



## OFFICE OF THE CITY COUNCIL

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4<sup>TH</sup> FLOOR, CITY HALL  
JACKSONVILLE, FLORIDA 32202

**AMENDED**

**May 15, 2019**

### MEMORANDUM

**TO: Council Members 2015-2019**

**Council Members Elect 2019-2023**

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

**RE: Amended Important Dates City Council Orientation, Transition Schedule and Activities**

This correspondence provides updated information pertaining to “Important Dates for the upcoming Orientation, Transition Schedule, and Activities Updates will be posted in **“RED”**.. 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 (July 1, 2019) or exiting office on June 30, 2019. 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. Council Members elected to a second term are only required to attend Orientation on Wednesday, June 5, 2019.)

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. Individual letters/packets will be mailed to each Council Member Elect providing material pertaining to your newly elected position.

The dates to keep in mind along with the information needed are as follows: (Because of the nature of the events taking place, dates may change. Upon those changes taking place, an update will be provided.)

Present - June 2, 2019 - 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 5-7, 2019 Orientation for these areas.)

**Tuesday, March 19, 2019** Elections

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**Orientation and Transition Schedule and Activities**

**Wednesday, March 20, 2019** Standing Committees moved to this date because of Elections on March 19

**Sunday, March 26, 2019** - Certification of Elections – Supervisor of Elections  
-Email correspondence to Council Member 2015-2019 and Council Members Elect 2109-2023

**Wednesday, April 17, 2019** JEA and City Council Luncheon/Workshop (Noticed)  
Discussion: Annual Report as required by Ord 201  
11:00 am – 12:30 pm Lynwood Roberts Room – 117 W. Duval Street 1<sup>st</sup> Floor  
City Hall St James Bldg.

**Wednesday, May 8, 2019** Noticed Meeting Lunch and Learn  
11:30 Lunch  
Meeting Begins 12 Noon Discussion: Renew Arlington Zoning Overlay Public  
Workshop  
Lynwood Roberts Room – 117 West Duval Street 1<sup>st</sup> Floor  
City Hall St James Bldg

**Monday, May 13, 2019** Noticed JPA and City Council Workshop (Noticed) z  
Discussion: Annual Report – General Update (2018-425-A)

CHANGE OF

MTG LOCATION

9:00 am – 10:30 am

FROM

JAXPORT Cruise Terminal

9810 August Drive

Jacksonville, Florida 32226

(Continental Breakfast – will be served)

RELOCATION OF MEETING TO:

JAXPORT

JAXPORT BOARD ROOM 1<sup>st</sup> Floor

2831 Talleyrand Avenue

Jacksonville, Florida 32206

**Tuesday, May 14, 2019** Elections \_ Run-Off (City of Jacksonville)

**TBA May \_\_\_, 2019** Certification of Elections – Supervisor 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, May 15, 2019** Noticed City Council Meeting (Moved because of Electoins)  
4:00 pm City Council Agenda Meeting  
5:00 pm City Council Meeting  
117 West Duval Street, 1<sup>st</sup> Floor City Hall St James Bldg

**Tuesday, May 28, 2019**      **Noticed Special Meeting of Council Member Elect-  
11:30 a.m.**      **Vote - Pres. & Vice Pres. Designate 2019-2020;  
(NOTE: Meeting of the Council Elect is contingent upon  
Certification of the Election)  
Official Group, Council Member and Staff Photos 2015-  
2019; Official Group, Council Member and Staff Photos  
2019-2023; Combined elected members and Staff Photos  
2015-2023)  
(Council Chamber - 117 West Duval Street  
1<sup>st</sup> 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 6-10-2019 we must process paperwork, background checks and drug testing.)

**Wednesday, May 30, 2019**      Noticed JAA and City Council Workshop (Noticed)  
11:30 am – 1:00 pm      Discussion: Annual Report as required by Ord 201  
Lynwood Roberts Room – 117 W. Duval Street 1<sup>st</sup> Floor  
City Hall St James Bldg.

**Tuesday, June 4, 2019**      Employee Services and Intake/ Exit Process (FRS)  
Elected Officials 2015-2019 and 2019-2023  
(Council Chamber - 117 West Duval Street  
1<sup>st</sup> Floor City Hall – St James Bldg.

