



**OFFICE OF THE CITY COUNCIL**

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JACKSONVILLE, FLORIDA  
32202

June 5, 2019

Dear Council Member Elect:

Congratulations on your recent election and welcome to the 2019 City Council Member Orientation. We are very pleased to have you as part of the Jacksonville City Council. We are also eager to get to know you, and to support you in your professional endeavours to work towards our mission of improving Jacksonville. As a Council Member, you will have access to the most current and comprehensive materials. We, personally, encourage you to take full advantage of your benefits as a member and encourage you to schedule meetings to become acquainted with personnel and departments within the City of Jacksonville's organizational structure.

We are focused on providing you, our valued members, with the tools and resources to meet your needs and promote your effectiveness as an Elected Official. As you get settled in your new elected position, we are certain you will have numerous questions. This comprehensive orientation manual will serve as your reference and will provide some initial information to get you started.

We are honored to serve you as your current leadership and look forward to working with each of you over the coming years.

Sincerely,

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Aaron L. Bowman, President  
Jacksonville City Council – 2018-2019

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Scott Wilson, Vice President  
Jacksonville City Council – 2018-2019



## OFFICE OF THE CITY COUNCIL

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117 WEST DUVAL STREET, SUITE 425  
4TH FLOOR, CITY HALL  
JACKSONVILLE, FLORIDA 32202

June 5, 2019

Dear Council Member Elect:

Congratulations on your recent election and welcome to the 2019 City Council Member Orientation. We are looking forward to the next four years and the potential of the Council as individuals and as a body to impact the quality of life of the citizens we serve. As Council Members, you follow an impressive heritage complete with the vision of pioneers in government who set about to build a consolidated government – more streamlined, credible and accountable.

This orientation is just part of the training, education and experience we plan to offer you and your assistant over the next year. We know that you will have many questions and hope that the information shared with you over the next three days will provide answers. Please know that your council staff welcomes the opportunity to help you in any way possible to make your transition and term of office smoother.

The Council Staff has worked diligently to present you with the best possible tools and resources to begin this most auspicious task....ahead of you. We hope you find this orientation insightful, informative, interesting and inspirational.

We look forward to working with each of you over the coming years.

Sincerely,

Dr. Cheryl L. Brown  
Director/Council Secretary  
Jacksonville City Council

# **JACKSONVILLE CITY COUNCIL**

## **2019 ORIENTATION Volume I**



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

MAY 2019

# Jacksonville City Council 2019 Orientation Program

## PROGRAM AGENDA

Day One  
Wednesday, June 5, 2019  
City Hall at St. James

<u>Time</u>	<u>Events, Sessions &amp; Topics</u>	<u>Speakers</u>
	<b>Moderator: Cheryl L. Brown – Director</b>	
<b>8:00-8:15 am</b>	<b>Registration – Continental Breakfast</b> (Lynwood Roberts Room – 1 <sup>st</sup> Floor)	
<b>8:15-8:30 am</b>	<b>Session #1: Welcome &amp; Introductions</b>  1. Council Members 2. Council Members-Elect	Scott Wilson, Vice President Aaron L. Bowman, President (Video)
<b>8:30-9:00 am</b>	<b>Session #2: Council Office Organization</b>  1. Research Division 2. Administrative Services 3. Legislative Services	Cheryl L. Brown  Jeff Clements Kristi Sikes Carol Owens
<b>9:00-12:30 pm</b>	<b>Session #3: Office of Ethics, Compliance, &amp; Oversight</b> <b>Office of General Counsel</b>	Carla Miller Jason Gabriel Margaret M. Sidman Paige Johnston
<b>12:30-1:30 pm</b>	~~ Lunch ~~ (Lynwood Roberts Room – 1 <sup>st</sup> Floor)	
<b>1:30-5:00 pm</b>	<b>Session #4: Office of General Counsel</b>	Jason Gabriel
<b>5:00 pm</b>	<b>Session #5: Q&amp;A – Council Member Round Table</b>	

