

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

ORDINANCE 2024-175

AN ORDINANCE REGARDING THE MAYOR'S REORGANIZATION OF THE EXECUTIVE BRANCH PURSUANT TO CHAPTER 21 (EXECUTIVE BRANCH, GENERALLY), PART 2 (EXECUTIVE REORGANIZATION), *ORDINANCE CODE*; RECITALS; CREATING A NEW CHAPTER 23 (CENTRAL SERVICES DEPARTMENT), *ORDINANCE CODE*; REPEALING IN THEIR ENTIRETY PART 6 (PROCUREMENT DIVISION), PART 7 (INFORMATION TECHNOLOGIES DIVISION), PART 8 (FLEET MANAGEMENT DIVISION), AND PART 9 (GRANTS AND CONTRACT COMPLIANCE DIVISION), CHAPTER 24 (FINANCE AND ADMINISTRATION DEPARTMENT), *ORDINANCE CODE*; RENAMING AND AMENDING CHAPTER 24 (FINANCE AND ADMINISTRATION DEPARTMENT), *ORDINANCE CODE*; AMENDING SECTION 26.201 (ECONOMIC DEVELOPMENT) AND SECTION 26.202 (OFFICE OF INTERNATIONAL TRADE), PART 2 (FUNCTIONS AND ACTIVITIES), CHAPTER 26 (ECONOMIC DEVELOPMENT), *ORDINANCE CODE*; CREATING A NEW SECTION 26.204 (JACKSONVILLE FILM AND TELEVISION OFFICE) AND 26.205 (OFFICE OF EQUAL BUSINESS OPPORTUNITY - BUSINESS COMPLIANCE), PART 2 (FUNCTIONS AND ACTIVITIES), CHAPTER 26 (ECONOMIC DEVELOPMENT), *ORDINANCE CODE*; CREATING A NEW CHAPTER 27 (SPORTS AND ENTERTAINMENT DEPARTMENT), *ORDINANCE CODE*; REPEALING IN ITS ENTIRETY PART 2 (SPORTS AND ENTERTAINMENT DIVISION), CHAPTER

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

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

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

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

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

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

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

**Section 2. Creating a new Chapter 23 (Central Services
Department), Ordinance Code.** A new Chapter 23 (Central Services
Department), *Ordinance Code*, is created to reestablish a Central
Services Department within the executive branch. Chapter 23 is hereby
created to read as follows:

CHAPTER 23 - CENTRAL SERVICES DEPARTMENT

PART 1. - DEPARTMENT ESTABLISHED

Sec. 23.101. - Establishment; functions.

There is created an executive department to be known as the
Central Services Department. The Department is created and shall be
responsible for the provision of resources and services essential for

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

11 **Sec. 23.102. - Office of Director.**

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

21 **PART 2. - PROCUREMENT DIVISION**

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

23 There is created an executive division of the Central Services
24 Department to be known as the Procurement Division. The Division
25 shall purchase or obtain, by lease or rental, for use of the City the
26 necessary and appropriate supplies, materials, equipment, personal
27 property, contractual services, printing facilities and warehouse
28 operations, and insurance and surety bonds.

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

30 The Chief of Procurement is the head of the Procurement Division.
31 The Chief of Procurement shall be appointed by the Mayor, subject to

confirmation by Council, and shall serve at the pleasure of the Mayor. The Chief shall have a bachelor's degree or higher from an accredited college or university and at least five years of experience in an administrative or executive position as purchasing agent for a business, corporation, governmental body or other commensurate training and experience.

Sec. 23.203. - Duties of Chief of Procurement.

It shall be the duty of the Chief to:

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

(b) Prepare and enforce standard specifications;

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

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

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

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

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

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

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

(j) Declare vendors who violate the requirements of this

1 Procurement Code or who default on their quotations to be
2 irresponsible bidders and discipline them regarding the submission
3 of proposals or bids and/or receiving business from the City for a
4 stated period of time, subject to review by the applicable Awards or
5 Evaluation Committee and approval by the Mayor or his designate;

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

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

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

16 (n) Procure goods, services, capital improvements in
17 accordance with applicable laws;

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

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

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

24 (r) Operate and manage the Division, and perform such other
25 duties and responsibilities as may be assigned by the Mayor, the
26 Director of the Central Services Department, or their respective
27 designees in connection with the procurement of goods and services
28 for the City, except where specifically exempted by the Council.

