

**Honorable Lori N. Boyer, Council President**  
**Lunch and Learn: Bill review tips**  
**August 22, 2016**

1. When you look up a bill on legislative bill search, Original Text is the language when the bill was filed; Current Text is after amendments or substitutions
2. When reviewing a bill, even if there is a substitute or "Current text"- the links to exhibits often only appear on the Original Text page
3. The exhibits and documents "on File" are generally where the real content is found- Legislative services has the "on file" documents
4. In the "whereas" clauses and in the exhibits is where you learn why the bill was really filed, but a word of caution, sometimes the "whereas" clauses only tell a partial story and are designed to justify the action taken in the bill. If there is a "finding" there it usually means we need to make that finding to be able to adopt the bill, so if you question the finding, that is a red flag
- 5.



## Bill review tips

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2. When reviewing a bill, even if there is a substitute or "Current text"- the links to exhibits often only appear on the Original Text page

CITY of JACKSONVILLE, FL


City of Jacksonville Bill Information

Documents Types for Bill 2014-0008 (Click to return to Bill Search)			
Name	Date Created	Last modified	Size
<a href="#">Original Text</a>	1/8/2014 7:12:50 PM	2/7/2014 2:44:22 PM	72.2 kb
<a href="#">Fact Sheet</a>	1/8/2014 7:12:50 PM	1/16/2014 12:33:56 PM	53.4 kb
<a href="#">Current Text</a>	1/8/2014 7:12:50 PM	2/13/2014 9:26:47 AM	25.6 kb
<a href="#">Bill Summary</a>	1/8/2014 7:12:50 PM	1/21/2014 5:24:52 PM	59.1 kb
<a href="#">Amendments</a>	1/8/2014 7:12:50 PM	2/12/2014 1:02:37 PM	29.7 kb

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

2

3  **214081**

4 **ORDINANCE 2014-8**

5 AN ORDINANCE APPROPRIATING \$55,568 FROM THE

6 JACKSONVILLE JOURNEY TO INCREASE THE NUMBER OF

7 FIRST-TIME JUVENILE OFFENDERS ABLE TO

8 PARTICIPATE IN THE TEEN COURT AND NEIGHBORHOOD

9 ACCOUNTABILITY BOARD DIVERSION PROGRAMS BY

10 HIRING TWO PART-TIME CONTRACTED EMPLOYEES TO

11 ASSIST IN ASSESSING, MONITORING, AND

12 DOCUMENTING CASES REFERRED TO TEEN COURT AND

13 NEIGHBORHOOD ACCOUNTABILITY BOARDS, AS

14 INITIATED BY B.T. 14-020; PROVIDING AN

15 EFFECTIVE DATE.

16

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

18 Section 1. Appropriation. For the 2013-2014 fiscal year,

19 within the City's budget, there is hereby appropriated the

20 indicated sum from the account listed in subsection (a) to the

Approved by the Mayor 2/13/14

1 Introduced by the Council President at the request of the Mayor and

2 sponsored by the Finance Committee:

3

4 **ORDINANCE 2014-8-B**

5 AN ORDINANCE APPROPRIATING \$55,568 FROM THE

6 JACKSONVILLE JOURNEY TO INCREASE THE NUMBER OF

7 FIRST-TIME JUVENILE OFFENDERS ABLE TO

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14 INITIATED BY B.T. 14-020; PROVIDING AN

15 EFFECTIVE DATE.

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20

3. The exhibits and documents “on file” are generally where the real content is found- Legislative services has the “on file” documents and you can get copies from them.

ORDINANCE 2016-382

AN ORDINANCE APPROVING AND AUTHORIZING THE PUBLIC INVESTMENT POLICY OF THE OFFICE OF ECONOMIC DEVELOPMENT REGARDING ECONOMIC INCENTIVES FUNDED BY THE CITY; REPLACING FORMER PUBLIC INVESTMENT POLICY AS APPROVED BY RESOLUTION 2006-119-A AND SUBSEQUENTLY AMENDED BY ORDINANCE 2012-213-E; PROVIDING AN EFFECTIVE DATE.

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

**Section 1. Approval and Authorization of Public Investment Policy.** The Council hereby approves and authorizes the Public Investment Policy of the Office of Economic Development substantially in the form of the draft dated May 20, 2016 (the “Public Investment Policy”), a copy of which is On File with the Legislative Services Division.

**Section 2. Replacing Former Public Investment Policy.** The Public Investment Policy amends, replaces and supersedes the Public Investment Policy of the City of Jacksonville adopted by Resolution 2006-119-A and subsequently amended by Ordinance 2012-213-E.

**Section 3. Effective Date.** This ordinance shall become effective upon signature by the Mayor or upon becoming effective without the Mayor’s signature.

