

**Jacksonville City Council
2015 Orientation**

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

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LEGISLATIVE BRANCH: STRUCTURE, STAFFING, and AUTHORITY

I. Organization of City Council Staff

- A. Ordinance 2000-793-E (City Council staff reorganization) was passed September 9, 2000,) Ordinance 2001-1002-E passed and revised by Ordinances 2004-464-E, 2005-509-E, and 2005-943-E. Ordinance 2013-412-E Revised Section 11.122
- 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(s).
 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.

II. Office of Director/Council Secretary

(Jacksonville Municipal Code, Chapter II)

Authorization, duties, and responsibilities of the Director/Council Secretary:

Section 5.12. Secretary and other council employees.

The council shall select a secretary who shall keep the records of the council and perform such other duties as may be required of him by the council and this charter. The council may select and employ such employees as are necessary to assist the secretary and the auditor in their duties subject to the civil service provisions of this charter and the rules and regulations enacted pursuant thereto.

(Laws of Fla., Ch. 92-341, § 1)

- 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. (Responsible for training of Council Staff including Executive Council Assistants-Public Records Management, Public Notification, and Sunshine Training.)
 - 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 Director/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
(or Katrina Fisher - 630-2794 or KFisher@COJ.NET)

- Public Records Request
- Daily Screening of Calls
- Respond to Media e-mail inquires
- 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

Research Division:

Jeff Clements - 630-1405 or JeffC@COJ.NET

- Legislative Summaries
- General Information (where to locate data)
- Draft Press Releases
- Public Service Announcements
- Robert O. Johnson Award – Applications
- Respond to Media e-mail inquires

Legislative Services:

Dana Farris - 630-1404 or DMFarris@COJ.NET
(or Carol Owens - 630-1683 or 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
(or Carmen Poindexter - 630-2430 or CarmenP@COJ.NET)

- All requests 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 Merritt - 630-7234 or REMeritt@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

Louie Marino – 630-1400 or LMarino@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.

Tourist Development Council:

Annette Hastings - 630-7625 or AnnetteH@COJ.NET

The Tourist Development Council (TDC) reviews and approves the expenditures of revenues from the Tourist Development Trust Fund and recommends a method of coordination of existing tourist development efforts by both public and private agencies, organizations and business and of new or additional tourist development efforts. The TDC membership includes two City Council members in addition to the President serving as chair.

The Executive Director 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

Heather Pelegrin, Assistant VAB Clerk – 630-0825 or HeatherP@COJ.NET

(or Nichole Oswald VAB Staff at 904.630.7370 or VAB@COJ.NET)

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 – two members of the Jacksonville City Council, one of whom shall be the chairperson; one member of the Duval County School Board; and two citizen members appointed one each by the Jacksonville City Council and 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 and 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
 - 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 and discharged by the Director/Council Secretary, except for Executive Council Assistants.

III. Executive Council Assistants

- A. Each Council member has the option of appointing a full-time Executive Council Assistant or sharing a full-time Executive Council Assistant with another Council member. **No central clerical staff has been provided since 2000.**
- B. Executive Council Assistants report directly to the appointing Council member(s). All administrative work to accommodate hiring is performed by the Office of the Director/Council Secretary. All personnel and employment plan requirements established by the City of Jacksonville must be adhered to prior to employment with the Office of City Council.
- C. The salary is set by the appointing Council member(s) within the salary range set by the City 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 may 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.

V. 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 or the City Ethics Officer.
 - 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 and City Ethics Officer shall maintain a book of registration statements and oaths submitted by lobbyists, as well as any corrections and amendments made to these statements. (Lobbyist Software Program is in final developmental stage)
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.

VI. Organizational Chart

