

**Jacksonville City Council  
2008 ECA Orientation  
& Training**

**LEGISLATIVE BRANCH:  
STRUCTURE, STAFFING, AUTHORITY  
and  
PERTINENT PROVISIONS OF THE  
ORDINANCE CODE**

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## I. ORGANIZATION OF CITY COUNCIL STAFF

A. Ordinance 2000-793-E (City Council staff reorganization) was passed September 9, 2000 and revised by Ordinances 2004-464-E, 2005-509-E, and 2005-943-E.

B. Two Departments: Office of Director/Council Secretary and Council Auditor's Office.

1. Office of Director/Council Secretary organizational structure.

- a. Director/Council Secretary (reports directly to the Council).
- b. Chief of Legislative Services, Chief of Research, Chief of Administrative Services, Tourist Development Council Executive Director, and Information Systems Administrators (report directly to the Director/Council Secretary).
- c. All other staff report to the Chief of their division, excluding Executive Council Assistants, who report only to their appointing Council Member.

2. Office of Council Auditor organizational structure.

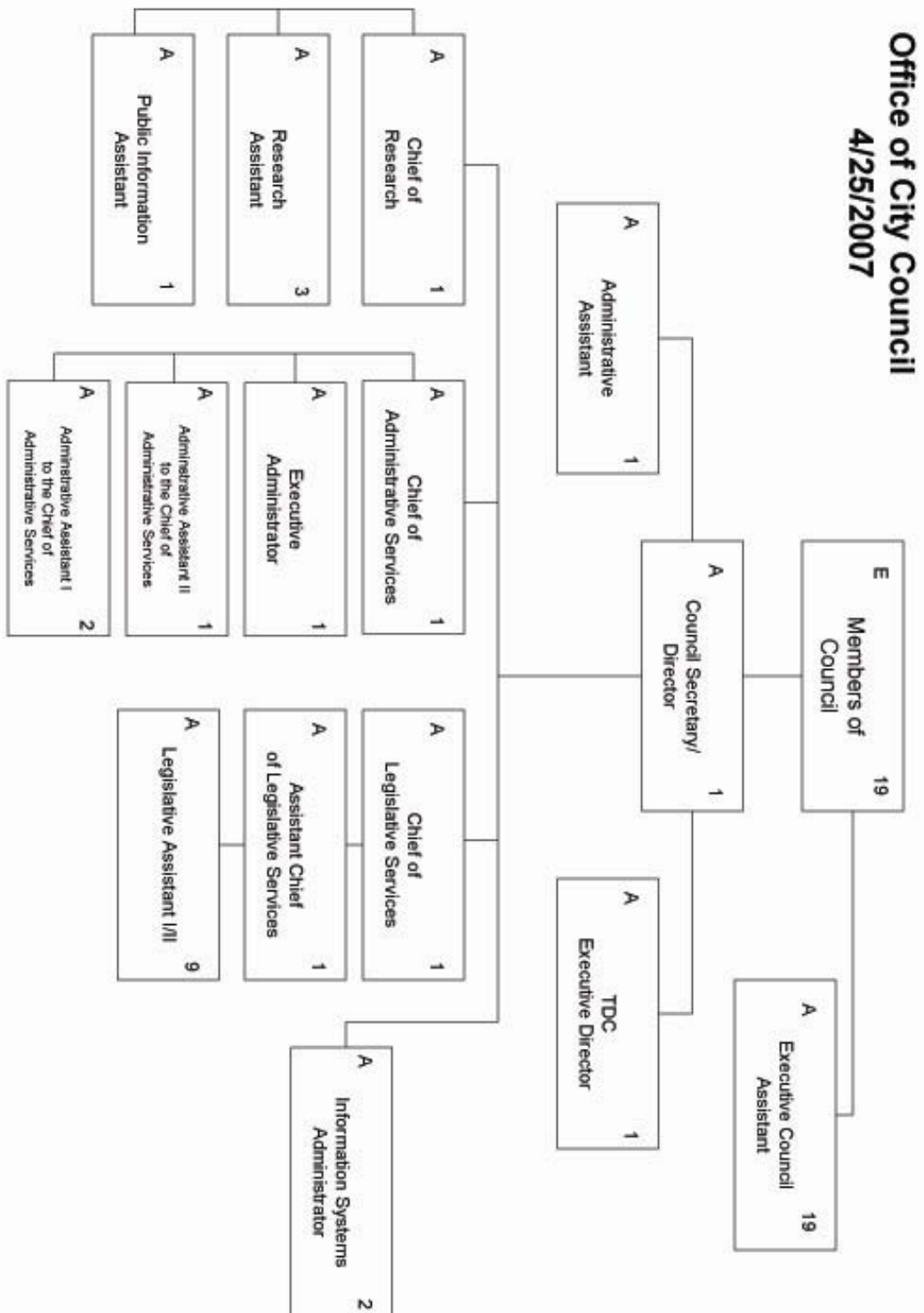
a. Authorization and Duties of the Council Auditor's Office

- (i) The position of the Council Auditor is authorized by [Section 5.10 of the Charter of the Consolidated Government of the City of Jacksonville](#). This section sets forth the qualifications and duties of the Council Auditor. The specific duties provided in this section are: Examine the accounting systems used by all offices and departments of the consolidated government and all independent agencies, and advise the Council as to whether all such systems provide for full disclosure of the financial results and adequate information for the management needs and budgetary requests of each such office, department, board and agency. Conduct a continuous internal audit of the fiscal operations of the consolidated government and all independent agencies. Submit such reports and financial statements to the Council as it may from time to time require.

b. Other Council Requirements of the Auditor's Staff

- (i) [Chapter 13 of the Jacksonville Municipal Code](#) sets forth additional responsibilities of the Council Auditor's Office including: Performing research as the Council President, the Committee on Administration and Finance or individual Council members may request or require concerning the financial, staffing, or management affairs of the consolidated government or of the agencies to which the Council makes miscellaneous appropriations or public service grants. Rendering assistance to the independent auditor appointed by the Council. In addition, Chapter 102 of the Jacksonville Municipal Code provides that the Council Auditor shall perform management audit procedures in connection with audit assignments in addition to what are termed fiscal audit procedures.

## EXHIBIT 1 – Council Organization Chart



## **II. OFFICE OF DIRECTOR/COUNCIL SECRETARY**

(Jacksonville Municipal Code, Chapter II)

- A. This office is a department of the legislative branch of government.
- B. This office includes three divisions:
  - 1. Legislative Services Division
  - 2. Research Division
  - 3. Administrative Services Division
- C. The head of this department is the Director/Council Secretary.
  - 1. Selected by Personnel Committee and appointed/confirmed by Council.
  - 2. Responsible for the divisions and functions of the department and exercises direct control and supervision over all department staff, including the Division Chiefs and Assistant Chiefs, Tourist Development Council, Value Adjustment Board, Records Management Retention, but excluding the Executive Council Assistants.
  - 3. Exercise direct control and supervision over all department staff, including the division chiefs (but excluding Executive Council Assistants – for whom administrative assistance only is provided within the limitations under the Municipal Code).
  - 4. Develop, provide and maintain budget preparation for the Council Staff Services Budget.
  - 5. Refer requests for information to agencies within City Government.
  - 6. Arrange for public broadcast of Council meetings and selected proceedings, either through contract with a third-party provider or through in-house systems installed in Council meeting areas.
  - 7. Keep the records of the Council and the official signatory and perform all duties which are assigned by the Charter or by law.
  - 8. Maintain the office chambers, committee rooms, and conference rooms of the City Council.
  - 9. Provide clerical and secretarial assistance to Council Committees and subcommittees and to the boards and commissions that function as an extension of the Council.
  - 10. Provide, maintain, and update the official legislative files, committee calendars, and Council Agenda, and other documents necessary to the conduct of legislative

business and be responsible for all official records of the legislative branch of government.

11. Provide the Council, its committees, and members with information, data, and research analysis, necessary to the proper conduct of legislative business.
12. Upgrade, develop and maintain all equipment as needed for the City Council.
13. Responsible for the assigning of parking for Council members and Council staff.
14. Responsible for all Tourist Development Council staff assignments and administrative duties associated with the Board.
15. Responsible for all Records and Management functions, software, tracking systems for the City of Jacksonville for past and pending legislation.
16. Responsible for negotiating all contracts for services for vendors for the Management functions for the Office of City Council and securing the same.
17. Responsible for coordinating, maintaining and establishing contacts with the posting of ordinance to the Municipal Code Corporation on behalf of the City of Jacksonville.
18. Responsible for securing funding and maintaining a historical database system for all legislation past or actions taken by the Jacksonville City Council.
19. Responsible for certification of all Public Records Requests for the Office of the City Council.
20. Responsible for all Orientations, Installations and official events of the Office of the City Council.
21. Maintain all physical facilities and meeting spaces under control of the Council. Provide for usage of meeting facilities for legitimate city functions, provided that the usage does not interfere with the "needs of the Council". Only authorizing authority for the use of the Council Chamber other than the Council President.
22. Responsible for all Official advertisements and attestments for the City of Jacksonville for Public Hearings as required by statute.
23. Other duties not withstanding those mentioned and required by the Office of City Council.

D. The office provides a variety of functions through its divisions.

## 1. Legislative Services Division

- a. The head of this division is **Dana Farris**, Chief of Legislative Services, who reports directly to the Director/Council Secretary.
- b. Selected by the Personnel Committee with the recommendation of the Director/Council Secretary and appointed/confirmed by the Council.
- c. Council may appoint two Assistant Chiefs for this division.
- d. Chief may employ staff (with approval of Director/Council Secretary), who all work under the direction of the Director/Council Secretary.
- e. Duties of the division:
  - (i) Receive bills for introduction into the Council, as well as amendments and substitutes.
  - (ii) Maintain a file on each bill introduced.
  - (iii) Prepare agendas for each Council and committee meeting.
  - (iv) Prepare minutes of Council meetings and summary report minutes of committee meetings.
  - (v) Maintain the Journal of the Council, the Record of Ordinances and Record of Resolutions, preserving the original bills and preparing an index for research and retrieval purposes.
  - (vi) Publish notices required by law on behalf of or for the Council.
  - (vii) Keep and update the legislative files, records and dockets of the Council as a whole, its committees and various Council members, as official records of the City.
  - (viii) Maintain records of every subpoena issued by the Director/Council Secretary – Office of Staff Services.
  - (ix) Mail a copy of any complaint against the City, involving litigation concerning the appeal of a decision of the Council to either approve or deny a petition for rezoning, to all property owners within 350 feet of the property that is the subject of the litigation.
  - (x) Any other duties assigned by the Director/Council Secretary.

- (xi) Staff all standing, select, and special committees, as well as Task Forces and Council Boards and Commissions as assigned.

## 2. Research Division

- a. Head of this division is **Jeff Clements**, Chief of Research, who reports directly to the Director/Council Secretary.
- b. Selected by the Personnel Committee with the recommendation of the Director/Council Secretary and appointed/confirmed by the Council.
- c. Chief of Research may employ staff (with approval of Director/Council Secretary) who all work under the direction of the Director/Council Secretary.
- d. Duties of the division:
  - (i) Prepare a summary of each bill introduced into Council.
  - (ii) Prepare informative material on matters of interest to the Council or relevant to proposed legislation.
  - (iii) Provide research services for boards and commissions that function as an extension of the Council.
  - (iv) Maintain the Research Files and Historical Archival Research Index.
  - (v) Any other duties assigned by the Director/Council Secretary, the Council President or the Council.
  - (vi) Staff all standing, select, and special committees, as well as Task Forces and Council Boards and Commissions as assigned.

## 3. Administrative Services Division

- a. Head of this division is **Kristi Sikes**, Chief of Administrative Services, who reports directly to the Director/Council Secretary.
- b. Selected by the Personnel Committee with the recommendation of the Director/Council Secretary and appointed/confirmed by Council.
- c. The Chief may employ staff (with approval of Council Secretary) who all work under the direction of the Director/Council Secretary.
- d. Duties of the division:
  - (i) Maintain all personnel, payroll and purchasing files and records.



- (ii) Maintain records of all physical inventories of Council equipment and update this inventory annually.
- (iii) Maintain all physical facilities and meeting spaces under control of the Council. Provide for usage of meeting facilities for legitimate city functions, provided that the usage does not interfere with the needs of the Council.
- (iv) Prepare periodic budget reports for the Director/ Council Secretary.
- (v) As authorized by the Director/Council Secretary, assign and provide supervision for support employees of the division, including the Council reception area and civil service Council Aides.
- (vi) Assist Executive Council Assistants in the performance of their duties, as stipulated by the Municipal Code.
- (vii) Coordinate the maintenance of administrative records with all Division Chiefs.
- (viii) Any other duties assigned by the Director/Council Secretary.

#### 4. Public Information Division – No longer functional

Duties realigned in an effort to expand services. Functions expanded/reassigned to accommodate a more functional and effective organizational system.

**In an effort to assist you with meeting your needs the following Contact list has been developed:**

##### **Director's Office:**

**Cheryl Brown - 630-1452** or [CLBrown@COJ.NET](mailto:CLBrown@COJ.NET)  
(or Katrina Fisher - 630-2794 or [KFisher@COJ.NET](mailto:KFisher@COJ.NET) )

- Budget Office Management Personnel and Staff
- Public Records Request
- Daily Screening of Calls
- Respond to Media e-mail inquiries
- Incoming Mail correspondence
- Request for Photos
- All calls from vendors - Trophy Center, R&S, Adam Studio's, etc.
- All purchases generated for Public Information Request, PO's and BO's
- Delivery of mail
- Direct all constituent inquiries per assignment listing
- Draft Press Releases

- Public Service Announcements
- Legislative, Committee, and Value Adjustment Board records

**Research Division:**

**Jeff Clements - 630-1405** or [JeffC@COJ.NET](mailto:JeffC@COJ.NET)

- Consolidator Article (Council Corner)
- General Information (where to locate data)
- Draft Press Releases
- Public Service Announcements
- Robert O. Johnson Award – Applications

**Legislative Services:**

**Dana Farris - 630-1404** or [DMFarris@COJ.NET](mailto:DMFarris@COJ.NET)  
(or Carol Owens - 630-1683 or [COwens@COJ.NET](mailto:COwens@COJ.NET))

- Basic questions on status of Legislation (Committee Assignments, Committee vote, where the bill is in the process, etc.)
- General Information (where to locate records)
- All Power Point requests for Committees and Sub-Committees
- Council Page assignments
- Photographer for Council Meetings including photos of Council Pages

**Administrative Services:**

**Kristi Sikes - 630-1401** or [KCSikes@COJ.NET](mailto:KCSikes@COJ.NET)  
(or Stacey Arnette - 630-2430 or [SArnete@COJ.NET](mailto:SArnete@COJ.NET))

- All request for purchasing of additional photos
- All calls from vendors - Trophy Center, R&S, Adam Studio's, etc.
- All purchases generated for Public Information Request, PO's and BO's
- Delivery of mail
- Direct all constituent inquiries per assignment listing.

