

# CITY COUNCIL RESEARCH DIVISION

## LEGISLATIVE SUMMARY

**JEFFREY R. CLEMENTS**  
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(904) 630-1377



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**Bill Type and Number:** Ordinance 2019-0426

**Introducer/Sponsor(s):** Council President at the request of the Mayor

**Date of Introduction:** June 11, 2019

**Committee(s) of Reference:** LUZ

**Date of Analysis:** June 10, 2019

**Type of Action:** Approval of proposed 2019B series text amendment to the transportation element, capital improvements element, and future land use element

**Bill Summary:** This bill approves the revisions and modifications of the proposed 2019B Series Text Amendment to the Transportation Element (TE), Capital Improvements Element (CIE) and Future Land Use Element (FLUE), of the 2030 Comprehensive Plan with the procedures and requirements set forth in Chapter 650, Part 4, *Ordinance Code*; and provides a disclaimer that the amendment granted herein shall not be construed as an exemption from any other applicable laws.

**Background Information:** The revisions and modifications amend several goals, objectives, and policies related to the City's Mobility Strategy Plan. The plan was approved in October 2018 and adopted by reference in the TE and FLUE sections of the 2030 Comp Plan. The amendment is dated April 30, 2019, and is not an exemption from any other applicable local, state, or federal laws, regulations, requirements, permits or approvals. The commencement of development or use is restricted until all appropriate permits or approvals have been obtained. The issuance of this amendment is based upon acknowledgement, representation and confirmation made by the applicant(s), owner(s), developer(s) and/or any authorized agent(s) or designee(s) that the subject business, development and/or use will be operated in strict compliance with all laws.

The proposed amendments include:

- Replaces Mobility Plan references to Mobility System.
- Removes mobility scores and maintains that volume-to-capacity (V/C) analysis of projects does not create excess capacity or fee expenditures.
- Adds a performance measure for safety (crashes with fatalities or incapacitating injuries).
- Removes criteria for the provision of trip reductions and fee credits and relocate them to the Concurrency and Mobility Management (CMMS) Handbook and the *Ordinance Code*.
- Replaces the standard 11 percent allocation for bicycle/pedestrian projects with the actual percentage of the fees allocated for Motorized or Non-motorized projects.
- Removes the criteria for a developer's alternative project selection to obtain fee credit from the Comp Plan to the *Ordinance Code*.
- Replaces the 2030 Mobility Prioritized Project Lists in the CIE's Schedule of Projects with the updated Motorized or Non-motorized Mobility System Project Lists.
- Adds language to require the analysis of trip reduction and credit data to determine the effectiveness of the Mobility System at the incentivizing the City's desired land use pattern.
- Adds language to require the development of a master long-range multi-modal transportation plan.

**Policy Impact Area:** 2019B Series Text Amendment, transportation element, capital improvement element, future land use element, mobility strategy plan

**Fiscal Impact:** None

**Analyst:** Mitchell

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**Bill Type and Number:** Ordinance 2019-0427

**Introducer/Sponsor(s):** Council President at the request of the Mayor

**Date of Introduction:** June 11, 2019

**Committee(s) of Reference:** LUZ

**Date of Analysis:** June 10, 2019

**Type of Action:** Amending *Ordinance Code*

**Bill Summary:** This bill amends Section 650.105 (Definitions), Chapter 650 (Comprehensive Planning for Future Development), *Ordinance Code*, to remove the maximum annual acreage limitation for Small Scale Comprehensive Plan amendments; and provides for severability.

**Background Information:** House Bill (HB) 6017 was approved on May 3, 2019. The bill removes the 120 acreage limitation required for small scale comprehensive plan amendments from Section 163.3187, Florida Statutes. The Planning and Development Department proposes the change within the Ordinance Code to be consistent with HB 6017, which should be signed by the Governor and effective July 1, 2019.

