

# **JACKSONVILLE CITY COUNCIL**

## **2015 ECA PUBLIC NOTICE COMPLIANCE TRAINING**

(Chapter 15 – Jacksonville Sunshine Law Compliance Act, *Ordinance Code*)



**Cheryl L. Brown, Director/Council Secretary**

June 2015

**Jacksonville City Council  
2015 ECA Public Notice, Records Retention,  
And Sunshine Compliance Training**

**PROGRAM AGENDA**

Friday, June 5, 2015  
City Hall at St. James  
Don Davis Room – 1<sup>st</sup> Floor

<b><u>Time (PM)</u></b>	<b><u>Events, Sessions &amp; Topics</u></b>	<b><u>Speakers</u></b>
8:00 am	<b>Session #1: Public Notice Requirements</b> (Chapter 15 – Jacksonville Sunshine Law Compliance Act, <i>Ordinance Code</i> )	Cheryl L. Brown
	1. Council Public Meetings	
	a. Compliance – 2007-733-E & 2010-135-E	
	• 24 Hour Notification	
	• 72 Hour Posting of Written Minutes	
	• Responsibilities of Executive Council Assistant	
	• Posting to Web Page	
	• Tracking – Auditing Requirements	
	• Meeting Room Requirement	
	b. Noticing of Council Public Meetings (Samples located: G:Shared/Sample Council Public Notices)	
	• Excused Absence – Standing Committees	
	• Request for Excused Lateness	
	• Excused from All Council Business	
	• Amended Notices	
	• Cancellation Notices	
	• Notice Two Council Members Meeting	
	c. Council Calendar – Room Reservation	
	• Detailed Process Review (All fields must be completed.)	
	2. Compliance 2007-329-E & 2008-329-E	
	a. Gift Disclosure – Web Posting	
	• Council as a Whole – Via Council President’s Office Only	
	b. Lobbyist List – Web Posting	
	c. Secondary Employment – Notification	
	• Approval of Director Prior to Employment (All fields must be completed.)	

<b>2:00-2:30</b>	<b>Session #2: Records Retention</b>	Cheryl L. Brown
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<b>2:30-4:00</b>	<b>Session #3: Ethics Office</b>	Carla Miller
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<b>4:30 pm</b>	<b>Session #4: Questions &amp; Answers</b>	
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~~ Adjournment ~~

**Jacksonville City Council  
2015 ECA Public Notice  
Compliance Training**

**PUBLIC MEETINGS  
and  
SUNSHINE COMPLIANCE**

**Materials Prepared and Edited by:**

**Cheryl L. Brown, Director/Council Secretary**

**Additional Editing by:**

**Rachel Merritt, Information Systems Administrator**

June 2015

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## I. COUNCIL PUBLIC MEETINGS

In accordance with Chapter 15 – Jacksonville Sunshine Law Compliance Act, *Jacksonville Municipal Code* (as amended by Ord. 2007-733-E, § 1, Ord. 2008-329-E, § 1, and Ord. 2010-135-E, § 1), the Director/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 (taping is not required, but recommended), and preparing written briefs/minutes for all meetings between and amongst individual Council Members. The personnel employed by the Director/Council Secretary shall compile and maintain written minutes/briefs for the following: Standing Committees, Special Committees, Select Committees, Sub-Committees, Regular Council Meetings, Task Forces, Workshops 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

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#### 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, Location defined.

(a)

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." Since other agencies are already obligated to comply with Florida's Sunshine Law, F.S. Ch. 286, even if Council Members serve thereon or attend, the Jacksonville Sunshine Law Compliance Act shall not be applicable to the noticed meetings of the various other commissions and agencies established by law, ordinance or executive order.

(b)

Public location shall mean any government owned building.

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**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 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, at the time of notice, are expected 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.

**(c)**

Notice of Council Public Meetings shall be posted for at least 24 hours prior to the meeting, not including weekends and holidays.

**(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 with notice to the City's Ethics Director.

**(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.

**(f)**

The Director/Council Secretary shall develop and implement standardized policy and procedures for City Council sunshine meeting notices and uniform calendaring practices.

**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 in writing. A request therefore shall be made in one written submission to both the City Ethics Officer and the Office of General Counsel Ethics Liaison, with a copy thereof delivered to the Council President. Written approval shall be required from either the City Ethics Officer or the Office of General Counsel Ethics Liaison, with a copy thereof provided to the Council President and to the other approving authority.

**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 F.S. Ch. 286, and subsection (c) below.

(b)

The Director/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.

(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, other public officials and employees, and registered lobbyists 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.

(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.

**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, the City Ethics Officer, and the Ethics Commission, who may comment thereon.

(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 and Executive Council Assistants have received annual continuing education and training on the Sunshine Law;

and shall provide recommendations, as appropriate 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.

(c)

The Council Auditor's review shall commence in even number years 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 Council Auditor's review shall be based upon statistically significant samples from the preceding two years.

**Sec. 15.108. - Annual continuing education and training.**

(a)

Council Members and Executive Council Assistants shall receive, and the Office of the General Counsel, with the assistance of the City Ethics Director, the Director/Council Secretary and other supporting agencies, shall provide annual training on Government in the Sunshine, open meetings laws and ethics laws.

(b)

All annual training shall take place within 60 days of the Council President taking office. The format, time and duration of this training shall be determined by the Director/Council Secretary, Director of Ethics, and Office of General Counsel and shall be utilized to fulfill the requirements of §112.3142, *Florida Statutes*.

(c)

All Council Members and Executive Council Assistants shall be provided materials in electronic format.

(d)

In addition to annual training, training on Government in the Sunshine and open meetings laws and ethics 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.

**Sec. 15.109. - Recommendations for improved compliance.**

The Director/Council Secretary, the City Ethics Director, and the Office of General Counsel, may make recommendations for improvements to this Chapter to the City Council.