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

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

31 There is created an executive division of the Central Services

1 Department to be known as the Fleet Management Division. The Division
2 shall be responsible for the overall management of motor vehicle
3 service operations of the Consolidated Government and development and
4 implementation of policies and procedures for motor vehicles and
5 related equipment utilized by the Consolidated Government, including
6 without limitation:

7 (a) Repairing and providing preventive maintenance for motor
8 vehicles and related equipment owned by the City or independent
9 agencies;

10 (b) Developing, maintaining and keeping appropriate and
11 accurate records pertaining to motor vehicle operation and
12 maintenance;

13 (c) Developing, evaluating and implementing procedures
14 governing equipment, servicing schedules, equipment maintenance
15 practices, equipment warranty compliances and safety inspections;

16 (d) Developing and making recommendations to the Mayor, City
17 Council, and the Director of the Central Services Department with
18 regard to motor vehicle facilities, equipment and personnel;

19 (e) Preparing specifications for and recommending motor
20 vehicle and equipment replacement schedules;

21 (f) Coordinating all information for a vehicle inventory and
22 maintenance system;

23 (g) Developing, maintaining and keeping appropriate and
24 accurate records pertaining to the purchase, assignment, utilization,
25 reassignment and disposal of all motor vehicles and equipment;

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

30 (i) Being responsible for quality control of all vehicle repair
31 orders by testing and evaluating repair work performed by the Fleet

1 Management Division;

2 (j) Coordinating and facilitating the movement of vehicles and
3 equipment from one shop to another to avoid delay of delivery to user
4 agencies; and

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

8 **Sec. 23.302. - Division Chief.**

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

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

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

23 There is created an executive division of the Central Services
24 Department to be known as the Animal Care and Protective Services
25 Division. The Division shall enforce and implement laws and
26 regulations relating to animals and animal control, animal regulatory
27 codes, procedures, rules and regulations applicable to the City under
28 general or special law or which may be adopted by the Council.

29 **Sec. 23.402. - Division Chief.**

30 The Chief of Animal Care and Protective Services is the Division
31 Chief of the Animal Care and Protective Services Division. The Chief

1 shall be appointed by the Mayor, subject to confirmation by the
2 Council, and shall serve at the pleasure of the Mayor. The Chief
3 shall have a bachelor's degree or higher from an accredited college
4 or university and at least five years of management experience
5 preferably in the management of an animal care facility or other
6 commensurate training and experience.

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

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

9 There is created as a function in the Central Services
10 Department City Link. City Link, also known as 630-CITY, shall serve
11 as the City of Jacksonville's customer service center. 630-CITY shall
12 serve as a liaison with the Data Management and Analysis Officer in
13 the Office of the Mayor in facilitating the prompt disposition of
14 public records requests. The office shall also have the following
15 duties:

16 (a) Manage the forecasting of call volume, staffing levels,
17 customer service training and shall make regular reports to the Office
18 of the Mayor and City Council as necessary for the improvement of
19 City customer service;

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

22 (c) Coordinate with the Emergency Command Operations as needed
23 to ensure accurate distribution of information to City
24 departments/agencies and customers; and

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

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

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

29 There is created as a function in the Central Services
30 Department the Office of Ombudsman. The Office of Ombudsman shall
31 act as a trusted intermediary to promote contractual fairness,

1 neutrality, and administrative accountability and transparency
2 through impartial investigations and mediation of complaints. The
3 office shall offer assistance in the resolution of problems associated
4 with post award contractual compliance issues, including but not
5 limited to issues of payment and performance. The office shall have
6 the following additional duties:

7 (a) Manage multifaceted complex contract disputes involving
8 contractors, subcontractors, and vendors;

9 (b) Analyze complaints, manages cases and determines
10 recommendations;

11 (c) Confer with disputants to clarify issues, identify
12 underlying concerns and develop an understanding of their respective
13 need and interests;

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

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

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

21 (g) Research, investigate complaints, write recommendations
22 and reports for monitored contracts;

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

25 (i) Partner with using agencies to assist in resolving
26 contractual disputes; and

27 (j) Assist the Equal Business Opportunity Office - Business
28 Compliance in the resolution of disputes between City vendors
29 regarding issues of payment, performance and overall contract
30 compliance.

31 **Section 3. Repealing Part 6 (Procurement Division), Part 7**

(Information Technologies Division), Part 8 (Fleet Management Division), and Part 9 (Grants and Contract Compliance Division), Chapter 24 (Finance and Administration Department), Ordinance Code.