Details below: **DATES BELOW EMBEDDED IN THREAD**

The Florida Retirement System (FRS) has agreed to hold two workshops for our Incoming and Outgoing Council Members on Tuesday, June 4, 2019 in the Lynwood Roberts Room. Although FRS

will not provide specific information or calculate benefits for individuals at these workshops, they will provide detailed information about plan benefits and will answer general questions to help you plan your future (or current) benefits. Outgoing members will receive contact information for FRS representatives who can provide assistance with individual retirement calculations via telephone and/or email.

In addition to the FRS presentation, a representative from Empower Retirement, the City's facilitator for the Jacksonville Retirement System's (JRS) Defined Contribution (DC) Plan (and the Deferred Compensation (457) accounts) will present information at these workshops. If you select(ed) the JRS DC Plan, or participate (or want to) in the Deferred Comp program (457 **account**), **you will need to** attend this presentation. All members of the DC retirement plan are required to attend training. Empowerment's portion should last about an hour.

There are two sessions scheduled for June 4<sup>th</sup>.

9:00 AM – 11:30 AM (FRS will present first, Empower will begin immediately following)

2:30 PM – 5:00 PM (Empower will present first, FRS will begin immediately following)

**Please RSVP to Laura Dyer via email with the session you will attend no later than April 19<sup>th</sup> to reserve your spot at one of these two sessions.**

**NOTE: City Council Employees who are enrolled in the JRS Defined Contribution Plan are required to attend the Empower Retirement portion of one of these two sessions, if they have not attended a previous Empowerment training session.**

**(CONTACT: Laura Dyer, Executive Administrator  
[LDyer@coj.net](mailto:LDyer@coj.net) and 904 630 1403)**

**Wednesday, June 5, 2019**

**ADDED EVENTING SESSION**

**Noticed Day 1 - Orientation Process**

**New Member Orientation**

**Mandatory all members elected to serve 2019-2023**

Lynwood Roberts Room - 117 West Duval Street  
1<sup>st</sup> Floor City Hall – St James Bldg.

8:00 am – 8:30 am continental breakfast

8:30 am - 9:00 Cheryl Brown

9:00 12:30 Carla Miller

12:30 – 1:30 Lunch

**1:30 – 5:00 Office of General Counsel**

Orientation and Transition Schedule and Activities

**Thursday, June 6, 2019**      **Noticed Day 2 - New Member Orientation – ADDED  
EVENTING SESSION**

**Only those newly elected and not serving a second term are required to attend  
Lynwood Roberts Room**

**8:00 am – 8:45 am continental breakfast  
8:45 – 10:30 How a Bill Becomes A Law  
10:30 am – 12:00 am Mock Meeting Chamber In Action  
Mandatory Training  
Cheryl Brown/Carol Owens/  
Jessica Matthews**

**12:00 noon – 1:00 pm Lunch**

**1:00 pm - 5:00 pm**      **ADDED EVENING SESSION – Budget (Council Auditor’s  
Office and COJ Budget Officer), City CAO, Chair of DDI,  
and other executives from key departments**

**Thursday, June 6, 2019**      **Installation and Investiture information due  
Each Council Member Elect 2019-2023 will receive 50  
invitations for distribution. Please provide the names and  
address in electronic format to Paula Shoup at  
[PShoup@coj.net](mailto:PShoup@coj.net) by 1:00 pm on June 6, 2019. Electronic  
invitation will be forwarded to each Council Member Elect  
to share with their constituents. INVITATIONS ARE NOT  
required for attendance. Reserved seating only for Council  
Members immediate family members; A list will be created  
for Council Members families to be seated in the reserved  
area. Please provide names to for seating to Carol Owens  
at [COwens@coj.net](mailto:COwens@coj.net).  
Additionally, more details will be provided on this event  
which will be held on June 27, 2019- 5:00 p.m. from  
[CLBrown@coj.net](mailto:CLBrown@coj.net)**

