

**Jacksonville City Council  
2019 Orientation**

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

**Materials Prepared and Edited by:**

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## LEGISLATIVE BRANCH: STRUCTURE, STAFFING, and AUTHORITY

### I. Organization of City Council Staff

- A. Authorization for City Council staff is provided pursuant to Title II – Legislative Branch, *Ordinance Code*. Ordinance 2000-793-E, enacted September 9, 2000, provided for a City Council staff reorganization. Ordinances 2001-1022-E, 2004-464-E, 2005-509-E, 2005-943-E, 2007-279-E, 2013-412-E, 2014-410-E and 2018-536-E have further amended staff structure and organization.
- 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, and Information Systems Administrators (report directly to the Director/Council Secretary).
    - c. All other staff report to the appropriate division chief, 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 pursuant to Section 5.10, Jacksonville Charter. 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, *Ordinance 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**

(Chapter 11, *Ordinance Code*)

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

Section 5.12.- Secretary and other council employees.

*Jacksonville Charter*

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, Value Adjustment Board, Records Management and Retention, but excluding the Executive Council Assistants. Responsible for training of department staff including Executive Council Assistants regarding Public Records Management, Public Notification, and Sunshine Training.
  - 3. Exercises 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 of the Ordinance Code).

4. Develops, provides and maintains budget preparation for the Council Staff Services Budget.
5. Refers requests for information to agencies within the City Government.
6. Arranges 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. Keeps the records of the Council and is the official signatory and performs all duties which are assigned by the Charter or by law.
8. Maintains the office, chambers, committee rooms, and conference rooms of the City Council.
9. Provides clerical and secretarial assistance to Council committees and subcommittees and to the boards and commissions that function as an extension of the Council.
10. Provides, maintains, and updates the official legislative files, committee calendars, and Council Agenda, and other documents necessary to the conduct of legislative business and is responsible for all official records of the legislative branch of government.
11. Provides the Council, its committees, and members with information, data, and research analysis, necessary to the proper conduct of legislative business.
12. Upgrades, develops and maintains all equipment as needed for the Council.
13. Responsible for the assigning of parking for Council Members and staff.
14. Responsible for all Records and Management functions, software, tracking systems for the City of Jacksonville for past and pending legislation.
15. Responsible for negotiating all contacts for services for vendors for the management functions for the Office of City Council and securing the same.
16. Responsible for coordinating, maintaining and establishing contacts with the posting of ordinance to the Municipal Code Corporation on behalf of the City of Jacksonville.
17. Publishes and maintains the Council Rules in accordance with Section 10.102. *Ordinance Code.*

18. Responsible for securing funding and maintaining a historical database system for all legislation past or actions taken by the Council.
19. Responsible for certification of all Public Records Requests for the Office of the City Council.
20. Responsible for all official events of the Office of the City Council, including orientations and installations.
21. Maintains all physical facilities and meeting spaces under control of the Council. Provides 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 Florida Statute.
23. Performs 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 **Carol Owens**, 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 also appoint up to two assistant chiefs for this division.
- d. The Chief may employ staff (with approval of the Director/Council Secretary), who all work under the direction of the Director/Council Secretary.
- e. Duties of the division:
  - (i) Receives bills for introduction into the Council, as well as amendments and substitutes.
  - (ii) Maintains a file on each bill introduced.
  - (iii) Prepares agendas for each Council and committee meeting.
  - (iv) Prepares minutes of Council meetings and summary report minutes of committee meetings.

- (v) Maintains the Record of Ordinances and Record of Resolutions, preserving the original bills and preparing an index for research and retrieval purposes.
- (vi) Publishes notices required by law on behalf of or for the Council.
- (vii) Keeps and updates 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) Maintains records of every subpoena issued by the Director/Council Secretary – Office of Staff Services.
- (ix) Mails 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) Staffs all standing, select, and special committees, as well as any task forces and/or Council boards and commissions as assigned.
- (xi) Performs any other duties assigned by the Director/Council Secretary.

## 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. The Chief may employ staff (with approval of the Director/Council Secretary) who all work under the direction of the Director/Council Secretary.
- d. Duties of the division:
  - (i) Prepares a legislative summary of each bill introduced into Council.
  - (ii) Prepares informative material on matters of interest to the Council or relevant to proposed legislation.
  - (iii) Provides research services for boards and commissions that function as an extension of the Council.
  - (iv) Maintains the Research Files and Historical Archival Research Index.
  - (v) Staffs all standing, select, and special committees, as well as any task forces and/or Council boards and commissions as assigned.

- (vi) Performs any other duties assigned by the Director/Council Secretary, the Council President or the Council.