**Information Systems & Services:**

This position is appointed by the Director/Council Secretary and duties are dependent upon assignment as shown below:

**Software, Databases, & Records Assignment**

Rachel Welsh - 630-7234 or [REWelsh@COJ.NET](mailto:REWelsh@COJ.NET)

- Designs, implements, maintains, and modifies computer management information systems, databases, software, and equipment.
- Studies, reviews, and analyzes functional activities, operations, and methods of support and makes recommendations to systems.
- Plans, researches, coordinates, and reports information.

- Provides technical assistance to personnel to improve operations and automate processes, and resolves related problems.
- Manages related projects.
- Maintains data relating to City Council Boards and Commissions, including appointments and terms.
- Maintains City Council web site.
- Monitors current events and points of interest; updates web site as information changes.
- Researches, compiles data, conducts special studies, and prepares written reports and correspondence.
- Maintains records, files, and reports.
- Performs related work as assigned.

### **Operating Systems, Audio-Visual, & Planning Assignment**

Steve Cassada - 630-4482 or [SCassada@COJ.NET](mailto:SCassada@COJ.NET)

- Plans, organizes, designs, implements, maintains and modifies computer management information systems, software, and equipment, audio visual systems and equipment, and telecommunications equipment.
- Initiates and performs computer management information systems needs analyses.
- Functions as key resource for the agency computer management, audio visual and telecommunications systems and related equipment and software.
- Maintains operating systems and coordinates procurement, installation, and maintenance of computers and related equipment and software.
- Maintains audio visual and communications devices and coordinates procurement, installation, and maintenance of related equipment and software.
- Provides technical assistance to personnel to improve operations and automate processes, and resolves related problems.
- Consults with management on computer information systems needs and priorities.
- Formulates and recommends programs or policies.
- Performs related work as assigned.

### **Duties of the Public Information Division reassigned to the Information Systems Administrators:**

- Manage the public relations of the Council (including news conferences; news releases; public service announcements; speechwriting; drafting of articles, commentaries and statements; special events).
- Respond to requests for information about the Council from the public, the media or other governments (or make appropriate referrals).
- Maintain the Council's internet website.

- Publish an annual printed bulletin on the membership and committee assignments of the Council and other publications as needed.
- Maintain the audio / visual facilities and equipment of the Council.
- With approval of the Director/Council Secretary, arrange for the public broadcast of Council meetings and selected proceedings.
- Assist the public with information about the Council and its proceedings, assuring public access and comfort at all Council meetings, committee meetings and other meeting or events.
- Any other duties assigned by the Director/Council Secretary.

**Tourist Development Council:**

**Annette Hastings - 630-7625** or [AnnetteH@COJ.NET](mailto:AnnetteH@COJ.NET)

This position is recommended by the Tourist Development Council (TDC), appointed by Council and reports directly to the Director/Council Secretary (2001-1022-E) and performs duties as follows:

- Researches, compiles data, prepares reports and correspondence.
- Schedules and staffs all meetings of the Tourist Development Council, including all sub-committees. Prepares facilities and distributes information to the TDC and other interested parties.
- Assists applicants with grant applications.
- Reviews and processes applications in accordance with Tourist Development Council grant allocation policies and procedures.
- Prepares and submits minutes, including dollars approved for grant requests, recommendations, and actions, for each TDC meeting.
- Reconciles grant account balances, compiles data for fiscal reports, and keeps superiors abreast of pending matters.
- Assists Director/Council Secretary in maintenance of budgets, monitoring expenditures, and purchasing materials.
- With the approval of the Director/Council Secretary prepares documents, requests and obtains quotes, and maintains records and files for all field orders, purchase orders, blanket orders, check requests, and change orders.
- Collects and distributes all incoming checks payable to vendors.
- Maintains office supplies and equipment, including on-line ordering of supplies and requesting service for equipment.
- With the approval of the Director/Council Secretary coordinates and implements administrative practices and procedures to facilitate work processes and accomplish unit activities.
- Interprets laws, rules, regulations, policies, for the purpose of answering inquiries, resolving complaints, or to resolve work related problems.
- Maintains various administrative records and files
- Maintains and updates online web site.
- Performs related work as required.

**Value Adjustment Board:****Cheryl L Brown, VAB Clerk****Carol Owens, Assistant VAB Clerk – 630-1404 or [COwens@coj.net](mailto:COwens@coj.net)****(or Heather Pelegrin & Jessica Stephens, VAB Aides)**

The Value Adjustment Board (VAB) reviews appeals from decisions made by the Duval County Property Appraiser. VAB jurisdiction includes appeals of property value assessments, exemption denials and agricultural (greenbelt) classification denials, among others. The Director/Council Secretary serves as the Value Adjustment Board Clerk.

The VAB for Duval County consists of five members, three are members of the Jacksonville City Council, one of whom shall be the chairperson, and two are members of the Duval County School Board. As a quasi-judicial body, this board is not allowed to discuss matters pending before them outside of public hearings and noticed meetings.

Constituents are required to complete a petition in full, have it notarized, and then file it with the Clerk of the VAB, along with a filing fee of up to \$15.00. Homeowners appealing a homestead exemption denial, and persons with appropriate certificate or other documentation issued by the Department of Children and Family Services, will be exempted from paying a filing fee.

**E. Personnel Committee**

1. The Personnel Committee will be convened by the Council President, as needed, to consider personnel matters.
2. Personnel Committee membership:
  - Council President
  - Council Vice President
  - Finance Chair
  - Rules Chair
  - Another Council member selected by the Council President
3. This committee can make recommendations concerning the appointment or discharge of the following staff members, but that recommendation must be confirmed by a vote of the full Council:
  - Director/Council Secretary
  - Chief of Research
  - Chief of Administrative Services
  - Chief of Legislative Services

- Assistant Chiefs of Legislative Services
4. All other appointed employees within the Office of Council Administration are appointed by the Director/Council Secretary, except for Executive Council Assistants.

### **III. EXECUTIVE COUNCIL ASSISTANTS**

- A. Each Council member has the option of appointing an Executive Council Assistant (no central clerical staff provided since 2000).
- B. Appointed by individual council member and reports only to that Council member. (All benefits and administrative work to accommodate hiring is performed by the Office of the Director/Council Secretary. All personnel requirements established by the City of Jacksonville must be adhered to prior to employment with the Office of City Council.)
- C. Salary range is set by the Council.

### **IV. COUNCIL RECOGNITIONS**

- A. Members of the Council are authorized to present a certificate of commendation or appreciation to any person, group or entity in honor of outstanding service, accomplishment or distinction (Jacksonville Municipal Code, Sec. 16.105).
  1. Certificates and accompanying folders are available through the Director/Council Secretary.
  2. Executive Council Assistants prepare the certificates for signature by the appropriate Council member / Council President.
- B. Members of the Council can also introduce resolutions honoring and commending any person, group or entity.
  1. These resolutions may be framed and presented during a Council meeting by request of the sponsor to the Director/Council Secretary or the Chief of Legislative Services.
  2. Presentations should be scheduled at least two weeks after final passage of the resolution, by the sponsoring council member, in consultation with the Council President, Director/Council Secretary and Chief of Legislative Services.
  3. Introducers and Co-Introducers – All recognition resolutions shall be introduced by an individual Council Member. Additional or subsequent co-

introducers may be added, upon their written request to the Chief of Legislative Services without the necessity for amendment by the Council, and an introducer or co-introducer may withdraw his/her name from a bill at any time by request to the Chief of Legislative Services without the necessity for amendment by the Council.

## **V. REAPPORTIONMENT**

(Jacksonville Municipal Code, Chapter 18)

- A. The Charter imposes upon the Council the duty of reapportioning the fourteen Council districts, which automatically reapportions the School Board, since their districts are based on Council districts.
- B. The Council must ensure that all districts are nearly equal in population and that they are arranged as logically and compactly as possible while still meeting all state and federal laws and requirements.
- C. Reapportionment is conducted every ten years following the publication of the U.S. Census and cannot be done at any other time.
- D. Within six months after the taking of the census, the Council President must appoint a special committee (or designate a standing committee) to serve as the Reapportionment Committee.
- E. A reapportionment consultant must be hired (can be the Council Research Division, Planning and Development Department or any other qualified person or entity) to assist the committee in the formulation of a plan.
- F. No later than 30 days after publication of the census, the Reapportionment Committee must submit a plan to the full Council in the form of an ordinance.
- G. The plan is referred to the Rules Committee which must hold at least three public hearings at different locations in the city.
- H. Once approved by the Rules Committee, the plan must be approved by the Council through its enactment of the ordinance.
- I. The reapportioned districts are not effective for the purpose of electing members to the Council until the next general election, which occurs at least nine months after the enactment of the ordinance.
- J. If the Council does not enact a plan within six months after the publication of the census, the Director/Council Secretary must certify this fact to the City's General Counsel, who in turn must petition the Circuit Court to make the reapportionment.

- K. The reapportionment of Council districts automatically reapportions the School Board districts, as School Board districts are composed of two Council districts (example: School Board district 1 is composed of Council districts 1 and 2).

## **VI. LOBBYING**

(Jacksonville Municipal Code, Chapter 602)

### **A. Registration of lobbyists.**

1. Each person who lobbies for compensation from any officer or employee of the City must register with the Director/Council Secretary.
  - a. Registration may be for an annual period or a lesser, stated period.
  - b. No person may lobby until they are registered.
2. The Director/Council Secretary shall maintain a book of registration statements and oaths submitted by lobbyists, as well as any corrections and amendments made to these statements.
3. If a registered lobbyist no longer lobbies, the registration statement and oath of this lobbyist are pulled from the book of active lobbyists and is placed in a book of inactive or former lobbyists.
4. Lobbyists are responsible for renewing their registration at the end of the period for which it was filed if they wish to continue lobbying the Council.

### **B. Individuals not required to register as lobbyists.**

1. A public official, city employee or employee of an independent agency acting in an official capacity, in connection with job responsibilities or as specified in a collective bargaining agreement.
2. A person who addresses the Council during a "comments from the public" segment offered during City Council meetings.
3. A person who appears at the request or under compulsion of the Council or a Council committee.
4. Expert witnesses and other persons who give testimony about a particular matter but do not advocate passage or defeat of the matter.
5. A person who is not exempt under the above criteria but otherwise fits the definition of a lobbyist and receives no compensation as a lobbyist.



- C. Individuals acting as lobbyists who willfully and knowingly choose not to comply with registration requirements of this chapter shall be guilty of a class A offense against the city.
- D. The list of registered lobbyist is maintained by the Legislative Services Division and is available on the web at <http://www.coj.net/City+Council/Lobbyist+Information.htm> as shown below:

The screenshot displays the official website of the Jacksonville City Council. The header features the 'coj.net' logo and navigation links for Site Index, Contacts, and a search bar. Below the header, a banner image shows the interior of the City Council chambers. The main navigation menu includes links for Mayor, City Council, Jobs, About Jax, I Want to..., I Am..., Services, and Offices. The page title is 'The Jacksonville City Council'.

The content area is divided into two columns. The left column contains a sidebar with links such as 'Home > City Council', 'City Council Members', 'Public Notices', 'View City Council Email', 'Council District Maps', 'Agendas, Matters Pending & Minutes', 'Legislative Bill Search', 'Council Committees, Boards & Commissions', 'Headlines', 'Calendar', 'Yearly Schedule', 'Staff & Contact Information', 'Council Auditor', 'Reports & Studies', 'Rules of the Council', 'Ordinance Code', 'Blue Ribbon Commission on Cemeteries', 'Jacksonville Waterways Commission', 'Tourist Development Council', 'Value Adjustment Board', 'Robert O. Johnson Good Government Award', 'Frequently Asked Questions', 'City Council Meetings Online', 'Gift Disclosure Registry', and 'Lobbyist Information'.

The right column contains the following information:

- Jacksonville City Council**
- Lobbyist Information**
- LOBBYIST REGISTRATION FORM.doc**
- To register as a lobbyist with the Jacksonville City Council, download and complete the above form. Once completed, print the form and sign the certification. Forward the signed registration to:
- Cheryl L. Brown, Director/Council Secretary**  
Office of the City Council  
Legislative Services Division  
117 W. Duval St., Suite 430  
Jacksonville, FL 32202  
(904) 630-1404  
(904) 630-630-1242 - Fax
- The list of lobbyists registered with the Jacksonville City Council is maintained and on file with the Council Secretary within the Legislative Services Division in the Office of the City Council.
- CURRENT REGISTERED LOBBYIST LIST**  
[Lobbyist List - 4/25/2008.pdf](#) (48k)
- PREVIOUS REGISTERED LOBBYIST LISTS**  
  - [Lobbyist List - 4/21/2008.pdf](#) (47k)
  - [Lobbyist List - 4/18/2008.pdf](#) (45k)
  - [Lobbyist List - 4/11/2008.pdf](#) (42k)
  - [Lobbyist List - 4/8/2008.pdf](#) (29k)
  - [Lobbyist List - 4/2/2008.pdf](#) (39k)
  - [Lobbyist List - 3/24/2008.pdf](#) (38k)
  - [Lobbyist List - 3/6/2008.pdf](#) (22k)
  - [Lobbyist List - 2/26/2008.pdf](#) (24k)
  - [Lobbyist List - 2/20/2008.pdf](#) (24k)
  - [Lobbyist List - 2/19/2008.pdf](#) (24k)
  - [Lobbyist List - 2/12/2008.pdf](#) (23k)
  - [Lobbyist List - 2/5/2008.pdf](#) (23k)
  - [Lobbyist List - 2/4/2008.pdf](#) (23k)
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  - [Lobbyist List - 1/25/2008.pdf](#) (19k)
  - [Lobbyist List - 1/22/2008.pdf](#) (19k)
  - [Lobbyist List - 1/18/2008.pdf](#) (16k)
  - [Lobbyist List - 1/17/2008.pdf](#) (16k)
  - [Lobbyist List - 1/16/2008.pdf](#) (15k)
  - [Lobbyist List - 1/9/2008.pdf](#) (64k)
  - [Lobbyist List - 1/3/2008.pdf](#) (64k)
  - [Lobbyist List - 12/13/2007.pdf](#) (31k)
- EXPIRED LOBBYIST LIST**  
[Expired List - 4/2/2008.pdf](#) (11k)
- CHAPTER 602 - JACKSONVILLE ETHICS CODE**  
Please click [REVISED ETHICS CODE](#) to review the City of Jacksonville Ethics Code, including Sec. 602.702 and Sec. 602, Part 8, pertaining to Lobbying.
- This page is currently being modified to provide additional services and information. Please continue to access this page for further developments. Also, current lobbyists on file will be contacted via e-mail or U.S. Postal Service of the changes under [2007-329-E](#).
- Downloading pdf documents on this page requires Adobe Acrobat Reader, available free from [Adobe](#).
- Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.
- Mayor - City Council - Jobs - About Jax - I want to... - I am... - Services - Departments  
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## **VII. COMPLIANCE – NOTICING COUNCIL PUBLIC MEETINGS**

In accordance with Ordinance 2007-733-E (EXHIBIT 3), the Director/City Council Secretary has placed the following procedures in place for compliance with the above stated legislation. The Executive Council Assistant is responsible for scheduling, noticing, posting, taping (not required, but recommended) and preparing written briefs/minutes for all meetings. (The personnel employed by the City Council Director shall compile and maintain written minutes/briefs for the following: Special Committees, Standing Committees, Select Committees, Regular Council Meetings, Sub-Committees, Task Forces, Workshops of the Council as a Whole, Meetings of the Council as a Whole, Meetings of the Council as a Whole, and Shade Meetings.

