

## LEGISLATIVE FACT SHEET

DATE: 07/14/21

BT or RC No: BT 21-095  
 (Administration & City Council Bills)

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

Contact for all inquiries and presentation: Sherry Hall, Chief Deputy Tax Collector

Provide Name: Sherry Hall

Contact Number: 904-255-5794

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.)

Please provide the Tax Collector's Office with authorization to request legislation for City Council to authorize the Mayor to execute a lease, in substantially the form attached and subject to Risk Management's approval, to replace the Duval County Tax Collector's Gateway Branch, located at 910 West 44th St, which expires in March 2022. The landlord will not renew the lease at this location, as they stated they plan to demolish the building and sell the property. Our office reviewed available locations and identified suitable space for the relocation of this branch to 4750 Soutel Drive. Our office worked with the Public Works Real Estate Division to order an appraisal and determined that we are being offered a fair market rental rate. This legislation will approve 6,656 square feet of leased space with an initial term ending on September 30, 2027 and including three (3) options to extend the lease for five (5) year periods each. This legislation will also approve the funding necessary for the buildout of the new location. The landlord is contributing \$25 PSF to the buildout; the remainder will come from the Tax Collector's interest earnings account, which is the same funding source used for our previous branch relocations.

APPROPRIATION: Total Amount Appropriated \$1,162,600.00 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 Fundin	From: <u>DUVAL COUNTY TAX COLLECTOR</u>	Amount: <u>\$1,162,600.00</u>
	To: <u>DUVAL COUNTY TAX COLLECTOR</u>	Amount: <u>\$1,162,600.00</u>
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 \$166,400 (\$25 per sq ft) towards the cost of the build out, and the Tax Collector's office is appropriating interest earnings for the remainder of the build out, the FFE, IT and other operating expenses for the branch relocation. The initial cost of the lease is included in the Tax Collector's budget submission for FY 2022.

**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: 30px; 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: 30px; margin-top: 5px;"></div>
Fiscal Year Carryover?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Note: If yes, note must include explanation of all-year subfund carryover language. <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">Requesting appropriation of interest earnings during FY 21 which will need to carryover to FY 22. (All appropriated lines)</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;">Lease Agreement between Jacksonville Plaza 1 LLC and the City of Jacksonville. OGC has reviewed and approved of the lease.</div>
Related RC/BT?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Attachment: If yes, attach appropriate RC/BT form(s).
Waiver of Code?	<input type="checkbox"/>	<input checked="" 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; height: 30px; margin-top: 5px;"></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: 30px; margin-top: 5px;"></div>
Related Enacted Ordinances?	<input type="checkbox"/>	<input checked="" 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; height: 30px; margin-top: 5px;"></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: *Sherry L Hall*  
(signature)

Date: 7-14-2021

Prepared By: *Debra Doran*  
(signature)

Date: 7/14/2021

**ADMINISTRATIVE TRANSMITTAL**

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

Thru: Leeann Krieg, Director of Intergovernmental Affairs, Office of the Mayor

(Name, Job Title, Department)

Phone: 255-5015

E-mail: LeeannK@coj.net

From: Leeann Krieg, Director of Intergovernmental Affairs, Office of the Mayor

Initiating Department Representative (Name, Job Title, Department)

Phone: 255-5015

E-mail: LeeannK@coj.net

Primary Contact: Leeann Krieg, Director of Intergovernmental Affairs, Office of the Mayor

(Name, Job Title, Department)

Phone: 255-5015

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CC: Leeann Krieg, Intergovernmental Affairs Liaison, Office of the Mayor

Phone: 255-5015

E-mail: LeeannK@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

From: Jim Overton, Duval County Tax Collector  
Initiating Council Member / Independent Agency / Constitutional Officer  
Phone: 255-5814 E-mail: jnoverton@coj.net

Primary Contact: Sherry Hall, Chief Deputy Tax Collector, Duval County Tax Collector  
(Name, Job Title, Department)  
Phone: 255-5794 E-mail: sherryh@coj.net

CC: Leeann Krieg, Intergovernmental Affairs Liaison, Office of the Mayor  
Phone: 904-255-5015 E-mail: LeeannK@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**