

1 Introduced by the Council President at the request of the Mayor and  
2 Co-Sponsored by Council Member Morgan, Newby and Hazouri:

3  
4 **ORDINANCE 2019-390**

5 AN ORDINANCE AMENDING CHAPTER 111 (SPECIAL  
6 REVENUE AND TRUST ACCOUNTS), PART 8  
7 (EDUCATION, LIBRARY AND CHILDREN), SECTION  
8 111.850 (KIDS HOPE ALLIANCE TRUST FUNDS),  
9 *ORDINANCE CODE*, TO INCREASE ACCESS TO FUNDING  
10 FROM THE YOUTH TRAVEL TRUST FUND FOR ALL OF  
11 DUVAL COUNTY'S AT-HOPE YOUTH; PROVIDING FOR  
12 CODIFICATION INSTRUCTIONS; PROVIDING AN  
13 EFFECTIVE DATE.

14  
15 **BE IT ORDAINED** by the Council of the City of Jacksonville:

16 **Section 1. Amending Chapter 111 (SPECIAL REVENUE AND**  
17 **TRUST ACCOUNTS), Part 8 (Education, Library and Children), Section**  
18 **111.850 (Kids Hope Alliance Trust Funds), *Ordinance Code*.** Chapter  
19 111, (SPECIAL REVENUE AND TRUST ACCOUNTS), Part 8 (Education,  
20 Library and Children), Section 111.850 (Kids Hope Alliance Trust  
21 Funds), *Ordinance Code*, is hereby amended to read as follows:

22 **Chapter 111 (SPECIAL REVENUE AND TRUST ACCOUNTS)**

23 \* \* \*

24 **Part 8 (Education, Library and Children)**

25 \* \* \*

26 **Sec. 111.850. - Kids Hope Alliance Trust Funds.**

27 \* \* \*

28 *Part B. Youth Travel Trust Fund*

29 There is created within the General Trust and Agency Fund a  
30 trust fund account to be known as the Youth Travel Trust Fund. The  
31 Board of Directors of the Kids Hope Alliance is hereby designated

1 as the agent of the City for the purposes of determining and  
2 authorizing the allocation of a travel grant appropriation  
3 designated in the annual budget ordinance or in supplemental  
4 appropriation ordinances as being appropriated for eligible  
5 recipients. The Board shall also deposit into the fund all  
6 donations and contributions of money, including gifts and grants,  
7 received for use toward youth travel. All such donations and  
8 contributions shall be accounted for separately within the fund.  
9 Unencumbered funds in the Youth Travel Trust Fund shall not lapse  
10 at the close of any fiscal year, but instead shall carry over to  
11 the next fiscal year ~~in this fund at year end~~. The annual  
12 appropriation to this fund may not exceed \$50,000. The \$50,000  
13 appropriation may be comprised of contributions to the fund and  
14 appropriations of this fund's fund balance to the extent available.  
15 No organization may make a request for youth travel support except  
16 through an allocation from the Youth Travel Trust Fund and all  
17 requests from Council for youth travel appropriations shall be  
18 directed to the Board in compliance with the directives set forth  
19 in this Part B.

20 (a) The process for the annual youth travel appropriation will  
21 begin with the Board's preparation of an annual appropriation  
22 request. This request will reflect a lump sum appropriation  
23 to be indicated in the annual City budget as Youth Travel  
24 ~~Grant Program~~ Trust Fund. The Board's Youth Travel ~~Grant~~  
25 ~~Program~~ Trust Fund request shall be submitted to the Mayor for  
26 review by the Mayor's Budget Review Committee ("MBRC") which  
27 will recommend a lump sum appropriation to be included in the  
28 proposed budget for the upcoming fiscal year. In presenting  
29 its youth travel appropriation request, the Board shall  
30 include relevant information regarding youth travel grants  
31 and shall be responsible for documenting the validity of the

1 request to the MBRC, the City Council Finance Committee and  
2 full City Council throughout the budgeting process.