**Thursday, June 6, 2019**      **Social Activity  
6:00 pm – 10 pm**      **TBA**

**Friday, June 7, 2019**      **CHANGES ECA’s Morning at City Hall – Afternoon JU  
Noticed Day 3 - Executive Council Assistants Training  
Staff ONLY - Public Noticing and Notification- Records,  
Equipment and usage MANDATORY ATTENDANCE –  
ALL ECA’s New and Returning Management Retention  
Orientation and Training (ALL Current and Existing)  
Lynwood Roberts Room 117 West Duval Street  
1<sup>st</sup> Floor City Hall – St James Bldg.  
8:00 am – 8:30 am continental breakfast**

**Orientation and Transition Schedule and Activities**

**Friday, June 7, 2019** **CHANGES** **ECA's Morning at City Hall – Afternoon JU**  
**1:00 pm – 3:00 pm** **Noticed Executive Council Assistants will attend the 2<sup>nd</sup>**  
**Half of the**  
**Training – (Introduction to Independent Authorities,**  
**Constitutional Officers, etc. )**  
**Jacksonville University –Public Policy Institute**  
**Davis College of Business. – First Floor**  
**2800 University Blvd North**  
**Jacksonville, Florida 32211**  
**(Open to the Public)**

**Friday, June 7, 2019** **Noticed ADDED SESSION FOR COUNCIL MEMBERS**  
**ELECT Outside Activity – Community Engagement**  
**Hosted By: CP Aaron Bowman, JU Public Policy Institute**

**8:30 am – 9:00 am** **Contential Breakfast – Registration**

**9:00 am -3:00 pm** **Jacksonville University –Public Policy Institute**  
**Davis College of Business. – First Floor**  
**2800 University Blvd North**  
**Jacksonville, Florida 32211**  
**(Open to the Public)**

**June 26 – December 30, 2019** - Renovation of Council Chamber,  
Committee Rooms, Lynwood Roberts, Conf Rooms

**June 26 – July 3, 2019** - Painters & Carpet Cleaners – Suite 425

**Wednesday, June 26, 2019** - Deadline for moving boxes to storage  
- Deadline for returning City issued inventory/equipment  
- Installation Set-up and Walk through Jacoby Hall

**Thursday, June 27, 2019** Noticed 2019 City Council Investiture and Installation of  
Officers  
Jacoby Hall- Times Union Performing Arts Center  
Time: 5:00 PM  
Arrival: 3:45 PM  
Details will be provided at a later date

**Friday, June 28, 2019** - Moving Company to relocate offices  
- Close out – Records Management Retention

**Orientation and Transition Schedule and Activities**

- Friday, June 28, 2019**
- 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
- Sunday, June 30, 2019**      Activation of new phone systems and total conversion by July 1, 2019 (City Hall St James changes from 630 to 255 and receives new numbers- part of Citywide Enterprise Solution)
- Monday, July 1-14, 2019**      **New Members Access to Office (Limited Staff – On Summer Break)**  
**8:00 am – 5:00 pm**      **-Council Members 2019-2023 Report to Conf Room A City Hall St James 4<sup>th</sup> Floor**  
**Officially open - Members can move into assigned offices – Keys, badges, business cards, stationary (placed in office) etc, will be provided**
- Monday, July 1 - 14, 2019**      **- City Council on Vacation Summer Break– No Standing Committee or Regularly Schedule Council Meetings**
- Thursday, July 4, 2019**      **- All Government Offices – Closed Independence Day**
- Monday, July 15, 2019**      - Noticed Special Mtg. of Council – Mayor’s Budget Address  
TBA      Immediately before NCSPHS Committee
- Monday, July 15, 2019**      - Noticed Standing Committee Meetings Begin
- Tuesday, July 23, 2019**      - Noticed First Council Meeting for 2019-2023 Council
- 4:00 PM      Council Agenda Meeting
- 5:00 PM      Council Meeting

**\*Additional Activities - Workshops throughout the Year\***

<b>TBA</b>	<b>Continued Staff Lunch and Learns by Subject Matter Content</b>
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Again, congratulations! Additional correspondence is forthcoming. Please contact my office at 904.630.1452 or email me at [CLBrown@coj.net](mailto:CLBrown@coj.net) for additional information or correspondence.

**Dr. Cheryl L. Brown, Director**  
Jacksonville City Council  
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