

1 Introduced by Council President at the request of the Mayor:

2
3 **ORDINANCE 2023-33**

4 AN ORDINANCE CONCERNING THE EXECUTIVE
5 REORGANIZATION OF THE CITY OF JACKSONVILLE'S
6 OFFICE OF GRANTS AND CONTRACT COMPLIANCE,
7 FINANCE AND ADMINISTRATION DEPARTMENT;
8 APPROPRIATING \$152,780.00 TO EFFECTUATE THE
9 REORGANIZATION; AS INITIATED BY B.T. 23-037;
10 PROVIDING FOR AN EXECUTIVE REORGANIZATION
11 CONCERNING THE OFFICE OF GRANTS AND CONTRACT
12 COMPLIANCE, FINANCE AND ADMINISTRATION
13 DEPARTMENT AND A STATEMENT OF PLAN PURSUANT TO
14 PURSUANT TO PART 2 (EXECUTIVE REORGANIZATION),
15 CHAPTER 21 (EXECUTIVE BRANCH, GENERALLY),
16 *ORDINANCE CODE*; REPEALING AND REPLACING PART 9
17 (OFFICE OF GRANTS AND CONTRACT COMPLIANCE),
18 CHAPTER 24 (FINANCE AND ADMINISTRATION
19 DEPARTMENT), *ORDINANCE CODE*; CREATING A NEW PART
20 9 (GRANTS AND CONTRACT COMPLIANCE DIVISION),
21 CHAPTER 24 (FINANCE AND ADMINISTRATION
22 DEPARTMENT), *ORDINANCE CODE*; AMENDING SECTION
23 80.104 (ORGANIZATION AND PROCEEDINGS), CHAPTER
24 80 (PUBLIC SERVICE GRANT COUNCIL), *ORDINANCE*
25 *CODE*; AMENDING SECTION 118.104 (DEFINITIONS),
26 PART 1 (GENERAL PROVISIONS), CHAPTER 118 (CITY
27 GRANTS), *ORDINANCE CODE*; AMENDING SECTIONS
28 118.803 (GRANTS ADMINISTRATOR;
29 RESPONSIBILITIES) AND 118.807 (REVIEW,
30 EVALUATION AND SCORING OF APPLICATIONS BY PSG
31 COUNCIL), PART 8 (PUBLIC SERVICE GRANTS),

1 CHAPTER 118 (CITY GRANTS), *ORDINANCE CODE*;
2 AUTHORIZING POSITION, AS INITIATED BY R.C. 23-
3 066, RESULTING FROM THIS REORGANIZATION;
4 PROVIDING FOR PURPOSE; PROVIDING FOR
5 CODIFICATION INSTRUCTIONS; PROVIDING AN
6 EFFECTIVE DATE.

7
8 **WHEREAS**, in accordance with Part 2 (Executive Reorganization),
9 Chapter 21 (Executive Branch, Generally), *Ordinance Code*, the Mayor,
10 after investigation, has determined that an executive reorganization
11 of the Office of Grants and Contract Compliance, Finance and
12 Administration Department, is appropriate considering the increased
13 number of federal, state, and local grant funds that the City of
14 Jacksonville is responsible for administering; and

15 **WHEREAS**, the Mayor deems it appropriate to (i) elevate the Office
16 of Grants and Contract Compliance from an office to a division within
17 the Finance and Administration Department; and (ii) create a division
18 chief position to manage the Grants and Contract Compliance Division
19 functions; and

20 **WHEREAS**, in accordance with Section 21.202 (Powers and duties
21 of Mayor), *Ordinance Code*, the Mayor has developed an executive
22 reorganization plan for the Office of Grants and Contract Compliance,
23 Finance and Administration Department; now therefore

24 **BE IT ORDAINED** by the Council of the City of Jacksonville:

25 **Section 1. Recitals.** The recitals above are true and
26 correct and incorporated herein by this reference.

27 **Section 2. Appropriation of Funds to Effectuate**
28 **Reorganization, as Initiated by B.T. 23-037.**

29 For the 2022-2023 fiscal year, within the City's budget, there are
30 hereby appropriated the indicated sum(s) from the account(s) listed
31 in subsection (a) to the account(s) listed in subsection (b):

1 (B.T. 23-037 is attached hereto as **Exhibit 1** and incorporated herein
2 by this reference)

3 (a) Appropriated from:

4 See B.T. 23-037 \$152,780.00

5 (b) Appropriated to:

6 See B.T. 23-037 \$152,780.00

7 (c) **Explanation of Appropriation** - The funding above is being
8 appropriated from the designated General Fund GSD account for the
9 Chief of Grants and Contract Compliance Division position salary.