## PUBLIC NOTICE / INFORMATION SYSTEM

The City Council, through the Office of the Director/Council Secretary, maintains a Public Notice System comprised of several components:

- **City Council Resources Calendar** – Manages the reservation of City Council meeting space.
- **Council Web Calendar** – Provides both web access (<http://www.coj.net/city-council/events.aspx>) and City Hall electronic kiosk viewing of upcoming scheduled City Council meeting events.
- **Public Notice Web Application** – Provides web access (<http://apps.coj.net/CouncilPublicNotices/MembersWithMeetings/ShowMembersWithMeetingsTablePage.aspx>) for public viewing of notices and minutes for meetings between and amongst Council Members.
- **Online Council Agendas, Matters Pending, and Minutes** – Provides web access (<http://cityclts.coj.net/coj/>) for public viewing of agendas, meeting minutes, matters pending, and bill summaries of all meetings of the Council and the standing committees of the Council.
- **Council and Council Committee Video** – Provides both web streaming video of in-session meetings (<http://media.coj.net/COJCouncil> - Microsoft Window Devices and <http://mediaapp.coj.net/citycouncil/ccl.htm> - Apple Devices) and web access (<http://www.coj.net/city-council/city-council-meetings-online.aspx>) for public viewing of archived MP4 files of past meetings of the Council and the standing committees of the Council.
- **Council Invocations** – Provides web access (<http://www.coj.net/city-council/council-invocations.aspx>) to the list of individuals offering the invocation at City Council meetings.
- **Gift Disclosure Registry** – Provides web access (<http://www.coj.net/city-council/gift-disclosure-registry.aspx>) for public viewing of City Council Gift disclosure.
- **Internal Council Email Online** – Provides web access (<http://webmail.coj.net/public>) for public viewing of the incoming email received by the internal [CityC@coj.net](mailto:CityC@coj.net) email account. All notices and documents to be posted to the Public Notice System **must** be sent to [CityC@coj.net](mailto:CityC@coj.net).
- **Legislative Bill Search** – Provides web access (<http://cityclts.coj.net/coj/cojBillSearchNew.asp?type=PL>) for public viewing of active and past legislation.
- **Lobbyist Registry** – Manages the registration of individuals that lobby the City and provides web access (<http://www.coj.net/city-council/lobbyist-information.aspx>) for public viewing of active and past lobbyists and issues.
- **Municipal Ordinance Code/City Charter Online** – Provides web access (<http://library.municode.com/index.aspx?clientId=12174>) for public viewing of the Municipal Ordinance Code and City Charter via an external website maintained by Municipal Code Corporation.
- **Rules of the Council Online** – Provides web access (<http://www.coj.net/city-council/rules-of-the-council.aspx>) for public viewing of the Rules of the Council.

All meetings of the Council and the committees of the Council and meetings between and amongst Council Members are posted to the various components of the Public Notice System. The Executive Council Assistant (ECA) of the initiating Council Member is responsible for scheduling, noticing and preparing written briefs/minutes, including a sign-in sheet, for meetings between individual Council Members. ECAs will be assigned to staff Subcommittees or Special Committees to which their Council Member has been appointed to Chair by the Council President. The ECA will be responsible for coordinating with the assigned Legislative Aide – Office of Legislative Services prior to sending out notification of Subcommittee or Special Meetings. The ECA will arrange a meeting location, post the official notice on the Council Members letterhead, and arrange for all activities to take place during the meeting. All minutes, and records retention requirements, including the recording of the meetings are the responsibility of the ECA. All documents for these meetings will be turned in to the Office of Legislative Services immediately upon the adjournment of the meeting. The minutes will follow within 24 hours of the meeting. Staff members of the Director/Council Secretary are responsible for the scheduling, noticing, agendas, and minutes for all meetings of the Council, Standing Committees, Task Forces, Workshops of the Council as a Whole, and Shade Meetings. The Director/Council Secretary's Office along with the Chief of Legislative Services will work with the ECA of the Council Member appointed as Chairperson for all Select/Special Committees and Subcommittees, to ensure that the ECA posts and schedules meetings in compliance with the processes and procedures used within the Office of Legislative Services—this will reinforce the Records and Retention Procedures of the Office of City Council as directed by the Director/Council Secretary.

Please note... It is the responsibility of the ECA to comply with the requirements as stated and printed. A review of the Public Notice System is completed and reported on as to Compliance with the Code. Additionally, records management is important for retrieval of documents in a systematic process. Thus, all documents received must be forwarded to the Legislative Services via hard copy...originals and matching documents are to be received using the Snap Scan equipment provided to each ECA. The ECA will scan all documents and forward the properly labeled document as a file attachment. For example...you have the following documents in your possession due to notification of a meeting: Notice, Attendance Sheet, Minutes, Powerpoint, etc. Each of the documents would be scanned via the Snap Scan and labeled as such (see examples below):

- Notice 8.20.2050 Mtg CM Brown Meeting Public Places
- 8.20.2050 Attendance Sheet CM Brown Meeting Public Places
- 8.20.2050 Minutes CM Brown Meeting Public Places
- 8.20.2050 Powerpoint CM Brown Meeting Public Places.

Please note that your subject line must match your Notice file name.

In addition to the Standing Committees, Council Members may serve on various boards and commissions. Meetings between and amongst members of boards and commissions must also be noticed. The ECA is responsible for the noticing and minutes, including a sign-in sheet, of any meeting between their Council Member and the member of a board or commission where both simultaneously serve. Please note that anytime a meeting notice document is distributed via email to [CityC@coj.net](mailto:CityC@coj.net), the Public Notice System is considered activated and the ECA (or assigned staff member as appropriate) is responsible to complete every step of the process.

Sample notice formats are available in the **G:\Shared\Sample - Council Public Notices\ECA Sample Training Documents June 2015**. Document samples are located in this directory for your convenience. All public notice communication must be on a letterhead template from the initiator and, in addition to the current date and time the notification is sent to [CITYC@coj.net](mailto:CITYC@coj.net), the notice must contain the name and contact information of the ECA (or staff member or department) posting the notification.