### 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 the Director/Council Secretary) who all work under the direction of the Director/Council Secretary.
- d. Duties of the division:
  - (i) Process and maintains records for all human resources, payroll, accounting and purchasing files and records.
  - (ii) Maintains records of all physical inventories of Council equipment and updates this inventory annually.
  - (iii) Maintains all physical facilities and meeting spaces under control of the Council. Provides for usage of meeting facilities for legitimate city functions, provided that the usage does not interfere with the needs of the Council.
  - (iv) Prepares annual and periodic budget reports for the Office of City Council.
  - (v) As authorized by the Director/Council Secretary, assigns and provides supervision for support employees of the division, including the Council reception area.
  - (vi) Provides Executive Council Assistants with the supplies and equipment necessary in the performance of their duties, as stipulated by the Ordinance Code.
  - (vii) Coordinates the maintenance of administrative records with all Council division chiefs.
  - (viii) Performs any other duties assigned by the Director/Council Secretary.

### 4. Public Information Division – No longer functional

The duties of the Public Information Division have been realigned and reassigned to accommodate a more functional and effective organizational system.



**In an effort to assist you, the following Contact list has been developed:**

**Director's Office:**

**Cheryl Brown – 630-1452** or [CLBrown@coj.net](mailto:CLBrown@coj.net)  
(or Katrina Fisher – 630-2794 or [KFisher@coj.net](mailto:KFisher@coj.net) )

- Public Records Requests
- Daily screening of calls
- Respond to media e-mail inquires
- Incoming mail correspondence
- Requests for photos
- All calls from vendors - Trophy Center, R&S, Adam Studio's, etc.
- All purchases generated for Public Information Requests, 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](mailto:JeffC@coj.net)

- Legislative Summaries
- General information (where to locate data)
- Draft Press Releases
- Maintains data relating to City Council boards and commissions, including appointments and terms.
- Public Service Announcements
- Robert O. Johnson Award – Applications
- Respond to media e-mail inquires

**Legislative Services:**

**Carol Owens – 630-1404** or [COwens@coj.net](mailto:COwens@coj.net)  
(or Jessica Matthews – 630-1404 or [JMatthews@coj.net](mailto:JMatthews@coj.net))

- Basic questions on status of Legislation (committee assignments, committee votes, where the bill is in the process, etc.)
- General records information (where to locate records)
- All Power Point requests for committees and sub-committees
- Assignments for Pages at Council meetings
- Photographer for Council meetings including photos of Council Pages

**Administrative Services:**

**Kristi Sikes – 630-1401** or [KCSikes@coj.net](mailto:KCSikes@coj.net)  
(or Nancy Carlos – 630-2430 or [NCarlos@coj.net](mailto:NCarlos@coj.net))

- All requests for purchasing
- All calls from vendors
- All purchases generated for Public Information Requests, PO's and BO's
- Delivery of mail
- Direct all constituent inquiries per assignment listing

**Information Systems & Services:**

These positions are appointed by the Director/Council Secretary and duties are dependent upon assignment as shown below:

**Software, Databases, & Records Assignment**

**Paula Shoup – 630-7234** or [PShoup@coj.net](mailto:PShoup@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 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](mailto:SCassada@coj.net)

(or Louie Marino – 630-1400 or [LMarino@coj.net](mailto: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, automate processes and resolve related problems.
- Consults with management on computer information systems needs and priorities.
- Formulates and recommends programs or policies.
- Performs related work as assigned.

**Value Adjustment Board:**

**Cheryl L. Brown, VAB Clerk**

**Heather Pelegrin, VAB Supervisor – 630-0825 or [Pelegrin@coj.net](mailto:Pelegrin@coj.net)**

(or Nichole Oswald, VAB Staff – 630-7633 or [NOswald@coj.net](mailto:NOswald@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. Pursuant to Sec. 11.122(b), *Ordinance Code*, 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 Committee Chair
  - Rules Committee Chair
  - Council Member selected by the Council President
3. This committee may make recommendations concerning the appointment or discharge of the following staff members, but such recommendation must be confirmed by a majority vote of the 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. Pursuant to Sec. 10.108, *Ordinance Code*, 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. Council Members are authorized to present a certificate of commendation or appreciation to any person, group or entity in honor of outstanding service, accomplishment or distinction (Sec. 16.105, *Ordinance Code*).
  - 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. Council Members 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. Charter Revision Commission**

(Chapter 17, *Ordinance Code*)

- A. The Charter Revision Commission is established every ten years during the month of May (2019) prior to the taking of the U.S. Census. During an eight-month term, the Commission reviews the City of Jacksonville Charter and any special acts of the Legislature affecting the Consolidated City of Jacksonville. The Commission makes recommendations to the Council regarding changes to the Charter. The Council Secretary serves as secretary to the Commission and provides the administrative support necessary to complete the work of the Commission.