10 **Section 3. Office of Grants and Contract Compliance, Finance**
11 **and Administration Department Executive Reorganization; Statement of**
12 **Plan.** This Ordinance is being enacted for the purpose of
13 reorganizing and restructuring the Office of Grants and Contract
14 Compliance within the Executive Branch of the City government pursuant
15 to Part 2 (Executive Reorganization), Chapter 21 (Executive Branch,
16 Generally), *Ordinance Code*, in connection with the Mayor's executive
17 reorganization plan which has been transmitted to the Council and is
18 attached hereto as **Exhibit 2**.

19 **Section 4. Repealing Part 9 (Office of Grants and Contract**
20 **Compliance), Chapter 24 (Finance and Administration Department),**
21 **Ordinance Code.** Part 9 (Office of Grants and Contract Compliance),
22 Chapter 24 (Finance and Administration Department), *Ordinance Code*,
23 is hereby repealed and replaced in its entirety. Copies of the
24 repealed Part 9, Chapter 24, *Ordinance Code*, is attached hereto as
25 **Exhibit 3**.

26 **Section 5. Creating a new Part 9 (Grants and Contract**
27 **Compliance Division), Chapter 24 (Finance and Administration**
28 **Department), Ordinance Code.** A new Part 9 (Grants and Contract
29 Compliance Division), Chapter 24 (Finance and Administration
30 Department), *Ordinance Code*, is hereby created to read as follows:

31 **CHAPTER 24 - FINANCE AND ADMINISTRATION DEPARTMENT**

1 * * *

2 **PART 9. - GRANTS AND CONTRACT COMPLIANCE DIVISION**

3 **Sec. 24.901. - Establishment.**

4 There is created a Grants and Contract Compliance Division. The
5 Division shall ensure the City of Jacksonville receives the broadest
6 utilization of grant resources and manages such resources and
7 relationships.

8 **Sec. 24.902. - Division Chief.**

9 The Chief of the Grants and Contract Compliance Division shall be
10 the head of the Division. The Chief of the Grants and Contract
11 Compliance Division shall be appointed by the Mayor, subject to
12 confirmation by the Council, shall serve at the pleasure of the
13 Mayor, and shall have a bachelor's degree or higher in an accredited
14 college or university and at least three years' experience in grant
15 management.

16 **Sec. 24.903. - Division functions.**

17 The Division shall be responsible and accountable for appropriate
18 grant and contract compliance in accordance with funding policy. The
19 Division shall:

20 (a) Endeavor to obtain external funds for internal City of
21 Jacksonville Department projects and functions, established in the
22 annual budget thereby reducing or eliminating the use of general
23 fund dollars for those internal City of Jacksonville projects;

24 (b) Direct resource development strategies including but not limited
25 to recommendations concerning identification of external grant
26 resources, private sector partners, in-kind resources to include
27 equipment, services, and staff for internal COJ projects;

28 (c) Direct and/or provides oversight of research and evaluation in
29 collaboration with appropriate agency representatives to determine
30 needs and assess feasibility of new program ideas and proposals as

1 they relate to possible external funding and resources for internal
2 COJ projects;

3 (d) Direct, advise, and consult with all appropriate staff and
4 partners regarding grant application specifications such as program
5 descriptions, work plans, and timelines;

6 (e) Administer budget computations, statistical analysis, and
7 program/budget narratives for completion of applications;

8 (f) Administer and oversee grant writing initiatives, program
9 monitoring, and assure communication with both internal and external
10 program administrators throughout the life of any resource award;

11 (g) Ensure agency compliance with regulatory standards concerning
12 resources development opportunities including compliance with
13 federal, state, and local laws, rules, fiscal requirements, agency
14 policies, programmatic guidelines, and appropriate
15 contracts/agreements;

16 (h) Oversee training of city-wide staff engaged in grant writing,
17 administration, and compliance which includes informal training,
18 cross training, and formal training such as conducting grant writing
19 workshops; and

20 (i) Staff the Public Service Grants Council and forward any
21 recommendations from the Council to the Director of Finance and
22 Administration.

23 **Section 6. Amending Section 80.104 (Organization and**
24 **proceedings), Chapter 80 (Public Service Grant Council), Ordinance**
25 **Code.** Section 80.104 (Organization and proceedings), Chapter 80
26 (Public Service Grant Council), *Ordinance Code*, is hereby amended to
27 read as follows:

28 **CHAPTER 80 - PUBLIC SERVICE GRANT COUNCIL**

29 * * *

30 **Sec. 80.104. - Organization and proceedings.**

31 * * *

1 (d) *Administrative support.* The PSG Council shall receive staff
2 support from the ~~Office of~~ Grants and Contract Compliance
3 Division.