### **ORDINANCE CODE City of JACKSONVILLE, FLORIDA**

#### **TITLE II LEGISLATIVE BRANCH**

\*\*\*

### **Chapter 15 JACKSONVILLE SUNSHINE LAW COMPLIANCE ACT**

**Sec. 15.101. Statement of purpose.** The purpose of the Jacksonville Sunshine Law Compliance Act is to ensure compliance with the Sunshine Law, F.S. Ch. 286, and to create procedures, methods, best practices and education that will enhance compliance with open meeting laws, and enhance and maintain public confidence and transparency in the legislative practices of the City Council.

**Sec. 15.102. Applicability; Public Meeting defined.** The Jacksonville Sunshine Law Compliance Act shall apply to the Jacksonville City Council and those public meetings of the Council that are contemplated by F.S. Ch. 286, including meetings of the Council and Council committees, and meetings between and amongst Council Members. These meetings shall hereinafter be identified in this Chapter as "Council Public Meetings".

**Sec. 15.103. Notice of Council Public Meetings; posting and timing.**

(a) All Council Public Meetings shall be publicly noticed in a timely manner. The notices required shall include at a minimum (i) the date and time of the meeting noticed, (ii) the date and time the notices are to be posted, (iii) the location of the meeting, and (iv) the general subject matter of the meeting, and (v) the Council Member calling the meeting and any other Council Members who are expected in advance to be in attendance.

(b) Council Public Meeting notices shall be provided on the Council's internet website, which utilizes modern technology and provides swift public notice to all of Jacksonville. In addition to the internet, posting of notices shall be made at such locations at City Hall where public meetings are generally noticed, and by such other methods as may be appropriate or required by particular circumstances. (All Notices shall be forwarded to [CityC@coj.net](mailto:CityC@coj.net) for this

to be accomplished. Systems and programs have been placed online at [www.coj.net](http://www.coj.net) for public viewing. See attachment for detailed review of site and program information.)

(c) Notice of Council Public Meetings shall be posted for at least 24 hours prior to the meeting, not including weekends and holidays. (Any notice received not meeting the requirement for 24 hour notification with approval will be returned, to the noticing authority, sighting this section as not being met.) (System in place for posting to the Electronic Kiosks – 1<sup>st</sup> Floor City, City Council Calendar, and City Council Hall Website via [CityC@coj.net](mailto:CityC@coj.net).) (ECA's shall provide the Legislative Service Division with originals of **ALL** Notices, Amended Notices, Cancellation Notices, Reminder Notices, Re-Scheduled Notices and post them, as well, to [CityC@coj.net](mailto:CityC@coj.net), place them in the Media Box in Suite 425, and post on the Notice Board on the 1<sup>st</sup> Floor of City Hall.)

(d) Notwithstanding subsection (c) above, notice of Council Public Meetings may be posted for a period of less than 24 hours, only in the event of an emergency, and when approved in writing by the Council President and the City's Ethics Officer. (Upon receipt of this exemption, the ECA is to provide the Director/Council Secretary and the Office of Legislative Services not less than 24 hours prior to the meeting. The exemption must be provided in a WORD DOCUMENT attachment and forwarded to [CityC@coj.net](mailto:CityC@coj.net) for inclusion on the City Council Public Notice site as part of the City Council's Sunshine Law legislative tracking requirements for auditing purposes.

(e) A copy of the notices of all Council Public Meetings shall be provided to and maintained in a retrievable format and filing system developed by the Legislative Services Division. (Active and in place via Records Management Retention, of which all of the information request was prior associated. System made public July 2007.)

#### **Sec. 15.104. Public Meetings location.**

(a) All Council Public Meetings shall be conducted in such places as will assure open, reasonable, and convenient access to the public. (The ECA shall post/schedule via Microsoft Outlook, to the City Council Calendar, all scheduled Council Public Meetings. Posting/Scheduling locations shall include those locations state in 15.104(b).)

(b) The locations for Council Public Meetings include the Council Chambers and public conference, meeting, or committee rooms. Public meetings shall not be held in the individual offices of Council Members, except in the event of exigent circumstances. (Meetings held in Council Members offices shall include the prior 24 hour exemption notification via a WORD DOCUMENT attachment, from the City Ethics Officer and forwarded to the Director/Council Secretary and [CityC@coj.net](mailto:CityC@coj.net), via email, to be posted to the City Council Public Notice Site as part of the City Council's Sunshine Law legislative tracking requirements for auditing purposes.

(c) Public locations shall be used for all Council Public Meetings, unless other locations are approved by the City Ethics officer in writing. (Meetings held in Council Members offices shall have the prior 24 hour exemption notification, via WORD DOCUMENT attachment, from the City Ethics Officer and forwarded to the Director/Council Secretary and [CityC@coj.net](mailto:CityC@coj.net), via email, to be posted to the City Council Public Notice Site as part of the City Council's Sunshine Law legislative tracking requirements for auditing purposes.

**Sec. 15.105. Public Meeting; commencement and adjournment.** The business and conversations conducted during a noticed Council Public Meeting shall commence upon the chair's or Council Member's opening of the meeting, and shall conclude upon adjournment.

The mere fact that a meeting has been noticed, does not authorize action or discussions prior to the opening of the meeting or following its adjournment. (Sample of all meeting notice and brief/minutes formats are attached and also located in the G:Shared/Council Public Notice directory.)

**Sec. 15.106. Public Meetings minutes.**

(a) Each Council member is responsible for the taking and preparation (or delegation thereof) of the minutes of each Council Public Meeting noticed by that Council Member, in a manner as required by F.S. Ch. 286, and subsection (c) below. (The Director/Council Secretary recommends that meetings be taped, however this is not a requirement.) (The initiating Council Member's ECA is responsible for drafting briefs/minutes within 72 hours of the meeting conclusion.)

(b) The Council Secretary shall be responsible for developing and implementing procedures for assuring: (1) Minutes are written for all noticed Council Public Meetings; (2) Minutes are filed; and (3) A system for the maintenance and retrieval of minutes is developed for all minutes of Council Public Meetings. (All ECA's shall be responsible for providing briefs/minutes, in WORD DOCUMENT format, within 72 hours of the posted meeting taking place. All briefs/minutes shall contain the convening and adjournment time, date, location, subject of meeting, brief/minutes of action; including all votes, amendments or discussions relative to the subject matter. Also included, shall be persons in attendance including staff [a sign in sheet is preferred, but not required]. If a member is invited to attend and scheduling does not permit, an Excused Notice is required. Briefs/minutes are to be filed with the Legislative Services Division and [CityC@coj.net](mailto:CityC@coj.net) as an emailed attachment. All documents provided or obtained during the meeting must also be forwarded to the Legislative Services Division, including electronic powerpoints, pictures, or other electronic media, as well as hard copies. The Records Management and Retention System of the Jacksonville City Council for tracking and maintaining meeting records was made available July 2007 for public viewing and accessibility and is part of the compliance with this legislation. The systems is available by selecting Public Notices on the City Council web page at [www.coj.net](http://www.coj.net).

(c) The minutes of every Council Public Meeting conducted between two or more Council Members outside of the regular Council meeting or committee meeting structure shall reflect, at a minimum: (1) The location, date and time the meeting commenced and adjourned; (2) The members of the Council and other public officials and employees in attendance; (3) The substance of the discussions and positions presented by the persons in attendance.

(d) A copy of the minutes of all noticed Council Public Meetings shall be kept, with the notice to such meetings, by the Legislative Services Division. The Legislative Services Division shall develop such systems and policies as are necessary for the orderly filing, maintaining and retrieval of minutes. The Director/Council Secretary developed the policy and the Legislative Services Division, via the Records Management and Retention System, provides for the orderly filing, maintenance and retrieval of all of the documents as not to duplicate services.)

(e) No less than once every 30 days, the Legislative Services Division shall review notices of all Council Public Meetings to ensure that copies of the minutes of all applicable public meetings have been placed on file in the Legislative Services Division. (The Director/Council Secretary will discuss, with the Council Auditor, notification compliance)

**Sec. 15.107. Annual review and report on council notices, meeting locations and minutes.**

(a) The Council Auditor shall review information provided by the Legislative Services Division regarding: (1) The notices of Council Public Meetings; (2) The location of such public meetings; and (3) Written minutes of such public meetings, and prepare an annual report thereon. The Auditor shall file such report with the Council committee to which audit matters are referred, the Council President, and the City Ethics Officer. (All documents shall be under the direction and retention of the Office of Legislative Services, 117 W. Duval Street, Suite 430, Jacksonville, Florida 32202.)

(b) The report, as required by subsection (a) above, shall include confirmation, through methods and means developed by the Council Auditor, that: (1) Notices were public and timely, and not less than 24 hours exclusive of weekends and holidays, and accessible to the public by internet; (2) That meetings were located in appropriate public rooms, with a list of all meetings held in Council Members' offices; (3) That minutes were written, maintained in the filing system, and available for retrieval; and (4) That all Council Members have received annual continuing education and training on the Sunshine Law; and shall provide recommendations to improve compliance, as authorized by Section 15.109 below. The report shall be based upon a review of that information collected and provided by the Council Secretary/designee, and any other information that is known to the Council Auditor. (ECA's also received annual continuing education and training on the Sunshine Law.) (Systems and programs have been placed online at [www.coj.net](http://www.coj.net) for public viewing. See attachment for detailed review of site and program information.)

(c) The Council Auditor's review shall commence annually on May 1st, 60 days prior to installation of a new Council President, and the report shall be provided no later than June 1. (The report from the Council Auditor's Office shall be placed in the records of the Director/Council Secretary and posted as miscellaneous communications for compliance with 2007-733-E).

**Sec. 15.108. Annual continuing education and training on Sunshine Law requirements.**

(a) Council Members shall receive, and the City's Ethics Office and the Office of the General Counsel, with the assistance of the Jacksonville Ethics Commission and other supporting agencies, shall provide annual training on Government in the Sunshine and open meetings laws. (ECA's also received annual training on Government in the Sunshine and open meetings laws.)

(b) Such annual training shall take place within 60 days of the Council President taking office. The Council President shall work with the Office of General Counsel and the City Ethics Officer to assure such continuing education.

(c) In addition to annual training, training on Government in the Sunshine and open meetings laws shall be provided upon special request. These presentations may be given at committee or Council meetings or at other times as may be directed by the Council President.

Cheryl L. Brown, Director  
June 19, 2008



## SAMPLE 1 – Meeting Notice-Two Elected Officials



**SAMPLE**

June 19, 2008  
(Time)

### NOTICE

Notice is hereby given that Council Member Charlie Brown will meet with Council Member Snow White, and representatives from the Office of General Counsel, on **Monday, July 7, 2008, at 3:00 pm in Conference Room B, located at 117 West Duval Street, Suite 425, City Hall St. James Building.** The meeting is to discuss neighboring county lines and to discuss the neighboring boundary issues of possible regional impact, if any, for Clay County District Two and Duval County Districts One and Two.

All interested persons are invited to attend.

Please contact Princess Brown, ECA-District 1, at (904) 630-1234 for additional information or correspondence.

CB/eca

xc: Council Members/Staff  
Cheryl L Brown, Director/Council Secretary  
Dana Farris, Chief –Legislative Services  
Carol Owens, Assistant Chief – Legislative Services  
Jeff Clements, Chief of Research  
[CITYC@COJ.NET](mailto:CITYC@COJ.NET)  
Office of General Counsel  
Posted Notice Board – 1<sup>st</sup> Floor City Hall  
Electronic Notice Kiosk – 1<sup>st</sup> Floor City Hall  
Public Notice System – City Council Web Page  
Media Box  
File Copy

## **SAMPLE 2 – AMENDED Meeting Notice-Two Elected Officials**



**SAMPLE**

June 19, 2008  
(Time)

### **AMENDED NOTICE**

Notice of is hereby given that the **notice is amended for the new meeting date of Tuesday, July 8, 2008, at 3:00 pm in Conference Room B, located at 117 West Duval Street, Suite 425, City Hall St. James Building** initiated by Council Member Charlie Brown, with the following in attendance: Council Member Snow White, and representatives from the Office of General Counsel. The original meeting date was Monday, July 7, 2008, at 3:00 pm in Conference Room B, located at 117 West Duval Street, Suite 425, City Hall St. James Building. The meeting is to discuss neighboring county lines and to discuss the neighboring boundary issues of possible regional impact, if any, for Clay County District Two and Duval County Districts One and Two.

All interested persons are invited to attend.

Please contact Princess Brown, ECA-District 1, at (904) 630-1234 for additional information or correspondence about this amended notice.

CB/eca

xc: Council Members/Staff  
Cheryl L Brown, Director/Council Secretary  
Dana Farris, Chief –Legislative Services  
Carol Owens, Assistant Chief – Legislative Services  
Jeff Clements, Chief of Research  
[CITYC@COJ.NET](mailto:CITYC@COJ.NET)  
Office of General Counsel  
Posted Notice Board – 1<sup>st</sup> Floor City Hall  
Electronic Notice Kiosk – 1<sup>st</sup> Floor City Hall  
Public Notice System – City Council Web Page  
Media Box  
File Copy

## **SAMPLE 3 – Meeting Notice Cancellation-Two Elected Officials**



**SAMPLE**

June 19, 2008  
(Time)

### **CANCELLATION NOTICE**

Notice of cancellation is hereby given that Council Member Charlie Brown will **not** meet with Council Member Snow White, and representatives from the Office of General Counsel, on **Monday, July 7, 2008, at 3:00 pm in Conference Room B, located at 117 West Duval Street, Suite 425, City Hall St. James Building.** The meeting was to discuss neighboring county lines and to discuss the neighboring boundary issues of possible regional impact, if any, for Clay County District Two and Duval County Districts One and Two.

Please contact Princess Brown, ECA-District 1, at (904) 630-1234 for additional information or correspondence about this cancellation.

