

## LEGISLATIVE FACT SHEET

DATE: 04/25/18

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

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 2017-505-E) and subsequent amendments, the Transportation Improvement Program (TIP) (TPO adopted June 8, 2017), the TPOs Long Range Transportation Plan and the 2030 Mobility Plan (Ordinance 2011-536-E). Exhibit 1 of the proposed ordinance will include the Schedule of Capital Projects for fiscal years 2018-2022. Please find Section 163.3177(3), Florida Statutes, and the proposed 2018-2022 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"/>	<p>Justification of Emergency: If yes, explanation must include detailed nature of emergency.</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>
Federal or State Mandate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Explanation: If yes, explanation must include detailed nature of mandate including Statute or Provision.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Pursuant to Section 163.3177(3), Florida Statutes, the 5-year capital improvement element schedule of projects must be updated on an annual basis.</p> </div>
Fiscal Year Carryover?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Note: If yes, note must include explanation of all-year subfund carryover language.</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>
CIP Amendment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Attachment: If yes, attach appropriate CIP form(s). Include justification for mid-year amendment.</p>
Contract / Agreement Approval?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Attachment &amp; 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?</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
Related RC/BT?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Attachment: If yes, attach appropriate RC/BT form(s).</p>
Waiver of Code?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Code Reference: If yes, identify code section(s) in box below and provide detailed explanation (including impacts) within white paper.</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
Code Exception?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Code Reference: If yes, identify code in box below and provide detailed explanation (including impacts) within white paper.</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
Related Enacted Ordinances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>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.</p> <div style="border: 1px solid black; padding: 5px;"> <p><i>Ordinance 2017-505</i></p> </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?	x	

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?

The Capital Improvement Element's Schedule of Projects includes all of the projects approved within the CIP Ordinance 2017-505-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 2017-222-E. The CIE Schedule of Projects also includes the Mobility Plan that was adopted with Ordinance 2011-536-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.

Surplus Property Certification?		X
Reporting Requirements?		X

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: *Kristen D. Reel*  
 (signature)

Date: 4/25/18

Prepared By: *[Signature]*  
 (signature)

Date: 4/25/18

**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

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

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

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

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**

### **163.3177(3), Florida Statutes**

(3)(a) The comprehensive plan shall contain a capital improvements element designed to consider the need for and the location of public facilities in order to encourage the efficient use of such facilities and set forth:

1. A component that outlines principles for construction, extension, or increase in capacity of public facilities, as well as a component that outlines principles for correcting existing public facility deficiencies, which are necessary to implement the comprehensive plan. The components shall cover at least a 5-year period.

2. Estimated public facility costs, including a delineation of when facilities will be needed, the general location of the facilities, and projected revenue sources to fund the facilities.

3. Standards to ensure the availability of public facilities and the adequacy of those facilities to meet established acceptable levels of service.

4. A schedule of capital improvements which includes any publicly funded projects of federal, state, or local government, and which may include privately funded projects for which the local government has no fiscal responsibility. Projects necessary to ensure that any adopted level-of-service standards are achieved and maintained for the 5-year period must be identified as either funded or unfunded and given a level of priority for funding.

5. The schedule must include transportation improvements included in the applicable metropolitan planning organization's transportation improvement program adopted pursuant to s. 339.175(8) to the extent that such improvements are relied upon to ensure concurrency and financial feasibility. The schedule must be coordinated with the applicable metropolitan planning organization's long-range transportation plan adopted pursuant to s. 339.175(7).

(b) The capital improvements element must be reviewed by the local government on an annual basis. Modifications to update the 5-year capital improvement schedule may be accomplished by ordinance and may not be deemed to be amendments to the local comprehensive plan.