Another example is bill 2016- 437. If you just read the bill, you really don’t know why we are transferring the funds to the new project. But if you look at Exhibit 2, you can see what it is really all about.

1 See Revised B.T. 16-083 \$575,000  
 2 (b) Appropriated to:  
 3 See revised B.T. 16-083 \$575,000  
 4 (c) Explanation of Appropriation.  
 5 The appropriation described above is transferring  
 6 settlement funding from the Argyle Forest Blvd. Capital  
 7 Improvement Project to the Argyle Forest Blvd./Watermill  
 8 Blvd. Intersection Signalization Project and the Argyle  
 9 Forest Blvd./Staples Mill Dr. Intersection Signalization  
 10 Project.  
 11 Section 2. Purpose. The purpose of the appropriation in  
 12 Section 1 is to transfer settlement funding from the Argyle Forest  
 13 Blvd. Capital Improvement Project to the Argyle Forest  
 14 Blvd./Watermill Blvd. Intersection Signalization Project and to the  
 15 Argyle Forest Blvd./Staples Mill Dr. Intersection Signalization  
 16 Project.

Project Title: Argyle Forest Blvd / Watermill Blvd Intersection Signalization Council District(s): 10  
 Project Location: Argyle Forest and Watermill Boulevard intersection Project Number: PW0369-02  
 Department: Public Works Program Area: Infrastructure / Pedestrian Safety  
 Ordinance No.: TBD BT No.: Useful Life: Project Completion Date:

Project Description:  
 The volume and speed of vehicles on Argyle Forest Boulevard creates a very challenging condition for pedestrians crossing Argyle Forest Boulevard where it intersects with Watermill Blvd. Funding will be used to pay for the installation of a traffic signal at the Argyle Forest Blvd and Watermill Blvd intersection.

Justification:

Funding Sources	Total	Prior Years	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	Beyond 5th
Transfer Between Projects	\$ -							
Debt Proceeds / Borrowed Funds	\$ -							
Pay-Go	\$ 150,000		150,000					
Interest Earnings	\$ -							
Contribution from Private Source	\$ -							
Grant / Trust Fund	\$ -							
<b>Totals</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Expenditures/Project Phase	Total	Prior Years	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	Beyond 5th
Design & Engineering	\$ -							
Land Acquisition & Site Preparation	\$ -							
Construction	\$ 150,000		150,000					
Capital Equipment	\$ -							
Misc Equipment & Furnishings	\$ -							
Art In Public Places	\$ -							
<b>Totals</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Operating Budget Impact	Total	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	Beyond 5th
Full Time Equivalents	\$ -						
Personnel Expenses	\$ -						
Contractual Services	\$ -						
Utilities	\$ -						
Materials/Supplies	\$ -						
Equipment	\$ -						
Annual Debt Service	\$ -						
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Exhibit 2  
Page 1 of 2

4. In the "whereas" clauses and in the exhibits is where you learn why the bill was really filed, but a word of caution, sometimes the "whereas" clauses only tell a partial story and are designed to justify the action taken in the bill. If there is a "finding" there it usually means we need to make that finding to be able to adopt the bill.

5 Jacksonville, and  
6       WHEREAS, for the reasons more fully described in the Project  
7 Summary, the grant of QTI Refunds and High Impact Sector bonuses  
8 and payment of the REV grant in such amounts serves a paramount  
9 public purpose; and  
10       WHEREAS, the City's Office of Economic Development ("OED") has  
11 reviewed the application submitted by the Company for community  
12 development, and, together with representatives of the City,  
13 negotiated the Economic Development Agreement and, based upon the  
14 contents of the Economic Development Agreement, has determined the  
15 Economic Development Agreement and the uses contemplated therein to  
16 be in the public interest, and has determined that the public  
17 actions and financial assistance contemplated in the Economic  
18 Development Agreement take into account and give consideration to  
19 the long-term public interests and public interest benefits to be  
20 achieved by the City; and  
21

In another bill

11       WHEREAS, despite the foregoing, the Jacksonville City Council  
12 (the "Council") desires to give the citizens of Duval County (the

And a "Finding"

22       Section 1.       Arlington Corridor Area Defined. It is hereby  
23 found and determined that (i) the area of land lying within the  
24 city limits of the City of Jacksonville identified as attached  
25 Exhibit 1, which shall be known as the "University  
26 Blvd./Merrill/Arlington Road Redevelopment Area", is a slum or  
27 blighted area and qualifies as an eligible project under Chapter  
28 163, Part III, Florida Statutes, and (ii) the rehabilitation,  
29 conservation, and redevelopment of such area is necessary in the  
30 interest of the public health, safety, morals or welfare of the  
31 residents of the City of Jacksonville.