CB/eca

xc: Council Members/Staff  
Cheryl L Brown, Director/Council Secretary  
Dana Farris, Chief –Legislative Services  
Carol Owens, Assistant Chief – Legislative Services  
Jeff Clements, Chief of Research  
[CITYC@COJ.NET](mailto:CITYC@COJ.NET)  
Office of General Counsel  
Posted Notice Board – 1<sup>st</sup> Floor City Hall  
Electronic Notice Kiosk – 1<sup>st</sup> Floor City Hall  
Public Notice System – City Council Web Page  
Media Box  
File Copy



## **SAMPLE 4 – Meeting Notice-Two Members Regarding Legislation**



**SAMPLE**

June 19, 2008  
(Time)

### **NOTICE**

Notice is hereby given that Council President Charlie Brown will meet with Council Member Lucille Ball, Land Use and Zoning, Chairperson, to discuss pending legislation 2007-724 & 2007-725, along with representatives from the Office of General Counsel on **Monday, July 7, 2008, at 11:30 am in Conference Room B, located at 117 West Duval Street, Suite 425, City Hall St. James Building.**

2007-724 ORD Adopt Small-Scale Amend to FLUM Series of 2010 Comp Plan - Appl# 2007C-020 - N/S Heckscher Dr bet Woodsman Cove Ln & Shad Creek Dr (2.38 Acres) - RR to NC - Cury Saltmarsh, LLP. (Dist 11-Alvarez) (Riley) (LUZ) (Rezoning 2007-725) LUZ PH - 8/21/07 Public Hearing Pursuant to Sec 163.3184, F.S. & Chapt 650, Pt 4 Ord Code - 8/14/07 & 8/28/07

2007-725 ORD-Q Rezoning Propty N/S Heckscher Dr bet Woodsman Cove Ln & Shad Creek Dr (2.38 Acres) - RR to PUD (Commercial & Office) - Cury Saltmarsh, LLP. (Dist 11-Alvarez) (Riley) (LUZ) (Small Scale: 2007-724) LUZ PH - 8/21/07 Public Hearing Pursuant to Chapt 166, F.S. & CR 3.601 - 8/14/07

All interested persons are invited to attend.

Please contact Princess Brown, ECA-District 1, at (904) 630-1234 for additional information or correspondence.

CB/eca

xc: Council Members/Staff  
Cheryl L Brown, Director/Council Secretary  
Dana Farris, Chief –Legislative Services  
Carol Owens, Assistant Chief – Legislative Services  
Jeff Clements, Chief of Research  
[CITYC@COJ.NET](mailto:CITYC@COJ.NET)  
Office of General Counsel  
Posted Notice Board – 1<sup>st</sup> Floor City Hall  
Electronic Notice Kiosk – 1<sup>st</sup> Floor City Hall  
Public Notice System – City Council Web Page  
Media Box  
File Copy

## **SAMPLE 5 – Excusal-All Council Related Business**



**SAMPLE**

June 19, 2008  
(Time)

### **MEMORANDUM**

**TO:** The Honorable King Arthur  
Council President

**FROM:** The Honorable Goldie Locks  
Council District 52

**SUBJECT:** Excused Absence Request – All City Council Business

---

I respectfully request to be excused from all City Council related business scheduled for July 14 - 22, 2008. I will be attending the International Trade Conference in Tune Town, America. I will return to Jacksonville, FL on Tuesday, July 22, 2008, and will attend the scheduled City Council meeting.

Thank you for consideration of my request.

Please contact Princess Brown, ECA-District 1, at (904) 630-1234 for additional information or correspondence.

GL/eca

xc: Council Members/Staff  
Cheryl L. Brown, Director/Council Secretary  
Dana Farris, Chief – Legislative Services Division  
Carol Owens, Assistant Chief – Legislative Services Division  
Jeff Clements, Chief, Research Division  
Kristi Sikes, Chief, Administrative Services Division  
[CITYC@COJ.NET](mailto:CITYC@COJ.NET)  
Posted Notice Board – 1<sup>st</sup> Floor City Hall  
Electronic Notice Kiosk – 1<sup>st</sup> Floor City Hall  
Public Notice System – City Council Web Page  
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File Copy

## **SAMPLE 6 – Excused Absence-Standing Committee**



**SAMPLE**

June 19, 2008  
(Time)

### **MEMORANDUM**

**TO:** The Honorable King Arthur  
RCD Committee Chair

**FROM:** The Honorable Snow White  
Council District 42

**SUBJECT:** Excused Absence Request – Recreation & Community Development Committee

---

I respectfully request to be excused from attending the Recreation & Community Development Committee meeting, scheduled for Tuesday, July 15, 2008, as I will be out of town on family vacation.

Thank you for consideration of my request.

Please contact Princess Brown, ECA-District 1, at (904) 630-1234 for additional information or correspondence.

SW/eca

xc: Council Members/Staff  
Cheryl L. Brown, Director/Council Secretary  
RCD Legislative Committee Aide, Legislative Services Division  
Dana Farris, Chief – Legislative Services Division  
Carol Owens, Assistant Chief – Legislative Services Division  
Jeff Clements, Chief, Research Division  
Kristi Sikes, Chief, Administrative Services Division  
[CITYC@COJ.NET](mailto:CITYC@COJ.NET)  
Posted Notice Board – 1<sup>st</sup> Floor City Hall  
Electronic Notice Kiosk – 1<sup>st</sup> Floor City Hall  
Public Notice System – City Council Web Page  
Media Box  
File Copy

## **SAMPLE 7 – Excused Lateness Request-Standing Committee**



**SAMPLE**

June 19, 2008  
(Time)

### **MEMORANDUM**

**TO:** The Honorable King Arthur  
RCD Committee Chair

**FROM:** The Honorable Snow White  
Council District 42

**SUBJECT:** Request for Excused Lateness – Recreation & Community Development Committee

---

I respectfully request to be excused from arriving late for the Recreation & Community Development Committee meeting scheduled for Tuesday, July 15, 2008, as I have a prior commitment and may be running late.

Thank you for consideration of my request.


Please contact Princess Brown, ECA-District 1, at (904) 630-1234 for additional information or correspondence.

SW/eca

xc: Council Members/Staff  
Cheryl L. Brown, Director/Council Secretary  
RCD Legislative Committee Aide, Legislative Services Division  
Dana Farris, Chief – Legislative Services Division  
Carol Owens, Assistant Chief – Legislative Services Division  
Jeff Clements, Chief, Research Division  
Kristi Sikes, Chief, Administrative Services Division  
[CITYC@COJ.NET](mailto:CITYC@COJ.NET)  
Posted Notice Board – 1<sup>st</sup> Floor City Hall  
Electronic Notice Kiosk – 1<sup>st</sup> Floor City Hall  
Public Notice System – City Council Web Page  
Media Box  
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## VIII. COMPLIANCE – GIFT DISCLOSURE

In accordance with Ordinance 2007-329-E (EXHIBIT 2), Part 7; Section 602.7021(c), Ordinance Code, registries shall be established wherein gifts will be identified by date, donor, type, purpose, and city officer or employee carrying out the purpose; and shall be posted on a city internet site. The Jacksonville City Council Gift Disclosure Registry may be access at <http://www.coj.net/City+Council/Gift+Disclosure+Registry.htm> as shown below:




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The Jacksonville City Council



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Frequently Asked Questions

City Council Meetings Online

**Gift Disclosure Registry**

Lobbyist Information

Jacksonville City Council Gift Disclosure Registry

**CHAPTER 602 - JACKSONVILLE ETHICS CODE**  
Please click [REVISED ETHICS CODE](#) to review the City of Jacksonville Ethics Code, including Sec. 602, Part 7, pertaining to Gifts and Honoraria.  
  
In accordance with [Ordinance 2007-329-E](#), Part 7; Section 602.701(c), *Ordinance Code*: Registries shall be established wherein gifts will be identified by date, donor, type, purpose, and city officer or employee carrying out the purpose; and shall be posted on a city internet site.  
  
**[2008 Willie E. Gary / Martin Luther King, Jr. Luncheon](#)**  
[Registry.pdf](#) (62k)  
[Analysis.pdf](#) (71k)  
  
**[2008 Konica Minolta Gator Bowl Event](#)**  
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## EXHIBIT 2 – Ordinance 2007-329-E

(Page 1 of 38)

Substituted 11/13/07  
Amended 2x & Enacted 11/27/07

1 Introduced by the Council President at the request of the Ethics  
2 Commission and amended by the Finance Committee and on the Floor of  
3 the Council.

### ORDINANCE 2007-329-E

4  
5  
6 AN ORDINANCE REGARDING ETHICS; AMENDING CHAPTER  
7 102 (AUDITING REGULATIONS) SECTION 102.103  
8 (REPORTING VIOLATIONS OF CODE OF ETHICS),  
9 ORDINANCE CODE, TO MAKE REFERENCE TO THE ETHICS  
10 CODE; AMENDING CHAPTER 350 (ELECTIONS AND  
11 ELECTIONS REGULATIONS), ORDINANCE CODE, TO  
12 RENAME SAME TO ELECTIONS, ELECTIONS  
13 REGULATIONS, AND CAMPAIGNING, AND AMEND SAME TO  
14 MOVE CAMPAIGN ETHICS PROVISIONS FROM CHAPTER  
15 602 TO CHAPTER 350; AMENDING CHAPTER 602  
16 (ETHICS CODE), TO PROVIDE FOR SUBSTANTIAL  
17 REVISIONS OF THE ETHICS CODE FROM ITS ORIGINAL  
18 VERSION ENACTED IN ORDINANCE 97-890-E, AND TO  
19 PROVIDE INCREASED REGULATION OF CITY OFFICERS  
20 AND EMPLOYEES IN THE AREAS OF GIFTS,  
21 MOONLIGHTING, SECONDARY EMPLOYMENT AND POST  
22 CITY EMPLOYMENT; AMENDING DISCLOSURE  
23 PROVISIONS; AUTHORIZING A CITY "HOTLINE";  
24 PROVIDING FOR INVESTIGATIONS CONDUCTED BY THE  
25 ETHICS COMMISSION; PROVIDING AN EFFECTIVE  
26 DATE.

27  
28 **WHEREAS,** the most recent enactment of the City of  
29 Jacksonville's Ethics Commission and Ethics Code occurred in  
30 Ordinance 97-890-e, which was enacted in 1999; and

**EXHIBIT 2 – Ordinance 2007-329-E**  
(Page 2 of 38)

Substituted 11/13/07  
Amended 2x & Enacted 11/27/07

1       **WHEREAS**, the Ethics Commission is vested with the authority to  
2 recommend changes to the Ethics Code; and

3       **WHEREAS**, the Ethics Commission met in session on March 26,  
4 2007, after months of work shopping the issues addressed herein,  
5 and determined that changes to the Ethics Code are supported by  
6 facts and occurrences that have taken place since 1999, a desire to  
7 ensure that City of Jacksonville officers and employees are  
8 situated in the most ethical environment practicable, and trends in  
9 ethics legislation throughout the country; and approved a  
10 resolution attached hereto as **Exhibit 1** supporting the changes  
11 contained herein and authorizing the filing of this ordinance; now  
12 therefore

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

14       **Section 1.**       **Section 102.103 amended.**       Chapter 102  
15 (Auditing Regulations) Section 102.103 (Reporting violations of  
16 Code of Ethics), *Ordinance Code*, is amended to read as follows:

17       **Sec. 102.103. Reporting violations of Code of Ethics.**

18       Consistent with section 602.1106 (Reporting of Violations By  
19 Council Auditor), ~~When the Council Auditor has reasonable grounds~~  
20 ~~to believe that a violation of the Code of Ethics contained in F.S.~~  
21 ~~Ch. 112, Pt. III has occurred, regardless of whether the violation~~  
22 ~~has occurred before or after April 11, 1973, he~~ the Council Auditor  
23 shall report the facts relating to the probable violation to the  
24 General Counsel in writing.

25       **Section 2. Amending the title of Chapter 350 (Elections and**  
26 **Elections Regulations), *Ordinance Code*, and Creating Chapter 350**  
27 **(Elections and Elections Regulations), Part 3 (Campaign**  
28 **Regulations), *Ordinance Code*.** The title of Chapter 350 (Elections  
29 and Elections Regulations), *Ordinance Code*, is hereby amended and

**EXHIBIT 2 – Ordinance 2007-329-E**  
(Page 3 of 38)

Substituted 11/13/07  
Amended 2x & Enacted 11/27/07

Chapter 350 (Elections and Elections Regulations), Part 3 (Campaign Regulations), *Ordinance Code*, is hereby created to read as follows:

**CHAPTER 350. ELECTIONS, AND ELECTIONS REGULATIONS, AND CAMPAIGNING**

\* \* \*

**PART 3. CAMPAIGN REGULATIONS**

**Sec. 350.301 Political activities of certain officers and employees during duty hours.** It is unlawful and a class C offense for an officer or employee of the city or an independent agency (except elected officials, members of the advisory and regulatory boards of the city and members of the board of an independent agency) to take any active part in political management or in political campaigns during duty hours; provided, that this section shall not be construed to prohibit an officer or employee from voting as he or she may choose and from expressing his or her opinion on a political subject or candidate. No leaves of absence, excluding previously accumulated vacation leaves, shall be granted to officers or employees for the purpose of participating in a political campaign.

**Sec. 350.302 Restrictions on campaigning by city employees.**

(a) No employee of the city or an independent agency shall, while wearing a uniform required for his or her employment:

(1) Request, in person, that any individual contribute any time, money or other thing of value to any candidate, political party or committee of continuous existence;

(2) Solicit, in person, support or votes for any candidate, political party or public measure; or

(3) Take an active part in political management of political campaigns.



**EXHIBIT 2 – Ordinance 2007-329-E**  
(Page 4 of 38)

Substituted 11/13/07  
Amended 2x & Enacted 11/27/07

1 (b) Except for legal and authorized union activity, a  
2 superior of a civil service employee shall not request a civil  
3 service employee to:

4 (1) Contribute any time, money or other thing of value  
5 to any candidate or to any political party or committee of  
6 continuous existence;

7 (2) Support or vote for any political candidate,  
8 political party; or

9 (3) Vote for any public measure; or

10 (4) Take an active part in the management of a political  
11 campaign.

12 (c) No question on any form of application or in any  
13 examination shall be so framed as to elicit information concerning  
14 the political opinions or affiliations of any applicant, nor shall  
15 any inquiry be made concerning such opinions or affiliations, and  
16 no disclosure thereof shall be considered in any employment  
17 decision.

18 (d) No officer or employee of the city or an independent  
19 agency covered by civil service may engage in any political  
20 activity during the hours of employment, nor shall any person  
21 solicit political contributions from such employees of the city or  
22 independent agency during hours of employment or in city  
23 facilities; but nothing in this section shall preclude voluntary  
24 contributions by a city or independent agency employee to the party  
25 or candidate of his or her choice during non-employment hours and  
26 off city or independent agency property.

27 (e) Nothing contained herein shall be construed to permit  
28 partisan political activity of any officer or employee of the city  
29 or independent agency who is prevented or restricted from engaging

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1 in such political activity by the provisions of the Federal Hatch  
2 Act, 5 U.S.C. '' 1501-1508.