Part 6 (Procurement Division), Part 7 (Information Technologies Division), Part 8 (Fleet Management Division), and Part 9 (Grants and Contract Compliance Division), Chapter 24 (Finance and Administration Department), Ordinance Code, are hereby repealed and reserved in their entirety. Copies of Parts 6, 7, 8, and 9, Chapter 24, Ordinance Code, have been placed **On File** with the Legislative Services Division.

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

CHAPTER 24 - FINANCE AND ADMINISTRATION DEPARTMENT

*** * ***

PART 6. - ~~RESERVED~~ GRANTS AND CONTRACT COMPLIANCE DIVISION

Sec. 24.601. - Establishment; functions.

There is created an executive division of the Finance Department to be known as the Grants and Contract Compliance Division. The Division shall ensure the City of Jacksonville receives the broadest utilization of grant resources and manages such resources and relationships. The Division shall be responsible and accountable for appropriate compliance in accordance with funding policy. The Division shall:

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

(b) Direct resource development strategies including but not limited to recommendations concerning identification of external

1 grant resources, private sector partners, in-kind resources to
2 include equipment, services, and staff for internal City of
3 Jacksonville projects;

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

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

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

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

17 (g) Ensure agency compliance with regulatory standards
18 concerning resources development opportunities including compliance
19 with federal, state, and local laws, rules, fiscal requirements,
20 agency policies, programmatic guidelines and appropriate
21 contracts/agreements;

22 (h) Oversee training of City-wide staff engaged in grant
23 writing, administration, and compliance which includes informal
24 training, cross training, and formal training such as conducting
25 grant writing workshops; and

26 (i) Staff the Public Service Grants Council and forward any
27 recommendations from the Public Service Grants Council to the Director
28 of the Finance Department.

29 **Sec. 24.602. - Division Chief.**

30 The Chief of Grants and Contract Compliance is the head of the
31 Grants and Contract Compliance Division, shall be appointed by the

Mayor, subject to confirmation by Council, and shall serve at the pleasure of the Mayor. The Chief shall have a bachelor's degree or higher from an accredited college or university and at least five years' experience in an administrative or executive position in grant management or similar operations or other commensurate training and experience. The Chief shall manage the various functions of the Division outlined herein, and perform such other duties and responsibilities as may be assigned by the Mayor, the Director of the Finance Department, or their respective designees.

Section 5. Amending Section 26.201 (Economic Development) and Section 26.202 (Office of International Trade), Part 2 (Functions and Activities), Chapter 26 (Economic Development), Ordinance Code.

Section 26.201 (Economic Development) and Section 26.202 (Office of International Trade), Part 2 (Functions and Activities), Chapter 26 (Economic Development), Ordinance Code, are hereby amended to read as follows:

CHAPTER 26 - ECONOMIC DEVELOPMENT

*** * ***

PART 2. - FUNCTIONS AND ACTIVITIES

Sec. 26.201. - Economic Development.

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

*** * ***

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

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

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

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

* * *

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

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

* * *

Section 6. Creating a new Section 26.204 (Jacksonville Film and Television Office) and Section 26.205 (Office of Equal Business Opportunity - Business Compliance), Part 2 (Functions and Activities), Chapter 26 (Economic Development), Ordinance Code. A new Section 26.204 (Jacksonville Film and Television Office) and Section 26.205 (Office of Equal Business Opportunity - Business Compliance), *Ordinance Code*, are hereby created to read as follows:

CHAPTER 26 - ECONOMIC DEVELOPMENT

* * *

PART 2. - FUNCTIONS AND ACTIVITIES

* * *

Sec. 26.204. - Jacksonville Film and Television Office.

There is created as a function in OED the Jacksonville Film and

1 Television Office. The Jacksonville Film and Television Office
2 shall have the responsibilities of overseeing and managing the City's
3 film and television activities and programs.

4 **Sec. 26.205. - Office of Equal Business Opportunity - Business**
5 **Compliance.**

6 There is created as a function in OED the Office of Business
7 Opportunity - Business Compliance. The Office of Equal Business
8 Opportunity - Business Compliance ("EBO Office") shall have the
9 responsibilities set forth below and shall be managed by the JSEB
10 Administrator, who shall be responsible for managing the JSEB Program.
11 All employees within the EBO Office shall be responsible for
12 deployment and administration of Chapter 126, Part 6, and shall:

13 (a) Process certification applications;

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

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

18 (d) Report on the expenditure of City funds paid to certified
19 companies;

20 (e) Assist in the resolution of disputes between City vendors
21 regarding issues of payment, performance and overall contract
22 compliance;

23 (f) Provide support services to assist JSEBs in their efforts
24 to secure training, bonding and access to capital pursuant to Chapter
25 126, Part 6 of the Code;

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

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

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

CHAPTER 27 - SPORTS AND ENTERTAINMENT DEPARTMENT

PART 1. - DEPARTMENT ESTABLISHED

Sec. 27.101. - Establishment; functions.