All appropriate meeting documentation, i.e. notices, amendments, agendas, cancellations, briefs/minutes, sign-in sheets, etc., is electronically distributed via email attachment to [CITYC@coj.net](mailto:CITYC@coj.net) for appropriate posting.

### **Town Meetings & Community Events**

Upon request of the initiating Council Member, “Town Meeting” and “Community Event” notifications may be posted to the Council Web Calendar, even though these events are not necessarily posted to the Public Notice Web Application. Please note that if the event flyer (or other event document) is email distributed to [CityC@coj.net](mailto:CityC@coj.net), the Public Notice System is considered activated and the ECA is now responsible to complete every step of the process, including the preparation of minutes and posting an official notice of the meeting.

If the initiating Council Member does not intend to invite other Council Members to a “Town Meeting” or “Community Event”, do NOT distribute the event document to the [CityC@coj.net](mailto:CityC@coj.net) email account. Instead, email the document directly to Rachel Merritt ([remerritt@coj.net](mailto:remerritt@coj.net)) for posting on the initiating Council Member’s webpage (and the Council Web Calendar if requested).

## SAMPLE 1 – Meeting Notice-Two Elected Officials



### OFFICE OF THE CITY COUNCIL

**CHERYL L. BROWN**  
DIRECTOR  
OFFICE (904) 630-1452  
FAX (904) 630-2906  
E-MAIL: CLBROWN@coj.net

117 WEST DUVAL STREET, SUITE 425  
4<sup>TH</sup> FLOOR, CITY HALL  
JACKSONVILLE, FLORIDA 32202

### SAMPLE

July 27, 2010  
(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, August 2, 2010, 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 of Legislative Services  
Carol Owens, Assistant Chief of 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



### OFFICE OF THE CITY COUNCIL

**CHERYL L. BROWN**  
DIRECTOR  
OFFICE (904) 630-1452  
FAX (904) 630-2906  
E-MAIL: CLBROWN@coj.net

117 WEST DUVAL STREET, SUITE 425  
4<sup>TH</sup> FLOOR, CITY HALL  
JACKSONVILLE, FLORIDA 32202

### SAMPLE

July 27, 2010  
(Time)

### AMENDED NOTICE

Notice of is hereby given that the **notice is amended for the new meeting date of Tuesday, August 3, 2010, 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, August 2, 2010, 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 of Legislative Services  
Carol Owens, Assistant Chief of 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



### OFFICE OF THE CITY COUNCIL

**CHERYL L. BROWN**  
DIRECTOR  
OFFICE (904) 630-1452  
FAX (904) 630-2906  
E-MAIL: CLBROWN@coj.net

117 WEST DUVAL STREET, SUITE 425  
4<sup>TH</sup> FLOOR, CITY HALL  
JACKSONVILLE, FLORIDA 32202

**SAMPLE**

July 27, 2010  
(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, August 2, 2010, 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 of Legislative Services  
Carol Owens, Assistant Chief of 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



### OFFICE OF THE CITY COUNCIL

**CHERYL L. BROWN**  
DIRECTOR  
OFFICE (904) 630-1452  
FAX (904) 630-2906  
E-MAIL: CLBROWN@coj.net

117 WEST DUVAL STREET, SUITE 425  
4<sup>TH</sup> FLOOR, CITY HALL  
JACKSONVILLE, FLORIDA 32202

### SAMPLE

July 27, 2010  
(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 2010-486 and 2010-487, along with representatives from the Office of General Counsel on **Monday, August 2, 2010, at 11:30 am in Conference Room B, located at 117 West Duval Street, Suite 425, City Hall St. James Building.**

2010-486 ORD Adopt Small-Scale Amend to FLUM Series, Appl# 2010C-007 - 13201, 13283 & 13285 Perdue Rd, (5.97± Acres) - LDR to RPI - Freddie Lee, et al. (Dist 11-Holt) (Small) (LUZ) (Rezoning 2010-487) LUZ PH - 8/3/10 Public Hearing Pursuant to Sec 163.3184, F.S. & Chapt 650, Pt 4, Ord Code - 7/27/10 & 8/10/10

2010-487 ORD-Q Rezoning 13201, 13283 & 13285 Perdue Rd (5.97± Acres) - RLD-120 & RLD-100A - Freddie Lee, et al. (Dist 11-Holt) (Small) (Small Scale 2010-486) LUZ PH - 8/3/10 Public Hearing Pursuant to Chapt 166, F.S. & CR 3.601 - 7/27/10 & 8/10/10

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 of Legislative Services  
Carol Owens, Assistant Chief of 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



### OFFICE OF THE CITY COUNCIL

**CHERYL L. BROWN**  
DIRECTOR  
OFFICE (904) 630-1452  
FAX (904) 630-2906  
E-MAIL: CLBROWN@coj.net

117 WEST DUVAL STREET, SUITE 425  
4<sup>TH</sup> FLOOR, CITY HALL  
JACKSONVILLE, FLORIDA 32202

**SAMPLE**

July 27, 2010  
(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

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I respectfully request to be excused from all City Council related business scheduled for August 16 – 23, 2010. I will be attending the International Trade Conference in Tune Town, America. I will return to Jacksonville, FL on Tuesday, August 24, 2010, and will attend the scheduled City Council meeting.

Thank you for consideration of my request.

Please contact Princess Brown, ECA-District 52, at (904) 630-1234 for additional information or correspondence.

