

# LEGISLATIVE FACT SHEET

DATE: 07/26/23

BT or RC No: BT 23-117  
 (Administration & City Council Bills)

SPONSOR: Public Works / Engineering & Construction Management  
 (Department/Division/Agency/Council Member)

Contact for all inquiries and presentations: Robin Smith

Provide Name: Robin Smith

Contact Number: 255-8710

Email Address: [robinsmith@coj.net](mailto:robinsmith@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.)

This BT is necessary to transfer \$227,218.83 from a project titled "Sidewalk Construction - New" to a new project titled "Starratt Road Sidewalk Improvements." Starratt Road west of Duval Station Road is a two lane section of paved roadway having one eastbound and one westbound lane of traffic. There is a 5.5' wide sidewalk along the south side of the road separated by a 3' grass buffer. A double box culvert crosses the roadway approximately 500' east of the intersection with Duval Station Road. Recent development north of the road has increased the need for a sidewalk within the north right of way and the box culvert creates a restriction to such a sidewalk. Extensions to the existing box culverts will provide room to construct a new 6' wide sidewalk on the north side of Starratt Road and widen the existing 5.5' sidewalk on the south side of Starratt Road to 6' wide. The design will reduce the risk to pedestrians attempting to traverse east/west on the north side of the road by providing traffic railings between the pedestrians and traffic and pedestrian railings across the Dunn Creek where there currently are none. Deferral of this amendment to the CIP would result in the unnecessary delay of the completion of this necessary sidewalk improvement project.

APPROPRIATION: Total Amount Appropriated \$227,218.83 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 Fundir	From: COJ	Amount: <u>\$227,218.83</u>
	To: COJ	Amount: <u>\$227,218.83</u>

Name of In-Kind Contribution(s):	From: _____	Amount: _____
	To: _____	Amount: _____

Name & Number of Bond	From: _____	Amount: _____
-----------------------	-------------	---------------

Account(s):	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.)

This BT requests a movement of previously appropriated funds and will not cause the City to incur any additional debt.

**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 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; margin-top: 5px;"></div>
CIP Amendment?	<input checked="" type="checkbox"/>	<input 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 style="border: 1px solid black; height: 30px; margin-top: 5px;"></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"/>

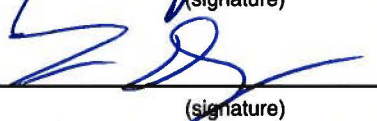
Explanation: How will the funds be used? Does the funding require a match? Is the funding for a specific time frame and/or multi-year? If multi-year, note year of grant? Are there long-term implications for the General Fund?

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:  \_\_\_\_\_  
(signature)

Prepared By:  \_\_\_\_\_  
(signature)

Date: 7/26/23

Date: 7/26/23

**ADMINISTRATIVE TRANSMITTAL**

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

Thru: Brittany Norris, Director of Intergovernmental Affairs, Office of the Mayor  
(Name, Job Title, Department)  
 Phone: 255-5006 E-mail: [bnorris@coj.net](mailto:bnorris@coj.net)

From: Robin Smith, Chief, Engineering & Construction Management  
Initiating Department Representative (Name, Job Title, Department)  
 Phone: 255-8710 E-mail: [robinsmith@coj.net](mailto:robinsmith@coj.net)

Primary Contact: Robin Smith, Chief, Engineering & Construction Management  
(Name, Job Title, Department)  
 Phone: 255-8710 E-mail: [robinsmith@coj.net](mailto:robinsmith@coj.net)

CC: Brittany Norris, Director of Intergovernmental Affairs, Office of the Mayor  
 Phone: 255-5006 E-mail: [bnorris@coj.net](mailto:bnorris@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: Robin Smith, Chief, Engineering & Construction Management  
Initiating Department Representative (Name, Job Title, Department)  
Phone: 255-8710 E-mail: robinsmith@coj.net

Primary Contact: Robin Smith, Chief, Engineering & Construction Management  
(Name, Job Title, Department)  
Phone: 255-8710 E-mail: robinsmith@coj.net

CC: Brittany Norris, Director of Intergovernmental Affairs, Office of the Mayor  
Phone: 255-5006 E-mail: bnorris@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**