**Policy Impact Area:** Acreage limitation, comprehensive plan

**Fiscal Impact:** None

**Analyst:** Mitchell

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**Bill Type and Number:** Ordinance 2019-434

**Introducer/Sponsor(s):** TEU Committee

**Date of Introduction:** June 11, 2019

**Committee(s) of Reference:** NCSPHS, TEU, LUZ

**Date of Analysis:** June 13, 2019

**Type of Action:** Ordinance Code amendment; authorizing community development district to exercise certain powers

**Bill Summary:** The bill authorizes the Cypress Bluff Community Development District to exercise its powers as a special district to acquire, construct and operate parks and indoor and outdoor recreational facilities and to provide security for the district, including fences, gates, guardhouses, electronic intrusion detection systems and patrol cars. The bill amends Ordinance Code Chapter 92 – Uniform Community Development Districts – to add these authorizations to Sec. 92.22(16) where the Cypress Bluff CDD is codified.

**Background Information:** A community development district is an alternative means of financing, constructing, operating, and maintaining community infrastructure for developments. E-Town Development, Inc. petitioned the City Council to establish a CDD named the Cypress Bluff Community Development District, which will exist and operate as an independent special district. The proposed development within the District contemplates the construction of approximately 1,563 single-family residential units and approximately 200 multi-family residential units over an estimated five year period. The district is located adjacent to State Road 9B between Skinner Parkway and Phillips Highway. This bill authorizes the CDD created by Ordinance 2018-335-E to provide recreational and security services for the E-Town development using a district assessment mechanism.

**Policy Impact Area:** Community development district operations

**Fiscal Impact:** None to the City; the cost of the services will be paid by property owners in the CDD by means of a district assessment.

**Analyst:** Clements

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**Bill Type and Number:** 2019-435

**Introducer/Sponsor(s):** Council President at the request of the Mayor

**Date of Introduction:** June 11, 2019

**Committee(s) of Reference:** NCSPHS, F, R

**Date of Analysis:** June 10, 2019

**Type of Action:** Appropriation, agreement authorization, exception to procurement code

**Bill Summary:** This bill is an appropriation of \$71,874 from the Kids Hope Alliance operating subfund fund balance into the Kids Hope Alliance operating budget. Pursuant to Section 126.107(g) (Exemptions), Part 1 (General Regulations), Chapter 126 (Procurement Code), *Ordinance Code*, the contracted services are exempted from competitive solicitation. This legislation also authorizes the Chief Executive Officer of the Kids Hope Alliance to execute an afterschool programming contract with YMCA of Florida's First Coast. There is a waiver to authorize these contracts without the required competitive evaluated bid process.

**Background Information:** The purpose of this legislation is to provide funding for afterschool programs at Windy Hill, Ramona, and Jacksonville Heights Elementary Schools from August 1, 2019 through September 30, 2019. Each afterschool program will cost \$23,958 to operate, serving 80 children per location. YMCA of Florida's First Coast is already operating afterschool programs in these three schools, but the federal funding currently being used for the programs will terminate July 31, 2019.

**Policy Impact Area:** Kids Hope Alliance- afterschool programming

**Fiscal Impact:** Appropriation of \$71,874 from the Kids Hope Alliance operating subfund fund balance into the Kids Hope Alliance operating budget

**Analyst:** Hampsey

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**Bill Type and Number:** Ordinance 2019-436

**Introducer/Sponsor(s):** Council President at the request of the Mayor

**Date of Introduction:** June 11, 2019

**Committee(s) of Reference:** CSPHS, F

**Date of Analysis:** June 13, 2019

**Type of Action:** Appropriation

**Bill Summary:** The bill appropriates \$892,553.99 from self-insurance fund retained earnings to the JEA and Jacksonville Housing Authority to return excess FY17-18 liability insurance premiums and workers' compensation loss provisions as follows:

	<u>Liability loss</u>	<u>Worker's comp</u>
JEA	\$174,483.51	\$496,667.13
Jacksonville Housing Authority	\$203,042.53	\$18,360.82

**Background Information:** The City self-insures itself and the independent authorities for liability through a program managed by the Risk Management Division. At the close of each fiscal year the fund is analyzed and agencies that contributed more than was required by their covered loss experience during the year are entitled to a rebate of the excess contributions. This bill appropriates those excess contributions back to the contributing agencies.

