

Lunch and Learn additional topics

1. Consolidated Government 101
2. Meeting Notices, use of CityC - *Public Notice System (Web is not public notice)*
3. Professional email templates and protocols- forwarding, etc.
4. City Operating Department Overviews- who does what
5. Ethics Officer, IG, and Council Auditors- how do their roles differ, what to report to whom
6. Office of General Counsel- organization and roles of staff attorneys; responsibility to individual Council members; responsibility for pointing out Code/policy discrepancies
7. Roles and responsibilities of Council members under the Charter and Code
8. Liaison vs. Ex Officio and the Sunshine Law
9. Ex Parte; meetings with "lobbyists", how to research and prep for LUZ
10. *L. Dyer* Employee Benefits Enrollment (in Nov) if there is a need.

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10. THE CITY OF JACKSONVILLE'S RELATIONSHIP WITH THE BEACHES & BALDWIN

12. Bill Tracking Software

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# Lunch and Learn

Weekly lunch and learn

Mon or Tuesday of each week

Noticed and staffed by Council Secretary or her designated staff

Brown bag/beverages provided

Meetings noticed so any Council Member/ECA/staff member or member of the public can attend and CMs can discuss content

Possible topics:

1. Budget Overview/review tips
2. How to offer/prepare an amendment in committee, council
3. Tips on bill review and analysis
4. Robert's Rules- meeting conduct
5. Council Rules- the design of our legislative process
6. Tips for media interviews and relationships
7. Outlook tips- auto responses to emails, away settings, filing/storage
8. Professionalism in the office and out
9. Paper file storage, labeling and retrieval
10. How does the Housing funding process work and who/what is eligible
11. How does the FIND grant process work and who/what is eligible
12. How do CRA's work
13. The role and responsibilities of DIA
14. Your city council webpage
15. Town Meeting tips
16. Roles and responsibilities of legislative services, legislative research, council staff
17. Roles of the Council Auditor
18. CIP- Project closures
19. Independent Authorities and our relationship with them
- 20. Emergency Preparedness - Steve ↓ OGC declaring, timing
21. Tips on handling Constituent Complaints and Concerns
22. Tips on researching LUZ matters
23. Travel Rules and reports

ABRAM

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10. REVIEW OF CITY CODE

11. DEPARTMENT PRESENTATIONS (RESPONSIBILITIES, ORG STRUCTURE, FUNDINGS, GRANTS, ETC.)

12. WHAT YOU MUST KEEP AND FOR HOW LONG

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