

# LEGISLATIVE FACT SHEET

DATE: 03/30/21

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

SPONSOR: Planning and Development Department/Community Planning Division  
(Department/Division/Agency/Council Member)

Contact for all inquiries and presentation: \_\_\_\_\_

Provide Name: Helena Parola, Community Planning Division

Contact Number: 255-7842

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

Pursuant to Florida Statutes 163.3177, the CIE Schedule of Projects "includes any publicly funded projects of federal, state or local government," and may include "privately funded projects for which the local government has no fiscal responsibility." These projects are those necessary "to ensure that any adopted Level of Service Standards are achieved and maintained for" a five-year period. The projects included in the CIE contribute towards maintaining the adopted Level of Service (LOS) Standards and the Mobility System in the 2030 Comprehensive Plan. The Level of Service Standards address schools, potable water, sanitary sewer, solid waste, drainage, and parks and recreation while the Mobility System focuses on transportation facilities. The projects within the CIE can be funded by the local, state or federal governments or privately funded. The CIE Schedule of Projects is a planning document and is updated annually by the City's Planning and Development Department. Florida Statutes (Section 163.3177(3)) require the Capital Improvement Element Schedule of Projects to be reviewed by the local government on an annual basis. The CIE Schedule of Capital Projects includes projects from the Capital Improvement Program (CIP) (Ordinance 2020-505-E) and subsequent amendments, the Transportation Improvement Program (TIP) (TPO adopted June 11, 2020), the TPOs Long Range Transportation Plan and the 2045 Mobility System Projects (Ordinance 2020-86-E). Exhibit 1 of the proposed ordinance will include the Schedule of Capital Projects for fiscal years 2021-2025. Please find Section 163.3177(3), Florida Statutes, and the proposed 2021-2025 Capital Improvements Element Schedule of Projects attached.

APPROPRIATION: Total Amount Appropriated                     N/A                     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: _____	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.)

Item does not include any appropriations
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**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.

Federal or State Mandate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Explanation: If yes, explanation must include detailed nature of mandate including Statute or Provision.

Pursuant to Section 163.3177(3), Florida Statutes, the 5-year capital improvement element schedule of projects must be updated on an annual basis.

Fiscal Year Carryover?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Note: If yes, note must include explanation of all-year subfund carryover language.

CIP Amendment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Attachment: If yes, attach appropriate CIP form(s). Include justification for mid-year amendment.

Contract / Agreement Approval?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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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?

Related RC/BT?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Attachment: If yes, attach appropriate RC/BT form(s).

Waiver of Code?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Code Reference: If yes, identify code section(s) in box below and provide detailed explanation (including impacts) within white paper.

Code Exception?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Code Reference: If yes, identify code in box below and provide detailed explanation (including impacts) within white paper.

Related Enacted Ordinances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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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.

The Capital Improvement Element's Schedule of Projects includes all of the projects approved within the CIP Ordinance 2020-505-E and any amendments to the CIP that have happened since the last CIE Schedule of Projects approval. The last CIE Schedule of Projects was approved pursuant to Ordinance 2020-175-E. The CIE Schedule of Projects also includes the Mobility System Projects that were adopted with Ordinance 2020-86-E. The Duval County projects that are part of the TPO's Transportation Improvement Plan and the Long Range Transportation Plan are also included as part of the CIE's Schedule of Projects.

**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

Division Chief:   
(signature)

Date: 3/25/21

Prepared By:   
(signature)

Date: 3/25/21

**ADMINISTRATIVE TRANSMITTAL**

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

Thru: William B. Killingsworth, Director, Planning and Development Department  
(Name, Job Title, Department)  
Phone: 255-7811 E-mail: [BillK@coj.net](mailto:BillK@coj.net)

Thru: Kristen Reed, Chief, Community Planning Division, Planning and Development Department  
Initiating Department Representative (Name, Job Title, Department)  
Phone: 255-7837 E-mail: [kreed@coj.net](mailto:kreed@coj.net)

From: Helena Parola, City Planner Supervisor, Community Planning Division, Planning and Development Department  
Initiating Department Representative (Name, Job Title, Department)  
Phone: 255-7842 E-mail: [hparola@coj.net](mailto:hparola@coj.net)

Primary Contact: Helena Parola, City Planner Supervisor, Community Planning Division, Planning and Development Department  
(Name, Job Title, Department)  
Phone: 255-7842 E-mail: [hparola@coj.net](mailto:hparola@coj.net)

CC: Palmer Kuder, Intergovernmental Affairs Coordinator, Office of the Mayor  
904-255-5024 E-mail: [palmerk@coj.net](mailto:palmerk@coj.net)

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

To: Peggy Sidman, Office of General Counsel, St. James Suite 480  
Phone: 904-255-5055 E-mail: [psidman@coj.net](mailto:psidman@coj.net)

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

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

CC: Palmer Kuder, Intergovernmental Affairs Coordinator, Office of the Mayor  
904-255-5024 E-mail: [palmerk@coj.net](mailto:palmerk@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**