reveal that the Company has overstated the number of New Jobs, number of Permanent Jobs, or amount of private capital investment, and the Company does not make restitution within thirty (30) days from the date of receipt of written notice from the City, then, in addition to any other remedies available to the City, the City may terminate this Agreement, solely at its option, by written notice to the Company.

11.21 **Non-merger.**

None of the terms, covenants, agreements or conditions set forth in this Agreement shall be deemed to be merged with any deed conveying title to the Project Parcel.

11.22 **Exemption of City.**

Neither this Agreement nor the obligations imposed upon the City hereunder shall be or constitute an indebtedness of the City within the meaning of any constitutional, statutory or charter provisions requiring the City to levy ad valorem taxes nor a lien upon any properties of the City. Payment or disbursement by the City of any loan or grant amount hereunder is subject to the availability of lawfully appropriated funds. If funds are not available pursuant to a lawful appropriation thereof by the City Council, this Agreement shall be void and the City shall have no further obligations hereunder.

11.23 **Parties to Agreement; Successors and Assigns.**

This is an agreement solely between the City and Company. The execution and delivery hereof shall not be deemed to confer any rights or privileges on any person not a party hereto.

  
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Company's Initials

This Agreement shall be binding upon Company and Company's successors and assigns, and shall inure to the benefit of the City and its successors and assigns. However, Company shall not assign, transfer or encumber its rights or obligations hereunder or under any document executed in connection herewith, without the prior written consent of the City, which consent may be withheld in the sole discretion of the City.

11.24 **Venue; Applicable Law.**

The rights, obligations and remedies of the parties specified under this Agreement shall be interpreted and governed in all respects by the laws of the State of Florida. All legal actions arising out of or connected with this Agreement must be instituted in the Circuit Court of Duval County, Florida, or in the Federal District Court for the Middle District of Florida, Jacksonville Division. The laws of the State of Florida shall govern the interpretation and enforcement of this Agreement.

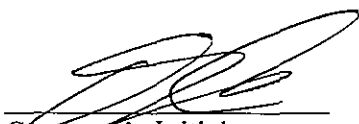
11.25 **Civil Rights.**

The Company agrees to comply with all of the terms and requirements of the Civil Rights Act of 1964, as amended, and the Civil Rights Act of 1968, as amended, and the antidiscrimination provisions of Chapter 126, Part 4, of the City Ordinance Code, and further agrees that in its operation under this Agreement it will not discriminate against anyone on the basis of race, color, age, disability, sex or national origin.

11.26 **Further Assurances.**

Company will, on request of the City,

- (a) promptly correct any defect, error or omission herein or in any document executed in connection herewith (collectively the "Project Documents");
- (b) execute, acknowledge, deliver, procure, record or file such further instruments and do such further acts deemed necessary, desirable or proper by the City to carry out the purposes of the Project Documents and to identify and subject to the liens of the Project Documents any property intended to be covered thereby, including any renewals, additions, substitutions replacements, or appurtenances to the subject property;
- (c) execute, acknowledge, deliver, procure, file or record any documents or instruments deemed necessary, desirable or proper by the City to protect the liens or the security interest under the Project Documents against the rights or interests of third persons; and
- (d) provide such certificates, documents, reports, information, affidavits and other instruments and do such further acts deemed necessary, desirable or proper by the City to carry out the purposes of the Project Documents.

  
Company's Initials



11.27 **Exhibits.**

In the event of a conflict between any provisions of this Agreement and any exhibit attached to or referenced in this Agreement, the provisions of this Agreement shall govern.

11.28 **Construction.**


All parties acknowledge that they have had meaningful input into the terms and conditions contained in this Agreement. Company further acknowledges that it has had ample time to review this Agreement and related documents with counsel of its choice. Any doubtful or ambiguous provisions contained herein shall not be construed against the party who drafted the Agreement. Captions and headings in this Agreement are for convenience of reference only and shall not affect the construction of this Agreement.

11.29 **Further Authorizations.**

The parties acknowledge and agree that the Mayor of the City, or his designee, and the City's Corporation Secretary, or their respective designees, are hereby authorized to execute any and all other contracts and documents and otherwise take all necessary action in connection with this Agreement and the Ordinance.

11.30 **Attorneys Fees.**

Each party shall be responsible for its own attorneys' fees and costs in connection with any legal action related to this Agreement.

  
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Company's Initials

IN WITNESS WHEREOF, this Agreement is executed the day and year above written.

ATTEST:

CITY OF JACKSONVILLE

By: James R. McCain, Jr.  
James R. McCain, Jr.  
Corporation Secretary



By: Cleveland Ferguson, III  
Alvin Brown, Mayor  
Date: 4/15/13  
Cleveland Ferguson, III  
Deputy Chief Administrative Officer  
For: Mayor Alvin Brown  
Under Authority of:  
Executive Order No. 2012-17

WITNESS:

L&J DIESEL SERVICES, INC., a Florida corporation

Syed Azhar  
Print Name: SYED AZHAR

By: [Signature]  
Name: OMAR Cueto  
Its: President  
Date: 04-02-13

[Signature]  
Print Name: ALAN BARTLETT

L&J DIESEL SERVICES, INC., a Florida corporation

Syed Azhar  
Print Name: SYED AZHAR

By: Jean m. Cueto  
Name: Jean m. Cueto  
Its: V.P.  
Date: 4/02/13

[Signature]  
Print Name: ALAN BARTLETT

FORM APPROVED:

[Signature]

Office of the General Counsel

G:\Gov't Operations\Juliana\OED\L&J Diesel\L J Diesel ReDA v05 12-26-12 (OGC) FINAL.doc

[Signature]  
Company's Initials

In accordance with Section 24.103(e), of the *Ordinance Code* of the City of Jacksonville, I do hereby certify that there is an unexpended, unencumbered and unimpounded balance in the appropriation sufficient to cover the foregoing agreement; and that provision has been made for the payment of monies provided therein to be paid.