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

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

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

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

(d) Operating the Office of Special Events; and

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

Sec. 27.102. - Director.

The Director of Sports and Entertainment is the head of the Department. The Director shall be appointed by the Mayor, subject to confirmation by the Council, and shall serve at the pleasure of the Mayor. The Director shall have a bachelor's degree or higher from an

1 accredited college or university and at least five years of
2 progressively responsible executive-level experience in the areas of
3 sports and/or entertainment or other commensurate training and
4 experience.

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

6 The Director shall have the following powers, functions and
7 duties with respect to the City-owned facilities including but not
8 limited to the Vystar Veterans Memorial Arena, the Baseball Grounds
9 of Jacksonville, ~~TIAA Bank Field~~ the Football Stadium, Amphitheater,
10 Covered Flex Field, The Ritz Theatre, the Convention Center, the
11 ~~Times Union~~ Performing Arts Center, and any other facility assigned
12 to the Director (collectively hereinafter referred to as the
13 "facilities" or the "facility"):

14 (a) The Sports and Entertainment Department shall be
15 responsible for the operation and maintenance of the facilities
16 (whether directly or through a facility manager retained in accordance
17 with the requirements and limitations of Chapter 126), and the Chief
18 Administrative Officer, may, in conjunction with the facilities
19 manager when appropriate, execute fixed dollar amount promotional
20 and/or sponsorship contracts and agreements with sponsors, promoters,
21 exhibitors, performers and other persons for the use of the facility,
22 including agreements with renters of the facility to staff and
23 maintain restroom facilities at the facility through contractual
24 services, volunteers or through a nominal gratuity system, approved
25 by the officer. A nominal gratuity system would allow the City to
26 include parking and/or meals complimentary to the volunteers,
27 pursuant to a budget previously approved by Council. Except for
28 revenue producing events approved by contract, all other use of the
29 facilities shall be reserved to the City.

30 (b) The Director shall participate in and make recommendations
31 to the Mayor and the Council concerning the planning and financing

1 of City sponsored events at the facilities.

2 (c) The Director shall authorize the expenditure of funds
3 lawfully appropriated by the Council for hospitality expenses in the
4 interest of promoting the facility for City-sponsored events and
5 shall comply with expenditures on food, pursuant to Section 106.1202
6 of the Code.

7 **Sec. 27.104. - Special Events.**

8 The function of the Office of the Special Events is housed within
9 the Sports and Entertainment Department.

10 (a) The Department shall be responsible for the coordination,
11 planning, and implementation of all Special Events conducted by the
12 City, and implement the provisions of Chapter 191 (Special Events)
13 of the Code.

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

19 (c) There is established a liaison relationship between the
20 Special Events activity with the Downtown Investment Authority Chief
21 Executive Officer, the Director of the Public Works Department, and
22 the Director of Parks, Recreation and Community Services Department
23 (collectively, the "City Representatives"). Upon request, but at
24 least quarterly, Special Events shall provide the City
25 Representatives information regarding special event permits Downtown.

26 **Section 8. Repealing Part 2 (Sports and Entertainment**
27 **Division), Chapter 28 (Parks, Recreation and Community Services),**
28 **Ordinance Code.** Part 2 (Sports and Entertainment Division), Chapter
29 28 (Parks, Recreation and Community Services), *Ordinance Code*, is
30 hereby repealed and reserved in its entirety. A copy of Part 2,
31 Chapter 28, *Ordinance Code*, has been placed **On File** with the

Legislative Services Division.

