

LEGISLATIVE FACT SHEET

DATE: 10/31/22

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

SPONSOR: Parks, Recreation and Community Services
(Department/Division/Agency/Council Member)

Contact for all inquiries and presentation Keith Meyerl

Provide Name: Keith Meyerl, Division Chief, Recreation and Community Services

Contact Number: 904-255-7936

Email Address: kmeyerl@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 Headstart Program has been awarded a grant in the amount of \$208,000 for the renovation of the Moncrief Center for use as an Early Childhood Development Center. This program is currently being operated out of an apartment unit in the nearby Fairway Oaks Apartments. There exists a need for additional early childhood development in the 32208 zip code and the renovation of the Moncrief Center would provide 54 seats for early childhood development for the 32208 zip code at no cost to families or participants. All City contributions will be detailed in the accompanying agreement.

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	From: _____	Amount: _____
	To: _____	Amount: _____

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.)

\$208,000 has been awarded to Lutheran Services for the purpose of renovating the Moncrief Center to provide early childhood development programs. The City will contribute for ADA upgrades which would come from the Parks, Recreation and Community Services Division's County Wide CIP fund for FY23, not to exceed \$80,000. All subsequent and ongoing programming expenses will be the responsibility of Lutheran Services and the Duval County Headstart Program.

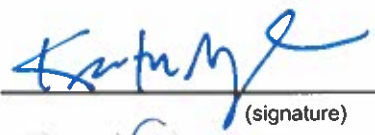
ACTION ITEMS: Purpose / Check List. If "Yes" please provide detail by attaching justification, and code provisions for each.

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; width: 100%;"></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; width: 100%;"></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 style="border: 1px solid black; height: 30px; width: 100%;"></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: 2px;">Agreement drafted, to be reviewed by OGC. Parks, Recreation and Community Services will provide oversight, under Recreation and Community Services Division Chief. Keith Meyerl</div>
Related RC/BT?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Attachment: If yes, attach appropriate RC/BT form(s).
Waiver of Code?	<input checked="" type="checkbox"/>	<input 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; padding: 2px;">Section 126.202 (Competitive Sealed Bid) of Part 2 (Supplies, Contractual Services and Capital Improvements) of Chapter 126 to allow entering agreement with provider of Federal program without the necessity of a</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; width: 100%;"></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; width: 100%;"></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"/>	Attachment: If yes, attach appropriate form(s).
Reporting Requirements?	<input checked="" type="checkbox"/>	<input 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 Annual Report to be received by Chief of Recreation and Community Services by March 31 annually.

Division Chief: 
(signature)

Date: 11/1/2022

Prepared By: 
(signature)

Date: 11/1/22

ADMINISTRATIVE TRANSMITTAL

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

Thru: Daryl Joseph, Director, Parks, Recreation and Community Services Department
(Name, Job Title, Department)
Phone: 255-7903 E-mail: DJoseph@coj.net

From: Keith Meyerl, Chief, Recreation and Community Services
Initiating Department Representative (Name, Job Title, Department)
Phone: 255-7936 E-mail: kmeyerl@coj.net

Primary Contact: Daryl Joseph, Director, Parks, Recreation and Community Services Department
(Name, Job Title, Department)
Phone: 255-7903 E-mail: DJoseph@coj.net

CC: Leeann Krieg, Director of Intergovernmental Affairs, Office of the Mayor
Phone: 255-5015 E-mail: Leeannk@coj.net

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: Rachel Zimmer, Director of Intergovernmental Affairs, Office of the Mayor
Phone: 904-255-5006 E-mail: rachelz@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

White Paper

Renovation and Repurpose of Moncrief Senior Center to Moncrief Center for Comprehensive Childhood Development

Keith Meyerl, Chief, Recreation and Community Programming Division
Parks, Recreation and Community Services (PRCS) Department
October 31, 2022

1. Data & General Background Information

- In the 1980s the City of Jacksonville acquired and subsequently operated the Moncrief Senior Center, 5713 Teeler Avenue, Jacksonville, FL 32208
- The main building is approximately 4,000 sq. feet with a clinic outbuilding of approximately 1,000 sq. feet
- In fall of 2021, Senior Services Division moved its operations formerly offered at Moncrief Senior Center to Carvill Center at Carvill Park, 1302 Carvill Avenue, Jacksonville, FL 32208 and.

