

**LEGISLATIVE FACT SHEET**

2013-0797

DATE: Nov. 13, 2013BT or RC No: 14-017  
(Administration Bills)SPONSOR: Tax Collector  
(Department/Division/Agency/Council Member)**PURPOSE/SUMMARY:**

This legislation transfers money from IT to the Tax Collector's office that would have been used to fund a maintenance contract on the Tax Collector's high speed mail processor. The Tax Collector's office will eliminate the maintenance expense of \$51,500 by contracting with Intituion to open, image, process and deposit all machinable mail transactions.

APPROPRIATION: Total Amount Appropriated: \$51,500.00 as follows:

(Name of Fund as it will appear in title of legislation)

Name of Federal Funding Source:	Amount:
Name of State Funding Source:	Amount:
Name of City of Jax Funding Source:	Amount:
Information Technologies - Hardware/Software	
Maintenance & Licenses	\$51,500.00
Name of In-Kind Contribution:	Amount:
Name of Bond Acct:	Amount:
Bond Account Number:	

**IMPACT - FINANICIAL / OTHER:**

Mail processing is continuing to decline annually. The volume no longer warrants an in-house high speed processing machine. The Tax Collector's office is creating operating efficiencies by outsourcing the remaining high speed mail processing.

**ACTION ITEMS:**

	Yes	No	
Emergency?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Justification of Emergency:
Federal or State Mandates?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Fiscal Year Carryover?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CIP Amendment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(Attach CIP Form(s))
Contract / Agreement (C/A) Approval?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(Attach a copy)
C/A Negotiations On-going?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Oversight Department Required?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Name of Dept.: _____
Related RC/BT?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(Attach a copy)
Waiver of Code?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Identify Code: _____
Code Exception?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Identify Code: _____
Continuation of Grant?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Surplus Property Certification?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(Attach a copy)
Related Enacted Ordinances?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ordinance #: _____
Report Required to City Council or Council Auditors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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

**ADMINISTRATIVE TRANSMITTAL**

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

Cc: Chris Hand, Chief of Staff, Office of the Mayor

From: Sherry Hall, Chief Administrative Officer, Tax Collector

(Name, Job Title, Department)

Phone: (904) 630-7581

E-mail: sherryh@coj.net

Contact Sherry Hall, Chief Administrative Officer, Tax Collector

Person: (Name, Job Title, Department)

Phone: (904) 630-7581

E-mail: sherryh@coj.net

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

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

Phone: 630-4647

E-mail: psidman@coj.net

From: SHERRY HALL, CHIEF ADMINISTRATIVE OFFICER, TAX COLLECTOR

nk (Name, Job Title, Department)

Phone: 904-630-7581

E-mail: sherryh@coj.net

Contact SHERRY HALL, CHIEF ADMINISTRATIVE OFFICER, TAX COLLECTOR

Person: (Name, Job Title, Department)

nk Phone: 904-630-7581

E-mail: sherryh@coj.net

Legislation from Independent Agencies require a resolution from the Independent Agency Board approving the legislation.

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**FACT SHEET IS REQUIRED BEFORE LEGISLATION IS INTRODUCED**