**Policy Impact Area:** Self-insurance

**Fiscal Impact:** The bill appropriates \$892,553.99 from Self-Insurance Subfund 561 retained earnings to return excess contributions from FY17-18.

**Analyst:** Clements

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**Bill Type and Number:** Ordinance 2019-0437

**Introducer/Sponsor(s):** Council President at the request of the Mayor

**Date of Introduction:** June 11, 2019

**Committee(s) of Reference:** NCSPHS

**Date of Analysis:** June 13, 2019

**Type of Action:** Ordinance Code amendment

**Bill Summary:** The bill amends Ordinance Code Chapter 609.109 – Code Enforcement Citations – to reclassify an offense of Chapter 420 – Fire Prevention Code – from a Class “B” to a Class “D” offense. This reclassification will put the Fire Prevention Code in compliance with the Building Code that currently is a Class “D” offense when violated. Additionally, it is anticipated that this reclassification will serve as a deterrent for continued violation of the Florida Fire Prevention Code making it necessary and appropriate in the interest of public safety and welfare.

**Background Information:** Section 321.104 of the Ordinance Code adopts the Fire Prevention Code as part of the Building Code. A violation of Chapter 321 – Adoption of Building Code – or Chapter 320 – Construction Regulations and Building Code – is a Class “D” offense of the Ordinance Code. By reclassifying an offense of Chapter 420 – Fire Prevention Code – from a Class “B” to a Class “D”, it places an offense of the Fire Prevention Code on the same level as an offense of the Florida Building Code. Pursuant to Florida Statute 553.73, the Florida Fire Prevention Code is to be referenced in the Florida Building Code. The penalty for a Class “B” offense is \$80.00. The penalty for a Class “D” offense is \$255.00

**Policy Impact Area:** Code Enforcement Citations

**Fiscal Impact:** With this reclassification, a violation of Chapter 420 will result in an increase in civil penalties. Pursuant to City Ordinance 420.115(b), the entirety of the increased penalties will be deposited into the General Fund and are not to be considered as proceeds to be deposited into the Police and Fire Pension Fund. The City of Jacksonville will not incur any additional expenses from this reclassification.

**Analyst:** Baltiero

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**Bill Type and Number:** 2019-438

**Introducer/Sponsor(s):** Council President at the request of the Mayor

**Date of Introduction:** June 11, 2019

**Committee(s) of Reference:** NCSPHS, F

**Date of Analysis:** June 10, 2019

**Type of Action:** Appropriation, agreement authorization, budget ordinance amendment, designation of oversight agency

**Bill Summary:** This bill is an appropriation of \$200,000 in grant award funds from The Petco Foundation to assist City's Division of Animal Care and Protective Services in increasing community awareness and the adoption rate at the shelter. The Petco Foundation Grant Investment Agreement between the City and The Petco Foundation is authorized and Ordinance 2018-504-E is amended to include a new Fourth Revised Attachment A to allow funds to be spent on food and beverages at shelter events. The Animal Care and Protective Services Division of the Neighborhoods Department will oversee the project.

**Background Information:** The purpose of this legislation is to provide additional funds to increase the adoption rate at the animal shelter through marketing campaigns, training seminars, volunteer appreciation events, event promotion, and fees associated with events. The Petco Foundation Grant is a \$400,000 grant to be paid to the City in two installments of \$200,000 each. The second installment will be appropriated in FY 2020.

