

LEGISLATIVE FACT SHEET

DATE: 04/10/24 BT or RC No: N/A
 (Administration & City Council Bills)

SPONSOR: Finance and Administration
 (Department/Division/Agency/Council Member)

Contact for all inquiries and presentations: Finance and Administration

Provide Name: Anna Brosche

Contact Number: 904-255-5354

Email Address: BroscheA@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The current payroll deductions ordinance is outdated, as it lists numerous vendors who no longer have active payroll deductions with the City of Jacksonville. Additionally, the ordinance is in need of updating, as technology and electronic payment methods have improved significantly over the last several decades since these deductions were initially implemented. Most importantly, many of our employees and pensioners have experienced a great deal of unnecessary frustration with non-City-sponsored deductions. For example, with some supplemental insurances, when a premium amount changes and an employee does not notify Payroll by completing a new deduction form, the policy is at risk of lapsing due to underpayment. Eliminating the City as the third-party payment provider will streamline communication and efficiency between the vendor and their customer. Many years ago, payroll deductions were seen as a convenience, however with almost all vendors offering online payment or direct debit options, payroll deductions for non-COJ sponsored plans are no longer necessary (and in fact, a hinderance in some cases). Lastly, City administrative staff spend time running and sending reports, mailing payments, and assisting vendors with reconciling. This is work on behalf of third-party providers that does not benefit the City.

See attachments for draft of proposed changes.

APPROPRIATION: Total Amount Appropriated: NA 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.)

N/A

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. <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Federal or State Mandate?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Explanation: If yes, explanation must include detailed nature of mandate including Statute or Provision. <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Fiscal Year Carryover?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Note: If yes, note must include explanation of all-year subfund carryover language. <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
CIP Amendment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Attachment: If yes, attach appropriate CIP form(s). Include justification for mid-year amendment.
Contract / Agreement Approval?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	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? <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Related RC/BT?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Attachment: If yes, attach appropriate RC/BT form(s).
Waiver of Code?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Code Reference: If yes, identify code section(s) in box below and provide detailed explanation (including impacts) within white paper. <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Code Exception?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Code Reference: If yes, identify code in box below and provide detailed explanation (including impacts) within white paper. <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Related Enacted Ordinances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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. <div style="border: 1px solid black; padding: 5px;">Sec. 116.905 Payroll Deductions</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?	<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?
Surplus Property Certification?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Attachment: If yes, attach appropriate form(s).
Reporting Requirements?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	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.

BUSINESS IMPACT ESTIMATE

Pursuant to Section 166.041(4), F.S., the City is required to prepare a Business Impact Estimate for ordinances that are NOT exempt from this requirement. A list of ordinance exemptions are provided below. Please check all exemption boxes that apply to this ordinance. If an exemption is applicable, a Business Impact Estimate IS NOT required.

- The proposed ordinance is required for compliance with Federal or State law or regulation;
- The proposed ordinance relates to the issuance or refinancing of debt;
- The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- The proposed ordinance is an emergency ordinance;
- The ordinance relates to procurement; or
- The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
 - d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

If none of the boxes above are checked, then a Business Impact Estimate IS REQUIRED to be prepared by the using agency/office/department and submitted in the MBRC filing packet along with the memorandum request, legislative fact sheet, etc. A Business Impact Estimate form can be found at: <https://www.coj.net/departments/finance/budget/mayor-s-budget-review-committee>

Division Chief: Mal Saulo
(signature)

Date: 4/10/24

Prepared By: Monica Kramer
(signature)

Date: 4/10/24

ADMINISTRATIVE TRANSMITTAL

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

Thru: Anna Brosche, Director/CFO of Finance and Administration
(Name, Job Title, Department)

Phone: 255-5354 E-mail: BroscheA@coj.net

From: Marcia Saulo, City Comptroller
Initiating Department Representative (Name, Job Title, Department)

Phone: 255-5261 E-mail: MSaulo@coj.net

Primary Contact: Marcia Saulo, City Comptroller
(Name, Job Title, Department)

Phone: 255-5261 E-mail: MSaulo@coj.net

CC: Brittany Norris, Director of Intergovernmental Affairs, Office of the Mayor

Phone: 255-5000 E-mail: BNorris@coj.net

COUNCIL MEMBER / INDEPENDENT AGENCY / CONSTITUTIONAL OFFICER TRANSMITTAL

To: Mary Staffopoulos, Office of General Counsel, St. James Suite 480
Phone: 904-255-5062 E-mail: mstaff@coj.net

From: Anna Brosche, Director/CFO of Finance and Administration
Initiating Council Member / Independent Agency / Constitutional Officer
Phone: 255-5354 E-mail: BroscheA@coj.net

Primary Contact: Marcia Saulo, City Comptroller
(Name, Job Title, Department)
Phone: 255-5261 E-mail: MSaulo@coj.net

CC: Brittany Norris, Director of Intergovernmental Affairs, Office of the Mayor
Phone: 255-5000 E-mail: BNorris@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

Business Impact Estimate

This form must be posted on the City of Jacksonville's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference:

Sec. 116.905. - Payroll Deductions

City of Jacksonville Municode for Payroll Deductions

•https://library.municode.com/fl/jacksonville/codes/code_of_ordinances?nodeId=TITVADPE_CH116E MEMBE_PT9PERE_S116.905PADE

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals, and welfare):

The current payroll deductions ordinance is outdated, as it lists numerous vendors who no longer have active payroll deductions with the City of Jacksonville. Additionally, the ordinance is in need of updating, as technology and electronic payment methods have improved significantly over the last several decades since these deductions were initially implemented. Most importantly, many of our employees and pensioners have experienced a great deal of unnecessary frustration with non-City-sponsored deductions. For example, with some supplemental insurances, when a premium amount changes and an employee does not notify Payroll by completing a new deduction form, the policy is at risk of lapsing due to underpayment. Eliminating the City as the third-party payment provider will streamline communication and efficiency between the vendor and their customer. Many years ago, payroll deductions were seen as a convenience, however with almost all vendors offering online payment or direct debit options, payroll deductions for non-COJ sponsored plans are no longer necessary (and in fact, a hinderance in some cases). Lastly, City administrative staff spend time running and sending reports, mailing payments, and assisting vendors with reconciling. This is work on behalf of third-party providers that does not benefit the City.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City of Jacksonville, if any:

- (a) An estimate of direct compliance costs that businesses may reasonably incur;
- (b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
- (c) An estimate of the City of Jacksonville's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

Not Applicable

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

None

4. Additional information the governing body deems useful (if any):

None