

**Council Auditor's Office**  
**Bill 2024-175 - Executive Branch Reorganization**

**Organizational Changes**

| Department/Division/Office                                 | Proposed Change  | Additional Cost   | Footnote |
|--|--|---|----------|
| Central Services Department                                | New Department   | New Department Director - FY 24/25 additional cost - approximately \$83,000 | 1        |
| Procurement Division                                       | Moving from Finance and Administration Department to Central Services Department                         | Immaterial  | 7        |
| Fleet Management Division                                  | Moving from Finance and Administration Department to Central Services Department                         | Immaterial  | 7        |
| Animal Care & Protective Services Division                 | Moving from Neighborhoods Department to Central Services Department                                      | Immaterial  | 7        |
| Office of City Link/630-CITY                               | Moving from Neighborhoods Department to Central Services Department                                      | Immaterial  | 7        |
| Office of Ombudsman  | Moving from Finance & Administration Department (Procurement Division) to Central Services Department    | Immaterial  | 7        |
| Office of International Trade                              | Being eliminated   | None  | 2        |
| Office of Equal Business Opportunity - Business Compliance | Moving from Finance & Administration Department (Procurement Division) to Office of Economic Development | Immaterial  | 7        |
| Sports and Entertainment Department                        | Changing from a division under Parks, Recreation and Community Services Department to new Department     | New Department Director - FY 24/25 additional cost - approximately \$48,000 | 3        |
| Technology Solutions Department                            | Changing from a division under the Finance and Administration Department to a new Department             | New Department Director - No anticipated salary increase                    | 4        |
| Jacksonville Fire and Rescue Department                    | Establishing two new positions (Deputy Fire Chief and Administrative Services Chief)                     | None  | 5        |

**Other Changes**

| Subject   | Proposed Change   | Additional Cost | Footnote |
|---|---|-----------------|----------|
| Qualifications of Grants and Contract Compliance Division Chief | Changes qualifications to require at least 5 years' experience in an administrative or executive position in grant management or similar operations or other commensurate training and experience (current requirement is at least three years' experience in grant management) | None            | 6        |
| Office of Small Business and Entrepreneurship                   | No change, just new language being added to the Code to specify responsibilities of the office  | None            |          |
| Jacksonville Film and Television Office                         | No change, just new language being added to the Code to specify responsibilities of the office  | None            |          |
| Finance and Administration Department                           | Changing name to Finance Department   | Immaterial      | 7        |

**Footnotes:**

1. Bill 2024-175 transfers \$91,261 from the Library budget to the Central Services Department to fund the cost of the Director position for the remainder of FY 23/24 (cost neutral). Per the Administration, the net impact to the FY 24/25 budget will be approximately \$83,000.
2. There is currently no budget or staff for the Office of International Trade. There will be no savings realized from eliminating this office.
3. Per the Administration, the budgetary impact of the new Department Director position for the FY 24/25 budget will be approximately \$48,000.
4. Per the Administration, there is no plan to increase the salary of the current Division Chief who is proposed to be escalated to a Department Director.
5. The two new JFRD Chief positions are being reclassified from existing positions (no change to employee cap) through bill 2024-175. Both positions are filled and the respective employees received salary increases in December 2023. A full years' cost of the salary increases totals \$77,846. The cost of the salary increases will be absorbed in JFRD's budget.
6. This change aligns the Grants and Contract Compliance Division Chief experience qualification requirement with other Division Chief positions.
7. Immaterial costs are anticipated due to changes that will be required to be made to the City's website, documents, signage, etc. as a result of the proposed changes.

# Scope of Services

## Community Planning Collaborative LLC Miracle on Myrtle Community Engagement and Visioning Study

### **Contractor Overview:**

Community Planning Collaborative LLC (“Contractor”) is an urban planning and historic preservation consulting practice whose purpose is to elevate the voices and culture of those traditionally excluded from urban planning, land use and zoning. CPC facilitates community-led, history-based planning solutions so that equitable outcomes are possible.

### **Background:**

During the 1990s, a Hope VI planning grant, the Jacksonville Housing Authority (JHA) in partnership with a new CDC (Neighborhood Alliance Development Corporation), Durkeeville Residents Management Corporation (DRMC), the Myrtle Avenue Neighborhood Improvement Association (MANIA), the City of Jacksonville, and local social services and non-profit organizations developed a consensus plan reflective of the neighborhood’s character and desires.

Known as the “Rebirth of Durkeeville,” this plan called for the redevelopment of the existing Durkeeville public housing site and the acquisition of vacant parcels and the development of substandard and deteriorating housing in the surrounding Durkeeville/Barnett’s Subdivision neighborhood. In its place, a new “master development entity” created by a partnership of JHA, the Neighborhood Alliance Development Corporation (NADC) and private developers recognized for quality housing and management, would build and manage new and rehabilitated units for rental and for sale to mixed income families in a 0.40-square mile area of the neighborhood bounded by West 8<sup>th</sup> Street on the north, Interstate 95 on the east, Kings Road on the south, and Whitner Street on the west.

While the Oaks At Durkeeville was completed, over thirty parcels of property obtained for future infill housing was never developed. Twenty-five years later, JHA and NADC have interest in developing these properties in a manner that are consistent with the present day and future needs of the surrounding Durkeeville community.

### **Service Overview:**

Contractor will assist the City of Jacksonville, JHA and NADC with the Miracle on Myrtle study, a visioning and master planning study that will develop an implementation strategy and plan for the equitable and inclusive revitalization of the former Rebirth of Durkeeville study area through comprehensive community engagement and consensus building.

Including the historic neighborhood commercial corridors of Myrtle Avenue and Kings Road, Miracle on Myrtle will serve as a model of community redevelopment including housing, community facilities, recreational facilities, commercial development, and supportive services for the entire neighborhood in partnership with the Durkeeville/Barnett’s Subdivision residents, business owners, property owners, descendants, institutions, and associated stakeholders.

The Miracle on Myrtle study will assist the City of Jacksonville, JHA and the NADC by providing an implementable road map for guiding the revitalization of an economically challenged, traditionally redlined section of the city’s urban core and greater Northwest Jacksonville community.

An estimated 5,000 residents (2020 U.S. Census) in Census Tracts 16 and 29.02 are anticipated to be served by the planning and visioning study. This neighborhood planning and visioning study is

# Scope of Services

## Community Planning Collaborative LLC Miracle on Myrtle Community Engagement and Visioning Study

intended to create an implementation plan for inclusive revitalization, redevelopment of neighborhood commercial corridors, market-rate and affordable infill housing within the study area, Myrtle Avenue, Kings Road, and the S-Line Urban Greenway. While the primary metric is implementation by stakeholders such as the City of Jacksonville, JHA and NADC, community consensus and engagement will determine desired achievements and associated metrics immediately preceding the completion of the study.

### **Agreement Terms:**

The Term of the Agreement shall be 5/1/24 – 4/30/25.

### **List of Services to be Provided:**

#### **Task 1.0 – Data Collection**

The study will commence with the Data Collection phase. Anticipated to be conducted over a 30-day period, tasks will include collection of documents identifying neighborhood history, cultural heritage, previous planning studies, funded and proposed infrastructure projects and relevant information, a project team kick-off meeting and the identification of a project steering committee consisting of neighborhood residents and stakeholders to guide future phases of the study. Field review will be conducted by the consulting team and neighborhood stakeholders to verify existing conditions, assets, and opportunities. A Data Collection Matrix and Field Review Technical Memorandum will serve as the Task 1.0 deliverable.

- Task 1.1 – Data Collection
- Task 1.2 – Field Review
- Task 1.3 – Project Team Kickoff Meeting
- Task 1.4 – Identification of Project Steering Committee
- Task 1.5 – Miscellaneous Meetings
- Task 1.6 – Media and Brand Narrative Data Collection
- Task 1.7 – Data Collection Phase Coordination

#### **Task 1.0 Deliverable – Data Collection and Field Review Technical Memorandum**

#### **Task 2.0 – Existing Conditions**

The Existing Conditions phase will be conducted over a 30-day period. During this phase, previous data collected and verified during field review will be analyzed. Analysis will include economic evaluation of the commercial corridors, affordable and market rate housing conditions. During this phase, the first project steering committee meeting will be held, along with existing conditions media and brand narrative coordination. An Existing Conditions Report documenting the findings will serve as the Task 2.0 deliverable. This report will include a list of identified infrastructure projects that could be considered for inclusion into the City of Jacksonville's Capital Improvement Plan.

- Task 2.1 – Existing Conditions Analysis

# Scope of Services

## Community Planning Collaborative LLC Miracle on Myrtle Community Engagement and Visioning Study

- Task 2.2 – Existing Conditions Report
- Task 2.3 – Project Steering Committee Meeting #1
- Task 2.4 – Miscellaneous Meetings
- Task 2.5 – Media and Brand Narrative Existing Conditions
- Task 2.6 – Existing Conditions Phase Coordination

### **Task 2.0 Deliverable – Existing Conditions Report**

### **Task 3.0 – Future Conditions**

The Future Conditions phase will take place following the completion of the Existing Conditions phase. Tasks associated with this phase of the study will include future conditions assessment of the study area, an analysis of countrywide best practices associated with the revitalization of similar neighborhoods. In addition, community engagement activities will include the second project steering committee meeting, on-the-ground community needs and desires engagement meetings and corresponding media and brand narrative development of the community-led future vision. This phase will take place over a 30-day period and a Future Conditions Technical Memorandum will be developed as the deliverable.