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

CHAPTER 28 - PARKS, RECREATION AND COMMUNITY SERVICES

PART 1. - GENERAL

* * *

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

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

* * *

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

Section 31.102 (Reserved) and 31.103 (Reserved), Part 1 (Office of Director), Chapter 31 (Fire and Rescue Department), *Ordinance Code*, are hereby amended to reestablish the Deputy Fire Chief and Administrative Services Chief positions. Section 31.102 and Section 31.103 are hereby amended to read as follows:

CHAPTER 31 - FIRE AND RESCUE DEPARTMENT

PART 1. - OFFICE OF DIRECTOR

* * *

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

There shall be within the department a Deputy Fire Chief who shall be appointed by the Mayor, subject to confirmation by the

Council, and who shall serve at the pleasure of the Mayor. The Deputy Fire Chief shall perform such duties as may be prescribed from time to time by the Mayor, the Director or by law. The Deputy Fire Chief shall act for and exercise the functions of the Director during the absence or inability of the Director or in the event that the office of the Director is vacant. The Deputy Fire Chief shall have at least five years' experience in the administration or management of firefighting, emergency medical or rescue personnel, equipment and apparatus or other commensurate training and experience.

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

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

Section 11. Repealing Part 6 (Animal Care and Protective Services Division) and Part 7 (Office of City Link/630-CITY), Chapter 34 (Neighborhoods Department), Ordinance Code. Part 6 (Animal Care and Protective Services Division) and Part 7 (Office of City Link/630-CITY), Chapter 34 (Neighborhoods Department), *Ordinance Code*, are hereby repealed and reserved in their entirety. Copies of Part 6 and Part 7, Chapter 34, *Ordinance Code*, have been placed **On File** with the Legislative Services Division.

Section 12. Creating a new Chapter 35 (Technology Solutions Department), Ordinance Code. A new Chapter 35 (Technology Solutions Department), *Ordinance Code*, is created to reestablish a Technology Solutions Department within the executive branch. Chapter 35 is

hereby created to read as follows:

CHAPTER 35 - TECHNOLOGY SOLUTIONS DEPARTMENT

PART 1. - DEPARTMENT ESTABLISHED

Sec. 35.101. - Establishment; functions.

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

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

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

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

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

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

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

(g) All software and hardware licensing for the City, and coordinate all funding requests for all of the above-referenced information processing or communications systems resulting in all approved funding being placed in the Department's index codes, and

procurement shall be accomplished by the Department in coordination with the Procurement Division of the Central Services Department;

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

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

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

Sec. 35.102. - Director.

The Director of Technology Solutions is the head of the Department and the Chief Information Officer. The Director shall be appointed by the Mayor, subject to confirmation by the Council, and shall serve at the pleasure of the Mayor. The Director shall have a bachelor's degree from an accredited institution and five or more years of progressively responsible related experience in information technology, systems, strategic planning and project management or any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities or other commensurate training and experience. The Director shall perform those duties set forth below, and those duties and responsibilities

as may be assigned by the Mayor or her designate in connection with information technologies, or prescribed by law. The Director is the lead technology and information officer for the City of Jacksonville.

Sec. 35.103. - Powers and duties of Director.

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

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

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

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

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

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

(f) Supervise the management and operation of all data processing equipment and related devices necessary to operate the primary and subordinate processing centers;

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

(h) Be responsible for the selection, procurement, development, operation, maintenance and inventory of all communication systems owned, leased or operated by the City, including, but not limited to, computer networks, telephones, radios and wires, fire and other signal alarm systems, video surveillance,

1 personnel access, controlled clock systems and intercommunication
2 systems;

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

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

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

24 **Section 13. Amending Section 123.203 (Definitions), Part 2**
25 **(Motion Photography Production Permits), Chapter 123 (Public Fees),**
26 **Ordinance Code.** Section 123.203 (Definitions), Part 2 (Motion
27 Photography Production Permits), *Ordinance Code*, is amended to read
28 as follows:

29 **CHAPTER 123 - PUBLIC FEES**

30 *** * ***

31 **PART 2. - MOTION PHOTOGRAPHY PRODUCTION PERMITS**

1 the indicated sum(s) from the account(s) listed in subsection (a) to
2 the account(s) listed in subsection (b): B.T. 24-071 attached hereto
3 as **Exhibit 2** and incorporated herein by this reference:

4 (a) Appropriated from:

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

6 (b) Appropriated to:

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

8 (c) Explanation of Appropriation:

9 The funding above represents a transfer of funds from various
10 accounts to provide for the Central Services Department
11 Director's salary and benefits.

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

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

21 (a) Have materially changed; or

22 (b) Is a newly created position.

23 The Mayor shall not cause legislation to be introduced for any
24 position which duties have not materially changed, if the incumbent
25 has been confirmed by Council and is retaining the same position.
26 With the exception of those positions noted on **Exhibit 3** which require
27 Council confirmation, the appointed positions of the City within the
28 affected Departments and Divisions are hereby redesignated as the
29 corresponding positions in the new Department or Division, as
30 applicable. Any persons appointed by the Mayor and confirmed by
31 Council are hereby appointed by the Mayor and confirmed by the Council

1 to the corresponding positions in the applicable Department or
2 Division. All other Department and Division employees within the
3 affected organizations shall retain their current employment
4 position, title and compensation.

