

Executive Branch Reorganization - Exhibit 1

Executive Branch Reorganization Plan

Pursuant to Section 21, Part 2 of the Jacksonville Ordinance Code, the administration makes the following findings regarding the need to reorganize certain aspects of the executive branch, which reorganization would be effective on or near April 1, 2016:

- The executive branch should be organized in manner that improves operational efficiency by transferring certain executive branch functions from the Office of the Mayor to the authority and direction of the city's Chief Administrative Officer.
- The executive branch should be organized in manner that enhances administrative oversight by placing certain executive branch functions under the authority and direction of those departments and/or divisions that are best able to provide the appropriate level of support and supervision.
- The executive branch should be organized in manner that better directs available resources in support of Jacksonville's neighborhoods by placing certain executive branch functions under the authority and direction of a department created for that purpose.

In compliance with Section 21.202 of the Jacksonville Ordinance Code:

The administration has examined the current organization of executive branch functions and finds that the changes prescribed in the accompanying legislation regarding the realignment of certain divisions and offices will improve operational efficiency, enhance administrative oversight, and provide improved fiduciary responsibility.

Further, the administration finds that the creation of a Neighborhoods Department will better direct available resources in a manner consistent with certain recommendations contained in the Task Force on Consolidated Government's "Blueprint for Improvement II", as well as the Mayor's Transition Committee Final Report.

In compliance with Section 21.203 of the Jacksonville ordinance Code:

A reorganization plan transmitted by the Mayor:

- (a) Shall specify, with respect to each function proposed to be abolished, the legal authority for the exercise of the function.**

The authority for this reorganization lies in the Charter of the City of Jacksonville, Chapter 6; Section 6.04, which identifies the Executive Branch as conducting the day-to-day operations of the city.

- (b) Shall state the reduction of expenditures, itemized as far as practicable, which it is probable will be brought about by the reorganization.**

There is no change in the number of current authorized positions authorized by City Council, and any potential cost savings that might result from the reorganization are insignificant. The administration will strive to maintain current levels of appropriated funds for operating under

this revised organization during the current fiscal year, but may seek additional limited funding in the upcoming fiscal year budget.

The primary purpose of this reorganization plan is to improve operational efficiency, enhance administrative oversight, and provide improved fiduciary responsibility within the executive branch, and to realign certain executive branch functions for the purpose of better directing available resources in support of Jacksonville's neighborhoods.

(c) Shall change, where he deems necessary, the name of the agency affected by the reorganization and the title of its head.

Finance and Administration Department: *The reorganization plan changes the name of the Finance Department, Chapter 24, Part 1, to the Finance and Administration Department, which department will continue to operate under the authority and direction of the Chief Administrative Officer pursuant to Section 6.07 of the Charter. The title of its head shall be the Director of Finance and Administration/Chief Financial Officer. In renaming and reorganizing this department, the reorganization plan makes the following additional changes:*

- A) The four divisions operating under the Finance Department, i.e., the Accounting Division, the Risk Management Division, the Budget Office Division and the Treasury Division, are reestablished as divisions under the authority and direction of Finance and Administration Department. The titles of the heads of these four divisions will remain the same and shall be the City Comptroller, the Risk Manager, the Budget Officer and the Treasurer, respectively.*
- B) The Intra-Governmental Services Department, Chapter 23, Part 1, is abolished. The three divisions operating under the Intra-Governmental Services Department, i.e., the Information Technologies Division, the Procurement Division and the Fleet Management Division, are reestablished as divisions under the authority and direction of the Finance and Administration Department. The titles of the heads of these three divisions will remain the same and shall be the Chief of Information Technologies/Chief Information Officer, the Chief of Procurement and the Chief of Fleet Management, respectively.*
- C) The Equal Business Opportunity Office, currently under the Intra-Governmental Services Department, is renamed the Office of Equal Business Opportunity and is reestablished as an office under the authority and direction of the Procurement Division.*
- D) The Office of Ombudsmen, currently under the Intra-Governmental Services Department, is reestablished as an office under the authority and direction of the Procurement Division.*
- E) The Office of Public Parking contains a number of functions including Motor Vehicle Inspections. Motor Vehicle Inspections is more appropriately aligned with, and is reestablished as a functional activity under the authority and direction of the Fleet Management Division for the purpose of exercising those duties, powers and functions contained in Chapter 55, Section 55.204(a), i.e., to enforce registration, licensing, inspection and safety regulations for taxicabs, limousines, vessels for hire, vehicles for hire, wreckers and school buses.*
- F) The Office of Grants and Contract Compliance, currently under the Intra-Governmental Services Department, is reestablished under the authority and direction of the Finance and Administration Department.*