- Task 3.1 – Future Conditions
- Task 3.2 – Best Practices
- Task 3.3 – Project Steering Committee Meeting #2
- Task 3.4 – Community Needs & Desires
- Task 3.5 – Miscellaneous Meetings
- Task 3.6 – Media and Brand Narrative Future Conditions
- Task 3.7 – Future Conditions Phase Coordination

### **Task 3.0 Deliverable – Future Conditions Technical Memorandum**

### **Task 4.0 – Initial Concept Planning & Analysis**

The Initial Concept Planning & Analysis phase will commence at the completion of the Future Conditions phase. Expected to take place over a 30-day period, initial conceptual planning will involve working with Durkeeville residents, stakeholders, and residential development consultants to create a series of draft conceptual floor plans, elevations, renderings and cost estimates for affordable and market rate single family, duplex and townhouse product designed to integrate seamlessly into the historic and cultural built environment of the surrounding community. Public and community engagement activities will include on-the-ground community needs engagement and a Public Community Workshop to ensure equitable opportunities for stakeholder involvement. This public workshop will highlight the project, work produced to date and allow for additional public discussion, engagement, and feedback. A Draft Initial Concepts and Graphics Package will be produced as the Initial Concept Planning & Analysis phase deliverable.

- Task 4.1 – Initial Concept Planning
- Task 4.2 – Initial Planning Architectural Graphics
- Task 4.3 – Initial Concept Planning Community Needs & Desires

# Scope of Services

## Community Planning Collaborative LLC Miracle on Myrtle Community Engagement and Visioning Study

- Task 4.4 – Public Community Workshop #1
- Task 4.5 – Miscellaneous Meetings
- Task 4.6 – Media and Brand Narrative
- Task 4.7 – Initial Concept Planning & Analysis Phase Coordination

### **Task 4.0 Deliverable – Draft Initial Concepts and Graphics Package**

### **Task 5.0 - Concept Planning & Analysis**

Expected to take place over a 30-day period, Concept Planning & Analysis planning will involve working with Durkeeville residents, stakeholders, and residential development consultants to refine and finalize the series of draft conceptual floor plans, elevations, renderings and cost estimates for affordable and market rate single family, duplex and townhouse product designed to integrate seamlessly into the historic and cultural built environment of the surrounding community. During this phase, a third project steering committee meeting will be held. The Final Concepts and Graphics Package will be produced as the Concept Planning & Analysis phase deliverable.

- Task 5.1 – Concept Planning
- Task 5.2 – Planning Architectural Graphics
- Task 5.3 - Project Steering Committee Meeting #3
- Task 5.4 – Concept Planning Community Needs & Desires
- Task 5.5 – Miscellaneous Meetings
- Task 5.6 – Media and Brand Narrative
- Task 5.7 – Concept Planning & Analysis Phase Coordination

### **Task 5.0 Deliverable – Final Concepts and Graphics Package**

### **Task 6.0 – Recommended Concept**

The Recommended Concept phase will be conducted over a 30-day period. During this phase, a recommended concept plan and neighborhood brand narrative will be identified by Durkeeville community and project partners. This identification process will take place through the fourth project stakeholder committee meeting, community needs engagement and a second Public Community Workshop. A Recommended Concept and Graphic Package will be created as the deliverable for this phase.

- Task 6.1 – Recommended Concept
- Task 6.2 – Project Stakeholder Committee Meeting #4
- Task 6.3 – Community Needs & Desires
- Task 6.4 – Public Community Workshop #2
- Task 6.5 – Miscellaneous Meetings
- Task 6.6 – Media and Brand Narrative
- Task 6.7 – Recommended Concept Phase Coordination

### **Task 6.0 Deliverable – Recommended Concept and Graphic Package**

# Scope of Services

## Community Planning Collaborative LLC Miracle on Myrtle Community Engagement and Visioning Study

### **Task 7.0 – Implementation Strategy**

Upon identification of the recommended concept plan, an Implementation Strategy will be created. The Implementation Strategy will serve as a road map and implementation guideline for future City of Jacksonville projects, JHA and NADC development projects within the project study area. A draft implementation strategy document will be developed as the deliverable. The Implementation Strategy phase will be conducted over a 30-day period.

- Task 7.1 – Implementation Strategy
- Task 7.2 – Miscellaneous Meetings
- Task 7.3 - Implementation Strategy Phase Coordination

### **Task 7.0 Deliverable – Implementation Strategy Document**

### **Task 8.0 – Final Report and Implementation Strategy**

Following completion of the draft implementation strategy, a final report and implementation strategy will be produced as the final study deliverable. This Final Report will document the full Miracle on Myrtle study process. The Final Report and Implementation Strategy will take place over a 30-day period.

- Task 8.1 – Final Report
- Task 8.2 – Miscellaneous Meetings
- Task 8.3 – Final Report Phase Coordination

### **Task 8.0 Deliverable – Final Report and Implementation Strategy**

### **Task 9.0 Project Wrap-Up**

The final phase of the study will involve the coordination of presentations to City of Jacksonville, the Jacksonville Housing Authority, and other project stakeholders, as needed. This phase is anticipated to occur over a 30-day period. The final deliverable will be the development of a power point presentation documenting the study's outcome and findings.

- Task 9.1 – Presentations
- Task 9.2 – Miscellaneous Meetings
- Task 9.3 – Project Wrap-Up

### **Task 9.0 Deliverable – Final Presentation**

# Scope of Services

**Community Planning Collaborative LLC  
Miracle on Myrtle Community Engagement and Visioning Study**

**Payment and Project Reporting:**

The City’s maximum indebtedness for these services shall be \$200,000. The City shall pay Contractor for completion of each Task based on the schedule provided below. Contractor shall provide the City with an invoice for each payment request, accompanied by a breakdown of hours worked by assigned professionals in accordance with the hourly rates provided herein, along with the Deliverables referenced above to reflect completion of each Task. The City Agreement Administrator shall have the authority to request additional documentation, as needed, to substantiate completion of each Task. In order for Contractor to receive disbursement for Task 9, Contractor shall have completed work on the Miracle on Myrtle study and shall have provided the City with a comprehensive report of the work performed and implementation strategy plan for the equitable and inclusive revitalization of the Durkeeville neighborhood, to include redevelopment of community housing, community facilities, recreational facilities and commercial development (“Final Report”) and shall have provided a presentation of the project findings to City Council.

**Payment Schedule**

- Task 1.0 – Data Collection - \$26,000.00
- Task 2.0 – Existing Conditions - \$38,000.00
- Task 3.0 – Future Conditions - \$18,000.00
- Task 4.0 – Initial Concept Planning & Analysis - \$32,000.00
- Task 5.0 – Concept Planning & Analysis - \$26,000.00
- Task 6.0 – Recommended Concept - \$28,000.00
- Task 7.0 – Implementation Strategy - \$14,000.00
- Task 8.0 – Final Report and Implementation Strategy - \$14,000.00
- Task 9.0 – Project Wrap-Up - \$4,000.00

Failure by the Contractor to provide the City with the Final Report on or before 4/30/25 shall be deemed a material breach, and the Contractor shall be required to pay back to the City all funds previously disbursed under the Agreement.

**Summary of Project Costs:**

|   | <b>Cost/Hr</b> | <b>Estimated Hours</b> | <b>Estimated Total Cost</b> |
|---|----------------|------------------------|-----------------------------|
| <b>Senior Planner</b>                   | \$175          | 514                    | \$89,950                    |
| <b>Planner</b>                          | \$150          | 267                    | \$40,050                    |
| <b>Administrative Assistant</b>         | \$50           | 200                    | \$10,000                    |
| <b>Community Engagement Coordinator</b> | \$100          | 150                    | \$15,000                    |
| <b>Media and Branding Consultant</b>    | \$100          | 100                    | \$10,000                    |
| <b>Development Consultant</b>           | \$100          | 350                    | \$35,000                    |
|   |                |                        | \$200,000                   |

# Scope of Services

Community Planning Collaborative LLC  
Miracle on Myrtle Community Engagement and Visioning Study

## **Other Agreement Requirements:**

- The City, including the Council Auditor, shall have the right to review or audit Contractor's documents and records related to the Agreement.
- Contractor shall be required to attend all related City and Independent Authority meetings pertinent to the contracted services during the Term of the Agreement.
- All findings and reports generated as a result of this Agreement shall be the sole property of the City.





Procurement Division  
(Finance and Administration Department)  
*Baselines*

Dustin Freeman  
Chief of Procurement

September 18<sup>th</sup>, 2023



# Procurement Administrative Lead Time (PALT)

ORIENTATION

CAPITAL

SERVICES

DESIGN

GOODS

Procurement lead times vary depending on the requirement and requested outcome. The current average lead times for when requisitions enter an Analyst or Buyers 1Cloud queue until the time action is taken to advertise, generate award cover, process PO or other procurement action based on procurement type.