GL/eca

xc: Council Members/Staff  
Cheryl L. Brown, Director/Council Secretary  
Dana Farris, Chief of Legislative Services  
Carol Owens, Assistant Chief of Legislative Services  
Jeff Clements, Chief of Research  
Kristi Sikes, Chief of Administrative Services  
[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 6 – Excused Absence-Standing Committee



### OFFICE OF THE CITY COUNCIL

**CHERYL L. BROWN**  
DIRECTOR  
OFFICE (904) 630-1452  
FAX (904) 630-2906  
E-MAIL: CLBROWN@coj.net

117 WEST DUVAL STREET, SUITE 425  
4<sup>TH</sup> FLOOR, CITY HALL  
JACKSONVILLE, FLORIDA 32202

**SAMPLE**

July 27, 2010

(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

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I respectfully request to be excused from attending the Recreation & Community Development Committee meeting, scheduled for Monday, August 2, 2010, as I will be out of town on family vacation.

Thank you for consideration of my request.

Please contact Princess Brown, ECA-District 42, at (904) 630-1234 for additional information or correspondence.

SW/eca

xc: Council Members/Staff  
Cheryl L. Brown, Director/Council Secretary  
Dana Farris, Chief of Legislative Services  
Carol Owens, Assistant Chief of Legislative Services  
RCD Legislative Committee Aide, Legislative Services  
Jeff Clements, Chief of Research  
Kristi Sikes, Chief of Administrative Services  
[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



### OFFICE OF THE CITY COUNCIL

**CHERYL L. BROWN**  
DIRECTOR  
OFFICE (904) 630-1452  
FAX (904) 630-2906  
E-MAIL: CLBROWN@coj.net

117 WEST DUVAL STREET, SUITE 425  
4<sup>TH</sup> FLOOR, CITY HALL  
JACKSONVILLE, FLORIDA 32202

**SAMPLE**

July 27, 2010  
(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

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I respectfully request to be excused from arriving late for the Recreation & Community Development Committee meeting scheduled for Monday, August 2, 2010, as I have a prior commitment and may be running late.

Thank you for consideration of my request.

Please contact Princess Brown, ECA-District 42, at (904) 630-1234 for additional information or correspondence.