~~ Adjourn Day One ~~

**Jacksonville City Council  
2019 Orientation Program**

**PROGRAM AGENDA**

Day Two  
Thursday, June 6, 2019  
City Hall at St. James

<u>Time</u>	<u>Events, Sessions &amp; Topics</u>	<u>Speakers</u>
	<b>Moderator: Cheryl L. Brown – Director</b>	
8:00-8:30 am	<b>Registration – Continental Breakfast</b> (Lynwood Roberts Room – 1 <sup>st</sup> Floor)	
8:30-8:45 am	<b>Greetings</b>	<b>Aaron L. Bowman, President</b>
8:45-10:30 am	<b>Session #1: How a Bill Becomes a Law</b>	Margaret M. Sidman
10:30-12:00 pm	<b>Session #2: Mock Meeting &amp; Chamber Orientation Mandatory Training</b> (Council Chamber – 1 <sup>st</sup> Floor)	Cheryl Brown, Carol Owens & Jessica Matthews
	1. Voting a. Chamber Equipment b. Attendance 2. Committee Procedure	
12:00-1:00 pm	~~ Lunch ~~ (Lynwood Roberts Room – 1 <sup>st</sup> Floor)	
1:00-4:30 pm	<b>Session #3: Budget</b>	
	1. Council Auditor’s Office 2. COJ Budget Officer 3. COJ Chief Administrative Officer and Introduction of Department Heads	Kim Taylor Patrick “Joey” Grieve Brian Hughes
4:30 pm	<b>Session #4: Q&amp;A – Council Member Round Table</b>	

~~ Adjourn Day Two~~



Public Policy Institute  
JACKSONVILLE UNIVERSITY

**Jacksonville City Council Orientation Program  
Consolidated Government, Independent Authorities,  
And Constitutional Officers  
Davis College of Business, Jacksonville University**

**Program Agenda – Draft 5/28/19  
June 7, 2019**

<b><u>Time</u></b>	<b><u>Topic</u></b>	<b><u>Speaker</u></b>
8:30 – 9:00	Registration and Continental Breakfast	
9:00 – 9:15	Welcome and Program Overview	Honorable Aaron Bowman President, City Council
9:15 – 9:45	Jacksonville’s Consolidated Government	Rick Mullaney, Director Public Policy Institute Jacksonville University
9:45 – 11:15	Independent Authorities	JAA, JEA, JPA, JTA
<b>Break (15 minutes)</b>		
11:30 – 12:00	Sheriff’s Office	Mike Williams, Sheriff City of Jacksonville
12:00 – 1:00	Lunch	Honorable Lenny Curry Mayor, City of Jacksonville
1:00 – 2:15	Constitutional Officers	Clerk of Court, Property Appraiser, Supervisor of Elections, Tax Collector
<b>Break (15 minutes)</b>		
2:30 – 3:00	Duval County Public Schools	Diana Greene, Superintendent, DCPS
3:00 pm	Closing Comments	Aaron Bowman

**Jacksonville City Council  
2019 ECA Public Notice, Records Retention,  
Sunshine Compliance Training  
and Office Protocol Training**

PROGRAM AGENDA

Friday, June 7, 2019  
City Hall at St. James  
Lynwood Roberts Room – 1<sup>st</sup> Floor

<u>Time</u>	<u>Events, Sessions &amp; Topics</u>	<u>Speakers</u>
	<b>Moderator: Cheryl L. Brown – Director</b>	
<b>8:00-8:30 am</b>	<b>Registration – Continental Breakfast</b> (Lynwood Roberts Room – 1 <sup>st</sup> Floor)	
<b>8:30-10:00 am</b>	<b>Session #1: Public Notice Requirements</b> (Chapter 15, <i>Ordinance Code</i> – Jacksonville Sunshine Law Compliance Act)	Cheryl L. Brown
	<ul style="list-style-type: none"><li>1. Council Public Meetings<ul style="list-style-type: none"><li>a. Compliance – 2007-733-E &amp; 2010-135-E<ul style="list-style-type: none"><li>• 24 Hour Notification</li><li>• 72 Hour Posting of Written Minutes</li><li>• Responsibilities of Executive Council Assistant</li><li>• Posting to Web Page</li><li>• Tracking – Auditing Requirements</li><li>• Meeting Room Requirement</li></ul></li><li>b. Noticing of Council Public Meetings (Samples located: G:Shared/Sample Council Public Notices)<ul style="list-style-type: none"><li>• Notice – Two Elected Officials Meeting</li><li>• Notice – Two Council Members Meeting</li><li>• Excusal – All Council Business</li><li>• Excusal – Standing Committee</li><li>• Excused Lateness</li><li>• Excused Early Departure</li><li>• Amended Notices</li><li>• Cancellation Notices</li></ul></li><li>c. Council Calendar – Room Reservation<ul style="list-style-type: none"><li>• Detailed Process Review (All fields must be completed)</li></ul></li></ul></li></ul>	