Head Start Location Information

- The Moncrief Senior Center building is adjacent to two US Housing and Urban Development affiliated apartment complexes: Hill Top Village Apartments and Fairway Oaks Apartments.
- At this time, the City of Jacksonville's Head Start programming is operated by Lutheran Services Florida (LSF). LSF runs 34 Head Start centers in Duval County. Three of those centers are in facilities owned by the City of Jacksonville: Robert F. Kennedy Center, Emmett Reed Center and the Don Brewer Center.
- Having identified the neighborhood surrounding Moncrief Senior Center as a neighborhood of high need for Head Start services, LSF opened and currently operates Head Start programming in an apartment unit in the Fairway Oaks Apartment Complex. The apartment unit's small size limits participation to 37 children.

Head Start Services in Duval County

- Head Start is a birth-to-5 comprehensive early childhood development program for low income or otherwise at-risk children and their families. Head Start offers the following services:
 - **Education:** Early childhood education for children under the age of 5 using a researched and evidence-based curriculum, which is aligned with the Head Start Performance Standards and state VPK Standards. Head Start maintains low student to child ratio with no more than 10 pre-school aged children per teacher and no more than 17-20 children in each classroom. The ratio for infants and toddlers is 4 children per teacher. This allows staff to provide the individualized support participating children need to not only close the achievement gap, but also prepare them for transition to kindergarten.
 - **Health and Mental Health:** Head Start supports participating children's overall wellness with services including but not limited to: health records and chronic health monitoring; developmental, speech, language and behavioral assessments; lead, vision and hearing screenings; individual health plans, and daily health checks. Head Start also supports nutritional and special needs services to support healthy development.
 - **Family Engagement:** Head Start staff in Duval County believe that parents are their children's first teacher! Intensive family engagement is a key component of Head Start programming. Head Start family engagement activities offer parents leadership opportunities, education and training, and support in setting and accomplishing both individual and family goals to ensure participating children go home to strong family unit. The goal of the program is for families to become self-sufficient. In addition, the program uses a research-based parenting curriculum and family engagement tool.
- **Duval Head Start** programming is federally funded and designed to support low-income children and their families, and children with special needs, in foster care or experiencing homelessness. Children are in Head Start care between 6 to 10 hours per day depending on the needs of our families. Families do not pay for **anything**. Head Start's goal is to prepare children for kindergarten and to assist participating families in becoming self-sufficient and empowered advocates for their children.

PRCS Department, Public Works Department and Federal Funding

- In April 2020, LSF applied for Corona Virus Response and Relief Supplemental Appropriation funding in support of additional classroom space in the 32208 zip code. In partnership with PRCS, the Department identified Moncrief Senior Center as an available facility. Contractors prepared an estimate for renovation of \$288,000.
- LSF applied for Federal funding of \$208,000 to partially renovate and retrofit the Moncrief Senior Center to a comprehensive childhood development center and site for Head Start services. On May 27, 2021, LSF received a notice of award that that the requested funding had been approved. The City will contribute \$80,000 to go toward building ADA upgrades.
- If the project is completed and licensed, the facility would be outfitted with [3] classrooms, a therapy room, a kitchen for meals, office space for staff and educators and a new playground and would serve a total of 54 children.

2. Legislation

- Requirements of the award of Federal funds includes: a contribution of City dollars and a long-term agreement.
 - To meet the long-term agreement requirement, PRCS Department requests City Council approve a 10-year agreement with one 5-year renewal between the City of Jacksonville, PRCS Department and LSF to operate Head Start services at Moncrief Center.

3. Exhibits

- LSF's letter
- Conceptual Floor Plan of Facility Renovations.