G) *The Finance and Administration Department will establish a liaison relationship with the Jacksonville Children's Commission, the Jacksonville Human Rights Commission, the Medical Examiner's Office and the Duval County Health Department for the purpose of facilitating, to the extent necessary and practicable, ongoing oversight of, and coordination with, these entities.*

Office of Economic Development: *The Office of Economic Development, Chapter 55, Part 1, is abolished as an agency within the Office of the Mayor and is reestablished as an agency under the authority and direction of the Chief Administrative Officer pursuant to Section 6.07 of the Charter. The name of the agency shall remain the same and the title of its head shall continue to be the Economic Development Officer. In reorganizing this department, the reorganization plan makes the following changes:*

A) *The Office of Economic Development shall assume from the Housing and Community Development Division the administration and oversight of the Northwest Jacksonville Economic Development Trust Fund as a functional activity.*

B) *The Office of Public Parking, Chapter 55, Part 2, less the Motor Vehicle Inspections function as aforementioned will be under the Fleet Management Division, is abolished as an agency under the Office of Economic Development. The Office of Public Parking is reestablished as an office under the authority and direction of the Downtown Investment Authority for the purpose of exercising those duties, powers and functions contained in Chapter 55, Section 55.204(b), i.e., to administer and operate the city's parking facilities and to enforce parking laws, rules and regulations.*

Office of Sports and Entertainment: *The Office of Sports and Entertainment, Chapter 55, Part 1, is abolished as an agency within the Office of the Mayor and is reestablished as an agency under the authority and direction of the Chief Administrative Officer pursuant to Section 6.07 of the Charter. The title of its head shall continue to be the Sports and Entertainment Officer.*

A) *The Office of Special Events and the Office of Jacksonville Film and Television will remain under the authority and direction of the Office of Sports and Entertainment.*

B) *The powers, functions and duties provided for in Section 54.103 regarding Sports Complexes and Other Designated Facilities shall continue to be exercised as a functional activity of the Office of Sports and Entertainment.*

(d) Shall designate the name of the new agency resulting from the reorganization and the title of its head.

Neighborhoods Department: *The reorganization ordinance creates a new Neighborhoods Department, Chapter 34, which department will operate under the authority and direction of the Chief Administrative Officer pursuant to Section 6.07 of the Charter. The title of its head shall be the Director of the Neighborhoods Department. Further, the position of Operations Director within the Neighborhoods Department is created and will report directly to the Department Director. In creating this department, the reorganization plan makes the following changes:*

A) *The Office of Neighborhood Services is created and shall function under the authority and direction of the Neighborhoods Department and its director. This office will be the city's direct link to the city's neighborhoods.*

- B) *The Housing and Community Development Division, Chapter 30, Part 7, currently an operating division of the Planning and Development Department, is reestablished under the authority and direction of the Neighborhoods Department. The title of the head of this division will remain the same and shall be the Chief of Housing and Community Development.*
- C) *The Office of City Link / 630-CITY under the Intra-Governmental Services Department is reestablished as an office under the authority and direction of the Neighborhoods Department.*
- D) *The Neighborhoods Department will establish a liaison relationship with the Jacksonville Public Library System and the Board of Library Trustees for the purpose of facilitating, to the extent necessary and practicable, ongoing oversight of, and coordination with, these entities.*
- E) *The Regulatory Compliance Department, Chapter 35, Part 1, is abolished. The four divisions operating under the Regulatory Compliance Department, i.e., the Municipal Code Compliance Division, the Environmental Quality Division, the Mosquito Control Division and the Animal Care and Protective Services Division, are reestablished under the authority and direction of the Neighborhoods Department. The titles of the heads of these four divisions will remain the same and shall be the Chief of Municipal Code Compliance, the Chief of Environmental Quality, the Chief of Mosquito Control and the Chief of Animal Care and Protective Services, respectively. The Operations Director of the Neighborhoods Department will have direct oversight of these four divisions.*