3 (b) Funding will be allocated by contract between the recipient  
4 organization and the Board, which shall be signed by the  
5 Mayor or his or her designee, or the Chief Executive Officer  
6 of the Kids Hope Alliance, on behalf of the Board.  
7 Organizations will be notified in writing of the results of  
8 their request and will be provided with any support  
9 information or justification for the decision which might be  
10 helpful.

11 (c) The Board shall develop and be responsible for the  
12 administration of the Youth Travel ~~Grant Program~~Trust Fund.  
13 Procedures shall be established and amended as necessary to  
14 meet the mission of the program and current needs of the  
15 community. The Board may classify organizations in reasonable  
16 classifications for the purpose of this program and may adopt  
17 such other administrative and operating procedures as are not  
18 inconsistent with this Part B of Section 111.850, Ordinance  
19 Code. The procedure prescribed herein, as further developed  
20 by the Board, shall be the only procedure available to  
21 organizations for requesting youth travel public support.

22 (d) The following components shall be included in any  
23 administrative and operating procedures developed and  
24 implemented by the Board:

25 (1) The Board shall promulgate a written procedure for the  
26 submission of appropriation requests by organizations,  
27 which procedure shall be made known to each requesting  
28 organization at the time the appropriation request form is  
29 supplied to the requesting organization.

30 (2) The Board shall consider appropriation requests returned  
31 by the requesting organizations. The Board shall afford

1 the requesting organizations an opportunity to make an  
2 oral or written presentation to further justify or explain  
3 their respective appropriation requests.

4 (3) The Board shall accept and consider appropriation  
5 requests for youth travel grants in amounts of up to  
6 \$25,000.

7 (e) In order to be eligible for funding, an organization must  
8 meet the following criteria:

9 ~~(1) The organization must be tax exempt under Section~~  
10 ~~501(c)(3) of the Federal Internal Revenue Code. A copy~~  
11 ~~of the organization's letter of exemption from the~~  
12 ~~Internal Revenue Service and all amendments thereto~~  
13 ~~shall be provided when the organization submits its~~  
14 ~~first appropriation request and thereafter when any~~  
15 ~~change is made. In the alternative, an organization~~  
16 ~~must be an outside school-related organization~~  
17 ~~regulated by the Duval County School Board and~~  
18 ~~complying with all requirements of the Duval County~~  
19 ~~School Board with respect to such organizations,~~  
20 ~~including compliance with requirements pertaining to~~  
21 ~~financial accounting and auditing. An outside school-~~  
22 ~~related organization shall provide, with any request~~  
23 ~~for a youth travel grant, copies of annual audits~~  
24 ~~provided to the Duval County School Board for the~~  
25 ~~preceding year.~~

26 ~~(2) The organization must be a not-for-profit~~  
27 ~~corporation chartered by the Secretary of State under~~  
28 ~~F.S. Ch. 617, Pt. 1. A copy of the corporate charter~~  
29 ~~and all amendments thereto shall be provided when the~~  
30 ~~corporation submits its first appropriation request and~~  
31 ~~thereafter when any change is made.~~

1           (1) The organization must provide evidence of the  
2           organization's formation or structure (e.g., articles of  
3           incorporation as to incorporated organizations, or listing  
4           of the organization's members, each member's role in the  
5           organization and date organization was formed as to  
6           unincorporated organizations).

7           (2) The organization must provide current proof of any  
8           business licenses required by local, state, and federal  
9           law as applicable.

10          (3) The organization must operate in Duval County.

11          ~~(4) The organization must have been in existence for at least~~  
12          ~~one year.~~

13          ~~(f)~~—(4) The membership of the organization shall be open to  
14          as large a portion of the public as possible, subject to  
15          nondiscriminatory conditions and qualifications for  
16          membership.

17          ~~(g)~~—(5) If the organization is a previous recipient of Youth  
18          Travel Grant, the organization must have submitted all  
19          required reports for previous grants.