3 **Sec. 350.303 Campaign contributions on city property**  
4 **prohibited.**

5 It is unlawful and a Class D offense for a person to make or  
6 solicit or knowingly accept any campaign contribution in a building  
7 owned by the city or an independent agency. For purposes of this  
8 section, accept means to receive a contribution by personal hand  
9 delivery from a contributor or his agent and a solicitation shall  
10 be deemed to occur where the solicitor of the solicitation is  
11 located at the time of the solicitation. This section shall not  
12 apply when a building owned by the city or an independent agency,  
13 or any portion thereof, is rented for the specific purpose of  
14 holding a campaign fundraiser.

15 **Sec. 350.304 Political signs; prohibited on public**  
16 **property.**

17 (a) It shall be unlawful and a class A offense for any person  
18 to erect, place or install a political sign or advertisement on  
19 public property.

20 (b) All signs which do not conform with the provisions of this  
21 section shall be removed by the appropriate department of the city,  
22 as designated by the Mayor. In addition and notwithstanding any  
23 other provisions of this section, any such political sign or  
24 advertisement placed on any roadway in violation of this section is  
25 hereby declared to be abandoned property and is thereby subject to  
26 being removed by any person, so long as such removal is  
27 accomplished in a safe and peaceful manner. Nothing herein shall  
28 be construed to permit any person who removes such abandoned  
29 property to do so in a manner that endangers any person, property  
30 or the safety of any other person traveling on such roadway.

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**Sec. 350.305 Campaigning; prohibited in public work places.**

It shall be unlawful and a class A offense for any person to engage in political campaigning in a public building in locations where public employees are working. This prohibition shall not apply to a public officer or employee's support or opposition to a referendum affecting the City of Jacksonville; nor shall this prohibition apply to rooms rented in public buildings for the purpose of political campaigning.

**Section 2. Chapter 602 (ETHICS CODE) amended.** Chapter 602 (Ethics Code), Ordinance Code, is amended to read as follows:

**CHAPTER 602. JACKSONVILLE ETHICS CODE**

\* \* \*

**PART 2. DEFINITIONS**

**Sec. 602.201 Definitions.** For purposes of this ordinance, the words and phrases defined in this section shall have the following meanings:

\* \* \*

(c) Appointed employee means a person holding one of the following public positions:

(1) Executive branch employees, appointed by the Mayor or by Constitutional Officers and confirmed by the Council;

(2) Any other person appointed by the Mayor or by Constitutional Officers, except persons employed solely in maintenance, clerical, secretarial or similar positions; the Mayor, working in coordination with the Constitutional Officers shall, on July 1st of each year, provide a list of appointees who qualify as "Appointed Employees" to the Ethics Office.

(3) Any person appointed by the City Council, except persons employed solely in maintenance, clerical, secretarial,

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1 or similar positions; the Council Secretary shall, on July 1st  
2 of each year, provide a list of appointees who qualify as  
3 "Appointed Employees" to the Ethics Office.

4 (4) The executive director or chief executive officer of  
5 any agency.

6 \* \* \*

7 (g) Civil service employee means any individual, other than  
8 an individual exempted by Section ~~19.06, Jacksonville Ordinance~~  
9 Code 17.06, Charter of the City of Jacksonville, receiving  
10 compensation for services performed for the city, except  
11 individuals performing services as independent contractors.

12 \* \* \*

13 (p) Gift

14 \* \* \*

15 (2) Gift does not include:

16 (i) Salary, benefits, services, fees, commissions,  
17 ~~gifts,~~ or expenses associated primarily with the donee's  
18 employment or business, or provided to the donee as part  
19 of the donee's bona fide fact finding efforts on behalf  
20 of his or her agency, or provided to the donee by the  
21 city, and does not include gifts provided by the City or  
22 any governmental agency, to the extent that such gift is  
23 not inconsistent with the applicable provisions of  
24 Section 112.3148, Florida Statutes;

25 \* \* \*

26 (s) Immediate family means:

27 (1) A spouse and

28 (2) Any dependent minor child;

29 while "family" includes a spouse, parent, grandparent,  
30 grandchild, child, or sibling.

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(t) Independent Agency means the Duval County School Board, the Jacksonville Transportation Authority, the Jacksonville Port Authority, the Jacksonville Aviation Authority, the Police and Fire Pension Fund, JEA and the Jacksonville Housing Authority.

\* \* \*

(v) Lobbyist means any natural person who, for compensation seeks, or sought during the preceding 12 months, to influence the governmental decision making of an officer or employee of the city or seeks, or sought during the preceding 12 months, to encourage the passage, defeat, or modification of any proposal or recommendation by an officer or employee of the city.

(aa) Procurement employee means any employee of the city who participates through decision, approval, disapproval, recommendation or preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation or auditing or in any other advisory capacity in the procurement of contractual services or commodities as defined in Section 287.012, Florida Statutes, and Chapter 126, Ordinance Code ~~if the cost of such services or commodities exceeds \$1,000 in any year.~~

(bb) Public official means:

\* \* \*

(4) Head of an Executive department, appointed by the Mayor and confirmed by the Council, which also includes the Executive Director of the ~~Community Relations~~ Human Rights Commission;

\* \* \*

**PART 3. MISUSE OF CITY EMPLOYMENT OR CITY PROPERTY**

\* \* \*

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**Sec. 602.303    Receipt or charge of commissions or gifts for  
official transactions.**

(a) It shall be unlawful and a Class D offense for an officer or employee of the city or an independent agency to charge, be the beneficiary of or receive, directly or indirectly, any fee, commission, gift, gratuity, loan or other consideration for or in connection with any transaction or business done, performed or rendered in the course of his or her official duties and responsibilities. This prohibition is not intended to prohibit inconsequential food or flower gifts delivered to the worksite at holidays, or in appreciation for courtesy and efficiency.

(b) In addition to any penalty prescribed by law, the city or an independent agency shall be entitled to recover from the officer or employee the amount of the fee, commission, gift, gratuity, loan or other consideration. This recovery may be imposed as a fine by the court adjudicating the person guilty or in a civil action in the name of the city or an independent agency.

(c) This section shall not apply to officers or employees who are entitled by law to receive a fee or commission for their services.

(d) An employee who receives a gift under circumstances which are unauthorized in accordance with this section, shall return the gift to the sender. If the gift is of food or flowers wherein it is infeasible to return, shall place the gift in a location wherein it can be enjoyed by a larger group of employees or donated to an appropriate non-profit organization in the name of the sender, with notice thereof to the donor. An employee handling a gift in accordance with this subsection shall not be deemed as having committed a violation.

\* \* \*

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**Sec. 602.310 Misuse of position, information, etc.**

(a) It is unlawful for an officer or employee of the city or an independent agency to intentionally use his or her official position to secure, by coercion or threat, a special privilege or exemption for himself, herself or others, or to secure confidential information for any purpose other than official responsibilities.

(b) It is unlawful for an officer or employee of the city or an independent agency to intentionally or knowingly disclose any confidential information gained by reason of said officer or employee's position concerning the property, operations, policies, or affairs of the city or an independent agency, or use such confidential information for pecuniary gain.

(c) It is unlawful for an officer or employee of the city or an independent agency, to directly or indirectly lend or borrow over \$100, to or from a higher ranking or subordinate employee in the chain of command. It is also unlawful for an officer or employee of the city or an independent agency, to directly or indirectly lend or borrow over \$500 to or from anyone else in the officer or employee's department. This subsection shall not be applicable to lending between family members.

\* \* \*

**PART 4. CONFLICTS OF INTEREST**

**Subpart A. Conflicting Relationships**

\* \* \*

**Sec. 602.403 Moonlighting provisions.**

(a) No employee of the city shall have any other employment if that employment could reasonably be expected to impair independence in judgment or performance of city duties;

(b) No employee of the city shall have any interest, financial or otherwise, direct or indirect, or engage in any

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1 business or activity or incur any obligation of any nature which is  
2 in substantial conflict with the proper discharge of his or her  
3 duties in the public interest.

4 (c) All full-time compensated officers or employees of the  
5 city shall disclose any private, non-city employment upon obtaining  
6 said employment or upon becoming an officer or employee, whichever  
7 occurs first.

8 (d) All full-time compensated city officers or employees  
9 shall file the disclosure required in subsection (c) above with the  
10 City Ethics Office, copy to the city's Human Resources Chief and  
11 the officer or employee's department head, on a form approved by  
12 the Ethics Office.

13 (e) All full-time compensated officers or employees of the  
14 city shall file an updated disclosure form whenever any of the  
15 information required by the form changes.

16 (f) All appointed employees, except for those employees  
17 appointed by City Council, while full-time employees of the city,  
18 must obtain prior approval from the Mayor, or an individual  
19 designated by the Mayor, before accepting non-city employment or  
20 engaging in any work for an employer other than the city. All  
21 employees appointed by City Council, while full-time employees of  
22 the Council, must obtain prior approval from the Council President,  
23 or an individual designated by the Council President, before  
24 accepting non-city employment or engaging in any work for an  
25 employer other than the city. All employees appointed by a  
26 Constitutional Officer, while full-time employees of the  
27 Constitutional Officer, must obtain prior approval from the  
28 Constitutional Officer, or an individual designated by the  
29 Constitutional Officer, before accepting non-city employment or  
30 engaging in any work for an employer other than the city. A



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1 registry of appointed persons working non-city employment shall be  
2 maintained by the Constitutional Officers, the Mayor, and the  
3 Council Secretary or their designees; and shall be published on the  
4 City website, showing the employee, the outside employment, and the  
5 number of hours spent per year on such employment.

6 (g) It shall be unlawful and a class C offense for any  
7 officer or employee of the city to violate any of the provisions of  
8 this section.

9 **Sec. 602.404 Future employment.**

10 (a) No employee of the city shall accept or solicit any other  
11 employment, if the employment could reasonably be expected to  
12 impair independence in judgment or performance of city duties;

13 (b) No employee of the city shall solicit or accept  
14 compensation for any other employment, which compensation is to be  
15 paid while still an employee of the city, if the compensation could  
16 reasonably be expected to impair independence in judgment or  
17 performance of city duties.

18 (c) It shall be unlawful and a class C offense for any  
19 person, who was an officer or employee of the city or an  
20 independent agency, after his or her employment has ceased, to be  
21 employed by or enter into any contract for personal services, with  
22 a person or company who contracted with, or had a contractual  
23 relationship with the city or the independent agency, while the  
24 contract is active or being completed, or within two years of the  
25 cessation, completion, or termination of the person's or company's  
26 contractual relationship with the city or the independent agency,  
27 where (1) the contract with the city or the independent agency had  
28 a value that exceeded \$250,000, and (2) the officer or employee had  
29 a substantial and decision-making role in securing or negotiating  
30 the contract or contractual relationship, or in the approval of

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1 financial submissions or draws in accordance with the terms of the  
2 contract; except that this prohibition shall not apply to an  
3 employee whose role is merely as a review signatory, or to  
4 contracts entered into prior to January 1, 2008, or to contracts  
5 that have been competitively procured. With respect to this  
6 subsection a contract is competitively procured if it has been  
7 obtained through a sealed low bid award. A "substantial and  
8 decision-making role" shall include duties and/or responsibilities  
9 that are collectively associated with: (i) approving solicitation  
10 or payment documents; (ii) evaluating formal bids and proposals;  
11 and (iii) approving and/or issuing award recommendations for final  
12 mayoral, City Council, or independent agency approval. The  
13 contract of any person or business entity who hires or contracts  
14 for services with any officer or employee prohibited from entering  
15 into said relationship shall be voidable at the pleasure of the  
16 city or independent agency. This prohibition shall not apply to  
17 any former officer or employee after two years from cessation from  
18 city or independent agency employment. An officer or employee  
19 subject to the prohibition of this section who believes his or her  
20 role in the applicable contract does not create an ethical dilemma,  
21 may appeal to a committee of the City Council Rules Chair, the  
22 Chairperson of the Ethics Commission, and the Chief of Procurement  
23 for relief from this section. Said appeal shall be considered and  
24 ruled upon within ten (10) business days of a written request.

25 **Sec. 602.405 Responsibility of contracts with former employer**  
26 **prohibited.** For a period of two (2) years from ceasing employment  
27 with a former employer, no employee of the City shall negotiate,  
28 supervise or manage a contract with the employee's former employer.  
29 **Disclosure of non-city employment.**

30 ~~(a) All officers or employees of the city shall disclose any~~

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1 ~~private, non-city employment.~~

2 ~~(b) For officers or employees currently employed by the city,~~  
3 ~~the disclosure shall be filed within 30 days from the effective~~  
4 ~~date of this Ordinance.~~

5 ~~(c) For officers or employees who become officers or~~  
6 ~~employees after the effective date of this Ordinance, the~~  
7 ~~disclosure shall be filed within 30 days from the beginning date of~~  
8 ~~his or her employment.~~

9 ~~(d) All city officers or employees shall file the disclosure~~  
10 ~~with the Human Resources Director on a form prepared by the Human~~  
11 ~~Resources Director.~~

12 ~~(e) All officers or employees of the city shall file an~~  
13 ~~updated disclosure form whenever any of the information required by~~  
14 ~~the form changes.~~

15 **602.406 Reserved.**

16 **602.407 Reserved.**

17 **602.408 Reserved. Approval required for non-city employment**  
18 ~~performed by appointed employees. All appointed employees, except~~  
19 ~~for those employees appointed by City Council, while full-time~~  
20 ~~employees of the city, must obtain prior approval from the Mayor,~~  
21 ~~or an individual designated by the Mayor, before accepting non-city~~  
22 ~~employment or engaging in any work for an employer other than the~~  
23 ~~city. All employees appointed by City Council, while full-time~~  
24 ~~employees of the Council, must obtain prior approval from the~~  
25 ~~Council President, or an individual designated by the Council~~  
26 ~~President, before accepting non-city employment or engaging in any~~  
27 ~~work for an employer other than the city.~~

28 **602.409 Cooperation by appointed employees in official**  
29 **investigations.** All appointed employees, as a condition of  
30 employment, shall agree to cooperate truthfully, honestly, and

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1 completely with official government investigations including but  
2 not limited to, investigations by the Ethics Commission, Ethics  
3 Officer, State Attorney's Office, or United States Attorney's  
4 Office, concerning his or her official duties or matters related to  
5 city government or business.

6 **602.410 Testimony and questioning of public officials and**  
7 **employees relating to public affairs.**

8 (a) No officer or employee of the city or an independent  
9 agency, who is called as a witness by or before any city, state or  
10 federal administrative or judicial tribunal, shall refuse to answer  
11 before the tribunal any proper question concerning the performance  
12 of his or her official duties or to produce books, records and  
13 other papers and documents of his or her office or concerning his  
14 or her official duties properly required to be produced by or  
15 before the tribunal; provided, that the officer or employee shall  
16 retain his or her privileges and immunities against self-  
17 incrimination provided under the Constitution and laws of the state  
18 and the United States.

