

**Jacksonville City Council
2015 Orientation**

**INFORMATION SYSTEMS
ADMINISTRATION**

Materials Prepared and Edited by:

**Rachel Merritt, Information Systems Administrator
Steve Cassada, Information Systems Administrator
Louie Marino, Information Systems Administrator**

MAY 2015

TABLE OF CONTENTS

SECTION 1. CITY COUNCIL AND COUNCIL MEMBER WEB PAGES	3
EXHIBIT 1. CITY COUNCIL MAIN WEB PAGE	5
EXHIBIT 2. COUNCIL MEMBER ROSTER WEB PAGE	6
EXHIBIT 3. COUNCIL MEMBER WEB PAGE EXAMPLE	7
EXHIBIT 4. CONTACT INFORMATION WEB PAGE EXAMPLE	8
EXHIBIT 5. PHOTO GALLERY WEB PAGE EXAMPLE	9
EXHIBIT 6. PRESS RELEASES WEB PAGE EXAMPLE	10
SECTION 2. BOARDS AND COMMISSIONS APPOINTMENTS	11
SECTION 3. COMPUTER EQUIPMENT	12

OFFICE OF THE JACKSONVILLE CITY COUNCIL

SECTION 1. CITY COUNCIL and COUNCIL MEMBER WEB PAGES

The City of Jacksonville maintains a web site at www.coj.net administered by the Information Technologies Department and the Office of Public Information. The City Council Information Services Administrator maintains and updates the City Council and Council Member web pages on the City's site. These pages adhere to the general standards and style guidelines of the City of Jacksonville and may not contain political content.

The City Council main page at <http://www.coj.net/city-council.aspx> (Exhibit 1) contains general information and links to pages with more specific information including:

- Council Member Roster
- Headlines (Press Releases)
- Public Notices
- Council Meeting Video
- District Maps
- Council and Committee Agendas
- Legislation
- Committees, Boards and Commissions
- Events (Meeting Calendar)
- Yearly Schedule
- Staff Information
- Council Auditor's Office
- Reports and Studies
- Rules of the Council
- Ordinance Code
- City Council Appointments
- Frequently Asked Questions
- Current Issues
- Sunshine Compliance
- Lobbyist Information

Each Council Member has a main web page link on the City Council page (Exhibit 3). This page contains a photo of the Council Member, biographical information and links to standardized sub-pages for contact information, assignments and district maps. In addition, Council Members may wish to provide content for other sub-pages such as links of interest, community or town meetings, newsletters, press releases (Exhibit 6), a photo gallery (Exhibit 5), etc. Again, these sub-pages must adhere to City of Jacksonville general standards and style guidelines and may not contain any political content.

Rachel Merritt, Information Systems Administrator, is the staff member responsible for maintenance of the City Council and Council Member web pages. She may be contacted at (904) 630-7234 or remerritt@coj.net.