20          ~~(h)~~f) All applications to the Youth Travel ~~Grant Program~~Trust  
21          Fund will be evaluated based on criteria established by the  
22          Board which criteria will include, but not be limited to:

23          (1) That at least ~~75~~—50 percent of the organization's  
24          revenue for the planned youth travel is derived from  
25          sources other than this program, which revenue must have  
26          been raised prior to application for funding from the  
27          Youth Travel Trust Fund.

28          (2) That the Youth Travel Trust Fund may provide no more  
29          than ~~25~~—50 percent of the allowable travel funds ~~or~~ up to  
30          a maximum of \$25,000, whichever is less; provided,  
31          ~~however, that the Board shall not set lower limits of~~

1 ~~maximum funding available from the Youth Travel Fund;~~ and

2 (3) That the travel must be in connection with an invitation  
3 recognizing and resulting from the outstanding performance  
4 or achievement of the traveling organization or the travel  
5 must be educational and/or developmental and give children  
6 and youth unique experiences; and

7 (4) Receiving a commitment from the organization to provide  
8 a service to the community upon their return.

9 (5) Funds received from the Youth Travel Trust Fund may  
10 not be used for ongoing program costs of other Kids Hope  
11 Alliance programs or the organization's fundraising efforts.

12 (g) Restrictions on use of youth travel grants:

13 (1) No grants shall be made to individuals, or local, state  
14 or federal agencies.

15 (2) Youth travel grant funds may not be used for:

16 (i) Capital purchases;

17 (ii) Endowments or escrow accounts;

18 (iii) Contributions or donations to other organizations;

19 (iv) Penalty fees for violations of federal, state or  
20 local laws;

21 (v) Interest payments or professional fees;

22 (vi) Reimbursement to individuals for other than travel  
23 expenses; or

24 (vi) Uniforms, supplies, equipment and other similar  
25 items.

26 (h) The Board may advance funds up to 50 percent of the grant  
27 amount to grant recipients, subject to applicable Board rules  
28 and policies, for the purpose of funding expenses necessary  
29 to be paid in advance of the travel, including expenses  
30 necessary to secure travel arrangements.

31 (i) Youth travel funds, ~~receipts and~~ other than advances made

1 in accordance with subsection (j), will be paid by Kids Hope  
2 Alliance as reimbursement for travel expenses upon submission  
3 of proper documentation. Requests for disbursements must be  
4 properly documented and supported by receipts, invoices,  
5 canceled checks and/or other information as required by the  
6 Board. Financial reports with all supporting documentation  
7 from the recipient shall be due to the Board within 90 days  
8 of completion of the travel.

9 (~~k~~j) The Board shall establish a quarterly reporting system for  
10 all funded organizations which provides financial and  
11 programmatic information documenting the use and impact of  
12 the Youth Travel ~~Grant Program~~Trust funds. This shall be part  
13 of the KHA's Quarterly Budget Summary Report.

14 (~~l~~k) Funds derived from sources other than from this program  
15 shall first be used to finance the travel and reduce the  
16 Youth Travel Fund grant. Any unused travel funds, up to the  
17 amount provided by the Board, shall be returned to the Board  
18 along with the final report. All application forms,  
19 procedures, reporting requirements, and contract agreements  
20 for recipient organizations will be developed by the Board  
21 and will be between the Board and the individual recipient  
22 organizations.

23 \* \* \*

24 **Section 2. Codification Instructions.** The Codifier and  
25 the Office of General Counsel are authorized to make all chapter  
26 and division "tables of contents" consistent with the changes set  
27 forth herein. Such editorial changes and any others necessary to  
28 make the *Ordinance Code* consistent with the intent of this  
29 legislation are approved and directed herein, and changes to the  
30 *Ordinance Code* shall be made forthwith and when inconsistencies are  
31 discovered.

1           **Section 3.           Effective Date.**   This ordinance shall become  
2 effective upon signature by the Mayor or upon becoming effective  
3 without the Mayor's signature.

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5 Form Approved:

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7           /s/ Lawsikia J. Hodges          

8 Office of General Counsel

9 Legislation Prepared By: Julia B. Davis

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