

LEGISLATIVE FACT SHEET

DATE: 01/15/25

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

SPONSOR: Grants and Contract Compliance Division
(Department/Division/Agency/Council Member)

Contact for all inquiries and presentations: Chief, Grants and Contract Compliance

Provide Name: Maribel Hernandez

Contact Number: 255-5356

Email Address: Hernandezm@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 City of Jacksonville entered into a contract with The Potter's House Community Development Empowering Center, Inc. for the 4-month period October 1, 2023 to January 31, 2024. The City of Jacksonville did not extend or renew this contract and the staff of the Grants and Contract Compliance Division have been working with Potter's House to resolve reporting and an outstanding audit.

There are four budget amendments requested which are as follows:

1) Northside CV Site: To correct a discrepancy on the line item for compensation for Site Director. Funds would be moved from Supervisors to Site Director to cover the deficit from the approved budget. The budget amendment would be \$2,932.97. There would be no change in the overall category for Compensation. However, because the amount being adjusted exceeds 10% above the original budget, City Council approval is required.

2) Westside CV Site: To correct a discrepancy on the line item for Rent-Occupancy. Funds would be moved from Other Operating Expenses (Uniform) to Rent-Occupancy to cover the deficit from the approved budget. The budget amendment would be \$1,333.30. There would be no change in the overall budget (increase in Occupancy Expenses category and decrease in Operating Expenses category by the same amount). This amount is within the 10% threshold. However, City Council approval is required because the agency did not submit a budget amendment request within the contract period because there was an error in the formulas and incorrect approved budget used which was not discovered until their audit was received.

3) Westside CV Site: To correct a discrepancy on the line item for Utilities. Funds would be moved from Other Operating Expenses (Uniform) to Utilities to cover the deficit from the approved budget. The budget amendment would be \$808.99. There would be no change in the overall budget (increase in Occupancy Expenses category and decrease in Operating Expenses category by the same amount). However, because the amount being adjusted exceeds 10% above the original budget under the Other Operating Expenses (Uniform), City Council approval is required.

4) Westside CV Site: To correct a discrepancy on the line item for compensation for Employer Taxes. Funds would be moved from Health Insurance to Employer Taxes to cover the deficit from the approved budget. The budget amendment would be \$166.67. Additionally, this line item was previously amended during the contract period and since the total request is greater than 10% of the original budget amount, City Council approval is required. There would be no change in the overall category for Benefits.

The budget amendment requests total \$5,241.93 and have no impact on the general fund as this amount remains within the overall budget for this contract. If these budget amendments are approved, The Potter's House would not have to repay those funds and their audit can be submitted for Chapter 118 contract compliance.

APPROPRIATION: Total Amount Appropriated: _____ 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: 00111.193005.582001.000000.0000000	Amount: \$5,241.93
	To: 00111.193005.582001.000000.0000000	Amount: \$5,241.93
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 funds are remaining in the same account. Authorization is necessary to increase the Workers Compensation line item by more than 10%, which requires City Council approval.

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></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></div>
Fiscal Year Carryover?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Note: If yes, note must include explanation of all-year subfund carryover language. <div></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 type="checkbox"/>	<input checked="" 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></div>
Related RC/BT?	<input type="checkbox"/>	<input checked="" 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></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></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></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? <div style="border: 1px solid black; height: 40px; width: 100%; margin-top: 5px;"></div>
Surplus Property Certification?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Attachment: If yes, attach appropriate form(s).
Reporting Requirements?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	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 reports. <div style="border: 1px solid black; height: 30px; width: 100%; margin-top: 5px;"></div>

BUSINESS IMPACT ESTIMATE

Pursuant to Section 166.041(4), F.S., the City is required to prepare a Business Impact Estimate for ordinances that are NOT exempt from this requirement.

A list of ordinance exemptions are provided below. Please check all exemption boxes that apply to this ordinance. If an exemption is applicable, a Business Impact Estimate IS NOT required.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☒ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement;
- ☐ The proposed ordinance is enacted to implement any of the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - c. Section 553.73, Florida Statutes, relating to the Florida Building Code;
 - d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

If none of the boxes above are checked, then a Business Impact Estimate IS REQUIRED to be prepared by the using agency/office/department and submitted in the MBRC filing packet along with the memorandum request, legislative fact sheet, etc. A Business Impact Estimate form can be found at:

<https://www.coj.net/departments/finance/budget/mayor-s-budget-review-committee>

Division Chief: _____
(signature)

Date: _____

Prepared By: _____
(signature)

Date: _____

ADMINISTRATIVE TRANSMITTAL

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

Thru: Anna Brosche, CFO/Director of Finance, Finance Department
(Name, Job Title, Department)
Phone: 255-5354 E-mail: BroscheA@coj.net

From: Maribel Hernandez, Chief, Grants and Contract Compliance Division
Initiating Department Representative (Name, Job Title, Department)
Phone: 255-5356 E-mail: HernandezM@coj.net

Primary Contact: Maribel Hernandez, Chief, Grants and Contract Compliance Division
(Name, Job Title, Department)
Phone: 255-5356 E-mail: HernandezM@coj.net

CC: _____
Phone: _____ E-mail: _____

COUNCIL MEMBER / INDEPENDENT AGENCY / CONSTITUTIONAL OFFICER TRANSMITTAL

To: Mary Staffopoulos, Office of General Counsel, St. James Suite 480
Phone: 904-255-5062 E-mail: mstaff@coj.net

From: _____
Initiating Council Member / Independent Agency / Constitutional Officer
Phone: _____ E-mail: _____

Primary Contact _____
(Name, Job Title, Department)
Phone: _____ E-mail: _____

CC: _____
Phone: _____ E-mail: _____

Legislation from Independent Agencies requires a resolution from the Independent Agency Board approving the legislation.

Independent Agency Action Item:

Boards Action / Resolution? ☐ Yes ☐ No

Attachment: If yes, attach appropriate documentation. If no, when is board action scheduled?

FACT SHEET IS REQUIRED BEFORE LEGISLATION IS INTRODUCED