

## LEGISLATIVE FACT SHEET

DATE: 10/02/19

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: \_\_\_\_\_

Provide Name: Keith Meyerl, Chief of Recreation & Community Programming

Contact Number: 255-7936

Email Address: [kmeyerl@coj.net](mailto: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 Mandarin Museum & Historical Society (MMHS) has an existing License Agreement with the City to operate the museum and historic structures at Walter Jones Historical Park and provide educational programming to the public. MMHS applied to the State of Florida, Department of State and has been awarded a Cultural Facilities Grant for the project "Mandarin Museum Building expansion" in the amount of \$92,063. All matching funds are being provided by MMHS and their donors. The only City contribution for this project is the in-kind removal of a few trees adjacent to the museum that is necessary to expand the building.

The project will renovate the existing museum building by adding two new rooms: an exhibit hall of 440 square feet on the east side of the current building and expanded archival storage/work space of 365 square feet on the north side of the building. Both spaces will require the existing roof to be extended. There is no additional plumbing. Electric and HVAC will also be extended from what currently exists.

Per the terms of the grant award agreement, all tasks associated with the project need to be performed by June 1, 2021. The grant program also requires two actions that need legislative approval: 1) execution of a Restrictive Covenant on the park property ensuring the museum building will be used as a cultural facility for at least ten years following the execution of the grant award agreement, and 2) amending the existing License Agreement between the City and MMHS to extend the term to 12/31/2029 in order for MMHS to be eligible to receive the grant award.

The Parks, Recreation and Community Services Department (PRCS) respectfully requests the execution of the Restrictive Covenant associated with the grant award agreement and extension of the License Agreement to 12/31/2029 so MMHS is able to receive the grant funds and proceed with the museum expansion project.



**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.)

No City funding is being requested for this project. The grant funding is being awarded to the Mandarin Museum & Historical Society, not the City. And, all matching funds are being provided by MMHS and their donors. The only City contribution for this project is the in-kind removal of a few trees adjacent to the museum that is necessary to expand the building. Since the project involves expanding an existing building which is already being maintained by the City, no significant increase in maintenance costs are expected. In fact, the project will include replacement of the existing HVAC system which has required frequent servicing in recent years, so the project should save some maintenance cost going forward.

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

**ACTION ITEMS:**

Emergency?  Yes  No

Justification of Emergency: If yes, explanation must include detailed nature of emergency.

Federal or State Mandate?  Yes  No

Explanation: If yes, explanation must include detailed nature of mandate including Statute or Provision.

Fiscal Year Carryover?

Note: If yes, note must include explanation of all-year subfund carryover language.

CIP Amendment?

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

Contract / Agreement Approval?

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?

Existing License agreement and first amendment. Parks, Recreation and Community Services Department, Keith Meyerl

Related RC/BT?

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

Waiver of Code?

Code Reference: If yes, identify code section(s) in box below and provide detailed explanation (including impacts) within white paper.

Code Exception?

Code Reference: If yes, identify code in box below and provide detailed explanation (including impacts) within white paper.

Related Enacted Ordinances?

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.

Existing license agreement and first amendment: 2003-1381 and 2012-0728

**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?

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 checked="" type="checkbox"/>	<input 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

Per the grant agreement, Mandarin Museum & Historical Society will need to submit progress reports to the Florida Department of State/Division of Cultural Affairs on 1/31/2020, 7/31/2020 and 1/31/2021 followed by a final report by 7/15/2021. Brian Burket (255-7935) from Parks, Recreation and Community Services Department will provide assistance with preparing the reports, as needed.

Director:

Division Chief:   
(signature)

Date: \_\_\_\_\_

Prepared By:   
(signature)

Date: 10-2-19

**ADMINISTRATIVE TRANSMITTAL**

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

Thru: \_\_\_\_\_

(Name, Job Title, Department)

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

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

From: \_\_\_\_\_

Initiating Department Representative (Name, Job Title, Department)

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

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

Primary Contact: Keith Meyerl, Chief of Recreation & Community Programming

(Name, Job Title, Department)

Phone: 255-7936

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

CC: Jordan Elsbury, Director of Intergovernmental Affairs, Office of the Mayor

904-630-1825 E-mail: [jelsbury@coj.net](mailto:jelsbury@coj.net)

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

To: Peggy Sidman, Office of General Counsel, St. James Suite 480

Phone: 904-630-4647

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: Jordan Elsbury, Director of Intergovernmental Affairs, Office of the Mayor

904-630-1825 E-mail: [jelsbury@coj.net](mailto:jelsbury@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**