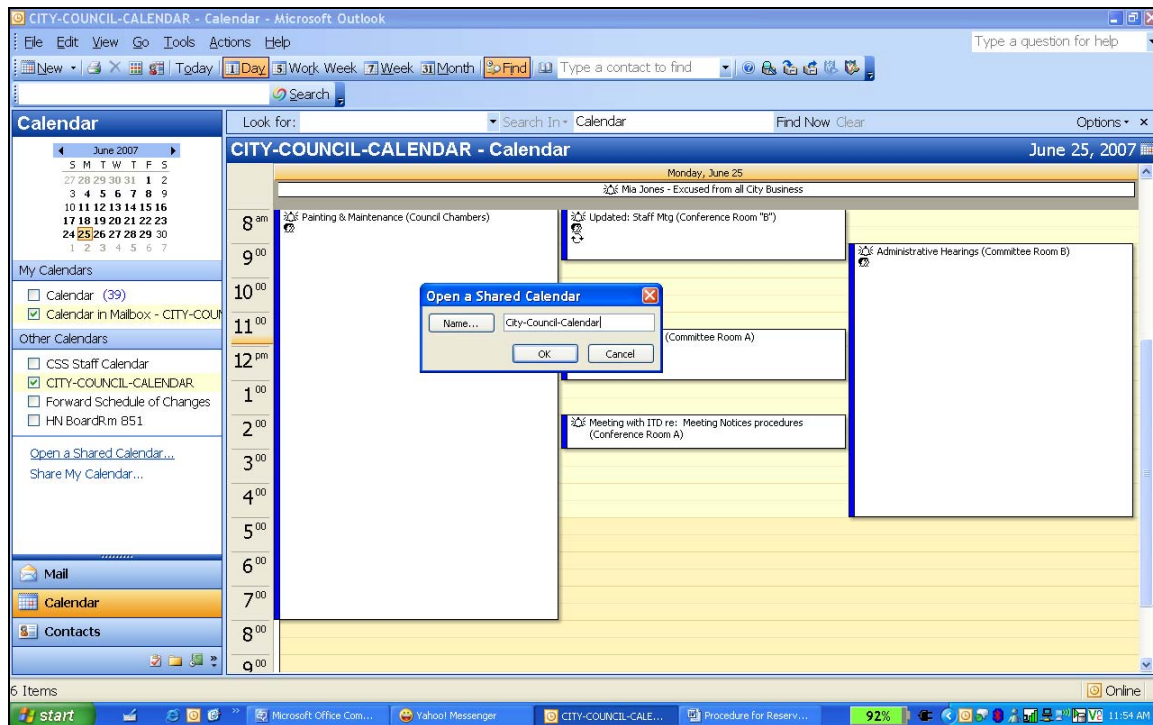
SW/eca

xc: Council Members/Staff  
Cheryl L. Brown, Director/Council Secretary  
Dana Farris, Chief of Legislative Services  
Carol Owens, Assistant Chief of Legislative Services  
RCD Legislative Committee Aide, Legislative Services  
Jeff Clements, Chief of Research  
Kristi Sikes, Chief of Administrative Services  
[CITYC@COJ.NET](mailto:CITYC@COJ.NET)  
Posted Notice Board – 1<sup>st</sup> Floor City Hall  
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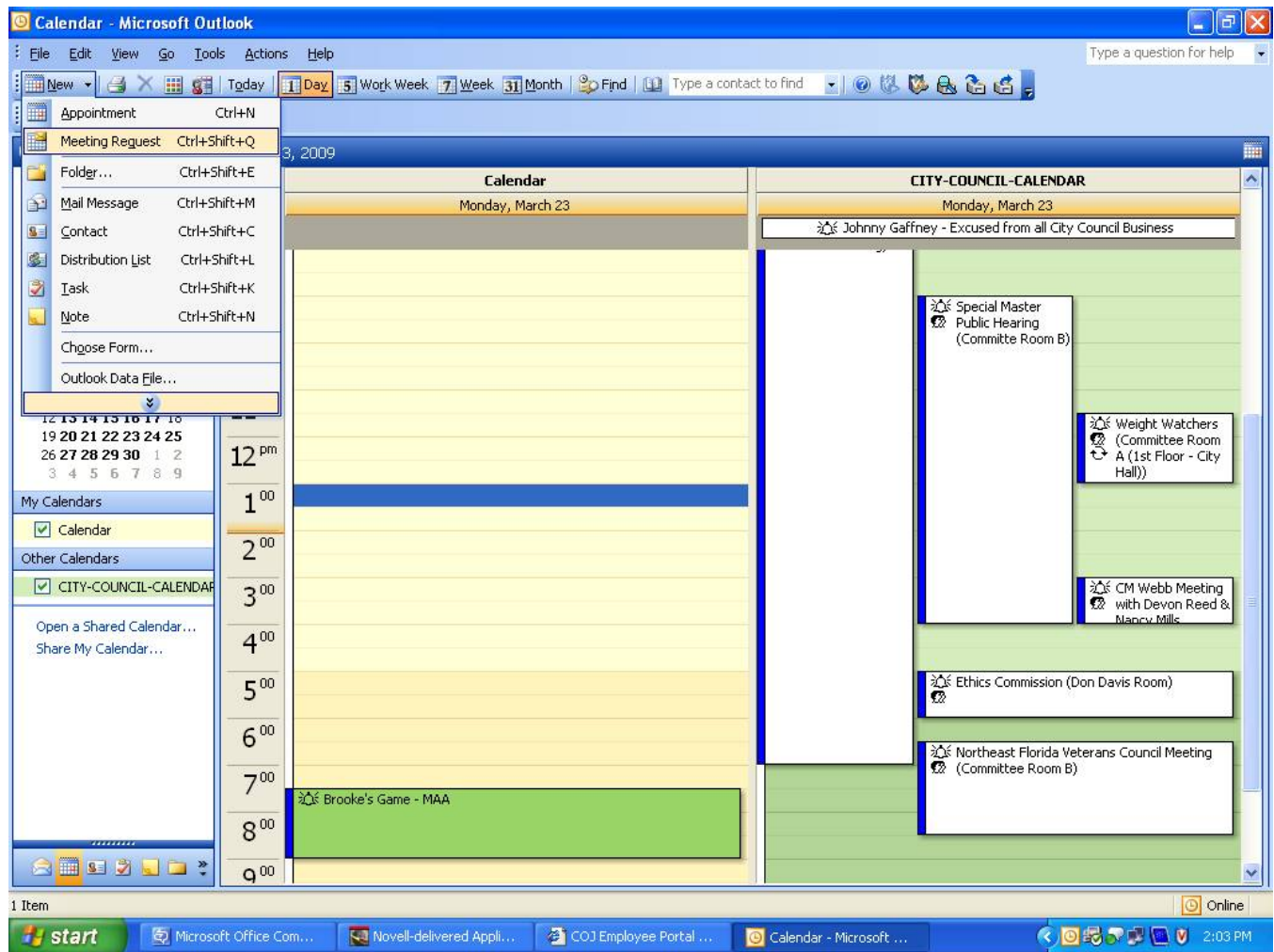
## COUNCIL CALENDAR - Reserving City Council Meeting Rooms

Before scheduling any City Council Resources, please be sure to check availability on the City Council Calendar. All resources and schedules are listed.

- 1) Select **CALENDAR** on left pane of Outlook.
- 2) Select **“Open a Shared Calendar”** and enter **“City-Council-Calendar”** (including dashes) and select OK. This will open the City Council Calendar. From this point forward, the City Council Calendar will be listed on the left pane under **“Other Calendars”** so you can select it again by checking the relative box.

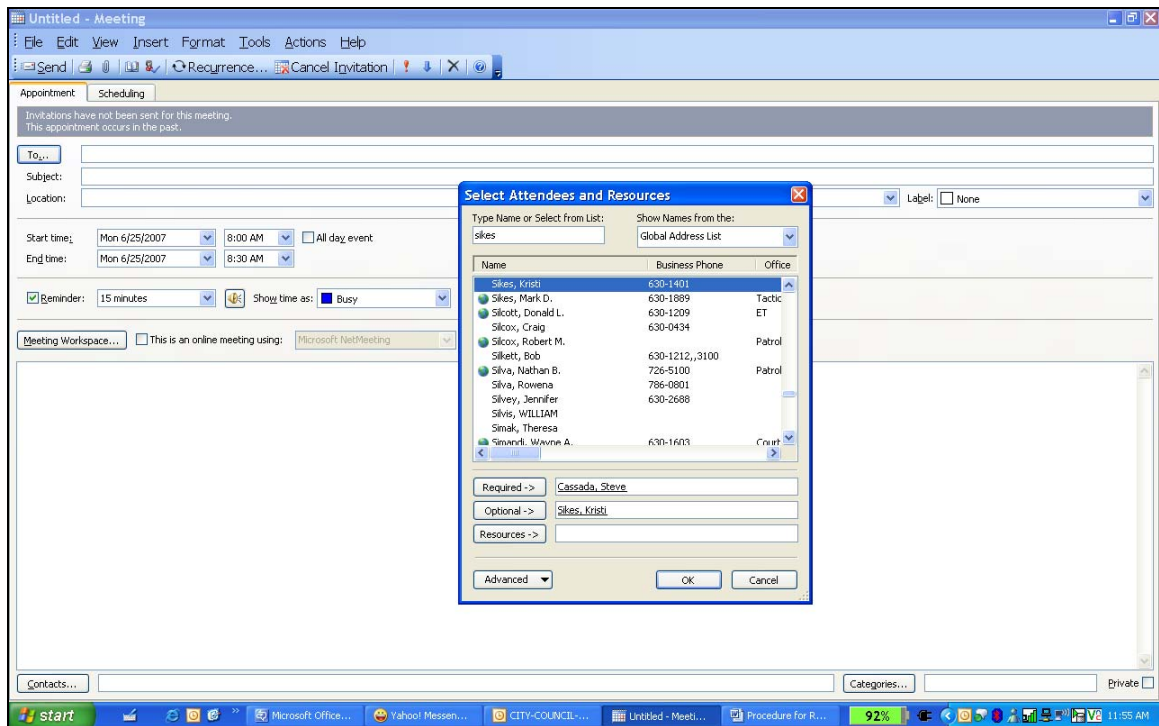


- 3) If the calendar date and time is available, highlight **YOUR** calendar.
- 4) Select the down arrow beside **NEW** and select “**MEETING REQUEST**”.
- NOTE: If you receive a message that you do not have sufficient permissions, please ensure that you are sending the request from your email. To do this, make sure **YOUR** calendar is highlighted.