**Policy Impact Area:** Animal Care and Protective Services

**Fiscal Impact:** Appropriation of \$200,000 in grant funds as initiated by B.T. 19-096, no City match is required

**Analyst:** Hampsey

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**Bill Type and Number:** Ordinance 2019-0439

**Introducer/Sponsor(s):** Council Member Newby

**Date of Introduction:** June 11, 2019

**Committee(s) of Reference:** TEU, R

**Date of Analysis:** June 13, 2019

**Type of Action:** Renaming Street – Ordinance Code Waivers

**Bill Summary:** The bill corrects the spelling of Spellman Road from Benedict Road to West 45<sup>th</sup> Street in Council District 8. The name of the road should only include a single “L” – Spelman Road. The ordinance waives requirements of 745.105(d), Ordinance Code, requiring review of all street name changes by the 911 Emergency Addressing Advisory Committee as the Ordinance is not changing the street name, but instead clarifies the correct spelling.

**Background Information:** There are several Jacksonville streets in the Royal Terrace neighborhood that are named in honor of Historically Black Colleges and Universities including Spelman College. A 1952 resolution adopted by the Board of County Commissioners changed the name of “Dixie Road” to the new street name of “Spellman Road” using a double “L”. Dr. Johnnetta Betsch Cole, an alumna and former President of Spelman College, verified a review of public resources noting that Spelman College is spelled with a single “L”. On May 22, 2019, the Jacksonville Historic Preservation Commission voted to adopt a Staff Report with a recommendation for approval to correct the spelling of “Spelman Road” with a single “L”.

**Policy Impact Area:** Street Renaming

**Fiscal Impact:** Minimal cost anticipated for new signage

**Analyst:** Baltiero



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**Bill Type and Number:** Resolution 2019-443

**Sponsor:** Council President at the request of the Mayor

**Date of Introduction:** June 11, 2019

**Committee(s) of Reference:** R

**Date of Analysis:** June 12, 2019

**Type of Action:** Appointment Confirmation

**Bill Summary:** This bill confirms the Mayor's appointment of Ellyn Cavin as Chief of the Development Services Division within the Department of Planning & Development.

**Background Information:** Ordinance 2007-839-E, enacted September 25, 2007, established this position and provides that the Chief shall have a bachelor's degree or higher in an accredited college or university in urban or regional planning, geography or civil engineering, community planning, architecture, landscape architecture, public administration or related field and at least seven years experience in civil engineering or at least five years of experience with a masters degree in any of the listed fields, or ten years experience in civil engineering with an associates degree in civil engineering or commensurate training and experience, and shall have proven administrative experience.

Ms. Cavin has been the Planning Services Manager for the City of Jacksonville since June 2018 to the present. Ms. Cavin has a bachelor of science in environmental engineering from the University of Florida. She resides in Duval County.

**Policy Impact Area:** Planning & Development Department / Development Services Division operations

**Fiscal Impact:** The salary range for this position is \$87,004 to \$142,047.

**Analyst:** Distel

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**Bill Type and Number:** Resolution 2019-444

**Sponsor:** Council President at the request of the Mayor

**Date of Introduction:** June 11, 2019

**Committee(s) of Reference:** R

**Date of Analysis:** June 10, 2019

**Type of Action:** Reappointment Confirmation

**Bill Summary:** This bill confirms the Mayor's reappointment of Jason Gabriel as General Counsel.

**Background Information:** Per Sec. 7.03, *Jacksonville Charter*, the General Counsel shall be licensed to practice law in the State of Florida and have at least 10 years' experience as a practicing attorney or judge. The confirmation of the General Counsel requires approval of no less than 13 members of the Council. The term of the General Counsel coincides with the remainder of the term of the Mayor.

**Policy Impact Area:** Office of General Counsel operations

**Fiscal Impact:** According to Human Resources, the salary range for this position is \$173,921 to \$283,953 annually.

**Analyst:** Distel

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**Bill Type and Number:** Resolution 2019-445

**Sponsor:** Council President at the request of the Mayor

**Date of Introduction:** June 10, 2019

**Committee(s) of Reference:** R

**Date of Analysis:** June 11, 2019

**Type of Action:** Reappointment Confirmation

**Bill Summary:** This bill confirms the Mayor's reappointment of Raul E. Arias, Jr., as a member of the Jacksonville Housing and Community Development Commission (JHCDC), filling the seat formerly held by Lenny Curry, as a representative of employers in Duval County, for a first term ending November 30, 2022.