Office or Officers within the Mayor’s Office reporting to the Mayor’s Chief Administrative Officer or the Mayor’s Chief of Staff:

Office of Blight Initiative: *The reorganization plan creates the Office of Blight Initiative, which office will operate under the authority and direction of the Chief Administrative Officer pursuant to Section 6.07 of the Charter. This office will establish city-wide blight elimination programs and initiatives as directed by the Mayor, and will serve as the Mayor’s Office liaison and oversight entity to all operational departments implementing blight elimination programs and initiatives.*

Philanthropic Officer: *The reorganization plan creates a Philanthropic Officer who will operate within the Office of the Mayor under the authority and direction of the Chief of Staff. The Philanthropic Officer will plan, coordinate and implement strategies to attract donors, contributions and/or gifts to support local government activities in the area non-profit contributions and other philanthropic activities.*

Data Management and Analysis Officer: *The reorganization plan creates a Data Management and Analysis Officer who will operate within the Office of the Mayor under the authority and direction of the Chief of Staff. This Officer will gather, review and evaluate all available city data, as may be generated by the Office of City Link / 630-CITY or other established data banks to provide strategic planning and/or program or other operating activity evaluations to ensure cost effective services or anticipated program results.*

- (e) **May include provisions for the appointment and compensation of the head and other officers of the agency, if the Mayor finds and declares that, by reason of reorganization, these provisions are necessary and, in the provisions:**

- 1) **The head so provided for may be an individual or may be a collegial body with two or more members.**

The affected individual Department Directors, Division Chiefs or Officers are outlined in the reorganization ordinance.

- 2) **The term of the office of the head, in the case of an individual, may be at the pleasure of the appointing authority or for a fixed term not to exceed four year or, in the case of a collegial body, shall not be more than four years and may be staggered to lend continuity.**

The title and term of offices, to the extent they are affected, are contained in the reorganization ordinance.

- 3) **The compensation of an individual head shall not be at a rate or in excess of that found by the mayor to prevail for comparable officers in the executive branch.**

Compensation for each position affected by the reorganization ordinance will be consistent with the pay grade system approved by City Council, as amended from time-to-time in concurrence with established ordinance.

- 4) **If the appointment is not under civil service laws, it shall be by the Mayor, subject to confirmation by the Council.**

As vacancies exist or arise, and following an established selection process, the Mayor will appoint and seek Council confirmation for the Director and Operations Director of the Neighborhoods Department.

- 5) **Candidates for appointment to a position shall meet the qualifications set forth in the respective code section for the position of appointment; provided, however, the Mayor may propose the appointment and the Council may confirm the appointment of a person to a position, if the Mayor and the Council determine that the person has commensurate training and experience which would be appropriate for such appointment.**

All recommended appointees will meet the necessary professional qualifications for each position.

- (f) **Shall make provision for the transfer or other disposition of the records, property and personnel affected by the reorganization.**

The Mayor, through the exercise of his executive powers or otherwise, shall provide for the transfer or other disposition of the records, property and personnel affected by the reorganization, as contained and reflected in the proposed Executive Branch reorganization ordinance.

- (g) **Shall make provision for the transfer of unexpended and unencumbered balances of appropriations and of other funds available for use in connection with an agency or function affected by the reorganization, as he deems necessary for use in connection with the functions affected by the reorganization or for the use of the agency which shall have the functions after the reorganization becomes effective but unexpended balances so**

transferred shall be used for only the purposes for which the appropriations were originally made.

The appropriate Budget Transfers and Personnel Reassignments are contained and reflected in the proposed Executive Branch reorganization ordinance.

- (h) Shall make provision for terminating the affairs of an abolished agency.**

The reorganization ordinance so provides.

- (i) Shall be accompanied by a proposed ordinance or ordinances which will accomplish the reorganization, except in those areas in which an executive order is sufficient.**

Pursuant to this requirement, the attached proposed Executive Branch Departmental Reorganization Ordinance accompanies this Executive Branch Reorganization Plan.

- (j) Shall bear an identifying number consisting of the year in which the plan is transmitted and the consecutive number of the plan, beginning with “1” in each calendar year.**

Pursuant to this requirement, the proposed Executive Branch Departmental Reorganization Ordinance is established as Ordinance number 2016-140.