- Formal Solicitation Procurement Analyst development and review time: **2 weeks or less**
- Formal PO (no-solicitation): **48 hours**
- Informal Solicitation: Buyer development and review time: **3-5 days**
- Informal PO (no-solicitation): Buyer review: **48 hours**
- Formal Procurement lifecycle from requisition submittal to contract award: **60-90 days**





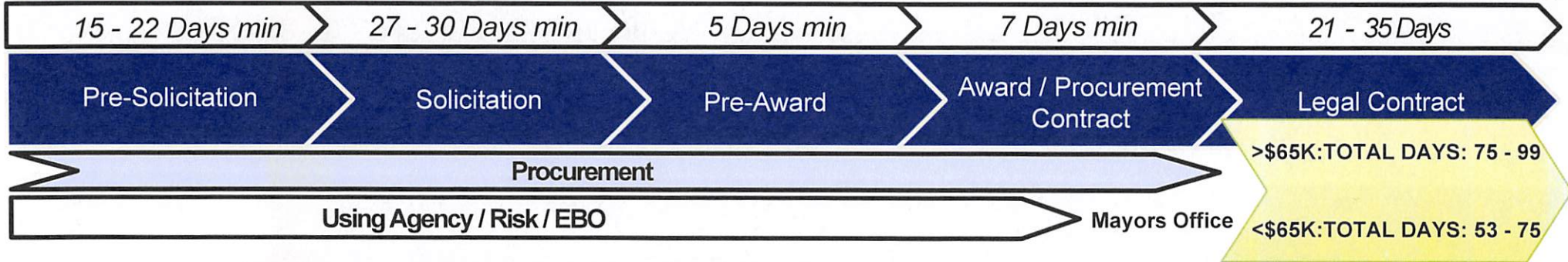
# Professional, Design, Contractual Services / Capital

*Competitive Baselines (does not include Special Procurements)*

|             |         |          |        |       |
|-------------|---------|----------|--------|-------|
| ORIENTATION | CAPITAL | SERVICES | DESIGN | GOODS |
|-------------|---------|----------|--------|-------|

**RED FONT: Required by Ordinance and/or State Statute**

**GREEN FONT: Procurement / OGC Lead Times**



- ✓ Using Agency Market Research / Requirement Development: **Time Varies**
- ✓ Using Agency Requisition Submission / Workflow Approval: **Time Varies**
- ✓ Procurement Analyst Reviews / Drafts Solicitation: **7 Days min**
- ✓ EBO/Risk Review: **7-14 Days min**
- ✓ Procurement Post Public Notice: **1 Day**

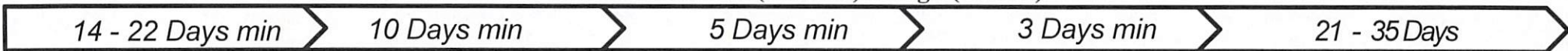
- ✓ **Florida SS 255.0525 (<\$500K 21 Days / >\$500K 30 Days)**
- ✓ If <\$500K: **Add 6 Days** to Solicitation Due to Change at Daily Record / Bid Opening Every Wednesday:
- ❖ Timely Filed Spec Protest, Potential Delay: **Time Varies**

- ✓ Procurement Receives Bids and Unseals. **1 Day**
- ✓ Procurement Analyst Tabulates Results and Sends to Using Agency: **3 Days min**
- ✓ Using Agency Submits Agency Memo: **Time Varies**
- ❖ If Evaluated: **Time Varies**
- ✓ Procurement Analyst Prepares Award: **1 Day min**

- ✓ Procurement Posts Agenda: Every Tuesday: **2 Days.**
- ✓ Awards Committee Recommends Approval: Every Thursday: **1 Day**
- ✓ Mayor Approves or Denies: **4 Days**
- ❖ Timely Filed Award Protest, Potential Delay: **Time Varies**
- ❖ Demonstrations: **Time Varies**
- ❖ Using Agency Potential Negotiations: **Time Varies**

- ✓ Using Agency Submits Legal Request: **Time Varies**
- ✓ OGC Attorney Reviews and Drafts. **21 Days min**
- ✓ Using Agency Obtains Contractor Signature. **Time Varies**
- ✓ OGC Obtains City Signatures to Fully Execute Legal Contract. **14 Days min**

## INFORMAL CIP (<\$200K) Design (<\$35K)







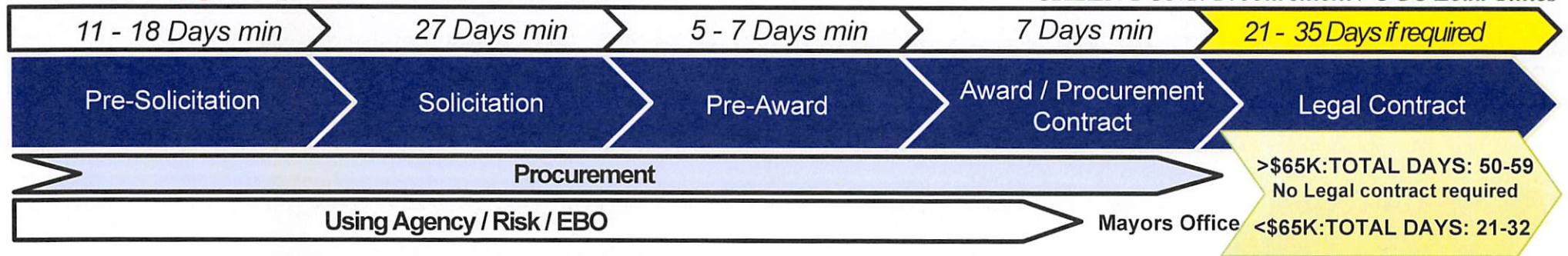
# Goods

Competitive Baselines (does not include Special Procurements)

|             |         |          |        |              |
|-------------|---------|----------|--------|--------------|
| ORIENTATION | CAPITAL | SERVICES | DESIGN | <b>GOODS</b> |
|-------------|---------|----------|--------|--------------|

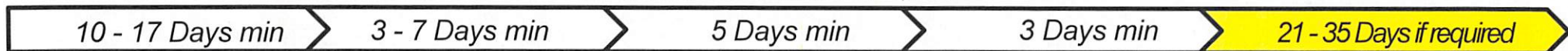
**RED FONT: Required by Ordinance and/or State Statute**

**GREEN FONT: Procurement / OGC Lead Times**



- |  |  |   |   |   |
|--|--|---|---|---|
| <ul style="list-style-type: none"> <li>✓ Using Agency Market Research / Requirement Development: <b>Time Varies</b></li> <li>✓ Using Agency Requisition Submission / Workflow Approval: <b>Time Varies</b></li> <li>✓ Procurement Analyst Reviews / Drafts Solicitation: <b>3 Days min</b></li> <li>✓ EBO/Risk Review: <b>7-14 Days min</b></li> <li>✓ Procurement Post Public Notice: <b>1 Day</b></li> </ul> | <ul style="list-style-type: none"> <li>✓ <b>126.102(n) (&gt;\$65K 21 Days)</b></li> <li>✓ Add 6 days to solicitation due to change at Daily Record / Bid opening every Wednesday:</li> <li>❖ Timely filed Spec protest, potential delay: <b>7-14 days or until cured.</b></li> </ul> | <ul style="list-style-type: none"> <li>✓ Procurement receives Bids and unseals. <b>1 Day</b></li> <li>✓ Procurement Analyst Tabulates Results and Sends to Using Agency to Confirm LPTA:: <b>3 Days min</b></li> <li>✓ Using Agency submits memo and Analyst Prepares Award: <b>1-3 Days min</b></li> </ul> | <ul style="list-style-type: none"> <li>✓ Procurement Posts Agenda Every Tuesday for <b>2 Days.</b></li> <li>✓ Awards Committee Recommends Approval: Every Thursday: <b>1 Day</b></li> <li>✓ Mayor Approves or Denies. <b>4 Days min</b></li> <li>❖ Timely filed Award protest, potential delay: <b>7-14 days or until cured.</b></li> </ul> | <ul style="list-style-type: none"> <li>✓ Using Agency Submits Legal Request: <b>Time varies</b></li> <li>✓ OGC Attorney Reviews and Drafts. <b>21 Days min</b></li> <li>✓ Using Agency Obtains Contractor Signature. <b>Time varies</b></li> <li>✓ OGC Obtains City Signatures to Fully Execute Legal Contract. <b>14 Days min</b></li> </ul> |
|--|--|---|---|---|

## INFORMAL GOODS <\$65K



**Council Member Salem**  
**Proposed Amendment to Ordinance 2024-175 (Reorganization)**

1. Strike all references to the creation of the Sports and Entertainment Department and move the Division (which is currently housed in Parks, Recreation and Community Services) under the Office of Economic Development.
2. Attach Revised Exhibits to reflect striking of Sports and Entertainment Department.

1 Introduced by the Council President at the request of the Mayor:  
2  
3

4 **ORDINANCE 2024-**

5 AN ORDINANCE REGARDING THE MAYOR'S  
6 REORGANIZATION OF THE EXECUTIVE BRANCH PURSUANT  
7 TO CHAPTER 21 (EXECUTIVE BRANCH, GENERALLY),  
8 PART 2 (EXECUTIVE REORGANIZATION), ORDINANCE  
9 CODE; RECITALS; CREATING A NEW CHAPTER 23  
10 (OFFICE OF ADMINISTRATIVE SERVICES~~CENTRAL~~  
11 ~~SERVICES DEPARTMENT~~), ORDINANCE CODE; REPEALING  
12 IN THEIR ENTIRETY PART 6 (PROCUREMENT DIVISION),  
13 PART 7 (INFORMATION TECHNOLOGIES DIVISION), PART  
14 8 (FLEET MANAGEMENT DIVISION), AND PART 9  
15 (GRANTS AND CONTRACT COMPLIANCE DIVISION),  
16 CHAPTER 24 (FINANCE AND ADMINISTRATION  
17 DEPARTMENT), ORDINANCE CODE; RENAMING AND  
18 AMENDING CHAPTER 24 (FINANCE AND ADMINISTRATION  
19 DEPARTMENT), ORDINANCE CODE; AMENDING SECTION  
20 26.201 (ECONOMIC DEVELOPMENT) AND SECTION 26.202  
21 (OFFICE OF INTERNATIONAL TRADE), PART 2  
22 (FUNCTIONS AND ACTIVITIES), CHAPTER 26 (ECONOMIC  
23 DEVELOPMENT), ORDINANCE CODE; CREATING A NEW  
24 SECTION 26.204 (JACKSONVILLE FILM AND TELEVISION  
25 OFFICE) AND 26.205 (OFFICE OF EQUAL BUSINESS  
26 OPPORTUNITY - BUSINESS COMPLIANCE), PART 2  
27 (FUNCTIONS AND ACTIVITIES), CHAPTER 26 (ECONOMIC  
28 DEVELOPMENT), ORDINANCE CODE; CREATING A NEW  
29 CHAPTER 27 (SPORTS AND ENTERTAINMENT  
30 DEPARTMENT), ORDINANCE CODE; REPEALING IN ITS  
31 ENTIRETY PART 2 (SPORTS AND ENTERTAINMENT