19 (b) No employee of the city or an independent agency shall  
20 refuse to answer any question when directed to by a supervisor  
21 related to the employee's performance or fitness to serve;  
22 provided, that the officer or employee shall retain those his or  
23 her privileges and immunities against self-incrimination provided  
24 under the Constitution and laws of the state and the United States,  
25 relating to the use of said information in a criminal prosecution.

26 \* \* \*

27 **Subpart B. Reporting Requirements**

28 **Sec. 602.450 Disclosure of financial interests.**

29 ~~(a)~~ Elected and appointed officials are already required by  
30 state law under Section 112.3145, Florida Statutes, to disclose

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1 financial interests. The City Ethics Office shall facilitate and  
2 assist in the compliance with financial disclosure required by  
3 state law. This section expands this requirement to include  
4 appointed employees.

5 ~~(b) (1) Each appointed employee shall file a statement of~~  
6 ~~financial interests identical to that prescribed by Section~~  
7 ~~112.3145, Florida Statutes, within 30 days from the date of~~  
8 ~~appointment or from the date on which the employment begins. Each~~  
9 ~~appointed employee, employed as an appointed employee on the~~  
10 ~~effective date of this code, shall file a statement of financial~~  
11 ~~interest within 30 days from the effective date of this code.~~  
12 ~~Thereafter, each appointed employee shall file a statement of~~  
13 ~~financial interests no later than July 1 of each year.~~

14 ~~(2) Any person required to file a reporting form~~  
15 ~~pursuant to state law shall file the form in accordance with~~  
16 ~~state law. All other individuals required to report by this~~  
17 ~~section shall file such forms with the Ethics Commission.~~

18 \* \* \*

19 **Sec. 602.453 Public official bid and contract disclosure.**

20 (a) A public official who knows that he or she has a  
21 financial interest in a bid or contract shall make disclosure in  
22 writing to the ~~Purchasing Division~~ Procurement Division or using  
23 agency, whichever is receiving or has received the bid contract,  
24 (i) at the time that the bid or contract is submitted or  
25 subsequently no later than the close of the second, full, regular  
26 work day after the bid or contract is submitted (not including the  
27 day that the bid is submitted or any Saturday, Sunday or city  
28 holiday), or (ii) prior to or at the time that the public official  
29 acquires a financial interest in the bid or contract and such  
30 disclosure shall include but not be limited to the following: the

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1 bid number, the name of the public official and his or her public  
2 office or position, the name and address of the business entity in  
3 which the public official has a financial interest, and the  
4 position or relationship of the public official with that business  
5 entity.

6 (b) It shall be unlawful and a Class D offense for a public  
7 official to fail or refuse to make the disclosure required in  
8 subsection (a) ~~above~~ of this section.

9 (c) For purposes of this section, bid means any telephone or  
10 written bid, written proposal, written quote or written offering of  
11 any kind or description whatsoever submitted for the purpose of  
12 being awarded or entering into a contract, either a formal  
13 purchase agreement, or a sales transaction, or other contractual  
14 agreement with the City under the provisions of the Purchasing  
15 Procurement Code, Section 126.112 126.110, Jacksonville Ordinance  
16 Code, and having a value in excess of \$12,000 for capital  
17 improvements, contractual services or supplies or \$8,000 or more  
18 for professional services.

19 (d) For purposes of this section, contract means any ~~written~~  
20 contract, ~~written~~ agreement, ~~written~~ purchase order or other  
21 ~~written~~ document used to evidence the existence of a ~~formal~~  
22 purchase or sales transaction under the provisions of the  
23 Purchasing Procurement Code, Chapter 126, Ordinance Code, Section  
24 126.112, Jacksonville Ordinance Code, and having a value in excess  
25 of \$12,000 for capital improvements, contractual services or  
26 supplies or \$8,000 or more for professional services, or any  
27 subsequent change order or amendment to any such contract document.

28 (e) For purposes of this section public official means any  
29 one or more individuals who have been elected to any state or local  
30 office and which office has a geographical jurisdiction or

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1 description covering all of, more than but including all or a  
2 portion of, or less than but including a portion of, Duval County,  
3 Florida, ~~or~~ any one or more individuals who have been appointed to  
4 the governing body of any independent agency of the city, or an  
5 appointed employee of the City.

6 (f) For purposes of this section, financial interest means  
7 any ownership interest of a public official in any proposer,  
8 bidder, contractor, or first tier subcontractor (that is, a person  
9 or business entity under contract to provide or providing capital  
10 improvement services, professional design services, professional  
11 services, labor, materials, supplies or equipment directly to the  
12 proposer, bidder, or contractor) whereby the public official knows  
13 that he or she has received or will receive any financial gain  
14 resulting from or in connection with the soliciting, procuring,  
15 awarding, or making of a bid or contract; provided, however,  
16 financial interest shall not include any interest in any increase  
17 in value of, or dividends paid on, any stock which is publicly  
18 traded on any public stock exchange.

19 (g) The city or using agency, as the case may be, acting by  
20 and through its awarding authority, may: (i) nullify and terminate  
21 the purchase and sales transaction and any contract arising from or  
22 in connection with any bid or contract involving failure or refusal  
23 to disclose a financial interest of a public official as described  
24 in this section; ~~(ii) and may~~ declare the same null and void.

25 (h) In addition to all other penalties described herein, any  
26 person or company that violates this Part shall be subject to  
27 withholding of payments under the contract, termination of the  
28 contract for breach, contract penalties, decertification and/or  
29 being debarred from or deemed non-responsive to future City  
30 solicitations and contracts for up to three years (for less

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egregious violations, as determined by the Chief, a period of probation may be proposed, any violations during which period will result in debarment of no less than three years).

\* \* \*

**PART 5. MISCELLANEOUS MALFEASANCE OR MISFEASANCE**

\* \* \*

**Sec. 602.507 Obstruction of proceedings by city officers or employees.** It is unlawful and a Class D offense for an officer or employee of the city to:

(a) Corruptly, or by threat of force, or by any intimidating letter or communication, to endeavor to influence, intimidate or impede any witness in any proceeding pending before any city agency or in connection with any inquiry or investigation being had by a city agency. However, this subsection is not intended to prevent the normal information gathering and witness interviewing process associated with the preparation for any filing, hearing, or trial.

\* \* \*

**PART 6. RESERVED CAMPAIGN ETHICS**

~~**Sec. 602.601 Political activities of certain officers and employees.** It is unlawful and a class C offense for an officer or employee of the city or an independent agency (except elected officials, members of the advisory and regulatory boards of the city and members of the board of an independent agency) to take any active part in political management or in political campaigns during duty hours; provided, that this section shall not be construed to prohibit an officer or employee from voting as he or she may choose and from expressing his or her opinion on a political subject or candidate. No leaves of absence, excluding previously accumulated vacation leaves, shall be granted to~~



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~~officers or employees for the purpose of participating in a political campaign.~~

~~**602.602 Restrictions on campaigning by city employees.**~~

~~(a) No employee of the city or an independent agency shall, while wearing a uniform required for his or her employment:~~

~~(1) Request, in person, that any individual contribute any time, money or other thing of value to any candidate, political party or committee of continuous existence;~~

~~(2) Solicit, in person, support or votes for any candidate, political party or public measure; or~~

~~(3) Take an active part in political management of political campaigns.~~

~~(b) Except for legal and authorized union activity, a superior of a civil service employee shall not request a civil service employee to:~~

~~(1) Contribute any time, money or other thing of value to any candidate or to any political party or committee of continuous existence;~~

~~(2) Support or vote for any political candidate, political party; or~~

~~(3) Vote for any public measure; or~~

~~(4) Take an active part in the management of a political campaign.~~

~~(c) No question in any form of application or in any examination shall be so framed as to elicit information concerning the political opinions or affiliations of any applicant, nor shall any inquiry be made concerning such opinions or affiliations, and no disclosure thereof shall be considered in any employment decision.~~

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1       ~~(d) No officer or employee of the city or an independent~~  
2       ~~agency covered by civil service may engage in any political~~  
3       ~~activity during the hours of employment, nor shall any person~~  
4       ~~solicit political contributions from such employees of the city or~~  
5       ~~independent agency during hours of employment or in city~~  
6       ~~facilities; but nothing in this section shall preclude voluntary~~  
7       ~~contributions by a city or independent agency employee to the party~~  
8       ~~or candidate of his or her choice during non-employment hours and~~  
9       ~~off city or independent agency property.~~

10       ~~(e) Nothing contained herein shall be construed to permit~~  
11       ~~partisan political activity of any officer or employee of the city~~  
12       ~~or independent agency who is prevented or restricted from engaging~~  
13       ~~in such political activity by the provisions of the Federal Hatch~~  
14       ~~Act, 5 U.S.C. '1' 1501-1508.~~

15       ~~**Sec. 602.603 Campaign contributions on city property**~~  
16       ~~**prohibited.**~~

17       ~~It is unlawful and a Class D offense for a person to make or~~  
18       ~~solicit or knowingly accept any campaign contribution in a building~~  
19       ~~owned by the city or an independent agency. For purposes of this~~  
20       ~~section, Aaccept@ means to receive a contribution by personal hand~~  
21       ~~delivery from a contributor or his agent and a solicitation shall~~  
22       ~~be deemed to occur where the solicitor of the solicitation is~~  
23       ~~located at the time of the solicitation. This section shall not~~  
24       ~~apply when a building owned by the city or an independent agency,~~  
25       ~~or any portion thereof, is rented for the specific purpose of~~  
26       ~~holding a campaign fundraiser.~~

27       ~~**Sec. 602.604 Political signs; prohibited on public**~~  
28       ~~**property.**~~

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1       ~~(a) It shall be unlawful and a class A offense for any person~~  
2       ~~to erect, place or install a political sign or advertisement on~~  
3       ~~public property.~~

4       ~~(b) All signs which do not conform with the provisions of~~  
5       ~~this section shall be removed by the appropriate department of the~~  
6       ~~city, as designated by the Mayor. In addition and notwithstanding~~  
7       ~~any other provisions of this section, any such political sign or~~  
8       ~~advertisement placed on any roadway in violation of this section is~~  
9       ~~hereby declared to be abandoned property and is thereby subject to~~  
10       ~~being removed by any person, so long as such removal is~~  
11       ~~accomplished in a safe and peaceful manner. Nothing herein shall~~  
12       ~~be construed to permit any person who removes such abandoned~~  
13       ~~property to do so in a manner that endangers any person, property~~  
14       ~~or the safety of any other person traveling on such roadway.~~

15       **Editors Note:** Chapter 602 (Jacksonville Ethics Code), Part 6  
16       (Campaign Ethics), Ordinance Code, is being moved to Chapter 350  
17       (Elections, and Elections Regulations, and Campaigning), Part 3  
18       (Campaign Regulations), Ordinance Code.

19                               **PART 7. GIFTS AND HONORARIA**

20               **Sec. 602.701     Prohibited receipt of gifts.**

21               (a) No officer or employee of the city, or any other person  
22               on his or her behalf, shall knowingly accept, directly or  
23               indirectly, any one gift with a value greater than one hundred  
24               (\$100.00) dollars or an accumulation of gifts in any one calendar  
25               year that exceeds two hundred fifty (\$250) dollars from any person  
26               or business entity that the recipient knows is:

27                       (a~~1~~) A lobbyist who lobbies the recipient's agency or  
28               executive department;

29                       (b~~2~~) Any principal or employer of a lobbyist who lobbies  
30               the recipient's agency or executive department;

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1           (e~~3~~) A person or business entity which is doing business  
2 with, or has made written application within the previous six  
3 months, to do business with an agency of which he or she is an  
4 officer or employee;

5           (d~~4~~) A person or business entity which is subject to the  
6 permit approval of an agency of which he or she is an officer or  
7 employee.

8           For purposes of the \$250 annual accumulation of gifts, gifts  
9 of food and beverage not exceeding \$25.00 on any given day shall  
10 not be included.

11           (b) No officer or employee of the city, or any other person  
12 on his or her behalf, shall knowingly accept, directly or  
13 indirectly, any one gift with a value greater than one hundred  
14 (\$100.00) dollars, or an accumulation of gifts in any one calendar  
15 year that exceeds two hundred fifty (\$250) dollars, from any person  
16 or business entity, when the gift is given as a result of the  
17 officer or employee's official position, or as a result of the  
18 business relationship developed as a result of the officer or  
19 employee's position or employment. For purposes of the \$250 annual  
20 accumulation of gifts, gifts of food and beverage not exceeding  
21 \$25.00 on any given day shall not be included.

22           (c) The Mayor and the Council Secretary shall identify a  
23 mayoral and a council representative who will be officers or  
24 employees responsible for the receipt of and distribution of  
25 business related gifts to the city through its executive and  
26 legislative branches. Registries shall be established wherein  
27 gifts will be identified by date, donor, type, purpose, and city  
28 officer or employee carrying out the purpose; and shall be posted  
29 on a city internet site. (Examples of gifts covered by this  
30 subsection include, but are not limited to, tickets or travel to

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1 events where city official or employee presence is requested, or  
2 travel and per diem to inspect products and equipment, or gifts of  
3 personal property to the city.)

4 (d) It shall be unlawful and a class A offense for any  
5 officer or employee of the city, or any person on his or her  
6 behalf, to violate subsections (a) and (b) of this section.

7 \* \* \*

8 **Sec. 602.703 Gift reports.**

9 (a) All officers, appointed employees, procurement related  
10 employees, permitting employees, and zoning employees (reporting  
11 individuals) who receive a gift in excess of one hundred (\$100.00)  
12 dollars shall report that gift. Those persons required to report  
13 said gifts under state law shall report those gifts in the manner  
14 provided by state law, Section 112.3148. ~~except that, a~~Any person  
15 required to file a report under this Code, who is not required to  
16 file a report under state law, shall file the report with the  
17 ~~reporting individual's respective~~ Chief of Human Resources director  
18 who shall place it in the reporting person's personnel file. A copy  
19 of the report of all reports filed with the Chief of Human  
20 Resources shall be submitted to the City Ethics Office.

21 (b) The annual statement of a reporting individual shall be  
22 filed in compliance with state law. Where this ordinance requires  
23 a person to file a report and that person is not required to file a  
24 report pursuant to state law, the report shall be on a form which  
25 is substantially the same in content as that required by state law,  
26 and the form shall be submitted annually, by July 1, to the Human  
27 Resources ~~Chief Director,~~ copy to the City Ethics Office.

28 \* \* \*

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**PART 8. LOBBYING**

**Sec. 602.801. Registration of lobbyists; registration statements.**

(a) Each person who lobbies, for compensation as a lobbyist, any officer or employee of the city shall register with the Council Secretary ~~or the city Ethics Officer~~. Registration may be for an annual period or for a lesser, stated period, but no person may lobby unless he or she is first registered. A person may register as a lobbyist on his or her own volition or he or she may be required by any officer or employee to register before he or she addresses such officer or employee if he or she is not already registered with the Council Secretary ~~or the city Ethics Officer~~. The Council Secretary ~~and city Ethics Officer~~ shall maintain a book in which the registration statements and oaths submitted by lobbyists shall be entered, together with corrections and amendments as herein authorized and required. If a person shall cease to be a lobbyist, his or her registration statement and oath shall be removed from the book of active lobbyists and shall be placed in a book of inactive or former lobbyists; but no person may have a registration statement and oath on file in both books.

