



**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 impact of not approving this agreement would result in the loss of more than \$100,000.00 in annual revenue.

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

**ACTION ITEMS:**

	<b>Yes</b>	<b>No</b>
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 type="checkbox"/>	<input checked="" type="checkbox"/>
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Explanation: If yes, explanation must include detailed nature of mandate including Statute or Provision.

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

Attachment: If yes, attach appropriate CIP form(s). Include justification for mid-year amendment.

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?

The Medical Examiner's Office Operations Manager, currently Tim Crutchfield, will provide oversight of the contract/agreement. The POC for Centurion is Lilly Pottmeyer and OGC has reviewed/drafted the agreement.

Related RC/BT?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Waiver of Code?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Attachment: If yes, attach appropriate RC/BT form(s).

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.

Current Coop Agreements - Ordinances 2020-0403E, 2020-0404E, 2020-0405E, 2020-0406E and 2020-0407E.

Fee Schedule - Ordinances 2015-405 and 2017-0370.

**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?

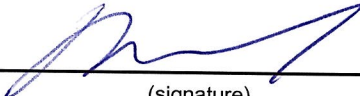
Surplus Property Certification?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Attachment: If yes, attach appropriate form(s).

Reporting Requirements?

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)

Date: 3/13/2023

Prepared By:

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

Date: 3/13/2023

**ADMINISTRATIVE TRANSMITTAL**

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

Thru:

\_\_\_\_\_  
(Name, Job Title, Department)

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

From: B. Robert Pietak, M.D., Chief Medical Examiner

\_\_\_\_\_  
Initiating Department Representative (Name, Job Title, Department)

Phone: 255-4006

E-mail: [bpietak@coj.net](mailto:bpietak@coj.net)

Primary Contact: Tim Crutchfield, Operations Manager, Medical Examiner's Office

\_\_\_\_\_  
(Name, Job Title, Department)

Phone: 255-4012

E-mail: [tcutchfield@coj.net](mailto:tcutchfield@coj.net)

CC: Rachael Zimmer, Director of Intergovernmental Affairs, Office of the Mayor

904-255-5006 E-mail: [Rachaelz@coj.net](mailto:Rachaelz@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](mailto:mstaff@coj.net)

From:

\_\_\_\_\_  
Initiating Council Member / Independent Agency / Constitutional Officer

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Primary

Contact: \_\_\_\_\_  
(Name, Job Title, Department)

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

CC: Rachael Zimmer, Director of Intergovernmental Affairs, Office of the Mayor

904-255-5006 E-mail: [Rachaelz@coj.net](mailto:Rachaelz@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**



⑧ 3-27-23

# District IV Medical Examiner's Office

Serving Duval, Clay, Nassau, Hamilton, & Columbia Counties

Monday, March 13, 2023

TO: Chairman  
Mayor's Budget Review Committee

FROM: B. Robert Pietak, M.D., District IV Chief Medical Examiner

RE: **Medical Examiner Reimbursements for:**  
**District IV: Clay and Nassau Counties**  
**District III: Columbia and Hamilton Counties**  
**District VIII: Union County (FLDOC Correctional Facilities/Centurion, Inc.)**

The Medical Examiner's Office is requesting five (5) resolutions be introduced into legislation at the Mayor's Budget Review Committee. These resolutions concern the reimbursement for Medical Examiner's services performed for Clay, Nassau, Columbia, Hamilton, and Centurion, Inc. (correctional inmates in Union County).

The reimbursement reflects the fees as defined in Exhibit 1 of Ordinance 2015-405-E and 2017-370-E. We are proposing that Cooperative Agreements be in effect for the period of October 1, 2023 to September 30, 2028.

Fees are reviewed annually no later than June of each year and should it be determined that fees do not sufficiently cover the city's financial exposure, a notice of increase will be given to the counties with an effective date of October 1, 2024, October 1, 2025, October 1, 2026, or October 1, 2027, respectively, which would give a ninety (90) day notice of any increase in fees.

Attached are copies of the OGC prepared contractual agreements with each county and the current Fee Schedule for the Medical Examiner's Services and Records, as well as the legislative fact sheets.

If you require additional information, or we may be of further service, please contact Tim Crutchfield, at 904-255-4012 or [tcutchfield@coj.net](mailto:tcutchfield@coj.net).

**APPROVED BY:**  
**MAYOR'S BUDGET**  
**REVIEW COMMITTEE**

**DATE**           MAR 27 2023          

VR:tcc  
Attachments