- 5) Select the **TO** and type **CITY-COUNCIL-CALENDAR** as well as any other specific names in the attendees, placing them in either the **Required**, or **Optional** line then **OK**.

NOTE: When reserving the Lynwood Roberts Room, type both **CITY-COUNCIL-CALENDAR** and **SJCR-1<sup>ST</sup>-LYNWOOD ROBERTS ROOM** as attendees.

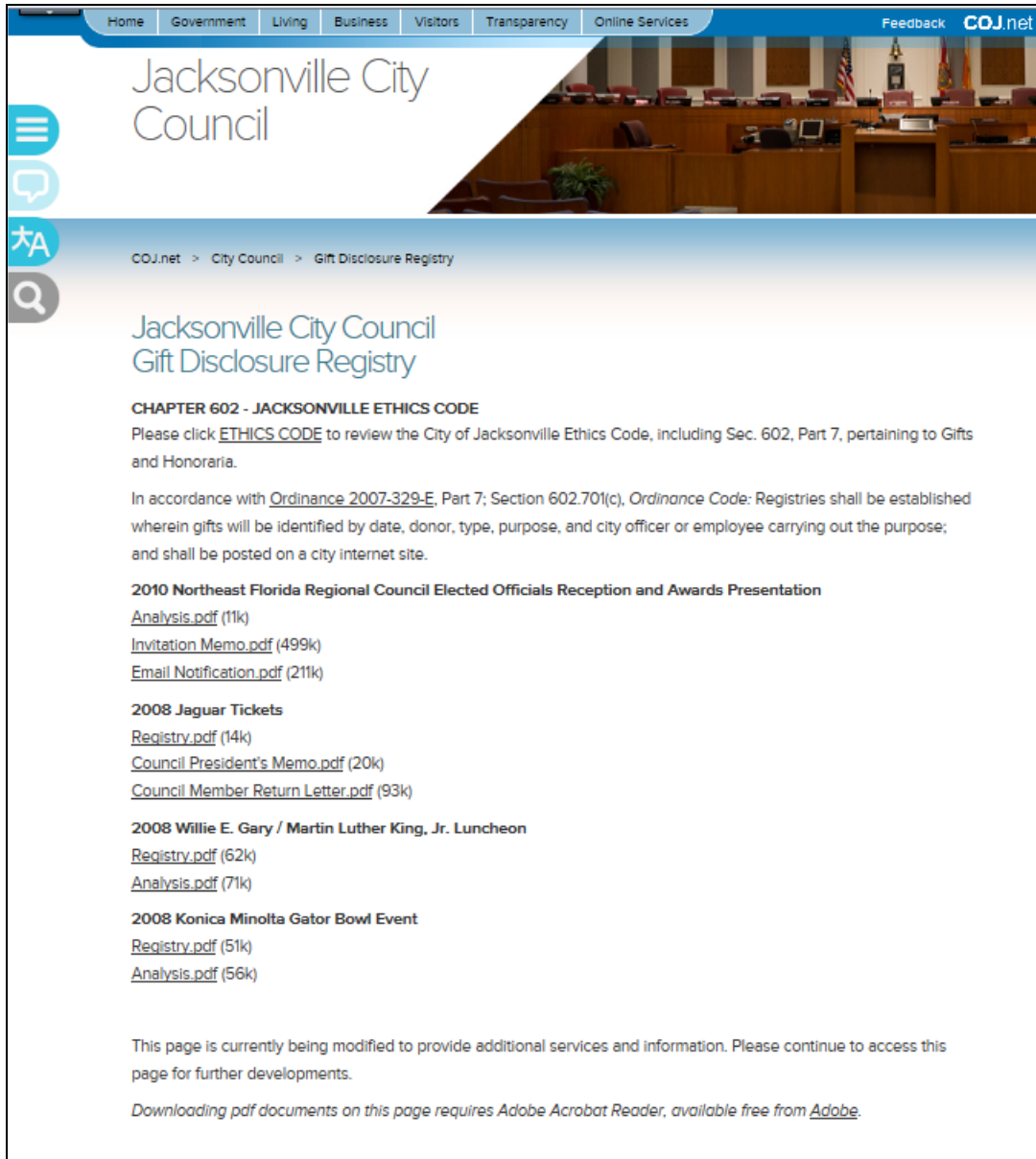


- 6) Make sure to enter the **SUBJECT** and **LOCATION** dialog boxes. Council Members Names are required in this location and if the – Noticed or Non-Noticed Meeting must be inserted in the Subject Box. The Location box must include the building address including the floor and Suite number.
- 7) Select the **Start** and **End time**.
- 8) Give as much contact information (mandatory) in the larger dialog box as possible. The Executive Council Assistant's names, email, address and contact number must be included in this box.
- 9) Select **SEND**.
- 10) You will receive a confirmation that your meeting has been scheduled. If you have not complied with the process above your request will be declined with an explanation requesting compliance for posting. Please resend information with necessary changes and your meeting request will be confirmed .