**Background Information:** The JHCDC is established pursuant to Chapter 35, *Ordinance Code*, in accordance with Section 420.9076, *Florida Statutes*, and charged to act as an advisory committee, conduct any required public hearings, undertake the review, take any and all required actions for compliance, and make recommendations to the Council for adoption (and authorize the transmittal) as required by section 420.9076, *Florida Statutes*, regarding local affordable housing incentives. Section 30.703(a), *Ordinance Code*, provides that six of the eleven members of the Commission shall be appointed by the Mayor and confirmed by Council, in various categories, including a representative of employers in Duval County.

Mr. Arias received an associate's degree from Florida State College at Jacksonville and is the Owner / Operator of *Mambos Cuban Café*. He resides in the East Arlington area within Council District #2.

**Attendance:** Mr. Arias has an attendance record of 13 meetings attended of 15 (86%).

**Policy Impact Area:** Jacksonville Housing and Community Development Commission operations

**Fiscal Impact:** Anticipated to be minimal.

**Analyst:** Distel

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**Bill Type and Number:** Resolution 2019-446

**Sponsor:** Council President at the request of the Mayor

**Date of Introduction:** June 11, 2019

**Committee(s) of Reference:** R

**Date of Analysis:** June 11, 2019

**Type of Action:** Appointment Confirmation

**Bill Summary:** This bill confirms the Mayor's appointment of Russell Jackson, as a member of the KingSoutel Crossing Community Redevelopment Agency Advisory Board, as a Citizen Member that lives within 1 mile of the CRA Boundary Representing the General Public, for an initial term ending December 31, 2022.

**Background Information:** Chapter 53, Part 2, *Ordinance Code*, establishes the KingSoutel Crossing Community Redevelopment Agency Advisory Board. Sec. 53.202, *Ordinance Code*, provides that the Advisory Board shall consist of seven members, three members to be appointed by the Council President and four by the Mayor, subject to confirmation of the Council.

Mr. Jackson received his master's in business from Webster University. Mr. Jackson is currently working as a Business Owner at Financial Service Practice with New York Life. Mr. Jackson resides in Council District 10.

**Policy Impact Area:** KingSoutel Crossing Community Redevelopment Agency Advisory Board operations

**Fiscal Impact:** Anticipated to be minimal

**Analyst:** Distel

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**Bill Type and Number:** Resolution 2019-447

**Sponsor:** Council President at the request of the Mayor

**Date of Introduction:** June 11, 2019

**Committee(s) of Reference:** R

**Date of Analysis:** June 11, 2019

**Type of Action:** Appointment Confirmation

**Bill Summary:** This bill confirms the Mayor's appointment of Dr. Mary Jackson, as a member of the KingSoutel Crossing Community Redevelopment Agency Advisory Board, as a Citizen Member that lives within 1 mile of the CRA Boundary Representing the General Public, for an initial term ending December 31, 2021.

**Background Information:** Chapter 53, Part 2, *Ordinance Code*, establishes the KingSoutel Crossing Community Redevelopment Agency Advisory Board. Sec. 53.202, *Ordinance Code*, provides that the Advisory Board shall consist of seven members, three members to be appointed by the Council President and four by the Mayor, subject to confirmation of the Council.

Dr. Jackson served as Vice President of the Orange Blossom Cosmetology Association until 2010 when she retired. Dr. Jackson resides in Council District 10.

**Policy Impact Area:** KingSoutel Crossing Community Redevelopment Agency Advisory Board operations

**Fiscal Impact:** Anticipated to be minimal

**Analyst:** Distel

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**Bill Type and Number:** Resolution 2019-448

**Sponsor:** Council President at the request of the Mayor

**Date of Introduction:** June 11, 2019

**Committee(s) of Reference:** R

**Date of Analysis:** June 11, 2019

**Type of Action:** Appointment Confirmation

**Bill Summary:** This bill confirms the Mayor's appointment of Leola Williams, as a member of the KingSoutel Crossing Community Redevelopment Agency Advisory Board, as a Citizen Member that lives within 1 mile of the CRA Boundary Representing the General Public, for an initial term ending December 31, 2021.