1 DIVISION), CHAPTER 28 (PARKS, RECREATION AND  
2 COMMUNITY SERVICES), *ORDINANCE CODE*; AMENDING  
3 SECTION 28.103 (POWERS; FUNCTIONS AND DUTIES OF  
4 DIRECTOR); PART 1 (GENERAL), CHAPTER 28 (PARKS,  
5 RECREATION AND COMMUNITY SERVICES), *ORDINANCE*  
6 *CODE*; AMENDING SECTION 31.102 (RESERVED) AND  
7 31.103 (RESERVED), PART 1 (OFFICE OF DIRECTOR),  
8 CHAPTER 31 (FIRE AND RESCUE DEPARTMENT),  
9 *ORDINANCE CODE*; REPEALING IN THEIR ENTIRETY PART  
10 6 (ANIMAL CARE AND PROTECTIVE SERVICES DIVISION)  
11 AND PART 7 (OFFICE OF CITY LINK/630-CITY),  
12 CHAPTER 34 (NEIGHBORHOODS DEPARTMENT),  
13 *ORDINANCE CODE*; CREATING A NEW CHAPTER 35  
14 (TECHNOLOGY SOLUTIONS DEPARTMENT), *ORDINANCE*  
15 *CODE*; AMENDING SECTION 123.203 (DEFINITIONS),  
16 PART 2 (MOTION PHOTOGRAPHY PRODUCTION PERMITS),  
17 CHAPTER 123 (PUBLIC FEES), *ORDINANCE CODE*;  
18 AMENDING SECTION 126.604 (DEFINITIONS), SUBPART  
19 A (GENERAL PROVISIONS), PART 6 (JACKSONVILLE  
20 SMALL AND EMERGING BUSINESS PROGRAM), CHAPTER  
21 126 (PROCUREMENT CODE), *ORDINANCE CODE*;  
22 APPROPRIATING \$91,261.00 TO EFFECTUATE THIS  
23 REORGANIZATION, AS INITIATED BY B.T. 24-071;  
24 PURPOSE; PROVIDING FOR PURPOSE; AUTHORIZING  
25 POSITIONS, AS INITIATED BY R.C. 24-085,  
26 RESULTING FROM THIS REORGANIZATION; APPROVING  
27 THE UPDATED 1CLOUD CENTER LIST; PROVIDING FOR AN  
28 ORGANIZATIONAL CHART; PROVIDING FOR TRANSITION;  
29 PROVIDING THAT THE AUTHORITY, PRIVILEGES,  
30 RIGHTS, DUTIES, OBLIGATIONS OR RELATIONSHIPS OF  
31 THE CITY'S CONSTITUTIONAL OFFICERS OR



1 INDEPENDENT AGENCIES WILL NOT BE DIMINISHED OR  
2 ENHANCED BY THIS ORDINANCE; AUTHORIZING THE  
3 COUNCIL AUDITOR'S AND GENERAL COUNSEL'S OFFICE  
4 TO MAKE TECHNICAL AMENDMENTS; PROVIDING FOR  
5 SEVERABILITY; PROVIDING FOR CODIFICATION  
6 INSTRUCTIONS; PROVIDING AN EFFECTIVE DATE.  
7

8 **WHEREAS**, in accordance with Chapter 21 (Executive Branch  
9 Generally), Part 2 (Executive Reorganization), *Ordinance Code*, the  
10 Mayor, after investigation, has determined that a reorganization of  
11 the Executive Branch of the City of Jacksonville is appropriate; and

12 **WHEREAS**, in accordance with Section 21.202, *Ordinance Code*, the  
13 Mayor has developed a reorganization plan, a copy of which is attached  
14 hereto as **Exhibit 1** and incorporated herein by reference; and

15 **WHEREAS**, the General Counsel, pursuant to Section 21.205,  
16 *Ordinance Code*, has approved such plan as to form and legal  
17 sufficiency; now therefore

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

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

21 **Section 2. Creating a new Chapter 23 (Office of  
22 Administrative Services~~Central Services Department~~), *Ordinance Code*.**

23 A new Chapter 23 (Office of Administrative Services~~Central Services~~  
24 ~~Department~~), *Ordinance Code*, is created to reestablish an Office of  
25 Administrative Services~~a Central Services Department~~ within the  
26 executive branch. Chapter 23 is hereby created to read as follows:

27 **CHAPTER 23 - OFFICE OF ADMINISTRATIVE SERVICES~~CENTRAL SERVICES~~**  
28 **DEPARTMENT**

29 **PART 1. - OFFICE~~DEPARTMENT~~ ESTABLISHED**

30 **Sec. 23.101. - Establishment; functions.**

31 There is created an executive officedepartment to be known as



1 the Office of Administrative Services~~Central Services Department~~. The  
2 Office~~Department~~ is created and shall be responsible for the provision  
3 of resources and services essential for the overall management of  
4 Consolidated Government operations associated with: (i) soliciting,  
5 evaluating, procuring, and other functions related to the acquisition  
6 of supplies, contractual services, professional services, capital  
7 improvements, and other commodities necessary for the proper  
8 functioning of government; (ii) motor vehicle and related equipment  
9 management; (iii) animal care and control and related functions; (iv)  
10 customer service management, (v) investigations and mediation of  
11 complaints; and (vi) such other functions and services as may be  
12 assigned by the Mayor or her designee.

13 **Sec. 23.102. - Office of Administrative Services Manager~~Director~~.**

14 The Manager of the Office of Administrative Services~~Director of~~  
15 ~~Central Services~~ is the head of the Office~~Department~~. The  
16 Manager~~Director~~ shall have a bachelor's degree or higher from an  
17 accredited college or university and at least five years of  
18 progressively responsible executive-level experience in a business,  
19 corporation, or governmental body or other commensurate training and  
20 experience. The Manager~~Director~~ shall be appointed by the Mayor,  
21 ~~subject to confirmation by the Council,~~ and shall serve at the  
22 pleasure of the Mayor. The Manager~~Director~~ shall manage all  
23 operations of the Office of Administrative Services~~Central Services~~  
24 ~~Department~~.

25 **PART 2. - PROCUREMENT DIVISION**

26 **Sec. 23.201. - Establishment; functions.**

27 There is created an executive division of the Office of  
28 Administrative Services~~Central Services Department~~ to be known as the  
29 Procurement Division. The Division shall purchase or obtain, by lease  
30 or rental, for use of the City the necessary and appropriate supplies,  
31 materials, equipment, personal property, contractual services,  
32 printing facilities and warehouse operations, and insurance and

1 surety bonds.

2 **Sec. 23.202. - Chief of Procurement.**

3 The Chief of Procurement is the head of the Procurement Division.  
4 The Chief of Procurement shall be appointed by the Mayor, subject to  
5 confirmation by Council, and shall serve at the pleasure of the Mayor.  
6 The Chief shall have a bachelor's degree or higher from an accredited  
7 college or university and at least five years of experience in an  
8 administrative or executive position as purchasing agent for a  
9 business, corporation, governmental body or other commensurate  
10 training and experience.

11 **Sec. 23.203. - Duties of Chief of Procurement.**

12 It shall be the duty of the Chief to:

13 (a) Procure or contract for all supplies, contractual services,  
14 professional design services, professional services and capital  
15 improvements required by using agencies, except as provided herein;

16 (b) Prepare and enforce standard specifications;

17 (c) Transfer among using agencies or exchange or sell material  
18 which is surplus, including salvage;

19 (d) Act to procure for the City the highest quality in  
20 supplies, contractual services, professional design services,  
21 professional services and capital improvements at the greatest  
22 economic value to the City;

23 (e) Ensure compliance with the Procurement Code and rules and  
24 regulations applicable to the same;

25 (f) Ensure full and open competition where possible on all  
26 purchases and sales;

27 (g) Keep informed of current developments in the field of  
28 purchasing, prices, market conditions and new products;

29 (h) Secure for the City the benefits of research done in the  
30 field of purchasing by other governmental jurisdictions, national  
31 technical societies, national trade associations and private

1 businesses and organizations;

2 (i) Prepare and adopt standard purchasing nomenclature for  
3 using agencies and suppliers;

4 (j) Declare vendors who violate the requirements of this  
5 Procurement Code or who default on their quotations to be  
6 irresponsible bidders and discipline them regarding the submission  
7 of proposals or bids and/or receiving business from the City for a  
8 stated period of time, subject to review by the applicable Awards or  
9 Evaluation Committee and approval by the Mayor or his designate;

10 (k) Prepare and maintain a current file of sources of supplies  
11 and services, to be known as a bidders' list, to which vendors may  
12 request to be included;

13 (l) Oversee the operation and management of the Division, and  
14 perform such other duties and responsibilities as may be assigned by  
15 the Mayor or her designate in connection with the procurement of  
16 goods and services for the City, except where specifically exempted  
17 by the Council;

18 (m) Assist and advise government agencies in the policies and  
19 methods of procuring goods, services, capital improvements, etc.;

20 (n) Procure goods, services, capital improvements in  
21 accordance with applicable laws;

22 (o) Provide a central reproduction center/mailroom for use by  
23 using agencies;

24 (p) Provide a surplus facility and oversee the transfer and  
25 disposal of City property in accordance with applicable laws;

26 (q) Operate and manage the City's centralized procurement  
27 functions, copy center, mail center, and surplus; and

28 (r) Operate and manage the Division, and perform such other  
29 duties and responsibilities as may be assigned by the Mayor, the  
30 Manager of the Office of Administrative Services~~Director of the~~  
31 ~~Central Services Department~~, or their respective designees in



1 connection with the procurement of goods and services for the City,  
2 except where specifically exempted by the Council.