EXHIBIT 1. CITY COUNCIL MAIN WEB PAGE

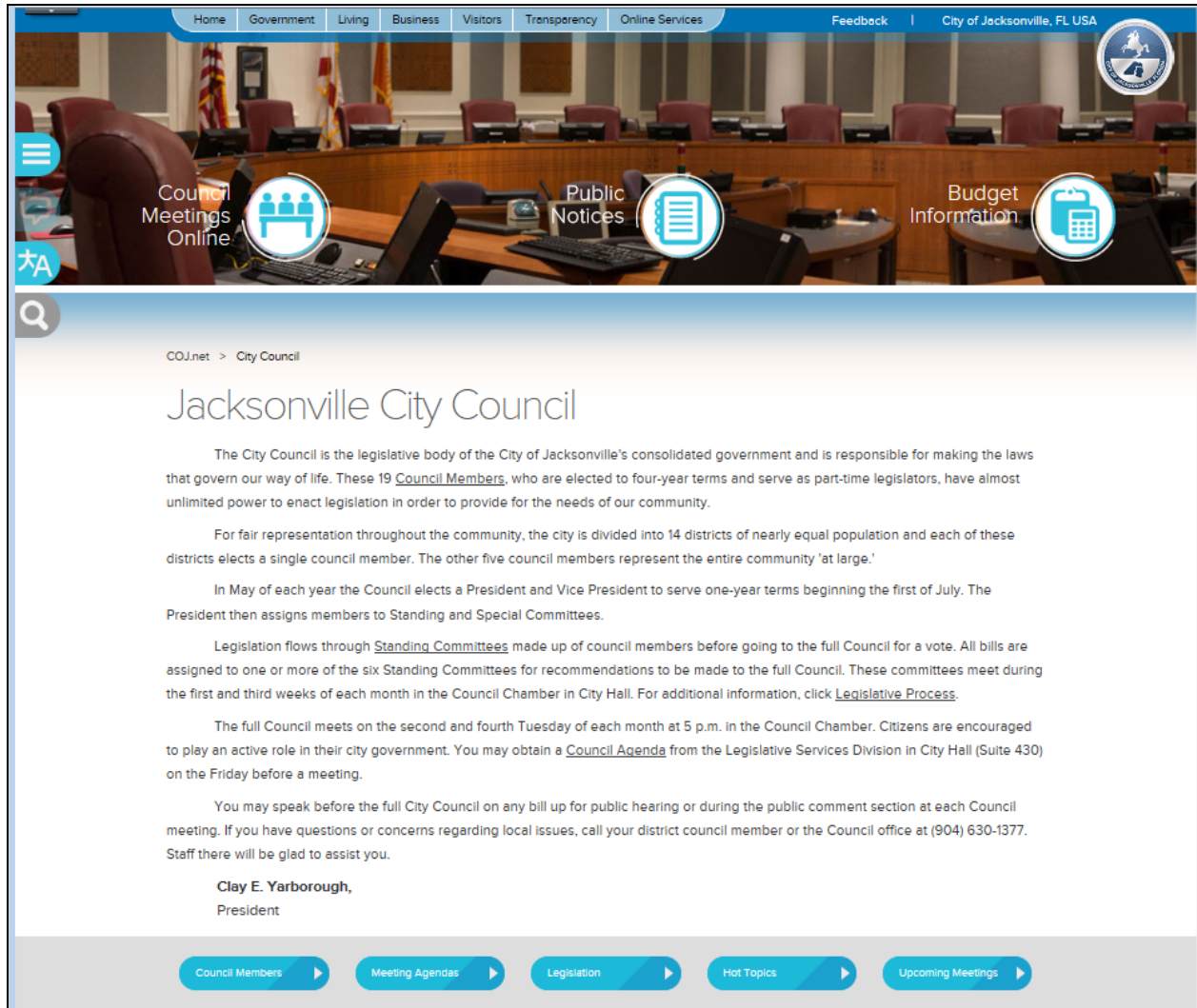


EXHIBIT 2. COUNCIL MEMBER ROSTER WEB PAGE

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

Council Members

Click on the links below to navigate to individual Council Member pages. If you are not sure who your District Council Member is, please click [My Neighborhood Search](#) to search on JaxGIS or contact the main City Council office at (904) 630-1377. Click [Precinct Finder](#) to search for your precinct on the Supervisor of Elections website.

Under Florida law, email addresses are public records. If you do not want your email address published, do not send electronic mail to City Council Members or staff. Instead, contact the City Council by phone or in writing.

[Council Member Roster.pdf](#) (115k) - Revised 2/18/2015

District Council Members


District 1: Clay Yarborough	Phone: (904) 630-1389 Email: Clay@coj.net Assistant: BeLinda Peeples
---	--

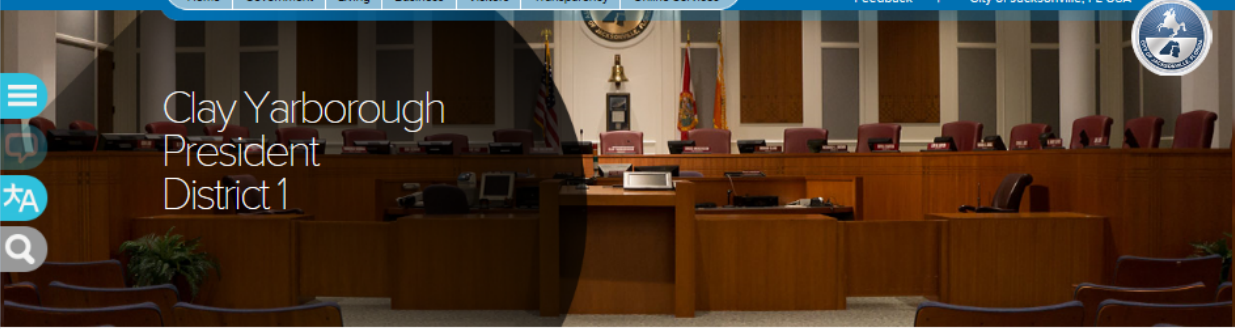
↑

Members Agendas Legislation Hot Topics Meetings

EXHIBIT 3. COUNCIL MEMBER WEB PAGE EXAMPLE

[Home](#) [Government](#) [Living](#) [Business](#) [Visitors](#) [Transparency](#) [Online Services](#) [Feedback](#) | [City of Jacksonville, FL USA](#)





