

LEGISLATIVE FACT SHEET

DATE: 11/14/16

BT or RC No: _____
(Administration & City Council Bills)

SPONSOR: Finance and Administration / Budget Office
(Department/Division/Agency/Council Member)

Contact for all inquiries and presentation: Angela Moyer

Provide Name: _____

Contact Number: 904-630-1259

Email Address: amoyer@coj.net

PURPOSE: White Paper (Explain Why this legislation is necessary? Provide; Who, What, When, Where, How and the Impact.) Council Research will complete this form for Council introduced legislation and the Administration is responsible for all other legislation. (Minimum of 350 words - Maximum of 1 page.)

Requesting minor changes to municode sections 106.215, 106.216 and 106.401.

Revise section 106.215 Supplemental appropriation and revenue reduction limits:

- o Correct the title of the continuation grant match reserve in 106.215 (b)
- o Strike 106.215 (c). This item currently states "supplemental appropriation ordinances may not be approved by emergency". Supplemental appropriations are budget transfers that are in addition to what Council approved in the budget ordinance or another appropriation ordinance.

Revise section 106.216 Replacement of fleet vehicles:

- o Change the date in 106.216(a) from February 1st to April 1st. This is the date that Fleet management is required to provide the recommended vehicle replacements to the Budget Office for the upcoming fiscal year. The date needs to be revised because it conflicts with the timeframe in 106.217 (1) that requires Fleet management to determine estimated costs for vehicle replacements for the upcoming fiscal year by working with vehicle vendors between January and March.
- o Strike a portion of 106.216(d) which states that the Mayor should recommend funding for vehicle replacements from the City's short term loan fund and/or budget stabilization account. This contradicts section 106.216 (h) and are not in line with the Council's or the Administration's focus of funding vehicle replacements with cash. Item (h) of the same section states that the City will not borrow to purchase fleet replacement vehicles.

Revise section 106.401 Employee Authorizations and 106.404 Temporary Employees:

- o Replace all references to "major fund" and "fund" with "subfund". As it is written now the Mayor can move positions and part-time hours within major funds without Council approval. Major fund include general fund, special revenue fund, enterprise fund, internal service fund and trust/agency fund. The Budget Office and the Council Auditors were unaware that this section provided this type of flexibility. This is contrary to Council's intent when it created 106.422 (c) which requires the Mayor to certify the Citywide cap by subfund and department. It is also unwise to move positions and/or part-time hours between subfunds within major fund due to differences in the various funding sources that exist between subfunds.

PLAIN LANGUAGE OF APPROPRIATION / FINANCIAL IMPACT / OTHER:

Explain: Where are the funds coming from, going to, how will the funds be used? Does the funding require a match? Is the funding for a specific time frame? Will there be an ongoing maintenance? ... and staffing obligation? Per Chapters 122 & 106 regarding funding of anticipated post-construction operation costs.

(Minimum of 350 words - Maximum of 1 page.)

ACTION ITEMS: Purpose / Check List. If "Yes" please provide detail by attaching justification, and code provisions for each.

ACTION ITEMS:

Emergency? **Yes** **No**

Justification of Emergency: If yes, explanation must include detailed nature of emergency.

Federal or State
Mandate?

Explanation: If yes, explanation must include detailed nature of mandate including Statute or Provision.

Fiscal Year Carryover?

Note: If yes, note must include explanation of all-year subfund carryover language.

CIP Amendment?

Attachment: If yes, attach appropriate CIP form(s). Include justification for mid-year amendment.

Contract / Agreement Approval?

Attachment & Explanation: If yes, attach the Contract / Agreement and name of Department (and contact name) that will provide oversight. Indicate if negotiations are on-going and with whom. Has OGC reviewed / drafted?

Related RC/BT?

Attachment: If yes, attach appropriate RC/BT form(s).

Waiver of Code?

Code Reference: If yes, identify code section(s) in box below and provide detailed explanation (including impacts) within white paper.

Code Exception?

Code Reference: If yes, identify code in box below and provide detailed explanation (including impacts) within white paper.

Related Enacted Ordinances?

Code Reference: If yes, identify related code section(s) and ordinance reference number in the box below and provide detailed explanation and any changes necessary within white paper.

ACTION ITEMS CONTINUED: Purpose / Check List. If "Yes" please provide detail by attaching justification, and code provisions for each.

ACTION ITEMS:

	Yes	No
Continuation of Grant?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Explanation: How will the funds be used? Does the funding require a match? Is the funding for a specific time frame and/or multi-year? If multi-year, note year of grant? Are there long-term implications for the General Fund?

Surplus Property Certification?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reporting Requirements?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Attachment: If yes, attach appropriate form(s).

Explanation: List agencies (including City Council / Auditor) to receive reports and frequency of reports, including when reports are due. Provide Department (include contact name and telephone number) responsible for generating

Division Chief: _____
(signature)

Date: 11/14/2016

Prepared By: _____
(signature)

Date: 11/14/2016

ADMINISTRATIVE TRANSMITTAL

To: MBRC, c/o Roselyn Chall, Budget Office, St. James Suite 325

Thru: Angela Moyer, Budget Officer

(Name, Job Title, Department)

Phone: 904-630-1301

E-mail: amoyer@coj.net

From: same

Initiating Department Representative (Name, Job Title, Department)

Phone: _____

E-mail: _____

Primary Contact: same

(Name, Job Title, Department)

Phone: _____

E-mail: _____

CC: Allison Korman Shelton, Director of Intergovernmental Affairs, Office of the Mayor

904-630-1825 E-mail: akshelton@coj.net

COUNCIL MEMBER / INDEPENDENT AGENCY / CONSTITUTIONAL OFFICER TRANSMITTAL

To: Peggy Sidman, Office of General Counsel, St. James Suite 480

Phone: 904-630-4647

E-mail: psidman@coj.net

From: _____

Initiating Council Member / Independent Agency / Constitutional Officer

Phone: _____

E-mail: _____

Primary Contact: _____

(Name, Job Title, Department)

Phone: _____

E-mail: _____

CC: Allison Korman Shelton, Director of Intergovernmental Affairs, Office of the Mayor

904-630-1825 E-mail: akshelton@coj.net

Legislation from Independent Agencies requires a resolution from the Independent Agency Board approving the legislation.

Independent Agency Action Item: Yes No

Boards Action / Resolution?

Attachment: If yes, attach appropriate documentation. If no, when is board action scheduled?

FACT SHEET IS REQUIRED BEFORE LEGISLATION IS INTRODUCED