

LEGISLATIVE FACT SHEET

DATE: 08/10/18

BT or RC No: BT 18-099
(Administration & City Council Bills)

SPONSOR: Emergency Preparedness Division
(Department/Division/Agency/Council Member)

Contact for all inquiries and presentations: Director of Emergency Preparedness

Provide Name: Steve Woodard

Contact Number: (904) 255-3123

Email Address: Swoodard@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.)

This legislation is necessary in order for the City of Jacksonville to accept a federally funded sub award and enter into a grant agreement with the State of Florida, Division of Emergency Management. The purpose of this grant is to provide protection to 24 Fire Stations in the City of Jacksonville; funded through the Hazard Mitigation Grant Program (HMGP) DR 4283-85-R, as approved by the Florida Division of Emergency Management (Division) and the Federal Emergency Management Agency (FEMA). The project consists of retrofitting (24) fire station buildings through the purchase and installation of emergency generator systems to reduce and/or mitigate the damage that might otherwise occur from severe weather or other hazards.

As a Hazard Mitigation Grant Program project, the Jacksonville Fire and Rescue Department proposes to equip one (1) fire station with one (1) Automatic Transfer Switch for an existing generator and 100 kW generators shall be installed at 20 additional fire stations, including the JFRD Tactical Support Facility. In addition, six (6) of those fire stations receiving generators shall also be wind retrofitted. Finally, three (3) additional fire stations are to be wind retrofitted only.

For all Wind Retrofit projects, wind resistant materials will be installed on any other opening such as vents, louvers and exhaust fans. All installations will be in strict compliance with the Florida Building Code or Miami-Dade Specifications and all materials shall be certified to meet wind and impact standards. The local municipal building department will inspect and certify installation according to the manufacture specifications. The materials utilized shall provide protection against 132 MPH winds or the wind speed protection and impact requirements indicated by the effective Florida Building Code at the time permits are issued.

The period of performance, as approved by the Florida Division of Emergency Management (Division) and the Federal Emergency Management Agency (FEMA), shall last no longer than 24 months from the date of contract execution.

There is a 25% match requirement to be provided by the City of Jacksonville for this mitigation grant project. The total estimated cost of the project is \$2,135,500.00, with the federal share being \$1,601,625.00 (75%) and the local share being \$533,875.00 (25%).

The City of Jacksonville, Emergency Preparedness Division, agrees to administer and complete the project per scope of work as submitted by the City of Jacksonville and subsequently approved by the Division and FEMA. The City of Jacksonville, Emergency Preparedness Division, shall complete the work in accordance with all applicable Federal, State and Local Laws, Regulations, and Codes.

APPROPRIATION: Total Amount Appropriated: \$2,135,500.00 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: Contribution from the US Department of Homeland Security | Amount: \$1,601,625.00 |
| | To: | Amount: |
| Name of State Funding Source(s): | From: | Amount: |
| | To: | Amount: |
| Name of City of Jacksonville Funding Source(s): | From: <i>General Fund Fund balance</i> Reserve Federal Programs | Amount: \$533,875.00 |
| | 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 mitigation grant agreement shall be entered into by the State of Florida, Division of Emergency Management, with headquarters in Tallahassee, Florida (hereinafter referred to as the "Division"), and the City of Jacksonville. The State of Florida received these grant funds from the Federal government, and the Division has the authority to sub grant these funds to the Sub-Recipient upon the terms and conditions outlined in the Sub award Agreement.

For the purposes of this Agreement, the Division serves as the pass-through entity for the Federal award, and the Sub-Recipient serves as the recipient of a sub award.

The period of performance, as approved by the Florida Division of Emergency Management (Division) and the Federal Emergency Management Agency (FEMA), shall last no longer than 24 months from the date of contract execution. The Agreement between the Division and the City of Jacksonville shall end on August 15, 2020.

There is a 25% match requirement to be provided by the City of Jacksonville for this mitigation grant project. The total estimated cost of the project is **\$2,135,500.00**, with the federal share being **\$1,601,625.00 (75%)** and the local share being **\$533,875.00 (25%)**.

There will be an additional maintenance cost for upkeep, fueling, and servicing of the twenty (20) generators, which will be incorporated into the operational budget of the Jacksonville Fire and Rescue Department. The wind resistant shutters, to be installed at nine (9) fire stations, will be stored on site at each and be installed prior to the onset of tropical storm force winds. These actions will be incorporated into existing operational procedures for storm preparedness and will incur no additional maintenance fees. No additional staffing will be required as a result of the project or the maintenance thereafter.

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 sub fund 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?

The FL Division of Emergency Management (FDEM) is the pass-through entity for this federal grant and will provide oversight. The Sub award and Grant Agreement are attached. FDEM will provide oversight.

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? | <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?

These funds will be used to provide protection to 24 fire stations through the addition of a 100KW generator, wind and missile impact resistant shutters, or a combination of both. There is a 25% local match requirement for these funds. The period of performance will not exceed 24 months for this grant project, after which time maintenance responsibility for the equipment will be incorporated into the existing operational budget pertaining to the maintenance and upkeep of the 24 fire stations.

Surplus Property Certification?

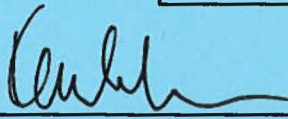
Attachment: If yes, attach appropriate form(s).

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 reports.

Consistent with 2 C.F.R. §200.328, the Sub-Recipient (City of Jacksonville) shall provide the Florida Division of Emergency Management (FDEM) with quarterly reports and a close-out report. These reports shall include the current status and progress by the Sub-Recipient and all subcontractors in completing the work described in the Scope of Work and the expenditure of funds under this Agreement, in addition to any other information requested by FDEM.

Quarterly Reports to be provided by the Emergency Preparedness Division.
Noah Ray, Program Administrator, (904) 630-7020

Division Chief: 
(signature)

Date: 8-13-18

Prepared By: 
(signature)

Date: 8-13-18

ADMINISTRATIVE TRANSMITTAL

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

Thru: _____

(Name, Job Title, Department)

Phone: _____

E-mail: _____

From: Steve Woodard, Director of Emergency Preparedness

Initiating Department Representative (Name, Job Title, Department)

Phone: (904) 255-3123

E-mail: swoodard@coj.net

Primary Contact: Steve Woodard, Director of Emergency Preparedness

(Name, Job Title, Department)

Phone: (904) 255-3123

E-mail: swoodard@coj.net

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

904-630-1825 E-mail: 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

From: _____

Initiating Council Member / Independent Agency / Constitutional Officer

Phone: _____

E-mail: _____

Primary Contact: Steve Woodard, Director of Emergency Preparedness

(Name, Job Title, Department)

Phone: (904) 255-3123

E-mail: swoodard@coj.net

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

904-630-1825 E-mail: 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