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

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

12 **Section 20. Transition.** The Mayor or her designee is
13 authorized to effect the transition and implementation required by
14 this Ordinance through the transfer or other disposition of the
15 records, property, and personnel (those not confirmed by Council)
16 affected by the reorganization.

17 **Section 21. Existing Authority, Privileges, Rights, Duties,**
18 **Obligations or Relationships of Constitutional Officers and**
19 **Independent Agencies Unchanged.** The purpose of this Ordinance is
20 limited to the reorganization of the executive branch of government.
21 Nothing herein contained in this Ordinance is intended, or shall be
22 interpreted to diminish or enhance the authority, privileges, rights,
23 duties, obligations or relationships of the City's constitutional
24 officers or independent agencies beyond the authority, privileges,
25 rights, duties, obligations or relationships as they existed
26 immediately prior to passage of this Ordinance.

27 **Section 22. Authorizing the Council Auditor's and General**
28 **Counsel's Office to make "Technical Amendments".** The Council
29 Auditors and the General Counsel's Offices are authorized to take all
30 necessary action in connection with this Reorganization legislation,
31 to execute the finalization and codification of the legislation to

1 effectuate the purposes of this Ordinance as recommended by the
2 Council Committees and enacted by Council, without further Council
3 action, provided such changes and amendments are limited to "technical
4 amendments" and do not change the fiscal impact and, further provided,
5 that all such amendments shall be subject to appropriate legal review
6 and approval by the General Counsel, or designee, and all other
7 appropriate official action required by law.

8 **Section 23. Severability.** If any part, section, subsection
9 or other portion of this Ordinance or any application thereof to any
10 person or circumstances is declared to be void, unconstitutional or
11 invalid for any reason, such part, section, subsection or other
12 portion, or the proscribed application thereof, shall be severable
13 and the remaining provisions of this ordinance and all applications
14 thereof not having been declared void, unconstitutional or invalid
15 shall remain in full force and effect. The Council declares that no
16 invalid or proscribed provision of application was an inducement to
17 the enactment of this Ordinance and that it would have enacted this
18 ordinance regardless of the invalid or proscribed provision or
19 application.

20 **Section 24. Codification Instructions.** The Codifier is
21 authorized to make all chapter and division "tables of contents"
22 consistent with the changes set forth herein. Furthermore, the Office
23 of General Counsel, working together with and through the contracted
24 codifier of the *Ordinance Code*, is hereby authorized and directed to
25 make such editorial changes throughout the *Ordinance Code* to reflect
26 the (i) new and reestablished Sports and Entertainment Department,
27 Technology Solutions Department, and Central Services Department;
28 (ii) transfer of the Office of Equal Business Opportunity - Business
29 Compliance to the Office of Economic Development; and (iii) renaming
30 and re-titling of the "Finance and Administration Department" to the
31 "Finance Department", the "Director of Finance and Administration"

1 to the "Director of Finance", the "Information Technologies Division"
2 to the "Technology Solutions Department", the "Chief of Information
3 Technologies Division" to the "Director of Technology Solutions
4 Department" the "Office of Sports and Entertainment" to the "Sports
5 and Entertainment Department", and the "Sports and Entertainment
6 Officer" to the "Director of Sports and Entertainment Department",
7 and in regard to all to departments, divisions and sub-titles therein,
8 and to reflect such changes in duties, functions and responsibilities
9 throughout the *Ordinance Code* resulting from the reorganization and
10 the restructuring of the Executive Branch of the City government as
11 set forth herein. Such editorial changes, and any others necessary
12 to make the *Ordinance Code* consistent with this reorganization, and
13 any past reorganization are approved and directed herein, and changes
14 to the *Ordinance Code* shall be made forthwith and when inconsistencies
15 are discovered.

16 **Section 25. Effective Date.** This ordinance shall become
17 effective upon signature by the Mayor or upon becoming effective
18 without the Mayor's signature.
19
20

21 Form Approved:
22

23 /s/ Jeremy Brown

24 Office of General Counsel

25 Legislation Prepared By: Lawsikia J. Hodges

26 GC-#1610267-v9-FY2024_Mayoral_Executive_Branch_Reorganization.docx
27