Clay Yarborough President District 1

[COJ.net](#) > [City Council](#) > [City Council Members](#) > [Clay Yarborough](#)

Welcome


Clay Yarborough grew up in Jacksonville and attended the University of North Florida where he earned a Bachelor's degree in Business Management.

While in high school, and operating television cameras at City Council meetings, Clay became interested in public service. In November 2000, at age 19, he was elected to a seat on the Duval Soil and Water Conservation Board and served until the time he was elected to the City Council in March 2007. Also prior to joining the Council, Clay served for several years as a member of the Greater Arlington / Beaches Citizens Planning Advisory Committee. In 2012, he was asked to join the Board of Directors for City Rescue Mission and in July 2014, began serving as City Council President after being chosen unanimously by his colleagues.

Clay realizes Jacksonville's most important issues are public safety and crime reduction, ensuring government is operating as fiscally sound as possible, capitalizing on economic development opportunities, and working hard to improve the overall quality of life for current and future residents of our city.

Clay is proud to represent District 1, the Arlington area, which includes Regency Square and neighborhoods off of Fort Caroline, Merrill, Lone Star, and Mt. Pleasant Roads. He and his wife, Jordan, have twin sons and the family attends First Baptist Church.

Clay can be reached at (904) 630-1389 or Clay@coj.net.



Under Florida law, email addresses are public records. If you do not want your email address published, do not send electronic mail to City Council Members or staff. Instead, contact the City Council by phone or in writing.

EXHIBIT 4. CONTACT INFORMATION WEB PAGE EXAMPLE

[Home](#) [Government](#) [Living](#) [Business](#) [Visitors](#) [Transparency](#) [Online Services](#) [Feedback](#) **COJ.net**



Clay Yarborough
President
District 1



COJ.net > City Council > City Council Members > Clay Yarborough > Contact Information

Clay Yarborough, District 1




Office of the City Council
117 W. Duval St., Suite 425
Jacksonville, FL 32202

Phone: (904) 630-1389
FAX: (904) 630-2906
Email: Clay@coj.net
Assistant: BeLinda Peebles

Under Florida law, email addresses are public records. If you do not want your email address published, do not send electronic mail to City Council Members or staff. Instead, contact the City Council by phone or in writing.

EXHIBIT 5. PHOTO GALLERY WEB PAGE EXAMPLE

[Home](#) [Government](#) [Living](#) [Business](#) [Visitors](#) [Transparency](#) [Online Services](#) [Feedback](#) **COJ.net**




Clay Yarborough
President
District 1



COJ.net > City Council > City Council Members > Clay Yarborough > Photo Gallery

Clay Yarborough, District 1

Photo Gallery



RENEW JAX INITIATIVE EXPANDS TO ARLINGTON
February 11, 2015
Council President Clay Yarborough was on hand at the announcement that Arlington will gain new investments as a Community Redevelopment Area as part of a Renew Jax initiative. [Click here to read more about this event.](#)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

EXHIBIT 6. PRESS RELEASES WEB PAGE EXAMPLE

[Home](#) [Government](#) [Living](#) [Business](#) [Visitors](#) [Transparency](#) [Online Services](#) [Feedback](#) **COJ.net**

Clay Yarborough
President
District 1

[Home](#) [Government](#) [Living](#) [Business](#) [Visitors](#) [Transparency](#) [Online Services](#) [Feedback](#) **COJ.net**

COJ.net > City Council > City Council Members > Clay Yarborough > Press Releases

Clay Yarborough, District 1
Press Releases

Reading the pdf documents on this page requires the Adobe Acrobat Reader available free from [Adobe](#).