(b) (1) When a person registers as a lobbyist, he or she shall file a registration statement and oath in the form developed from time to time by the city Ethics Officer in consultation with the, Council Secretary and the Ethics Commission.

\* \* \*

**Sec. 602.803 Fee Disclosure.** A lobbyist who attempts to persuade or influence a Council Member, a Council committee, or the Council as a whole on any project, contract, development, ordinance, or resolution shall, prior to commencing lobbying efforts, file with the Council Secretary a disclosure revealing whether the lobbyist

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1 has a financial interest in the contract, development or project  
2 that extends beyond its approval, and the percent of that  
3 interest.

4 **Sec. 602.804 Penalties.** A person who, knowingly and willfully:

5 (a) being at the time required to register as a lobbyist and  
6 not exempt from registration, fails or refuses to do so; or

7 (b) having registered as a lobbyist, fails or refuses to file  
8 with the Council Secretary a corrected or amended registration  
9 statement when required by section 602.801(b) to do so; or fails to  
10 disclose any information required by section 602.803; or

11 (c) continues to act as a lobbyist after the expiration of  
12 the period for which the registration statement was filed with the  
13 Council Secretary; or

14 (d) being a lobbyist not exempt from registration, fails or  
15 refuses to disclose on a current registration statement, either  
16 originally or as corrected or amended, any principal on whose  
17 behalf the lobbyist has performed, is performing or will be  
18 required by the terms of a present agreement to perform lobbying  
19 activities; or

20 (e) commits, or procures or acquiesces in the commission of,  
21 a violation of s. ~~602.803~~ 602.804; shall be guilty of a Class A  
22 offense against the city.

23 **PART 9. JACKSONVILLE ETHICS COMMISSION**

24 **Sec. 602.901 Jacksonville Ethics Commission.** There is  
25 hereby created the Jacksonville Ethics Commission, the purpose of  
26 which is to provide a local forum for consideration and  
27 investigation of ethical problems and issues.

28 \* \* \*

29 **Sec. 602.903 Duties and powers.**

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1           (a) (1) Every city officer, candidate for city office, or  
2 city employee when in doubt about the applicability and  
3 interpretation of any city ethics law to himself or herself in a  
4 particular context, may submit in writing the facts of the  
5 situation to the Commission with a request for an advisory opinion  
6 to establish the standard of public duty. Any officer or employee  
7 who has the power to hire or terminate employees may likewise seek  
8 an advisory opinion from the Commission as to the application of  
9 the provisions of the ethics laws to any such employee or applicant  
10 for employment. An advisory opinion shall be rendered by the  
11 Commission, and each such opinion shall be numbered, dated and  
12 published.

13           (2) Such opinion, until amended or revoked, shall be  
14 binding on the conduct of the officer, employee, or candidate who  
15 sought the opinion or with references to whom the opinion was  
16 sought, unless material facts were omitted or misstated in the  
17 request for the advisory opinion.

18           (b) The Commission is authorized to call upon appropriate  
19 agencies of city government for such professional assistance as may  
20 be needed in the discharge of its duties. The General Counsel  
21 shall provide legal and staffing assistance to the Commission.

22           (c) The Commission shall assist in the preparation of  
23 materials and programs designed to assist persons in complying with  
24 the ethics laws. The Commission shall work with the city Ethics  
25 Officer(s) and the city's Ethics Office in establishing,  
26 presenting, and expanding the city's Ethics Education Program as  
27 set forth in Section 602.1001.

28           (d) The Commission may, upon employee or citizen complaint,  
29 or upon its own initiative, seek information and gather facts for  
30 the purpose of investigating any circumstance or situation of which



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1 the Commission may become aware that appears to violate or may  
2 potentially violate an acceptable standard of conduct for city  
3 officers and employees. ~~If, as~~ As a result of such investigation,  
4 the Commission may issue public censures, recommend disciplinary  
5 action, determines the need for remedial or preventative  
6 legislation, ~~the Commission may~~ and make such recommendations to  
7 the Mayor and the Council as it deems appropriate.

8 (e) It shall be the further duty of the commission to submit  
9 to the Council ~~periodically~~ annually a report of its work and  
10 recommendations for legislation deemed necessary to improve the  
11 ethics laws and their enforcement which shall be dutifully  
12 considered by the Council.

13 (f) The Jacksonville Ethics Commission shall be responsible  
14 for documenting compliance with the financial disclosure, gift  
15 disclosure and ethics education and certification requirements of  
16 this Code for all officers and appointed employees.

17 (1) The Jacksonville Ethics Commission, through the  
18 city's Ethics Office shall report annually the compliance or non-  
19 compliance with financial reporting, gift reporting, and ethics  
20 education and certification requirements of this Code. The annual  
21 report shall be filed with the Mayor, City Council President, City  
22 Ethics Officer and the Human Resources Director.

23 (2) At the close of the reporting period, the  
24 Jacksonville Ethics Commission, through the city's Ethics Office,  
25 shall notify any individual who has failed to timely comply with  
26 financial disclosure, gift disclosure, or ethics education and  
27 certification requirements of this Code and allow the individual an  
28 additional ninety (90) days to comply with these requirements.  
29 After expiration of this additional period, the Ethics Commission  
30 may issue a written or oral reprimand of non-compliance.

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1        (g) The Ethics Commission, in coordination with the Ethics  
2 Office, is authorized to receive, and may investigate and issue  
3 findings with regard to any complaint alleging a violation of this  
4 Chapter. All complaints and records shall be confidential as  
5 allowed by Section 112.324, Florida Statutes. In support of this  
6 power, the Ethics Commission, in coordination with the Ethics  
7 Office, is authorized to establish an ethics "hotline" to receive  
8 tips and complaints, each of which shall be treated as a complaint  
9 with its related confidentiality as authorized by Florida law. The  
10 General Counsel, with the assistance of all appropriate and  
11 available offices of the City, shall assist the Ethics Commission  
12 and Ethics Office in the investigation of complaints. The Ethics  
13 Commission may refer matters brought to its attention to the State  
14 Attorneys' Office or the Florida Commission on Ethics if it  
15 determines jurisdiction is vested in, and action is more  
16 appropriate if taken by said agencies.

17        **Sec. 602.904 Cooperation of other city agencies.** The  
18 services of other departments, boards and agencies of the city ~~may~~  
19 shall be made available to the Commission at its request, subject  
20 to their ability and capacity to provide them. Other city agencies  
21 shall cooperate with the Commission in the exercise of the  
22 Commission=s responsibilities.

23                    **PART 10. ETHICS EDUCATION**

24        **Sec. 602.1001 Ethics Education Program.** Officers and  
25 employees of the city, as public servants, are considered stewards  
26 of the public=s trust and should aspire to the highest level of  
27 integrity and character. Officers and employees shall be informed  
28 of their ethical responsibilities at the start of their work with  
29 the city and shall receive updates and training materials on ethics

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1 issues throughout the span of their public service, as designated  
2 by the city Ethics Office and Ethics Officer(s).

3 (a) Every officer and employee of the city must be  
4 responsible for understanding and complying with the provisions of  
5 this Chapter.

6 (b) Every elected official shall attend an Ethics in  
7 Government Program within ninety days of certification of each  
8 election won. Upon fulfillment of this requirement, each elected  
9 official will be issued a certificate of completion by the  
10 Jacksonville Ethics Office Commission.

11 (c) Every appointed employee shall attend an Ethics in  
12 Government Program within the first six months of his/her  
13 employment with the city. Upon fulfillment of this requirement,  
14 each appointed employee will be issued a certificate of completion  
15 by the city Ethics Officer~~s~~.

16 (d) Every employee of the city shall complete an Employee  
17 Ethics Training Program within the first six months of his/her  
18 employment with the city. Current employees shall complete  
19 training as designated in a schedule developed by the city Ethics  
20 Officer~~s~~. Upon fulfillment of this requirement, each employee will  
21 be issued a certificate of completion by the city Ethics Officer~~s~~.

22 (e) The city Ethics Officer~~s~~ shall provide ethics education  
23 materials to appointed officials, and encourage appointed officials  
24 to attend an Ethics in Government Program.

25 (f) The Ethics in Government Program and Employee Ethics  
26 Training Program shall be created and delivered by the City Ethics  
27 Office with assistance from the City's Ethics Officer(s), the  
28 General Counsel's Office ~~with the assistance of the city Ethics~~  
29 ~~Officer~~ and the Jacksonville Ethics Commission.

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(g) The programs shall include topics as determined necessary to explain the provisions of this chapter, the Florida Statutes concerning ethics and general ethics issues. Topics may include but are not limited to:

- (1) Ethics in government and aspirational goals;
- (2) Campaign finances;
- (3) Gifts;
- (4) City contracts;
- (5) Potential conflicts with city employees/ businesses;
- (6) Jacksonville Ethics Commission;
- (7) Public Records and Sunshine Law;
- (8) Reporting procedures;
- (9) Punishment and discipline procedures;
- (10) Awards and incentives.

**PART 11. ETHICS OFFICE AND OFFICERS**

\* \* \*

**Sec. 602.1103 Designation of department ethics officer.**

Each Constitutional Officer and the head of each executive department of the city shall appoint an employee to the position of department or office ethics officer with the concurrence of the city Ethics Officer. The city's Ethics Officers are authorized to remove and request a replacement for any department or office ethics officer. Appointment of additional personnel will be at the discretion of the Mayor; except that the Mayor and the Council Secretary are encouraged to provide liaisons to all department ethics officers activities. Each department or office ethics officer's duties are in addition to his or her principal operational role within the department. The Constitutional Officer or the head of the department shall communicate the selection of the department's ethics officer to all employees in the department,

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1 while emphasizing his/her personal support for the person and the  
2 program. Employees should be encouraged to communicate directly  
3 with the department or City ~~Ethics Officer~~ ethics officer on issues  
4 or questions that are ethics-related.

5 **Sec. 602.1104 Responsibilities of the department or office**  
6 **ethics officer.** Specific responsibilities assigned to the  
7 department or office ethics officer include, but are not limited to  
8 the following:

9 (a) Conduct periodic meetings with the Constitutional Officer  
10 or department director, senior management, and employee groups to  
11 discuss or provide advice on ethics issues.

12 (b) Conduct a review of and disseminate within his/her  
13 department or office the appropriate city, office, and department  
14 policies and regulations that relate to the Code of Ethics for  
15 employees.

16 (c) Assist the city Ethics Officers in the formulation of  
17 ethics awareness training sessions, conferences, and seminars that  
18 are developed for and presented to department employees.

19 (d) Assist the Constitutional Officer or department head in  
20 the development of an overall internal ethics plan.

21 (e) Report compliance with the ethics code to the city Ethics  
22 Office~~s~~.

23 (f) Make recommendations for improvement in training to the  
24 city Ethics Officer~~s~~.

25 (g) Accomplish such other duties as are delegated by the city  
26 Ethics Officer~~s~~, or Ethics Officers including conducting  
27 investigations or complaints as authorized by the city Ethics  
28 Officers.

29 **Sec. 602.1105 Ethics Office Established.** There is hereby  
30 established an Ethics Office staffed and budgeted as may be

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1 required. The Ethics Office shall be separately funded and shall  
2 provide all manner of assistance to the Jacksonville Ethics  
3 Commission, the Ethics Officer, and the Office of General Counsel  
4 in the furtherance of their responsibilities set forth in this  
5 chapter. All records required to be maintained by the Jacksonville  
6 Ethics Commission or the Ethics Officer shall be maintained in the  
7 Ethics Office. The Ethics Office shall assist all officers and  
8 employees in their disclosure and compliance obligations.

9 **Sec. 602.1106 Reporting of violations by Council Auditor.**

10 The Council Auditor, in addition to the reporting requirements of  
11 Section 102.103, Jacksonville Ordinance Code, shall, when he or she  
12 has reasonable grounds to believe that a violation of the city's  
13 Ethics Code has occurred, report the facts relating to the probable  
14 violation in writing to the General Counsel and the city's Ethics  
15 Officer.

16 **PART XII. GENERAL PROVISIONS**

17 **Sec. 602.1201 Voiding transactions in violation of chapter;**  
18 **recovery by city.** The Mayor may declare void and rescind any  
19 contract, loan, grant, subsidy, license, right, permit, franchise,  
20 use, authority, privilege, certificate, ruling, decision, opinion  
21 or other benefit that has been awarded, granted, paid, furnished or  
22 published, in relation to which there has been a ~~final conviction~~  
23 ~~for~~ any violation of this chapter. The city shall be entitled to  
24 recover, in addition to any penalty prescribed by law or in a  
25 contract, the amount expended or the thing transferred or delivered  
26 on its behalf, or the reasonable value thereof.

27 **602.1202 The Constitution of the State of Florida.** All  
28 officers and employees of the city and independent agencies shall  
29 comply with all applicable provisions of the Constitution of the  
30 State of Florida, including, but not limited to the following:

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1 (a) Article I, Section 24 (Access to public records and  
2 meetings);

3 (b) Article II, Section 8 (Ethics in government).

4 **602.1203 State statutes.** In addition to the provisions of  
5 this Code, all of officers and employees of the city and  
6 independent agencies are expected to comply with the applicable  
7 provisions of state laws, including, but not limited to the  
8 following:

9 (a) Chapter 99 (Candidates, Campaign Expenses, and  
10 Contesting Elections);

11 (b) Section 100.361 (Municipal Recall);

12 (c) Section 102.031 (Maintenance of good order at polls;  
13 authorities; persons allowed in polling rooms; unlawful  
14 solicitation of voters;

15 (d) Section 104.071 (Remuneration by candidate for services,  
16 support, etc.,; penalty);

17 (e) Section 104.271 (False or malicious charges against, or  
18 false statements about, opposing candidates; penalty);

19 (f) Section 104.31 (Political activities of state, county,  
20 and municipal officers and employees);

21 (g) Chapter 106 (Campaign financing);

22 (h) Section 111.075 (Elected officials; prohibition  
23 concerning certain committees);

24 (i) Section 112.042 (Discrimination in county and municipal  
25 employment; relief);

26 (j) Section 112.043 (Age discrimination);

27 (k) Section 112.044 (Public employers, employment agencies,  
28 labor organizations, discrimination based on age prohibited;  
29 exceptions; remedy);

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(l) Chapter 112, Part III (Code of Ethics for Public Officers and Employees);

(m) Chapter 119 (Public Records);

(n) Section 163.367 (Public officials, commissioners, and employees subject to code of ethics);

(o) Section 286.011 (Public meetings and records; public inspection; criminal and civil penalties);

(p) Section 286.0115 (Access to local officials);

(q) Section 286.012 (Voting requirements at meeting of government bodies);

(r) Chapter 838 (Bribery; Misuse of Public Office);

(s) Chapter 839 (Offenses by Public Officers and Employees).