## II. COMPLIANCE

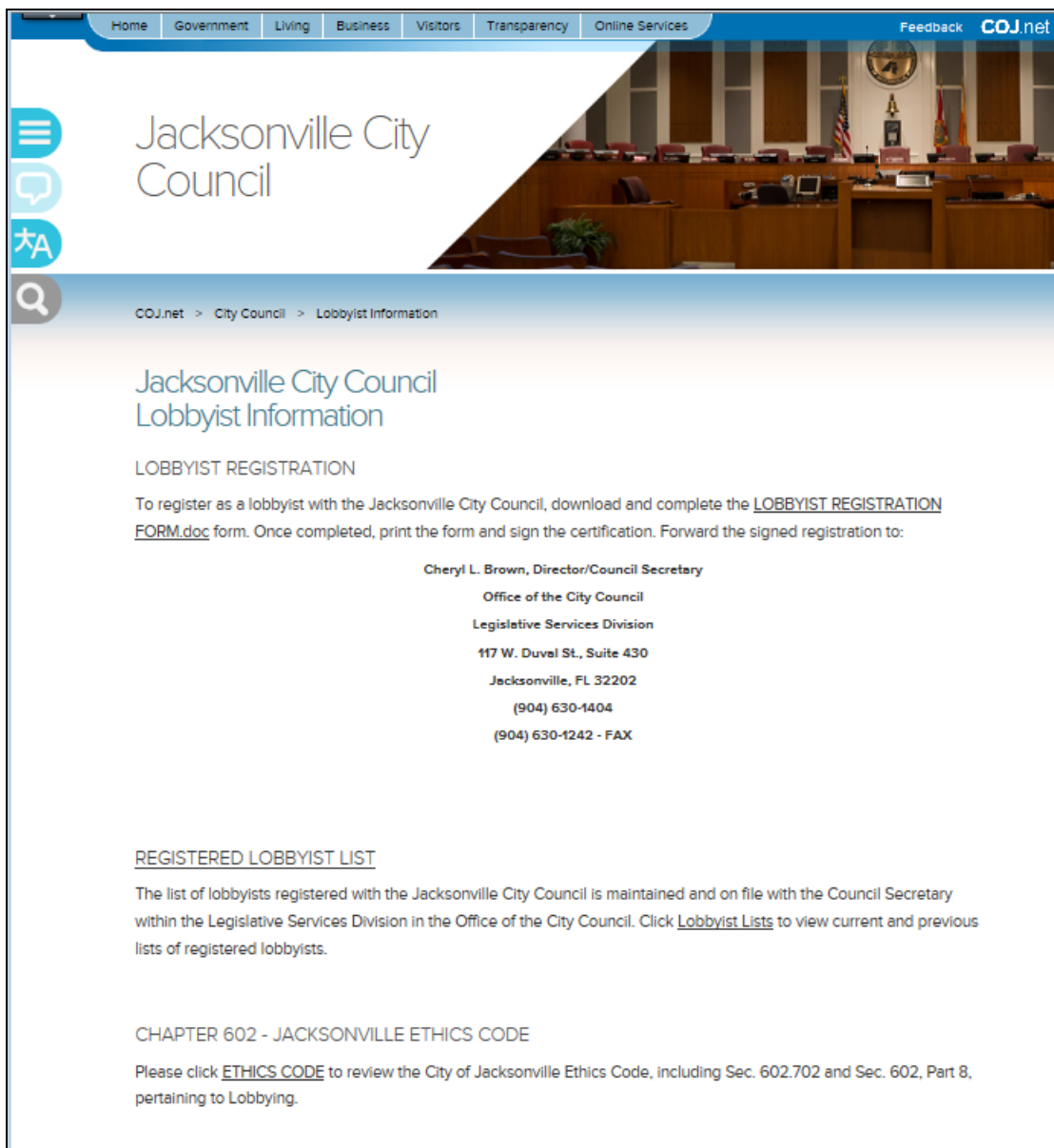
### GIFT DISCLOSURE – Web Posting

In accordance with Chapter 15, *Jacksonville Municipal Code* (as amended by 2007-329-E), 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 accessed at <http://www.coj.net/City-Council/Gift-Disclosure-Registry.aspx> as shown below:



## LOBBYIST LIST – Web Posting

In accordance with Chapter 602, *Jacksonville Municipal Code* (as amended by Ord. 2007-329-E, § 3; Ord. 2008-470-E, § 2), the Director/Council Secretary shall maintain a book of registration statements and oaths submitted by lobbyists, as well as any correction and amendments made to this statements. Lobbyist lists and information is available online at <http://www.coj.net/City-Council/Lobbyist-Information.aspx> as shown below:



The screenshot shows the Jacksonville City Council website's "Lobbyist Information" page. The header includes navigation links: Home, Government, Living, Business, Visitors, Transparency, Online Services, Feedback, and COJ.net. The page title is "Jacksonville City Council". Below the title, a breadcrumb trail reads "COJ.net > City Council > Lobbyist Information". The main heading is "Jacksonville City Council Lobbyist Information". Under this, the section "LOBBYIST REGISTRATION" is displayed, followed by instructions to download and complete the "LOBBYIST REGISTRATION FORM.doc" form and forward it to Cheryl L. Brown, Director/Council Secretary. Her contact information is listed: Office of the City Council, Legislative Services Division, 117 W. Duval St., Suite 430, Jacksonville, FL 32202, with phone numbers (904) 630-1404 and (904) 630-1242 - FAX. Below this, the "REGISTERED LOBBYIST LIST" section states that the list is maintained on file with the Council Secretary and directs users to click "Lobbyist Lists" to view current and previous lists. The final section, "CHAPTER 602 - JACKSONVILLE ETHICS CODE", instructs users to click "ETHICS CODE" to review the City of Jacksonville Ethics Code, including Sec. 602.702 and Sec. 602, Part 8, pertaining to Lobbying.

