

LEGISLATIVE FACT SHEET

DATE: 08/01/17

BT or RC No: BT17-137
(Administration & City Council Bills)

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

Contact for all inquiries and presentation: _____

Provide Name: Kristen Reed, Chief, Community Planning Division

Contact Number: 255-7837

Email Address: kreed@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 Planning and Development Department, Community Planning Division, respectfully requests approval to authorize the Mayor to accept and execute a Small Matching Grant on behalf of the City of Jacksonville, in the amount of \$17,000 from the State of Florida, Department of State, Division of Historical Resources, for a Community Education Project entitled "Jacksonville Archives Digitization Project." This grant will be used to scan and digitize archival materials found in the Historic Preservation Section of the Planning and Development Department. These include collections of microfilm, architectural drawings, assorted maps, site plans, cemetery maps, plat map books, and social register books. The Office of General Counsel has form approved the Agreement. The Department also requests authorization to process a Budget Transfer form in the amount of \$17,000 to be used for contractual services in the scanning and digitization process.

\$17,000.00 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: Dept of State, Division of Historical Resources	Amount: \$17,000.00
	Miscellaneous Grant Projects / Community Planning Misc Grants / PDCM1F1MG / Grant Detail PDC030-18	
	To: _____	Amount: \$17,000.00
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.)

The funds will be received on a reimbursement basis from the State of Florida, Department of State, Division of Historical Resources. They will be used for contractual services to perform the scanning and digitization of the historical documents. There is no financial impact to the City of Jacksonville to receive this Small Matching Grant. The City is exempt from the match requirement as it is a Certified Local Government (CLG). The use of the grant funds must be completed by June 30, 2018.

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 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.

Grant award shall begin July 1, 2017 and shall end June 30, 2018, unless terminated in accordance with the agreement.

This is an all years subfund.

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?

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?

Agreement Between The State of Florida, Department of State and the City of Jacksonville. The Planning and Development Department will provide oversight. Blair Mullins, City Planner II, will be the contact for the contract. OGC has form approved the contract.

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.

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?

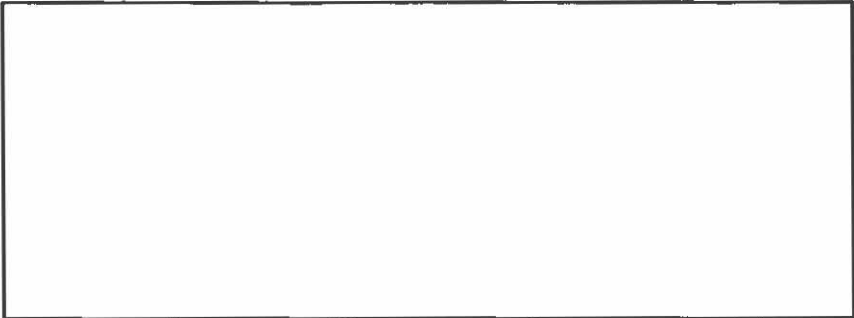
Explanation: How will the funds be used? Does the funding require a match? Is the funding for a specific time frame and/or multi-year? If multi-year, note year of grant? Are there long-term implications for the General Fund?

Surplus Property Certification?

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: Kristen D. Reed
(signature)

Date: 8/2/17

Prepared By: Peggy Melrose
(signature)

Date: 8/2/17

ADMINISTRATIVE TRANSMITTAL

To: MBRC, c/o Roselyn Chall, 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

From: Kristen Reed, Chief, Community Planning Division, Planning & Development Department
Initiating Department Representative (Name, Job Title, Department)

Phone: 255-7837 E-mail: kreed@coj.net

Primary Contact: Blair Mullins, City Planner II, Planning and Development Department
(Name, Job Title, Department)

Phone: 255-7854 E-mail: bmullins@coj.net

CC: Allison Korman Shelton, Director of Intergovernmental Affairs, Office of the Mayor
904-630-1825 E-mail: akshelton@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

From: _____

Initiating Council Member / Independent Agency / Constitutional Officer

Phone: _____ E-mail: _____

Primary

Contact: _____
(Name, Job Title, Department)

Phone: _____ E-mail: _____

CC: Allison Korman Shelton, Director of Intergovernmental Affairs, Office of the Mayor
904-630-1825 E-mail: akshelton@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