3 **PART 3. - FLEET MANAGEMENT DIVISION**

4 **Sec. 23.301. - Establishment; functions.**

5 There is created an executive division of the Office of  
6 Administrative Services~~Central Services Department~~ to be known as the  
7 Fleet Management Division. The Division shall be responsible for the  
8 overall management of motor vehicle service operations of the  
9 Consolidated Government and development and implementation of  
10 policies and procedures for motor vehicles and related equipment  
11 utilized by the Consolidated Government, including without  
12 limitation:

13 (a) Repairing and providing preventive maintenance for motor  
14 vehicles and related equipment owned by the City or independent  
15 agencies;

16 (b) Developing, maintaining and keeping appropriate and  
17 accurate records pertaining to motor vehicle operation and  
18 maintenance;

19 (c) Developing, evaluating and implementing procedures  
20 governing equipment, servicing schedules, equipment maintenance  
21 practices, equipment warranty compliances and safety inspections;

22 (d) Developing and making recommendations to the Mayor, City  
23 Council, and the Manager of the Office of Administrative  
24 Services~~Director of the Central Services Department~~ with regard to  
25 motor vehicle facilities, equipment and personnel;

26 (e) Preparing specifications for and recommending motor  
27 vehicle and equipment replacement schedules;

28 (f) Coordinating all information for a vehicle inventory and  
29 maintenance system;

30 (g) Developing, maintaining and keeping appropriate and  
31 accurate records pertaining to the purchase, assignment, utilization,

1 reassignment and disposal of all motor vehicles and equipment;

2 (h) Preparing specifications for the procurement of supplies,  
3 maintain cost control, prepare special fuel tax and municipal tax  
4 refund reports and exercise control of all supplies used by motor  
5 vehicles owned or leased by the City;

6 (i) Being responsible for quality control of all vehicle repair  
7 orders by testing and evaluating repair work performed by the Fleet  
8 Management Division;

9 (j) Coordinating and facilitating the movement of vehicles and  
10 equipment from one shop to another to avoid delay of delivery to user  
11 agencies; and

12 (k) Developing, maintaining, and keeping appropriate and  
13 accurate records that identify per mile cost and use/tracking  
14 information for every vehicle.

15 **Sec. 23.302. - Division Chief.**

16 The Chief of Fleet Management is the head of the Fleet Management  
17 Division, shall be appointed by the Mayor, subject to confirmation  
18 by Council, and shall serve at the pleasure of the Mayor. The Chief  
19 shall have a bachelor's degree or higher from an accredited college  
20 or university and at least five years' experience in an administrative  
21 or executive position in the management, maintenance, and repair of  
22 motor vehicles, equipment, or similar operations or other  
23 commensurate training and experience. The Chief shall manage the  
24 various functions of the Division outlined herein, and perform such  
25 other duties and responsibilities as may be assigned by the Mayor,  
26 the Manager of the Office of Administrative Services~~Director of the~~  
27 ~~Central Services Department~~, or their respective designees.

28 **PART 4. - ANIMAL CARE AND PROTECTIVE SERVICES DIVISION**

29 **Sec. 23.401. - Establishment; functions.**

30 There is created an executive division of the Office of  
31 Administrative Services~~Central Services Department~~ to be known as the

1 Animal Care and Protective Services Division. The Division shall  
2 enforce and implement laws and regulations relating to animals and  
3 animal control, animal regulatory codes, procedures, rules and  
4 regulations applicable to the City under general or special law or  
5 which may be adopted by the Council.

6 **Sec. 23.402. - Division Chief.**

7 The Chief of Animal Care and Protective Services is the Division  
8 Chief of the Animal Care and Protective Services Division. The Chief  
9 shall be appointed by the Mayor, subject to confirmation by the  
10 Council, and shall serve at the pleasure of the Mayor. The Chief  
11 shall have a bachelor's degree or higher from an accredited college  
12 or university and at least five years of management experience  
13 preferably in the management of an animal care facility or other  
14 commensurate training and experience.

15 **PART 5. - OFFICE OF CITY LINK/630-CITY**

16 **Sec. 23.501. - City Link/630-CITY Office functions.**

17 There is created as a function in the Office of Administrative  
18 Services to be known as~~Central Services Department~~ City Link. City  
19 Link, also known as 630-CITY, shall serve as the City of  
20 Jacksonville's customer service center. 630-CITY shall serve as a  
21 liaison with the Data Management and Analysis Officer in the Office  
22 of the Mayor in facilitating the prompt disposition of public records  
23 requests. The office shall also have the following duties:

24 (a) Manage the forecasting of call volume, staffing levels,  
25 customer service training and shall make regular reports to the Office  
26 of the Mayor and City Council as necessary for the improvement of  
27 City customer service;

28 (b) Coordinate with City departments/agencies to ensure  
29 accurate distribution of information to customers;

30 (c) Coordinate with the Emergency Command Operations as needed  
31 to ensure accurate distribution of information to City



1 departments/agencies and customers; and

2 (d) Develop and implement marketing plans to increase public  
3 awareness of City programs and services.

4 **PART 6. - OFFICE OF OMBUDSMAN**

5 **Sec. 23.601. - Office of Ombudsman functions.**

6 There is created as a function in the Office of Administrative  
7 Services to be known as~~Central Services Department~~ the Office of  
8 Ombudsman. The Office of Ombudsman shall act as a trusted  
9 intermediary to promote contractual fairness, neutrality, and  
10 administrative accountability and transparency through impartial  
11 investigations and mediation of complaints. The office shall offer  
12 assistance in the resolution of problems associated with post award  
13 contractual compliance issues, including but not limited to issues  
14 of payment and performance. The office shall have the following  
15 additional duties:

16 (a) Manage multifaceted complex contract disputes involving  
17 contractors, subcontractors, and vendors;

18 (b) Analyze complaints, manages cases and determines  
19 recommendations;

20 (c) Confer with disputants to clarify issues, identify  
21 underlying concerns and develop an understanding of their respective  
22 need and interests;

23 (d) Utilize mediation techniques to facilitate communication  
24 between disputants, to further parties' understanding of different  
25 perspectives and to guide parties toward mutual agreement;

26 (e) Work with the Office of General Counsel to prepare  
27 settlement agreements or prepare for court proceedings;

28 (f) Work with the Procurement Division to ensure that  
29 procurement processes and systems are followed;

30 (g) Research, investigate complaints, write recommendations  
31 and reports for monitored contracts;

1 (h) Compose, review and revise policies and procedures with  
2 regard to the office activities;

3 (i) Partner with using agencies to assist in resolving  
4 contractual disputes; and

5 (j) Assist the Equal Business Opportunity Office - Business  
6 Compliance in the resolution of disputes between City vendors  
7 regarding issues of payment, performance and overall contract  
8 compliance.

9 **Section 3. Repealing Part 6 (Procurement Division), Part 7**  
10 **(Information Technologies Division), Part 8 (Fleet Management**  
11 **Division), and Part 9 (Grants and Contract Compliance Division),**  
12 **Chapter 24 (Finance and Administration Department), Ordinance Code.**  
13 Part 6 (Procurement Division), Part 7 (Information Technologies  
14 Division), Part 8 (Fleet Management Division), and Part 9 (Grants and  
15 Contract Compliance Division), Chapter 24 (Finance and Administration  
16 Department), Ordinance Code, are hereby repealed and reserved in  
17 their entirety. Copies of Parts 6, 7, 8, and 9, Chapter 24, Ordinance  
18 Code, have been placed On File with the Legislative Services Division.

19 **Section 4. Renaming and Amending Chapter 24 (Finance and**  
20 **Administration Department), Ordinance Code.** Chapter 24 (Finance and  
21 Administration Department), Ordinance Code, is hereby amended to  
22 rename the department and reestablish the Grants and Contracts  
23 Compliance Division as Part 6:

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

25 \* \* \*

26 **PART 6. - RESERVED GRANTS AND CONTRACT COMPLIANCE DIVISION**

27 **Sec. 24.601. - Establishment; functions.**

28 There is created an executive division of the Finance Department  
29 to be known as the Grants and Contract Compliance Division. The  
30 Division shall ensure the City of Jacksonville receives the broadest  
31 utilization of grant resources and manages such resources and



1 relationships. The Division shall be responsible and accountable for  
2 appropriate compliance in accordance with funding policy. The  
3 Division shall:

4 (a) Endeavor to obtain external funds for internal City of  
5 Jacksonville department projects and functions, established in the  
6 annual budget thereby reducing or eliminating the use of general fund  
7 dollars for those internal City of Jacksonville projects;

8 (b) Direct resource development strategies including but not  
9 limited to recommendations concerning identification of external  
10 grant resources, private sector partners, in-kind resources to  
11 include equipment, services, and staff for internal City of  
12 Jacksonville projects;

13 (c) Direct and/or provide oversight of research and evaluation  
14 in collaboration with appropriate agency representatives to determine  
15 needs and assess feasibility of new program ideas and proposals as  
16 they relate to possible external funding and resources for internal  
17 City of Jacksonville projects;

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

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

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

26 (g) Ensure agency compliance with regulatory standards  
27 concerning resources development opportunities including compliance  
28 with federal, state, and local laws, rules, fiscal requirements,  
29 agency policies, programmatic guidelines and appropriate  
30 contracts/agreements;

31 (h) Oversee training of City-wide staff engaged in grant

1 writing, administration, and compliance which includes informal  
2 training, cross training, and formal training such as conducting  
3 grant writing workshops; and

4 (i) Staff the Public Service Grants Council and forward any  
5 recommendations from the Public Service Grants Council to the Director  
6 of the Finance Department.