Director of Finance  
City Contract # 9849



Contract Encumbrance Data Sheet follows immediately.

## LIST OF EXHIBITS

Exhibit A Legal Description of the Project Parcel

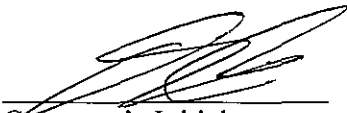
Exhibit B Improvements

Exhibit C JSEB Reporting Form

Exhibit D Community Service Commitment

Exhibit E Annual Survey

Exhibit F Job Report



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Company's Initials

**JSEB/MBE  
Program  
Reporting Form**

Goal: \_\_\_\_\_

Contact: \_\_\_\_\_


Date: \_\_\_\_\_

Date Contract Awarded	Contractor Name	Ethnicity (1)	Scope of Work (2)	Contract Amount	Amount Paid to Date	% of Work Completed to Date
		(1) AA - African American	(2) Examples: Masonry			
		HANA - Hispanic Asian Native American	Painting			
		WBE - Women	Site Clearing			
		C- Caucasian	Electrical			

## **Exhibit D**

### **Community Service Commitment:**

The principal owners of L & J Diesel Service, Inc. are active in the West Jacksonville Rotary Club and make charitable contributions to Rotary International. Their Dieselogic products have been recognized for their contribution to the development of green energy and energy conservation.

  
\_\_\_\_\_  
Company's Initials



OFFICE OF ECONOMIC DEVELOPMENT

2012 Annual Survey

Directions: Please complete the form below as it relates to the project for which you received City or State assistance.

Should you have any questions, please call Jorina Jolly at (904) 630-5914.

Send completed form to:

OED
Finance and Compliance
c/o Jorina Jolly
117 West Duval Street, Suite 275
Jacksonville, Florida 32202
Fax: (904) 630-1019
e-mail:jorinaj@coj.net

I. GENERAL INFORMATION

Company Name: \_\_\_\_\_
Mailing Address: \_\_\_\_\_
Primary Contact Name: \_\_\_\_\_
Primary Contact Title: \_\_\_\_\_
Phone: \_\_\_\_\_
E - mail: \_\_\_\_\_

II. EMPLOYMENT INFORMATION

As of 12/31/2012:
Number of Jobs at Project Site: [1] \_\_\_\_\_
Number of Jobs at Project Site before Project: [2] \_\_\_\_\_
Net New Jobs (subtract line [2] from line [1]): \_\_\_\_\_
Average Wage of New Employees (excluding benefits): \$ \_\_\_\_\_
Estimated cost of benefits as a percentage of Average Wage: \_\_\_\_\_ %

III. CAPITAL INVESTMENT INFORMATION

Project to date as of 12/31/12:
Project Land Costs [3] \$ \_\_\_\_\_
Project Structure Costs [4] \$ \_\_\_\_\_
Project Equipment Costs [5] \$ \_\_\_\_\_
Other Costs [6] \$ \_\_\_\_\_
Total Project Costs (sum [3] through [6]) \$ \_\_\_\_\_

Exhibit E

**IV. ASSESSED PROPERTY VALUE**

Assessed Value of Property on 2012 Duval County Property Tax Bill:

Real Property	[7] \$ _____
Personal Property	[8] \$ _____
Total of [7] & [8]	\$ _____

**V. PLEASE PROVIDE A BRIEF DESCRIPTION OF THE STATUS OF THE PROJECT INCLUDING, WHERE APPLICABLE, AN OVERVIEW OF THE TYPE OF JOBS CREATED.**

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**VI. PLEASE PROVIDE INFORMATION REGARDING COMMUNITY SERVICE ACTIVITIES IN WHICH YOU OR YOUR EMPLOYEES HAVE PARTICIPATED THIS PAST YEAR.**

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**JOB REPORT**

As of December 31



Send completed form to:  
OED - Finance and Compliance  
c/o Jorina Jolly  
117 West Duval Street, Suite 275  
Jacksonville, FL 32202  
Fax: (904) 630-1019  
Email: Jorinal@coj.net

Company Name: \_\_\_\_\_

Reporting Date: \_\_\_\_\_

Jobs Reported: \_\_\_\_\_

This form should be completed to document all jobs located at the project location as required in the Agreement. The top half of this form must be completed however the bottom half can either be completed with all required information or a report can be run from the company's HR system. Additionally a UCT-6 form for the fourth quarter of the year must accompany this form. Employees listed on this form must be on the Company's payroll as of December 31. The OED reserves the right to audit the Company's records to verify the information included on this form and the accompanying UCT-6 form.

I hereby certify that the foregoing information in this Job Report is true and correct to the best of my knowledge, information and belief. (At least one signature to be from a Vice President or higher ranking officer or in the case of an LLC a manager or managing member.)

\_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Title: \_\_\_\_\_

\_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Title: \_\_\_\_\_

Name	Social Security #	Employee's City of Residence	Title	Full-time (FT)/ Part-time (PT)?	Benefits? (Y/N)
John Doe	123-45-XXXX	Jacksonville	Manager	FT	Y
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Average Wage: \$ \_\_\_\_\_  
(of all employees listed)