**Background Information:** Chapter 53, Part 2, *Ordinance Code*, establishes the KingSoutel Crossing Community Redevelopment Agency Advisory Board. Sec. 53.202, *Ordinance Code*, provides that the Advisory Board shall consist of seven members, three members to be appointed by the Council President and four by the Mayor, subject to confirmation of the Council.

Ms. Williams has a Master of Social Work from Florida State University and worked as a social worker at Shands Hospital from 1988 to 1992. Ms. Williams resides in Council District 10.

**Policy Impact Area:** KingSoutel Crossing Community Redevelopment Agency Advisory Board operations

**Fiscal Impact:** Anticipated to be minimal

**Analyst:** Distel

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**Bill Type and Number:** Resolution 2019-449

**Sponsor:** Council President Bowman

**Date of Introduction:** June 11, 2019

**Committee(s) of Reference:** R

**Date of Analysis:** June 11, 2019

**Type of Action:** Appointment Confirmation

**Bill Summary:** This bill confirms the Council President's appointment of Kemal Gasper, as a member of the KingSoutel Crossing Community Redevelopment Agency Advisory Board, as a Citizen Representing the Banking, Insurance, or Finance Profession, for an initial term ending December 31, 2021.

**Background Information:** Chapter 53, Part 2, *Ordinance Code*, establishes the KingSoutel Crossing Community Redevelopment Agency Advisory Board. Sec. 53.202, *Ordinance Code*, provides that the Advisory Board shall consist of seven members, three members to be appointed by the Council President and four by the Mayor, subject to confirmation of the Council.

Mr. Gasper is the Vice President of Business Development for 121 Financial Credit Union. Mr. Gasper is a Duval resident.

**Policy Impact Area:** KingSoutel Crossing Community Redevelopment Agency Advisory Board operations

**Fiscal Impact:** Anticipated to be minimal

**Analyst:** Distel

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**Bill Type and Number:** Resolution 2019-450

**Sponsor:** Council President Bowman

**Date of Introduction:** June 11, 2019

**Committee(s) of Reference:** R

**Date of Analysis:** June 11, 2019

**Type of Action:** Appointment Confirmation

**Bill Summary:** This bill confirms the Council President's appointment of Calvin Burney, as a member of the KingSoutel Crossing Community Redevelopment Agency Advisory Board, as a Citizen Representing the Planning, Landscape Architecture or Architecture Fields, for an initial term ending December 31, 2021.

**Background Information:** Chapter 53, Part 2, *Ordinance Code*, establishes the KingSoutel Crossing Community Redevelopment Agency Advisory Board. Sec. 53.202, *Ordinance Code*, provides that the Advisory Board shall consist of seven members, three members to be appointed by the Council President and four by the Mayor, subject to confirmation of the Council.

Mr. Burney received a master's degree in city planning from the Georgia Institute of Technology. He has previously served as the Chief of Transportation Planning (1989-1999) and as a member of the Joint Planning Committee (2002-2004) and the JIA Area Redevelopment Agency Board (2004-2011). Mr. Burney resides in Duval County.

**Policy Impact Area:** KingSoutel Crossing Community Redevelopment Agency Advisory Board operations

**Fiscal Impact:** Anticipated to be minimal

**Analyst:** Distel



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**Bill Type and Number:** Resolution 2019-451

**Sponsor:** Council President Bowman

**Date of Introduction:** June 11, 2019

**Committee(s) of Reference:** R

**Date of Analysis:** June 11, 2019

**Type of Action:** Appointment Confirmation

**Bill Summary:** This bill confirms the Council President's appointment of Scott Grimes, as a member of the KingSoutel Crossing Community Redevelopment Agency Advisory Board, as a Citizen Representing the Engineering or Construction Management Profession, for an initial term ending December 31, 2021.