Home Government Living Business Visitors Transparency Online Services Feedback COJ.net

Jacksonville City Council

COJ.net > City Council > Lobbyist Information

### Jacksonville City Council Lobbyist Information

#### LOBBYIST REGISTRATION

To register as a lobbyist with the Jacksonville City Council, download and complete the [LOBBYIST REGISTRATION FORM.doc](#) 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) 630-1242 - FAX

#### REGISTERED LOBBYIST LIST

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. Click [Lobbyist Lists](#) to view current and previous lists of registered lobbyists.

#### CHAPTER 602 - JACKSONVILLE ETHICS CODE

Please click [ETHICS CODE](#) to review the City of Jacksonville Ethics Code, including Sec. 602.702 and Sec. 602, Part 8, pertaining to Lobbying.

## SECONDARY EMPLOYMENT - Disclosure

In accordance with Chapter 602, *Jacksonville Municipal Code* (as amended by Ord. 2007-329-E, § 3; Ord. 2008-470-E, § 2), all employees of the City must disclose secondary employment. Employees must obtain prior approval before taking secondary employment and once approval for secondary employment has been received, the employee must register that employment. Human Resources Directive #519 (dated September 1, 2010), regarding Secondary Employment, is available on the COJ Portal at <http://www.coj.net/departments/ethics-office/secondary-employment.aspx>. Highlights of the policy are shown below and on the following pages.

### **SECONDARY EMPLOYMENT POLICY STATEMENT**

An employee must not engage in private employment or contract work outside the service of the City of Jacksonville that could reasonably be expected to impair independence in judgment or performance of city duties.

Employment with the City of Jacksonville carries with it an obligation to act in the public interest. Accordingly, employees must abide by the standards provided in the Ethics Code, obey the law and consider the spirit of the law.

An employee must not engage in secondary employment outside the services of the city if prohibited from doing so by the Chief of Human Resources or the appointing authority or until such time as the employee has agreed in writing to any of the terms and conditions placed on the employment by the Chief of Human Resources or appointing authority.

### **DEFINITIONS**

**Secondary employment** - refers to a second job held by a full-time city of Jacksonville employee. This secondary employment includes contract, self-employment and part time work as well as any employment for another person or organization for any period of time while employed by the City of Jacksonville.

Secondary employment includes:

- operating a business.
- providing paid consultancy services to another person or organization.
- partnerships and directorships of companies; (Note: any position that involves being engaged in the business of the company in an employee's spare time).
- paid work outside; and/or,
- voluntary employment in return for a benefit.
- employment undertaken while on approved leave (either paid or unpaid).
- employment that generates any taxable income on a W-2 form or a 1099 form, and work that an employee is doing that is not currently generating income (example: a business the employee is "getting off the ground" or one in which the employee's spouse is receiving the salary and the employee is not generating income.) Any outside work is covered.

If in doubt, declare it or discuss it with the Department Ethics Officer (DEO – Laura Dyer).

**Conflict of interest** - exists when the outside employment could reasonably be expected to impair independence in judgment or performance of a city employee's duties. Some examples of conflicts occur when:

- the company the employee works for has any business dealings with the City of Jacksonville.
- secondary employment is undertaken during the same hours that an employee is being paid as a city employee, if not on approved leave.
- secondary employment makes use of any City of Jacksonville facility, equipment or resource including but not limited to telephone, computer software and information technology resources and fleet vehicles.
- secondary employment makes use of or may commercially benefit from information the employee possesses by virtue of their employment with the City of Jacksonville.

### **APPLICABILITY**

#### **Appointed Officials and Employees Reporting to the City Council**

All employees appointed by the City Council, while full – time employees of the Council, must obtain prior approval from the Council President/Designee before accepting secondary employment.

### **PROCEDURE FOR APPOINTED OFFICIALS AND EMPLOYEES**

1. Requests to engage in secondary employment shall be submitted using the form available online at <http://inside.coj.net/News/Pages/AnnualDisclosureofSecondaryEmployment.aspx> along with the required information to the DEO with a copy to the direct supervisor.
2. The DEO will conduct the initial review of the secondary employment for any potential conflict issues, conferring with the Ethics Officer and General Counsel's office as necessary.
3. The DEO will then forward the recommendation to the Director/Chief for departmental recommendation.
4. The department recommendation shall be submitted to the Chief of Human Resources /designee or appropriate appointing authority for final approval.
5. Directors/Chiefs are responsible for ensuring applications for secondary employment are appropriately evaluated and forwarded to the Chief of Human Resources /designee or appointing authority for consideration and final approval within 5 days of receipt.
6. The employee shall be notified of the recommendation. A copy of the request/notification form shall be placed in the employee's personnel file.
7. After receipt of this approval, Human Resources will update the master list of city employees engaged in secondary employment for publication to the COJ.net website and the Employee Portal.

### **UPDATES OF APPROVED SECONDARY EMPLOYMENT**

Employees must provide a new request through the same procedure used for initial submittals, for the following reasons:

- The duties and responsibilities of secondary employment changes,
- termination of secondary employment, or
- the duties and responsibilities of city employment changes. If any of these conditions are met:
  1. All full time employees must provide secondary employment information updates by using the attached form. The DEO will review the change and confer with the City Ethics Officer and General Counsel's Office as necessary to determine if a conflict of interest exists.
  2. The DEO will then forward the recommendation to the Director/Chief for the departmental recommendation.
  3. Directors/Chiefs are responsible for ensuring notifications of secondary employment are appropriately evaluated and forwarded to the Chief of Human Resources /designee or appointing authority for consideration and/or final approval within 5 days of receipt.
  4. The employee shall be notified of any conflicts that may result in a direction to cease the secondary employment. A copy of the notification form shall be placed in the employee's personnel file.
  5. After receipt of this approval/notification Human Resources will update the master list of city employees engaged in secondary employment.

Effective January 1, 2008, the secondary employment of appointed employees, including projected hours per year, is published online at: <http://www.coj.net/Departments/Ethics-Office/Disclosures.aspx>.

## **ATTACHMENT – Records Retention Guidelines**