5. It is also important to look to see who drafted the bill. If it is someone other than a lawyer from the Office of General Counsel, that is a red flag.

1           Section 2.       Effective Date.   This ordinance shall become  
2 effective upon signature by the Mayor or upon becoming effective  
3 without the Mayor's signature.  
4 Form Approved:  
5  
6       /s/ *Margaret M. Sidman*  
7 Office of General Counsel  
8 Legislation Prepared By: Steven Diebenow

6. New Fact Sheets- the new Fact Sheets are a work in progress but will be implemented over the next month and are designed to be both a white paper and a checklist of critical items. They will also contain all the contact info required to get further information.

### Timing of bill review

1. Try to do a quick review of bills on introduction ( at the Council meeting or the day or two after) for four reasons-
  - a. Some you may want to co-sponsor and you can send an email right away;
  - b. Some may raise immediate concerns and you have time to reach out to Departments or bill sponsors;
  - c. You will catch one-cycle emergency bills that will be up in committee the following week
  - d. Finally, sometimes a bill gets moved as a one-cycle even though the language is not in the bill when introduced and you can get caught unprepared when that happens- it may occur for a variety of reasons
2. To actually prepare for Committee, its best if you can do it at least one work day prior to the committee meeting
  - a. So you can advise staff, etc. of questions and problems; and
  - b. If you want to amend the bill, you can discuss language with OGC or numbers with the auditors





# LEGISLATIVE FACT SHEET

DATE: \_\_\_\_\_

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

SPONSOR: \_\_\_\_\_  
(Department/Division/Agency/Council Member)

Contact for all inquiries and presentation: \_\_\_\_\_

Provide Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**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.)

APPROPRIATION: Total Amount Appropriated \_\_\_\_\_ as follows:  
 List the source name and provide Object and Subobject Numbers for each category listed below:

(Name of Fund as it will appear in title of legislation)

Name of Federal Funding Source(s)	From: _____	Amount: _____
	To: _____	Amount: _____
Name of State Funding Source(s):	From: _____	Amount: _____
	To: _____	Amount: _____
Name of City of Jacksonville Funding Source(s):	From: _____	Amount: _____
	To: _____	Amount: _____
Name of In-Kind Contribution(s):	From: _____	Amount: _____
	To: _____	Amount: _____
Name & Number of Bond Account(s):	From: _____	Amount: _____
	To: _____	Amount: _____

**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.**

<b>ACTION ITEMS:</b>	<b>Yes</b>	<b>No</b>	
Emergency?	<input type="checkbox"/>	<input type="checkbox"/>	Justification of Emergency: If yes, explanation must include detailed nature of emergency. <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>
Federal or State Mandate?	<input type="checkbox"/>	<input type="checkbox"/>	Explanation: If yes, explanation must include detailed nature of mandate including Statute or Provision. <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>
Fiscal Year Carryover?	<input type="checkbox"/>	<input type="checkbox"/>	Note: If yes, note must include explanation of all-year subfund carryover language. <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>
CIP Amendment?	<input type="checkbox"/>	<input type="checkbox"/>	Attachment: If yes, attach appropriate CIP form(s). Include justification for mid-year amendment. <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>

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?

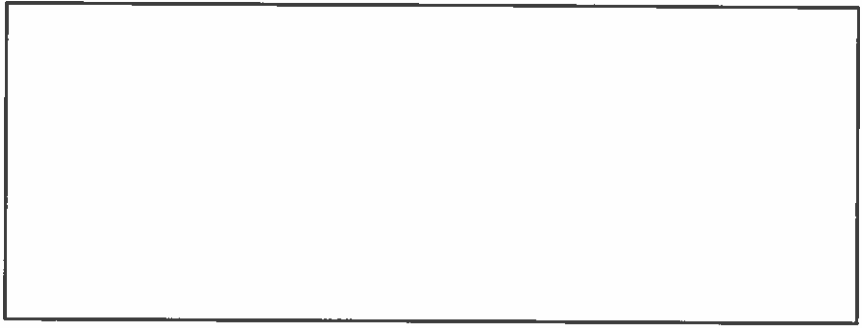
Explanation: How will the funds be used? Does the funding require a match? Is the funding for a specific time frame and/or multi-year? If multi-year, note year of grant? Are there long-term implications for the General Fund?

Surplus Property Certification?

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

Reporting Requirements?

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: \_\_\_\_\_

Prepared By: \_\_\_\_\_  
(signature)

Date: \_\_\_\_\_

**ADMINISTRATIVE TRANSMITTAL**

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

Thru: \_\_\_\_\_

(Name, Job Title, Department)

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

From: \_\_\_\_\_

Initiating Department Representative (Name, Job Title, Department)

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

**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**