7 **Sec. 24.602. - Division Chief.**

8 The Chief of Grants and Contract Compliance is the head of the  
9 Grants and Contract Compliance Division, shall be appointed by the  
10 Mayor, subject to confirmation by Council, and shall serve at the  
11 pleasure of the Mayor. The Chief shall have a bachelor's degree or  
12 higher from an accredited college or university and at least five  
13 years' experience in an administrative or executive position in grant  
14 management or similar operations or other commensurate training and  
15 experience. The Chief shall manage the various functions of the  
16 Division outlined herein, and perform such other duties and  
17 responsibilities as may be assigned by the Mayor, the Director of the  
18 Finance Department, or their respective designees.

19 **Section 5. Amending Section 26.201 (Economic Development)**  
20 **and Section 26.202 (Office of International Trade), Part 2 (Functions**  
21 **and Activities), Chapter 26 (Economic Development), Ordinance Code.**  
22 Section 26.201 (Economic Development) and Section 26.202 (Office of  
23 International Trade), Part 2 (Functions and Activities), Chapter 26  
24 (Economic Development), Ordinance Code, are hereby amended to read  
25 as follows:

26 **CHAPTER 26 - ECONOMIC DEVELOPMENT**

27 \* \* \*

28 **PART 2. - FUNCTIONS AND ACTIVITIES**

29 **Sec. 26.201. - Economic Development.**

30 The functions and activities of the Office of Economic  
31 Development shall include, but not be limited to:

1 \* \* \*

2 (h) Operating the Office of Small Business and  
3 Entrepreneurship;

4 (i) Operating the Office of ~~International Trade~~ Equal Business  
5 Opportunity - Business Compliance;

6 (j) Operating the Jacksonville Film and Television Office; and

7 (k) Providing support to the Mayor's Advisory Commission on  
8 Television, Motion Picture and Commercial Production  
9 established by Executive Order 99-3.

10 \* \* \*

11 **Sec. 26.202. - Office of ~~International Trade~~ Small Business and**  
12 **Entrepreneurship.**

13 There is created and ~~established as a function in OED the Office~~  
14 ~~of International Trade. The International Trade office shall enhance~~  
15 ~~the City's efforts to make Jacksonville a global trade destination~~  
16 ~~and develop actionable plans to promote greater global trade and~~  
17 ~~economic competitiveness. The office will help to manage the City's~~  
18 ~~participation in the Global Cities Initiative, a joint project of~~  
19 ~~Brookings and JPMorgan Chase. It will serve as the principal City~~  
20 ~~liaison with the Jacksonville Port Authority, Jacksonville Airport~~  
21 ~~Authority, JAX Chamber, Jacksonville Sister Cities Association, and~~  
22 ~~other stakeholders on international trade and exchanges~~ as a  
23 function in OED the Office of Small Business and  
24 Entrepreneurship. The Office of Small Business and Entrepreneurship  
25 shall have the responsibilities of overseeing and managing the City's  
26 small business and entrepreneurship activities and programs.

27 \* \* \*

28 **Section 6. Creating a new Section 26.204 (Jacksonville Film**  
29 **and Television Office) and Section 26.205 (Office of Equal Business**  
30 **Opportunity - Business Compliance), Part 2 (Functions and**  
31 **Activities), Chapter 26 (Economic Development), Ordinance Code. A**  
32 **new Section 26.204 (Jacksonville Film and Television Office) and**

1 Section 26.205 (Office of Equal Business Opportunity - Business  
2 Compliance), *Ordinance Code*, are hereby created to read as follows:

3 **CHAPTER 26 - ECONOMIC DEVELOPMENT**

4 \* \* \*

5 **PART 2. - FUNCTIONS AND ACTIVITIES**

6 \* \* \*

7 **Sec. 26.204. - Jacksonville Film and Television Office.**

8 There is created as a function in OED the Jacksonville Film and  
9 Television Office. The Jacksonville Film and Television Office  
10 shall have the responsibilities of overseeing and managing the City's  
11 film and television activities and programs.

12 **Sec. 26.205. - Office of Equal Business Opportunity - Business  
13 Compliance.**

14 There is created as a function in OED the Office of Business  
15 Opportunity - Business Compliance. The Office of Equal Business  
16 Opportunity - Business Compliance ("EBO Office") shall have the  
17 responsibilities set forth below and shall be managed by the JSEB  
18 Administrator, who shall be responsible for managing the JSEB Program.  
19 All employees within the EBO Office shall be responsible for  
20 deployment and administration of Chapter 126, Part 6, and shall:

21 (a) Process certification applications;

22 (b) Coordinate with the Chief of Procurement in implementing  
23 participation JSEB goals on a project by project basis;

24 (c) Monitor City projects for compliance with the requirements  
25 of Chapter 126 of the Code;

26 (d) Report on the expenditure of City funds paid to certified  
27 companies;

28 (e) Assist in the resolution of disputes between City vendors  
29 regarding issues of payment, performance and overall contract  
30 compliance;

31 (f) Provide support services to assist JSEBs in their efforts

1 to secure training, bonding and access to capital pursuant to Chapter  
2 126, Part 6 of the Code;

3 (g) Provide annual training, in consultation with the Chief of  
4 Procurement, to department heads and division chiefs, or their  
5 designees, and applicable staff of City boards and commissions  
6 pursuant to Chapter 126, Part 6 of the Code; and

7 (h) Perform the various duties defined in and/or required by  
8 Part 6, Chapter 126 of the Code.

9 **Section 7. Creating a new Chapter 27 (Sports and**  
10 **Entertainment Department), Ordinance Code.** A new Chapter 27 (Sports  
11 and Entertainment Department), *Ordinance Code*, is created to  
12 reestablish a Sports and Entertainment Department within the  
13 executive branch. Chapter 27 is hereby created to read as follows:

14 **CHAPTER 27 - SPORTS AND ENTERTAINMENT DEPARTMENT**

15 **PART 1. - DEPARTMENT ESTABLISHED**

16 **Sec. 27.101. - Establishment; functions.**

17 There is created an executive department to be known as the  
18 Sports and Entertainment Department. The Department shall be  
19 responsible for sports and entertainment activities within the City  
20 including:

21 (a) Overseeing and managing sports and entertainment  
22 interactions with the City of Jacksonville;

23 (b) Identifying sports and entertainment opportunities,  
24 benchmarking and assessment of opportunities, ensuring the  
25 development of a program design, relationship management,  
26 identification of funding mechanisms to support the events, and the  
27 tracking of value created through sports and entertainment  
28 opportunities;

29 (c) Overseeing the Sports and Entertainment Trust Fund,  
30 pursuant to Section 111.155 of the Code;

31 (d) Operating the Office of Special Events; and

1 (e) Acting as a liaison to sports and entertainment entities  
2 and organizations regarding sports and entertainment activities  
3 within the City.

4 **Sec. 27.102. - Director.**

5 The Director of Sports and Entertainment is the head of the  
6 Department. The Director shall be appointed by the Mayor, subject to  
7 confirmation by the Council, and shall serve at the pleasure of the  
8 Mayor. The Director shall have a bachelor's degree or higher from an  
9 accredited college or university and at least five years of  
10 progressively responsible executive-level experience in the areas of  
11 sports and/or entertainment or other commensurate training and  
12 experience.

13 **Sec. 27.103. - Powers of Director.**

14 The Director shall have the following powers, functions and  
15 duties with respect to the City-owned facilities including but not  
16 limited to the Vystar Veterans Memorial Arena, the Baseball Grounds  
17 of Jacksonville, ~~TIAA Bank Field~~ the Football Stadium, Amphitheater,  
18 Covered Flex Field, The Ritz Theatre, the Convention Center, the  
19 ~~Times Union~~ Performing Arts Center, and any other facility assigned  
20 to the Director (collectively hereinafter referred to as the  
21 "facilities" or the "facility"):

22 (a) The Sports and Entertainment Department shall be  
23 responsible for the operation and maintenance of the facilities  
24 (whether directly or through a facility manager retained in accordance  
25 with the requirements and limitations of Chapter 126), and the Chief  
26 Administrative Officer, may, in conjunction with the facilities  
27 manager when appropriate, execute fixed dollar amount promotional  
28 and/or sponsorship contracts and agreements with sponsors, promoters,  
29 exhibitors, performers and other persons for the use of the facility,  
30 including agreements with renters of the facility to staff and  
31 maintain restroom facilities at the facility through contractual

1 services, volunteers or through a nominal gratuity system, approved  
2 by the officer. A nominal gratuity system would allow the City to  
3 include parking and/or meals complimentary to the volunteers,  
4 pursuant to a budget previously approved by Council. Except for  
5 revenue producing events approved by contract, all other use of the  
6 facilities shall be reserved to the City.

7 (b) The Director shall participate in and make recommendations  
8 to the Mayor and the Council concerning the planning and financing  
9 of City sponsored events at the facilities.

10 (c) The Director shall authorize the expenditure of funds  
11 lawfully appropriated by the Council for hospitality expenses in the  
12 interest of promoting the facility for City-sponsored events and  
13 shall comply with expenditures on food, pursuant to Section 106.1202  
14 of the Code.

15 **Sec. 27.104. - Special Events.**

16 The function of the Office of the Special Events is housed within  
17 the Sports and Entertainment Department.

18 (a) The Department shall be responsible for the coordination,  
19 planning, and implementation of all Special Events conducted by the  
20 City, and implement the provisions of Chapter 191 (Special Events)  
21 of the Code.

22 (b) The Department no later than 60 days after the last day of  
23 an event, shall deliver to the Director of Finance and ~~Administration~~  
24 and the Council Auditor a complete accounting of revenues by source,  
25 and expenditures by category and source including, but not limited  
26 to, General Fund, Trust Fund, and any other funds.