4 * * *

5 **Section 7. Amending Section 118.104 (Definitions), Part 1**
6 **(General Provisions), Chapter 118 (City Grants), Ordinance Code.**
7 Section 118.104 (Definitions), Part 1 (General Provisions), Chapter
8 118 (City Grants), *Ordinance Code*, is hereby amended to read as
9 follows:

10 **CHAPTER 118 - CITY GRANTS**

11 **PART 1. - GENERAL PROVISIONS**

12 * * *

13 **Sec. 118.104. - Definitions.**

14 * * *

15 (i) *Grants Administrator* means the individual designated by the Chief
16 of the Grants and Contract Compliance Division.

17 ~~(j)~~ *Grant Monitor* means the individual designated ~~individual~~ by the
18 City Department or by the Cultural Council that is responsible for
19 the monitoring of the appropriation during the term of the
20 agreement.

21 ~~(k)~~ *Public Service Grant* means an appropriation made by the City
22 Council to a requesting agency based upon the funding recommendations
23 of the Public Service Grant Council as provided in Part 8 hereof.

24 ~~(l)~~ *Public Service Grant Council* means the citizen council
25 appointed in accordance with Part 8 hereof, and which is responsible
26 for making funding recommendations with respect to Public
27 Service Grants.

28 ~~(m)~~ *Most Vulnerable Persons and Needs* is a group of citizens with
29 common needs and traits requiring public services from Requesting

1 Agencies, whose needs have justified priority consideration over
2 other deserving populations or groups in competition for City funding.

3 (~~an~~) *Recipient* means a public or private entity, organization, firm
4 or individual to whom the City Council has appropriated City funds
5 and to whom the Cultural Council has allocated appropriated City
6 funds pursuant to the provisions of this Chapter.

7 (~~o~~) *Requesting Agency* means a public or private entity,
8 organization, firm or individual who is requesting an appropriation
9 of City funds from the City Council pursuant to the provisions of
10 this Chapter or who is requesting an allocation from the Cultural
11 Council of appropriated City funds pursuant to the provisions of this
12 Chapter.

13 * * *

14 **Section 8. Amending Sections 118.803 (Grants**
15 **Administrator; Responsibilities) and 118.807 (Review, evaluation and**
16 **scoring of applications by PSG Council), Part 8 (Public Service**
17 **Grants), Chapter 118 (City Grants), Ordinance Code.** Sections 118.803
18 (Grant Administrator; Responsibilities) and 118.807 (Review,
19 evaluation and scoring of applications by PSG Council), Part 8 (Public
20 Service Grants), Chapter 118 (City Grants), *Ordinance Code*, are hereby
21 amended to read as follows:

22 **CHAPTER 118 - CITY GRANTS**

23 * * *

24 **PART 8. - PUBLIC SERVICE GRANTS**

25 * * *

26 **Sec. 118.803. - Grants Administrator; Responsibilities.**

27 (a) *Staff Support; Mandatory Application*
28 *Workshop.* The Grants Administrator and Grants Office and Contract
29 Compliance Division shall provide staff support to the PSG Council
30 and assist with the Annual Training Course required in Section

1 80.104(i). In addition, the Grants Administrator, or his or her
2 designee, shall conduct a mandatory application workshop ("Mandatory
3 Application Workshop") for requesting agencies within 30 days
4 following the effective date of the Most Vulnerable Persons and
5 Needs legislation adopted by the City Council. ~~In order for~~ For
6 requesting agencies to be eligible to apply for a Public
7 Service Grant, a requesting agency must attend and complete the
8 Mandatory Application Workshop. The Mandatory Application Workshop
9 shall be noticed to the public in the same ~~manner in which~~ way PSG
10 Council meetings are noticed. The Mandatory Application Workshop
11 shall be conducted twice in May and a requesting agency may attend
12 either workshop to meet the requirement under this Section.

13 * * *

14 **Sec. 118.807. - Review, evaluation and scoring of applications by PSG**
15 **Council.**

16 * * *

17 (d) *Tentative Adoption of Rankings by PSG Council.* The PSG Council
18 shall announce the rankings for each application belonging to a
19 Priority Population or Priority Need at a meeting in the first full
20 week of October of each year and adopt a tentative ranking and
21 funding allocation list. Copies of each requesting agency's
22 completed score sheets, together with any other support information
23 or justification from the application scorer regarding the
24 application score, shall be made available to requesting agencies
25 at such meeting. A requesting agency will also be notified in writing
26 by the Grants ~~Office~~ and Contract Compliance Division of its
27 application score and ranking. A requesting agency may appeal a
28 score sheet or ranking decision made pursuant to this Part through
29 the appeals procedure set forth in Section 118.810.

30 * * *

