

# LEGISLATIVE FACT SHEET

DATE: 04/30/19

BT or RC No: \_\_\_\_\_  
(Administration & City Council Bills)

SPONSOR: Duval County Tax Collector  
(Department/Division/Agency/Council Member)

Contact for all inquiries and presentation: Sherry Hall

Provide Name: Sherry Hall

Contact Number: 9046307581

Email Address: sherryh@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 Duval County Tax Collector's Cedar Hills branch, located at 3520 Blanding Blvd, is one of the highest volume branches in the County. This location serves more than 107,000 customers each year. It is too small to meet the demands of the residents who visit and it cannot be expanded. The Tax Collector's office has identified suitable space for the relocation of this branch to 6331 Roosevelt Blvd. This legislation will approve 8,300 square feet of space for a term of 10 years and 10 months (130 months) with two five year renewal options. The first seven months of rent are free. The legislation also includes a request to appropriate \$212,655 for mail equipment and FFE, IT and other operating expenses for the branch relocation.

**APPROPRIATION: Total Amount Appropriated \$212,655.00 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 Funding Source(s):	From: TAX COLLECTOR	Amount: \$212,655.00
	To: TAX COLLECTOR	Amount: \$212,655.00
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.)

The landlord is providing \$275,000 towards the cost of build out, and the Tax Collector's office has \$600,000 appropriated for the buildout from previously approved legislation 2016-97-E. This bill appropriates \$212,655 for mail equipment and FFE, IT and other operating expenses for the branch relocation. For FY 2019-2020, the total cost of this lease will be \$42,333 for three months of rent (July through September), which is included in the Tax Collector's budget submission.

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

<b>ACTION ITEMS:</b>	<b>Yes</b>	<b>No</b>	
Emergency?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>Justification of Emergency:</b> If yes, explanation must include detailed nature of emergency.</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>
Federal or State Mandate?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>Explanation:</b> If yes, explanation must include detailed nature of mandate including Statute or Provision.</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>
Fiscal Year Carryover?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>Note:</b> If yes, note must include explanation of all-year subfund carryover language.</p> <div style="border: 1px solid black; padding: 5px;"> <p>This lease is for 130 months.</p> </div>
CIP Amendment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>Attachment:</b> If yes, attach appropriate CIP form(s). Include justification for mid-year amendment.</p>
Contract / Agreement Approval?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>Attachment &amp; Explanation:</b> 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?</p> <div style="border: 1px solid black; padding: 5px;"> <p>Lease agreement attached. OGC and Public Works have reviewed. The Real Estate Department will provide oversight. Lease negotiations have been finalized between all parties.</p> </div>
Related RC/BT?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>Attachment:</b> If yes, attach appropriate RC/BT form(s).</p>
Waiver of Code?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>Code Reference:</b> If yes, identify code section(s) in box below and provide detailed explanation (including impacts) within white paper.</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
Code Exception?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>Code Reference:</b> If yes, identify code in box below and provide detailed explanation (including impacts) within white paper.</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
Related Enacted Ordinances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>Code Reference:</b> 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.</p> <div style="border: 1px solid black; padding: 5px;"> <p>2016-97-E. Appropriated \$600K for the build out.</p> </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?	<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

Division Chief: Ashley L Hall  
(signature)

Date: 5-13-19

Prepared By: Ashley L Hall  
(signature)

Date: 5-13-19

**ADMINISTRATIVE TRANSMITTAL**

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

Thru:

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

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

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

From:

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

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

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

Primary

Contact:

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

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

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

CC:

Jordan Elsbury, Intergovernmental Affairs Liaison, Office of the Mayor

Phone: 904-630-1825

E-mail: jelsbury@coj.net

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

To:

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

Phone: 904-630-4647

E-mail: psidman@coj.net

From:

Jim Overton, Duval County Tax Collector

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

Phone: 904-630-1464

E-mail: jnoverton@coi.net

Primary

Contact:

Sherry Hall, Chief Deputy Tax Collector, Duval County Tax Collector

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

Phone: 904-630-7581

E-mail: sherryh@coj.net

CC:

Jordan Elsbury, Intergovernmental Affairs Liaison, Office of the Mayor

Phone: 904-630-1825

E-mail: jelsbury@coj.net

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?

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