**Background Information:** Chapter 53, Part 2, *Ordinance Code*, establishes the KingSoutel Crossing Community Redevelopment Agency Advisory Board. Sec. 53.202, *Ordinance Code*, provides that the Advisory Board shall consist of seven members, three members to be appointed by the Council President and four by the Mayor, subject to confirmation of the Council.

Mr. Grimes is an Engineer with CSI-Geo, Inc. Mr. Grimes resides in Duval County.

**Policy Impact Area:** KingSoutel Crossing Community Redevelopment Agency Advisory Board operations

**Fiscal Impact:** Anticipated to be minimal

**Analyst:** Distel

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**Bill Type and Number:** Resolution 2019-452

**Sponsor:** Council President at the request of the Mayor

**Date of Introduction:** June 11, 2019

**Committee(s) of Reference:** R

**Date of Analysis:** June 11, 2019

**Type of Action:** Appointment Confirmation

**Bill Summary:** This bill confirms the Mayor's appointment of Vanessa Cullins-Hopkins, as a member of the KingSoutel Crossing Community Redevelopment Agency Advisory Board, as a Citizen Member that lives within 1 mile of the CRA Boundary Representing the General Public, for an initial term ending December 31, 2021.

**Background Information:** Chapter 53, Part 2, *Ordinance Code*, establishes the KingSoutel Crossing Community Redevelopment Agency Advisory Board. Sec. 53.202, *Ordinance Code*, provides that the Advisory Board shall consist of seven members, three members to be appointed by the Council President and four by the Mayor, subject to confirmation of the Council.

Ms. Cullins-Hopkins received her master's in business administration from the University of Pennsylvania, The Wharton School in 1998. She has worked as the Vice President and Operations Manager for Pebo Enterprises Corporation since 2016 to the present day.

Ms. Cullins-Hopkins resides in Council District 10.

**Policy Impact Area:** KingSoutel Crossing Community Redevelopment Agency Advisory Board operations

**Fiscal Impact:** Anticipated to be minimal

**Analyst:** Distel

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**Bill Type and Number:** Ordinance 2019-453

**Introducer/Sponsor(s):** Finance Committee

**Date of Introduction:** June 11, 2019

**Committee(s) of Reference:** F

**Date of Analysis:** June 13, 2019

**Type of Action:** Authorization to administratively execute financial reconciliations

**Bill Summary:** The bill authorizes the Director of Finance and Administration, with the written concurrence of the Council Auditor, to make budget transfers within and between subfunds in order to balance revenues and expenditures within projects and grants prior to this financial information being transferred into the new Enterprise Resource Planning (ERP) system, subject to certain conditions. Those conditions include:

1. No new expenditure authority is authorized.
2. No unappropriated revenue can be appropriated for the purpose of generating new expenditure authority other than for the purpose of resolving a cash shortage of up to \$1,000.
3. Unallocated reserve balances in a subfund may be transferred to another subfund to resolve a cash shortage, but only up to a maximum of \$1,000 per subfund.

The administration is required to submit a report on these transfers to the Finance Committee by October 15, 2019.

**Background Information:** The purpose of this authorization is to allow the administration to balance revenues and expenses at the project and grant level as part of an overall clean-up of data within the City's accounting system (FAMIS) before the data is transferred to the new ERP system, which is due to become operational as of the start of the FY19-20 fiscal year on October 1, 2019. The FAMIS system, in operation for decades, used a single project number to account for revenues and expenditures for that project and did not consistently balance revenues and expenditures down to a subfund level. This needs to be accomplished before the implementation of the new ERP system, and the Finance Committee felt that this blanket authorization to make the transactions administratively, within certain parameters and with the concurrence of the Council Auditor, was an appropriate vehicle to achieve the desired end without the need for numerous separate and time-consuming ordinances.

**Policy Impact Area:** Financial system subfund reconciliations

**Fiscal Impact:** No net impact; the bill does not authorize any new expenditures or appropriate any previously unappropriated funds.

**Analyst:** Clements