27 (c) There is established a liaison relationship between the  
28 Special Events activity with the Downtown Investment Authority Chief  
29 Executive Officer, the Director of the Public Works Department, and  
30 the Director of the Parks, Recreation and Community Services  
31 Department (collectively, the "City Representatives"). Upon request,

1 but at least quarterly, Special Events shall provide the City  
2 Representatives information regarding special event permits Downtown.

3 **Section 8. Repealing Part 2 (Sports and Entertainment**  
4 **Division), Chapter 28 (Parks, Recreation and Community Services),**  
5 **Ordinance Code.** Part 2 (Sports and Entertainment Division), Chapter  
6 28 (Parks, Recreation and Community Services), *Ordinance Code*, is  
7 hereby repealed and reserved in its entirety. A copy of Part 2,  
8 Chapter 28, *Ordinance Code*, has been placed **On File** with the  
9 Legislative Services Division.

10 **Section 9. Amending Section 28.103 (Powers; functions and**  
11 **duties of Director), Part 1 (General), Chapter 28 (Parks, Recreation**  
12 **and Community Services), Ordinance Code.** Section 28.103 (Powers;  
13 functions and duties of Director), Part 1 (General), Chapter 28  
14 (Parks, Recreation and Community Services), *Ordinance Code*, is hereby  
15 amended to read as follows:

16 **CHAPTER 28 - PARKS, RECREATION AND COMMUNITY SERVICES**

17 **PART 1. - GENERAL**

18 \* \* \*

19 **Sec. 28.103. - Powers; functions and duties of Director.**

20 The Director of Parks, Recreation and Community Services shall  
21 have the following powers, functions and duties, and shall have a  
22 liaison relationship with the ~~Sports and Entertainment Officer in~~  
23 Director of the Office of Sports and Entertainment Department to  
24 effectuate such powers as needed:

25 \* \* \*

26 **Section 10. Amending Section 31.102 (Reserved) and 31.103**  
27 **(Reserved), Part 1 (Office of Director), Chapter 31 (Fire and Rescue**  
28 **Department), Ordinance Code.**

29 Section 31.102 (Reserved) and 31.103 (Reserved), Part 1 (Office  
30 of Director), Chapter 31 (Fire and Rescue Department), *Ordinance*  
31 *Code*, are hereby amended to reestablish the Deputy Fire Chief and



1 Administrative Services Chief positions. Section 31.102 and Section  
2 31.103 are hereby amended to read as follows:

3 **CHAPTER 31 - FIRE AND RESCUE DEPARTMENT**

4 **PART 1. - OFFICE OF DIRECTOR**

5 \* \* \*

6 **Sec. 31.102. - ~~Reserved~~ Deputy Fire Chief.**

7 There shall be within the department a Deputy Fire Chief who  
8 shall be appointed by the Mayor, subject to confirmation by the  
9 Council, and who shall serve at the pleasure of the Mayor. The Deputy  
10 Fire Chief shall perform such duties as may be prescribed from time  
11 to time by the Mayor, the Director or by law. The Deputy Fire Chief  
12 shall act for and exercise the functions of the Director during the  
13 absence or inability of the Director or in the event that the office  
14 of the Director is vacant. The Deputy Fire Chief shall have at least  
15 five years' experience in the administration or management of  
16 firefighting, emergency medical or rescue personnel, equipment and  
17 apparatus or other commensurate training and experience.

18 **Sec. 31.103. - ~~Reserved~~ Administrative Services Chief.**

19 There shall be within the department an Administrative Services  
20 Chief who shall be appointed by the Mayor, subject to confirmation  
21 by the Council, and who shall serve at the pleasure of the Mayor.  
22 The Administrative Services Chief shall perform such duties as may  
23 be prescribed from time to time by the Director or Deputy Fire Chief.  
24 The Administrative Services Chief shall have at least five years'  
25 experience in the administration or management of firefighting,  
26 emergency medical or rescue personnel, equipment and apparatus or  
27 other commensurate training and experience.

28 **Section 11. Repealing Part 6 (Animal Care and Protective**  
29 **Services Division) and Part 7 (Office of City Link/630-CITY), Chapter**  
30 **34 (Neighborhoods Department), Ordinance Code. Part 6 (Animal Care**  
31 **and Protective Services Division) and Part 7 (Office of City Link/630-**

1 CITY), Chapter 34 (Neighborhoods Department), *Ordinance Code*, are  
2 hereby repealed and reserved in their entirety. Copies of Part 6 and  
3 Part 7, Chapter 34, *Ordinance Code*, have been placed **On File** with the  
4 Legislative Services Division.

5 **Section 12. Creating a new Chapter 35 (Technology Solutions**  
6 **Department), *Ordinance Code*.** A new Chapter 35 (Technology Solutions  
7 Department), *Ordinance Code*, is created to reestablish a Technology  
8 Solutions Department within the executive branch. Chapter 35 is  
9 hereby created to read as follows:

10 **CHAPTER 35 - TECHNOLOGY SOLUTIONS DEPARTMENT**

11 **PART 1. - DEPARTMENT ESTABLISHED**

12 **Sec. 35.101. - Establishment; functions.**

13 There is created an executive department to be known as the  
14 Technology Solutions Department. The Department shall be responsible  
15 for, as the case may be, executing, managing and implementing the  
16 selection, procurement, development, operation, maintenance and  
17 inventory of the following functions and services:

18 (a) All data processing systems and applications, centers,  
19 installations and equipment owned, leased or operated by the City;

20 (b) All communication systems (telephones, cell phones,  
21 radios, computer networks, wireless devices, and any associated  
22 infrastructures, cabling etc.) owned, leased, or operated by the  
23 City;

24 (c) The technology component of all personnel access systems  
25 for facilities owned, leased, or operated by the City;

26 (d) All video surveillance and monitoring systems and equipment  
27 for the City;

28 (e) Information and data processing systems to insure maximum  
29 efficiency in and effectiveness of the flow of information and data  
30 required for the management and operation of all agencies of the  
31 City;

1 (f) All Geographic Information Systems and related licensing  
2 (GIS) owned, leased, or operated by the City, and shall establish and  
3 maintain standard practices for GIS that ensure seamless  
4 interoperability;

5 (g) All software and hardware licensing for the City, and  
6 coordinate all funding requests for all of the above-referenced  
7 information processing or communications systems resulting in all  
8 approved funding being placed in the Department's index codes, and  
9 procurement shall be accomplished by the Department in coordination  
10 with the Procurement Division of the Central Services Department;

11 (h) Coordinating all funding requests for the next fiscal year  
12 for all of the above referenced information processing or  
13 communications systems for constitutional officers and the City's  
14 independent agencies, which shall be reviewed by the Department  
15 annually prior to May 31 for the purposes of: (i) cost effectiveness  
16 and the efficient utilization of resources; (ii) increasing buying  
17 power (e.g. enterprise licensing agreements for common platforms);  
18 (iii) the ensuring of interoperability and security; (iv) the  
19 standardization of City-wide applications; (v) striving for City-wide  
20 solutions; and (vi) the capitalization on the knowledge of a  
21 department size information technology skill group;

22 (i) Submitting a written report to the constitutional officers,  
23 independent agencies and to the Mayor and the City Council by June  
24 30 each year; and

25 (j) Having the responsibility for the administration of the  
26 City's records administration, retention and disposition program, as  
27 established in Part 2, Chapter 124, in accordance with law.

28 **Sec. 35.102. - Director.**

29 The Director of Technology Solutions is the head of the  
30 Department and the Chief Information Officer. The Director shall be  
31 appointed by the Mayor, subject to confirmation by the Council, and

1 shall serve at the pleasure of the Mayor. The Director shall have a  
2 bachelor's degree from an accredited institution and five or more  
3 years of progressively responsible related experience in information  
4 technology, systems, strategic planning and project management or any  
5 equivalent combination of education, experience and training that  
6 provides the required knowledge, skills and abilities or other  
7 commensurate training and experience. The Director shall perform  
8 those duties set forth below, and those duties and responsibilities  
9 as may be assigned by the Mayor or her designate in connection with  
10 information technologies, or prescribed by law. The Director is the  
11 lead technology and information officer for the City of Jacksonville.

12 **Sec. 35.103. - Powers and duties of Director.**

13 The Director shall have the following powers and duties with  
14 respect to management of the Department:

15 (a) Establish and supervise the administration of a primary  
16 data processing center to serve the data processing needs of the  
17 City;

18 (b) Designate, combine or abolish data processing  
19 installations in order to establish subordinate data processing  
20 centers;

21 (c) Develop and implement data processing systems necessary to  
22 achieve economically justified data processing support for the City;

23 (d) Develop and publish a data services manual to provide  
24 guidelines for administration of data processing centers, data  
25 processing installations, and to establish and enforce conventions  
26 and standards for development of data processing systems and operation  
27 of data processing equipment;

28 (e) Assist in the preparation of and approve specifications  
29 for all information and data processing and communications equipment;

30 (f) Supervise the management and operation of all data  
31 processing equipment and related devices necessary to operate the

1 primary and subordinate processing centers;

2 (g) Supervise, direct and coordinate the day-to-day activities  
3 of the Department;

4 (h) Be responsible for the selection, procurement,  
5 development, operation, maintenance and inventory of all  
6 communication systems owned, leased or operated by the City,  
7 including, but not limited to, computer networks, telephones, radios  
8 and wires, fire and other signal alarm systems, video surveillance,  
9 personnel access, controlled clock systems and intercommunication  
10 systems;

11 (i) Conduct such studies and planning programs as will ensure  
12 the maximum development and efficiency of existing and future  
13 information and data processing and communication systems;

14 (j) Assist all departments, boards and commissions of the City  
15 in determining their respective communication requirements and assist  
16 the Chief of Procurement in the preparation of specifications for the  
17 purchase or other acquisition of communications equipment by the  
18 City. No communications systems or other services, including  
19 maintenance, of any type within the purview of the Department shall  
20 be purchased, leased or otherwise acquired by the City, without a  
21 prior recommendation by the Department relative to the efficiency,  
22 cost and overall feasibility of such system, service or maintenance  
23 programs. The Director/Chief Information Officer shall be responsible  
24 for the maintenance of all communications systems of the City within  
25 the purview of this Chapter; shall maintain a current and continuous  
26 inventory of all communications equipment utilized by all departments  
27 and divisions of the City; shall coordinate communications operations  
28 of the City; and shall supervise such employees engaged in  
29 communications as may be determined by the Mayor; and

30 (k) Perform such other duties as may be directed by the Mayor  
31 or by law.