**Sec. 602.1204 Reserved. Florida Administrative Code.** ~~All officers and employees of the city and independent agencies shall comply with all applicable provisions of Chapter 34, Florida Administrative Code.~~

**Sec. 602.1205 Additional Ordinances.** All officers and employee of the city and independent agencies are expected to comply with the applicable provisions of additional ordinances listed in other chapters of the Jacksonville Ordinance Code, including, but not limited to the following:

(a) Section 86.107 (Cooperation with the Jacksonville Equal Opportunity Commission);

(b) Chapter 102 (Auditing regulations);

(c) Section 106.331 (Indebtedness in excess of appropriates prohibited);

(d) Section 106.332 (Transfer of expense funds or expense credits prohibited;

(e) Section 106.334 (Personal liability for authorizing expenditures in excess of the amount appropriated;



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1 (f) Section 106.336 (Penalties for violation of sections  
2 106.331 and 106.332);

3 (g) Section 106.431 (Maximum indebtedness required in all  
4 city contracts);

5 (h) Section 106.433 (Personal liability for indebtedness in  
6 violation);

7 (i) Section 106.434 (Penalties for violation);

8 (j) Section 106.713 (Fraudulent claims re travel expense  
9 reimbursement);

10 (k) Section 122.811 (Sales of tangible personal property;  
11 prohibition of sales to certain persons);

12 (l) Sections 124.201-207 (Records retention and disposition);

13 (m) Section 126.104 (Integrity of public contracting and  
14 purchasing process);

15 (n) Section 126.110 (Unauthorized purchases and contracts);

16 (o) Section 134.108 (Refusal to obey order during  
17 investigation);

18 (p) Section 320.302 (Building and Zoning Inspection Division  
19 employees; conflicts);

20 (q) Chapter 400 (Equal Opportunity);

21 (r) Chapter 402 (Equal Employment Opportunity);

22 (s) Section 656.144 (Improper Influence).

23 **Sec. 602.1206 Personnel Rules and Regulations.** All  
24 employees of the city shall comply with the applicable provisions  
25 of Sections 11.01-11.04, Civil Service and Personnel Rules and  
26 Regulations, to the extent that they do not conflict with the  
27 provisions of this Code of Ethics.

28 **Sec. 602.1207 Public records.** Subject to confidentiality  
29 provisions otherwise provided for in this chapter or state law, any

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1 ~~Any~~ record or document required to be filed pursuant to this  
2 chapter shall be a public record.

3       **Sec. 602.1208   Government in sunshine.**

4       (a) All meetings of the Council and of its committees and  
5 subcommittees and meetings of the boards and commission of the city  
6 are declared to be public meetings open to the public at all times.  
7 No ordinance, resolution, rule, regulation or formal action shall  
8 be passed or considered binding except when made at a public  
9 meeting.

10       (b) The public meetings required by this section shall be  
11 held in premises owned or leased by ~~the~~ federal, state, or local  
12 governments, or in premises which otherwise provide full and  
13 reasonable access to the public.

14       (c) A person who is a member of a governmental body named in  
15 this section who willfully violates the provisions of this section  
16 by attending a meeting not held in accordance with its provisions  
17 shall be guilty of a class D offense.

18       **Sec. 602.1209   Severability.** It is not the intent of this  
19 Code to conflict with any applicable state law. If any section,  
20 sentence, clause, phrase or word of this chapter is for any reason  
21 held or declared to be unconstitutional, inoperative or void, such  
22 holding or invalidity shall not affect the remaining portion of  
23 this chapter; and it shall be construed to have been the  
24 legislative intent to pass this chapter without such  
25 unconstitutional, invalid or inoperative part therein; and the  
26 remainder of this chapter, after exclusion of such part or parts,  
27 shall be deemed and held to be valid as if such part or parts had  
28 not been included therein.

29       **Section 3.       Effective Date.** This ordinance shall become  
30 effective upon signature by the Mayor or upon becoming effective

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1 without the Mayor's signature. Section 2 hereof shall take effect  
2 January 1, 2008.

3 Form Approved:

4

5 /s/ Margaret M. Sidman

6 Office of General Counsel

7 Legislation Prepared By: Steven E. Rohan

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## EXHIBIT 3 – Ordinance 2007-733-E

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Substituted 6/26/07  
Amended & Enacted 6/26/07

1 Introduced by Council Members Corrigan, Clark, Daniels, Davis,  
2 Fussell, Hyde, Jenkins, Yates, Alvarez, Brown, Copeland, Graham,  
3 Johnson, M. Jones, W. Jones, Lockett-Felder, Ray, Self and Shad and  
4 substituted by the Rules Committee and amended by the  
5 Transportation, Energy, Utilities and Safety Committee:

### ORDINANCE 2007-733-E

9 AN ORDINANCE AMENDING TITLE II (LEGISLATIVE  
10 BRANCH), *ORDINANCE CODE*, TO CREATE A NEW  
11 CHAPTER 15 (JACKSONVILLE SUNSHINE LAW  
12 COMPLIANCE ACT) TO ENSURE COMPLIANCE WITH THE  
13 SPIRIT AND INTENT OF CHAPTER 286 *FLORIDA*  
14 *STATUTES*, THE SUNSHINE LAW, DEFINING THE  
15 APPLICABILITY OF THE ACT AND THE PUBLIC  
16 MEETINGS GOVERNED; PROVIDING REQUIREMENTS FOR:  
17 (1) PUBLIC AND TIMELY NOTICE, (2) PUBLIC  
18 MEETING LOCATIONS (3) COMMENCEMENT AND  
19 ADJOURNMENT OF PUBLIC MEETINGS, (4) NEW  
20 SYSTEMS FOR DRAFTING, FILING, AND RETRIEVAL OF  
21 MINUTES OF MEETINGS, (5) ANNUAL REVIEWS OF  
22 NOTICES, MEETING LOCATIONS AND MINUTES, (6)  
23 SUNSHINE LAW CONTINUING EDUCATION AND  
24 TRAINING, AND (7) RECOMMENDATIONS TO IMPROVE  
25 COMPLIANCE; REQUESTING EMERGENCY PASSAGE;  
26 PROVIDING AN EFFECTIVE DATE.

27  
28 **WHEREAS** the Constitution of the State of Florida compels open  
29 and public meetings of government legislative bodies; and

30 **WHEREAS** the constitutional mandate for open meetings was  
31 codified in Chapter 286, Florida Statutes, Florida's "Sunshine

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Law"; and

**WHEREAS** the obligations of the Sunshine Law have been clarified and reinforced in numerous court decisions and opinions of the Attorney General; and

**WHEREAS** Sunshine Law compliance and training is an important priority of local government and best practices and methods should be adopted to ensure compliance; and

**WHEREAS** the Council of the City of Jacksonville believes that adopting best practices and methods will help assure compliance with the Sunshine Law and enhance public confidence; now therefore

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

**Section 1. New Chapter 15 (Jacksonville sunshine Law Compliance Act), Ordinance Code, Created.**

Title II (Legislative Branch), *Ordinance Code*, is amended to create a new Chapter 15 (Jacksonville Sunshine Law Compliance Act), *Ordinance Code*, to read as follows:

**TITLE II LEGISLATIVE BRANCH**

\* \* \*

**CHAPTER 15. JACKSONVILLE SUNSHINE LAW COMPLIANCE ACT.**

**Sec. 15.101. Statement of Purpose.** The purpose of the Jacksonville Sunshine Law Compliance Act is to ensure compliance with the Sunshine Law, Chapter 286, *Florida Statutes*, and to create procedures, methods, best practices and education that will enhance compliance with open meeting laws, and enhance and maintain public confidence and transparency in the legislative practices of the City Council.

**Sec. 15.102. Applicability; Public Meeting Defined.** The Jacksonville Sunshine Law Compliance Act shall apply to the Jacksonville City Council and those public meetings of the Council that are contemplated by Chapter 286, *Florida Statutes*, including meetings of the Council and Council committees, and

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1 meetings between and amongst Council Members. These meetings  
2 shall hereinafter be identified in this Chapter as "Council  
3 Public Meetings".

4 **Sec. 15.103. Notice of Council Public Meetings; Posting**  
5 **and Timing.**

6 (a) All Council Public Meetings shall be publicly noticed  
7 in a timely manner. The notices required shall include at a  
8 minimum (i) the date and time of the meeting noticed, (ii) the  
9 date and time the notices are to be posted, (iii) the location  
10 of the meeting, and (iv) the general subject matter of the  
11 meeting, and (v) the Council Member calling the meeting and any  
12 other Council Members who are expected in advance to be in  
13 attendance.

14 (b) Council Public Meeting notices shall be provided on  
15 the Council's internet website, which utilizes modern technology  
16 and provides swift public notice to all of Jacksonville. In  
17 addition to the internet, posting of notices shall be made at  
18 such locations at City Hall where public meetings are generally  
19 noticed, and by such other methods as may be appropriate or  
20 required by particular circumstances.

21 (c) Notice of Council Public Meetings shall be posted for  
22 at least twenty-four (24) hours prior to the meeting, not  
23 including weekends and holidays.

24 (d) Notwithstanding subsection (c) above, notice of  
25 Council Public Meetings may be posted for a period of less than  
26 twenty-four (24) hours, only in the event of an emergency, and  
27 when approved in writing by the Council President and the City's  
28 Ethics Officer.

29 (e) A copy of the notices of all Council Public Meetings  
30 shall be provided to and maintained in a retrievable format and  
31 filing system developed by the Legislative Services Division.



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**Sec. 15.104. Public Meetings Location.**

(a) All Council Public Meetings shall be conducted in such places as will assure open, reasonable, and convenient access to the public.

(b) The locations for Council Public Meetings include the Council Chambers and public conference, meeting, or committee rooms. Public meetings shall not be held in the individual offices of Council Members, except in the event of exigent circumstances.

(c) Public locations shall be used for all Council Public Meetings, unless other locations are approved by the City Ethics officer in writing.

**Sec. 15.105. Public Meeting; Commencement and Adjournment.**

The business and conversations conducted during a noticed Council Public Meeting shall commence upon the chair's or Council Member's opening of the meeting, and shall conclude upon adjournment. The mere fact that a meeting has been noticed, does not authorize action or discussions prior to the opening of the meeting or following its adjournment.

**Sec. 15.106. Public Meetings Minutes.**

(a) Each Council member is responsible for the taking and preparation (or delegation thereof) of the minutes of each Council Public Meeting noticed by that Council Member, in a manner as required by Chapter 286, *Florida Statutes*, and subsection (c) below.

(b) The Council Secretary shall be responsible for developing and implementing procedures for assuring (1) minutes are written for all noticed Council Public Meetings, (2) minutes are filed, and (3) a system for the maintenance and retrieval of minutes is developed for all minutes of Council Public Meetings.

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1 (c) The minutes of every Council Public Meeting conducted  
2 between two or more Council Members outside of the regular  
3 Council meeting or committee meeting structure shall reflect, at  
4 a minimum, (1) the location, date and time the meeting commenced  
5 and adjourned, (2) the members of the Council and other public  
6 officials and employees in attendance, (3) the substance of the  
7 discussions and positions presented by the persons in  
8 attendance.

9 (d) A copy of the minutes of all noticed Council Public  
10 Meetings shall be kept, with the notice to such meetings, by the  
11 Legislative Services Division. The Legislative Services  
12 Division shall develop such systems and policies as are  
13 necessary for the orderly filing, maintaining and retrieval of  
14 minutes.

15 (e) No less than once every thirty (30) days, the  
16 Legislative Services Division shall review notices of all  
17 Council Public Meetings to ensure that copies of the minutes of  
18 all applicable public meetings have been placed on file in the  
19 Legislative Services Division.

20 **Sec. 15.107. Annual Review and Report on Council Notices,**  
21 **Meeting Locations and Minutes.**

22 (a) The Council Auditor shall review information provided  
23 by the Legislative Services Division regarding (1) the notices  
24 of Council Public Meetings, (2) the location of such public  
25 meetings, and (3) written minutes of such public meetings, and  
26 prepare an annual report thereon. The Auditor shall file such  
27 report with the Council committee to which audit matters are  
28 referred, the Council President, and the City Ethics Officer.

29 (b) The report, as required by subsection (a) above, shall  
30 include confirmation, through methods and means developed by the  
31 Council Auditor, that (1) notices were public and timely, and



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1 not less than 24 hours exclusive of weekends and holidays, and  
2 accessible to the public by internet; (2) that meetings were  
3 located in appropriate public rooms, with a list of all meetings  
4 held in Council Members' offices; (3) that minutes were written,  
5 maintained in the filing system, and available for retrieval;  
6 and (4) that all Council Members have received annual continuing  
7 education and training on the Sunshine Law; and shall provide  
8 recommendations to improve compliance, as authorized by Section  
9 15.109 below. The report shall be based upon a review of that  
10 information collected and provided by the Council  
11 Secretary/designee, and any other information that is known to  
12 the Council Auditor.

13 (c) The Council Auditor's review shall commence annually  
14 on May 1st, 60 days prior to installation of a new Council  
15 President, and the report shall be provided no later than June  
16 1st.

17 **Sec. 15.108. Annual Continuing Education and Training on**  
18 **Sunshine Law Requirements.**

19 (a) Council Members shall receive, and the City's Ethics  
20 Office and the Office of the General Counsel, with the  
21 assistance of the Jacksonville Ethics Commission and other  
22 supporting agencies, shall provide annual training on Government  
23 in the Sunshine and open meetings laws.

24 (b) Such annual training shall take place within 60 days  
25 of the Council President taking office. The Council President  
26 shall work with the Office of General Counsel and the City  
27 Ethics Officer to assure such continuing education.

28 (c) In addition to annual training, training on Government  
29 in the Sunshine and open meetings laws shall be provided upon  
30 special request. These presentations may be given at committee

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or Council meetings or at other times as may be directed by the Council President.

**Sec. 15.109 Recommendations for improved compliance.** As part of the annual review, the Council Auditor's office shall make recommendations to the City Council to improve open meetings compliance. The Council Auditor's Office may solicit suggestions from Council Members, the Council Secretary, the Legislative Services Division, the City Ethics Officers, the office of General Counsel, or others, in support of these recommendations.

**Section 2. Request for Emergency Passage Pursuant to Council Rule 4.901, Emergency.** Emergency passage is requested. The nature of the emergency is to have the reforms enacted in this ordinance in place by July 1<sup>st</sup> when the newly elected Council takes office.

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

Form Approved:

/s/ Steven E. Rohan

Office of General Counsel

Legislation Prepared By: Margaret M. Sidman

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## **ATTACHMENT – Records Retention Guidelines**