#### **VI. Reapportionment**

(Chapter 18, *Ordinance Code*)

- A. The Charter imposes upon the Council the duty of reapportioning the fourteen Council districts, which automatically reapportions the School, as those districts are composed of two Council districts (example: School Board district 1 is composed of Council districts 1 and 2).
- B. The Council must ensure that all districts are nearly equal in population and that they are arranged as logically and compactly as possible while still meeting all state and federal laws and requirements.

- C. Reapportionment is conducted every ten years following the publication of the U.S. Census and cannot be done at any other time.
- D. Within six months after the taking of the census, the Council President must appoint a special committee (or designate a standing committee) to serve as the Reapportionment Committee.
- E. A reapportionment consultant must be hired (this can be the Research Division, Planning and Development Department, or any other qualified person or entity) to assist the committee in the formulation of a plan.
- F. No later than 30-days after publication of the census, the Reapportionment Committee must submit a plan to the full Council in the form of an ordinance.
- G. The plan is referred to the Rules Committee which must hold at least three public hearings at different locations in the City.
- H. Once approved by the Rules Committee, the plan must be approved by the Council through enacted of the ordinance.
- I. If the Council does not enact a plan within six-months after the publication of the census, the Director/Council Secretary must certify this fact to the City General Counsel, who in turn must petition the Circuit Court to make the reapportionment.
- J. The reapportioned districts are not effective for the purpose of electing members to the Council until the next general election, which occurs at least nine-months after the enactment of the ordinance.

## **VII. Lobbying**

(Chapter 602, *Ordinance Code*)

- 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. Information regarding currently Registered Lobbyists is available on the City Council webpage at <https://lobbyist.coj.net/Search>.

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 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.

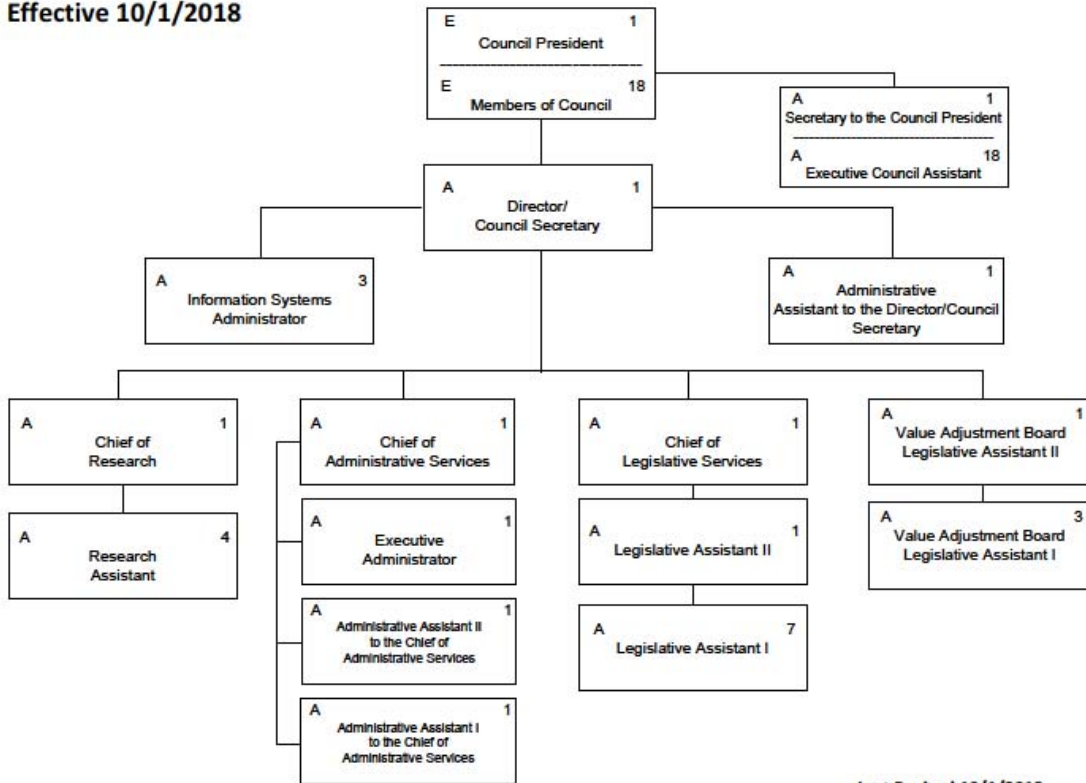
B. Individuals not required to register as lobbyists:

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, shall be guilty of a class A offense against the city.

## VIII. Organizational Chart

Office of City Council  
Effective 10/1/2018



Last Revised 10/1/2018