



OFFICE OF THE CITY COUNCIL

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AMENDED

June 4, 2015

MEMORANDUM

TO: Council Members 2011-2015

Council Members Elect 2015-2019

**FR: Cheryl L Brown, Director/Council Secretary
Jacksonville City Council**

RE: City Council Orientation and Transition Schedule and Activities Important Dates

There are various activities planned over the next several months to assist with the streamlining of your transition as a part of the Elected Body of the Jacksonville City Council. As there are many demands on your time, I am forwarding this list of important dates for training, orientation workshops, and other events which precede your taking or exiting office on July 1, 2015. Please be sure to bring your current or prospective Executive Council Assistant (ECA) to all events, especially the Orientation. (Please note that the Orientation is Mandatory for Newly Elected Officials and Appointed Employees.) During this time you will complete your City Benefits (Hiring Packet or Exit Package), Insurance Selections, Florida Retirement System (FRS) Elected Official's Pension Plan, Sunshine Law Review, State and City of Jacksonville's Mandatory Ethics Training, Parking, Quasi-Judicial Review, and Review of Process for upcoming Budget Preparations.) The information has been gathered is an invaluable tool for you in your new position or transition.

The dates to keep in mind along with the information needed are as follows:

Present - June, 2, 2015 - Painters & Chairs and Carpet Steam Cleaned
(Chamber, Suite 430, Suite 350, Committee Rooms A & B,
R O Johnson Room – all work should be completed prior to
June 3, 2015 Orientation for these areas.)

Tuesday, May 26, 2015 - Install CM- Elect Reginald Gaffney, District 7

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Sunday, May 31, 2015 - Certification of Elections

-Have Orientation Packets and Notices hand delivered by
JSO Sergeant- At-Arms to Council Elect Members or mailed
via United States Postal Service on or before this date

Wednesday, June 3, 2015 Welcome – Employment Orientation
8:00 a.m. Council Member and Employee Benefit Process
Official Individual Council Member Photo 2015-2019;
Official Group Council Photo 2015-2019
Office of Staff Services- Director Jacksonville City Council
Location: Lynwood Roberts Room – 117 West Duval Street
1sr Floor City Hall- St James Bldg.

NOTE: Please bring your bio (to be used on our City Council Webpages...an example has been provided for your review and approval) driver's license, social security card, and original birth certificate, and the following information:

- Your Name/Your Spouse's Name
- All Phone and Fax Numbers for Council (Public Roster)
 - Cell, Home, Work, etc...
 - Home Business Address for Roster
 - Automobile Tag Number, Make, Mode (All Vehicles)
 - Your Birthday
 - Your ECA's Name, Address, Telephone Number and Birthday (If available; If not – deadline 6-11-2015 we must process paperwork, background checks and drug testing.)

Wednesday, June 3, 2015 Special Meeting of Council-Elect
11:30 am – 12 noon Vote - Pres. & Vice Pres. Designate 2014-2015;
Official Group Council and Staff Photo's 2011-2015;
2015-2019
(Council Chamber - 117 West Duval Street
1st Floor City Hall – St James Bldg.)

12 noon – 1:30 pm Break – Lunch (Provided)
Lynwood Roberts Room – 1st Floor City Hall

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1:30 pm – 4:30 pm (Break 3:00-3:15)	Mandatory Ethics in Government Sunshine Certification Training Ethics, Compliance, and Oversight Office and Office of General Counsel Lynwood Roberts Room – 1 st Floor City Hall
Thursday, June 4, 2015	
9:00 am – 10:45 am	New Member Orientation Council Auditor’s Office – Will Present (Attendance Mandatory)
10:45 am – 11:00 am	Break
<u>11:00 am – 11:30 am</u>	<u>New Member Orientation</u> <u>How a Bill Becomes Law – Lynwood Roberts Room</u> <u>Office of General Counsel</u>
<u>11:30 am – 12:15 pm</u>	<u>New Member Orientation</u> <u>Parliamentary Procedure – Lynwood Roberts Room</u> <u>Office of General Counsel</u>
12:15 pm – 1:15 pm	New Member Orientation Lunch (Provided) Lynwood Roberts Room
<u>1:15 pm – 2:15 pm</u>	<u>New Member Orientation</u> <u>Mock Meeting – Council Chamber</u> <u>Office of Council Director and Office of General Counsel</u>
<u>2:30 pm – 3:30 pm</u>	<u>Executive Departmental Branch Departmental Introductions</u> <u>Lynwood Roberts Room</u>
Friday, June 5, 2015	
9:00 am – 4:00 pm	Executive Council Assistants Public Noticing and Notification-Records Management Retention Orientation and Training (ALL Current and Exiting) – Lynwood Roberts Room
8:30 am - 11:15 am	Office of General Counsel (Governor speaking at 12:00pm at Chamber Luncheon– Prime Osborn)
12:30 pm - 1:30 pm	Lunch for those not attending Chamber Luncheon Lynwood Roberts Room

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- Wednesday, June 24, 2015**
- Deadline for moving boxes to storage
 - Deadline for returning City issued inventory/equipment
 - Installation Set-up and Walk through Jacoby Hall

Thursday, June 25, 2015 2015 City Council Investiture and Installation of Officers
Jacoby Hall- Times Union Performing Arts Center
Time: 5:00 pm
Arrive: 4:00 pm
Details will be provided at a later date

Additional Events and Activities

June 11, 2015 **JPA New Members Orientation**
Invitation forth coming from JPA Representatives

June 18 or 22, 2015 **JEA New Members Orientation**
Invitation forthcoming from JEA Representatives

June 19, 2015 **TIME and LOCATION TBA (Council Members Elect)**
Outside Activity – Community Engagement
University of North Florida – Dr. Matthew Corrigan

Friday, June 26, 2015

- Freddie’s Moving Company to relocate offices
- Close out – Records Management Retention
Council Member 2011-2015

Tuesday, June 30, 2015

- Computer, phone lines – relocated (5:00 p.m.)
Phone lines etc. disconnected at Council Members
homes/offices (those with term limited or not returning.)
- New Office Assignments posted with nameplates (5:00
p.m.)
- Pending Legislation – verify and make necessary changes
for Districts and Council Representation
- Assign and post Council Members to Webpage with bios
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July 1 - 19, 2015

- City Council on Vacation Summer Break– No Standing
Committee or Regularly Schedule Council Meetings

June 26 – July 3, 2015

- Painters & Carpet Cleaners – Suite 425

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- Monday, July 6, 2015** - New Members Access to Office (Limited Staff – On Summer Break)
- Monday, July 20, 2015** - Special Mtg. of Council – Mayor’s Budget Address Immediately before Rules Committee
- Monday, July 20, 2015** - Standing Committee Meetings Begin
- Tuesday, July 28, 2015** - First Council Meeting for 2015-2019 Council

Dr. Cheryl L. Brown, Director
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