1           Section 13.        Amending Section 123.203 (Definitions), Part 2  
2 (Motion Photography Production Permits), Chapter 123 (Public Fees),  
3 Ordinance Code. Section 123.203 (Definitions), Part 2 (Motion  
4 Photography Production Permits), Ordinance Code, is amended to read  
5 as follows:

6                           CHAPTER 123 - PUBLIC FEES

7                                   \* \* \*

8                           PART 2. - MOTION PHOTOGRAPHY PRODUCTION PERMITS

9                                   \* \* \*

10       Sec. 123.203. - Definitions.

11       The following words, terms and phrases, when used in this Part,  
12 shall have the meanings respectively ascribed to them in this  
13 Section, except where the context clearly requires otherwise:

14                                   \* \* \*

15       (f) *Film Commissioner* is the Manager of the Film and Television  
16 Commission, ~~a division of~~ in the Office of Economic Development.

17                                   \* \* \*

18       Section 14.        Amending Section 126.604 (Definitions), Subpart  
19 A (General Provisions), Part 6 (Jacksonville Small and Emerging  
20 Business Program), Chapter 126 (Procurement Code), Ordinance Code.  
21 Section 126.604 (Definitions), Subpart A (General Provisions), Part  
22 6 (Jacksonville Small and Emerging Business Program), Chapter 126  
23 (Procurement Code), Ordinance Code, is amended to read as follows:

24                           CHAPTER 126 - PROCUREMENT CODE

25                                   \* \* \*

26                           PART 6. - JACKSONVILLE SMALL AND EMERGING BUSINESS PROGRAM

27                           SUBPART A. - GENERAL PROVISIONS

28                                   \* \* \*

29       Sec. 126.604. - Definitions.

30       The following words and phrases as used in this Part shall have  
31 the following meaning:

1 \* \* \*

2 JSEB Administrator shall mean the individual responsible for  
3 administering and managing the JSEB Program pursuant to Chapter  
4 24 26, Part 62 of the Code.

5 \* \* \*

6 **Section 15. Appropriation of Funds to Effectuate**  
7 **Reorganization, as Initiated by B.T. 24-071.** For the 2023-2024  
8 fiscal year, within the City's budget, there are hereby appropriated  
9 the indicated sum(s) from the account(s) listed in subsection (a) to  
10 the account(s) listed in subsection (b): B.T. 24-071 attached hereto  
11 as **Exhibit 2** and incorporated herein by this reference:

12 (a) Appropriated from:

13 See B.T. 24-071 \$91,261.00

14 (b) Appropriated to:

15 See B.T. 24-071 \$91,261.00

16 (c) Explanation of Appropriation:

17 The funding above represents a transfer of funds from various  
18 accounts to provide for the Manager of the Office of  
19 Administrative Service's~~Central Services Department Director's~~  
20 salary and benefits.

21 **Section 16. Purpose.** The purpose of the appropriation in  
22 Section 15 above is to provide for the transfer of funds and budgets  
23 resulting from the reorganization set forth in this ordinance.

24 **Section 17. Authorizing Positions, as Initiated by R.C. 24-**  
25 **085.** There are hereby authorized the positions more fully described  
26 in R.C. 24-085, resulting from this reorganization, as attached hereto  
27 as **Exhibit 3** and incorporated herein by reference. Notwithstanding  
28 anything to the contrary, the Mayor shall request legislation for  
29 Council approval for all appointees whose position-~~which~~:

30 (a) ~~Has~~Have materially changed; or

31 (b) Is a newly created position.



1 The Mayor shall not cause legislation to be introduced for any  
2 position which duties have not materially changed, if the incumbent  
3 has been confirmed by Council and is retaining the same position.  
4 With the exception of those positions noted on **Exhibit 3** which require  
5 Council confirmation, the appointed positions of the City within the  
6 affected Departments and Divisions are hereby redesignated as the  
7 corresponding positions in the new Office, Department or Division,  
8 as applicable. Any new positions that are authorized by this Ordinance  
9 and that are persons appointed by the Mayor and require confirmation  
10 confirmed by the Council are hereby appointed by the Mayor and  
11 confirmed by the Council to the corresponding positions in the  
12 applicable Department or Division. Such officials shall serve at the  
13 pleasure of the Mayor and may be removed at any time by the Mayor  
14 without cause but, upon removal, the official shall be entitled to all  
15 of the civil service and pension rights to which he or she was  
16 entitled prior to his or her appointment. All other Department and  
17 Division employees within the affected organizations shall retain  
18 their current employment position, title and compensation.

19 **Section 18. Updated 1Cloud Center List Approved.** The  
20 updated 1Cloud Center list based on the reorganization provided in  
21 this ordinance is attached hereto as **Exhibit 4** and incorporated herein  
22 by this reference is hereby approved.

23 **Section 19. Organizational Charts.** For informational  
24 purposes only for this legislation, an organizational chart is  
25 attached hereto as **Exhibit 5** and incorporated herein by reference.

26 **Section 20. Transition.** The Mayor or her designee is  
27 authorized to effect the transition and implementation required by  
28 this Ordinance through the transfer or other disposition of the  
29 records, property, and personnel (those not confirmed by Council)  
30 affected by the reorganization.

31 **Section 21. Existing Authority, Privileges, Rights, Duties,**



1 **Obligations or Relationships of Constitutional Officers and**  
2 **Independent Agencies Unchanged.** The purpose of this Ordinance is  
3 limited to the reorganization of the executive branch of government.  
4 Nothing herein contained in this Ordinance is intended, or shall be  
5 interpreted to diminish or enhance the authority, privileges, rights,  
6 duties, obligations or relationships of the City's constitutional  
7 officers or independent agencies beyond the authority, privileges,  
8 rights, duties, obligations or relationships as they existed  
9 immediately prior to passage of this Ordinance.

10 **Section 22. Authorizing the Council Auditor's and General**  
11 **Counsel's Office to make "Technical Amendments".** The Council  
12 Auditors and the General Counsel's Offices are authorized to take all  
13 necessary action in connection with this Reorganization legislation,  
14 to execute the finalization and codification of the legislation to  
15 effectuate the purposes of this Ordinance as recommended by the  
16 Council Committees and enacted by Council, without further Council  
17 action, provided such changes and amendments are limited to "technical  
18 amendments" and do not change the fiscal impact and, further provided,  
19 that all such amendments shall be subject to appropriate legal review  
20 and approval by the General Counsel, or designee, and all other  
21 appropriate official action required by law.

22 **Section 23. Severability.** If any part, section, subsection  
23 or other portion of this Ordinance or any application thereof to any  
24 person or circumstances is declared to be void, unconstitutional or  
25 invalid for any reason, such part, section, subsection or other  
26 portion, or the proscribed application thereof, shall be severable  
27 and the remaining provisions of this ordinance and all applications  
28 thereof not having been declared void, unconstitutional or invalid  
29 shall remain in full force and effect. The Council declares that no  
30 invalid or proscribed provision of application was an inducement to  
31 the enactment of this Ordinance and that it would have enacted this

1 ordinance regardless of the invalid or proscribed provision or  
2 application.

3       **Section 24. Codification Instructions.** The Codifier is  
4 authorized to make all chapter and division "tables of contents"  
5 consistent with the changes set forth herein. Furthermore, the Office  
6 of General Counsel, working together with and through the contracted  
7 codifier of the *Ordinance Code*, is hereby authorized and directed to  
8 make such editorial changes throughout the *Ordinance Code* to reflect  
9 the (i) new and reestablished Sports and Entertainment Department,  
10 Technology Solutions Department, and Central Services Department;  
11 (ii) transfer of the Office of Equal Business Opportunity - Business  
12 Compliance to the Office of Economic Development; and (iii) renaming  
13 and re-titling of the "Finance and Administration Department" to the  
14 "Finance Department", the "Director of Finance and Administration"  
15 to the "Director of Finance", the "Information Technologies Division"  
16 to the "Technology Solutions Department", the "Chief of Information  
17 Technologies Division" to the "Director of Technology Solutions  
18 Department" the "Office of Sports and Entertainment" to the "Sports  
19 and Entertainment Department", and the "Sports and Entertainment  
20 Officer" to the "Director of Sports and Entertainment Department",  
21 and in regard to all to departments, divisions and sub-titles therein,  
22 and to reflect such changes in duties, functions and responsibilities  
23 throughout the *Ordinance Code* resulting from the reorganization and  
24 the restructuring of the Executive Branch of the City government as  
25 set forth herein. Such editorial changes, and any others necessary  
26 to make the *Ordinance Code* consistent with this reorganization, and  
27 any past reorganization are approved and directed herein, and changes  
28 to the *Ordinance Code* shall be made forthwith and when inconsistencies  
29 are discovered.

30       **Section 25. Effective Date.** This ordinance shall become  
31 effective upon signature by the Mayor or upon becoming effective

1 without the Mayor's signature.

2

3 Form Approved:

4

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6 Office of General Counsel

7 Legislation Prepared By: Lawsikia J. Hodges

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