CITY LEADERS CELEBRATE OPENING OF NEW SOUTHBANK RIVERWALK (227 KB PDF)
New Public Art and BARGE Event Series Will Help Activate Downtown
February 26, 2015, Jacksonville, Fla. - Adding to the exciting wave of Downtown renewal, the new improved Southbank Riverwalk opened today with an event at Friendship Fountain. Mayor Alvin Brown, Council President Clay Yarborough, Councilmembers Warren Jones, John Crescimbeni, Jim Love and Don Redman, and other city leaders announced new features and opportunities in celebration of the opening of this renovated Downtown centerpiece.



RENEW JAX INITIATIVE EXPANDS TO ARLINGTON (2.7MB PDF)
Arlington Would Gain New Investments as a Community Redevelopment Area
February 11, 2015, Jacksonville, Fla. - Building on major new investments by Jacksonville University, Mayor Alvin Brown was joined today by City Council members and Jacksonville University President Tim Cost to announce that the City's Renew Jax

SECTION 2. BOARDS and COMMISSIONS APPOINTMENTS

The City of Jacksonville has various boards and commissions tasked to advise and/or oversee various functions and programs within the City. Most of these boards and commissions require City Council confirmation of membership appointments and several have members appointed directly by the City Council. Confirmation and direct appointment are both accomplished through Resolution of the City Council. In accordance with Council Rule 4.1101, new appointees must appear before the Rules Committee and may be interviewed at that time.

Most boards and commissions are governed by Chapters 50 and 58, *Ordinance Code*, however, some are authorized by the *Charter* or by *Florida Statute*. Generally, the boards and commissions act in an advisory capacity; however, many act as office holders and partially assume the authority of government officials. Because of this assumption of authority, appointees to non-advisory boards and commissions are required to take an oath of office, at the time of appointment, pursuant to Sec. 2.101, *Ordinance Code*. Members are also required to file financial disclosure through the City Office of Ethics, Compliance and Oversight and each must comply with Florida's "Government in the Sunshine" provisions.

Pursuant to Council Rule 1.201(g), the Council President is responsible for recommending to the Council persons for appointment by the Council. The exception to this rule is the Jacksonville-Duval County Council on Elder Affairs, which includes one member nominated by each of the 14 District Council Members.

Additionally, the membership of several boards and commissions includes Council Members, either in a voting or ex-officio capacity. Again, the Council President is tasked to make those appointments. The composition of a handful of boards and commissions also include Council Members appointed by the Mayor. Traditionally, the Mayor will seek the advice and counsel of the Council President before appointing Council Members to serve on boards and commissions.

Information about City Council appointment opportunities is available on the City Council webpage at <http://www.coj.net/city-council/city-council-appointments.aspx>. A listing of all City boards and commissions is online at <http://www.coj.net/departments/boards-and-commissions.aspx>.

Rachel Merritt, Information Systems Administrator, is the staff member responsible for maintaining the master list of City Council appointed and/or confirmed boards and commissions. She verifies eligibility and membership requirements and drafts legislation for appointments and confirmations. Ms. Merritt may be contacted at (904) 630-7234 or remerritt@coj.net.

SECTION 3. COMPUTER EQUIPMENT

Dell XPS 13" Laptop

In a cost reduction effort, the Office of City Council has agreed to have only one computer per Council Member instead of both a PC and a laptop.

The laptop is the ultraportable Dell XPS 13" laptop with the Intel 5 processor with carry case and wireless mouse. Along with your laptop you will have available an external monitor, speakers, keyboard, and mouse as well as a port replicator designed to make it much easier to connect/disconnect your laptop for portable use. Each office also has a color All in One printer/scanner/copier available.

Even though the laptop has Outlook installed locally, your City Email cannot be accessed using this local application unless you are physically plugged into the City's internal network. It is recommended you access your email via Internet Explorer using either **webmail.coj.net** or **remote.coj.net**. The latter will also give you access to your files saved to your network drives. It is strongly recommended that you save your critical files to network drive (F) since on the network drives are backed up each evening.

In addition to your laptop, there is also support for most smart phones which you may utilize to retrieve and manage your Outlook Email, Calendar, Tasks and Contacts should you elect to do so. These phones are capable of synchronizing your Outlook, meaning any changes you make to Outlook will be reflected on your device and vice versa.

Computer Problems

Steve Cassada, Information Systems Administrator, is the initial point of contact for computer problems. He will evaluate the problem and coordinate the appropriate repair. Mr. Cassada may be contacted at (904) 630-4482 or scassada@coj.net.