

**OFFICE OF THE CITY COUNCIL**

**RESEARCH DIVISION**

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**CITY COUNCIL ORIENTATION PROGRAM DAY 2 MINUTES**

**June 6, 2019**

**8:30 a.m.**

**Location:** City Council Chamber, 1st floor, City Hall – St. James Building; 117 West Duval Street

**In attendance:** Council Members Aaron Bowman, Randy White, Ju’Coby Pittman, Jim Love, Scott Wilson

Council Members-elect Michael Boylan, Ron Salem, Randy DeFoor, Rory Diamond, Brenda Priestly Jackson, Matt Carlucci

**Excused**: Council Members Sam Newby, Terrance Freeman

**Also**: Cheryl Brown – Council Secretary/Director; Jeff Clements – Council Research Division; Carol Owens and Jessica Matthews – Council Legislative Services Division; Peggy Sidman and Paige Johnston – Office of General Counsel; Kim Taylor – Council Auditor’s Office; Chiquita Moore – Mayor’s Office

**Meeting Convened**: 8:45 a.m.

Council President Aaron Bowman convened the orientation program and welcomed the attendees.

He introduced the members to the microphone and speaker request system, the protocol for standing while speaking (during full Council meetings), and the voting system. He informed the members of the Council Rule providing that members present at a meeting must vote on all the items unless they declare a legitimate conflict. If a member is present at a meeting but exits the room prior to a vote, they will be recorded as voting in the affirmative – members may not refuse to vote except for a legitimate conflict. He encouraged the members to view one or two past Council meetings on the City Council web site to get the feel of how a meeting operates.

Deputy General Counsel Peggy Sidman stated that the proceedings of the City Council are governed primarily its Council Rules; in the absence of a Council Rule addressing some situation, Roberts Rules of Order will prevail. The fundamental rule is that the rights of the full body (Council or committee) supersede the rights of the individual, but individuals have the right to due process during the proceedings. Another fundamental rule is that no one speaks without having been given the privilege of the floor by the presiding officer, and only one person speaks at a time. She emphasized the importance of proper decorum to the work of the Council.

Paige Johnson discussed the Rules of the City Council and basic meeting procedures. Quorum for the full City Council is 14 members present; quorum for a committee of 7 is 4 members present. She discussed which motions require a voice vote and which are recorded on the voting machine. She described the difference between amendments and substitutes and outlined the variety of motions that can be made when a bill is up for consideration (amend, substitute, re-refer, table, etc.). Committee reports require at least 4 votes in one direction or another; an item that does not achieve 4 votes in one direction is deferred in the committee. The orientation packet contains several sheets outlining the number of votes required in different situations and the precedence of motions. The rules of procedure are less rigorous in committee than in a full council meeting – members are not time-limited in debate and members remain seated rather than standing when speaking. In response to a question, Peggy Sidman said that the Council Rules require members to be in their seats and physically push their own buttons to vote; members may not vote if not they are not present at a meeting.

Ms. Sidman described the legislative process of ordinances and resolutions by which the City Council acts as a collegial body. Waivers of requirements can only be done by ordinance, even if the bill was originally filed as a resolution. She described the bill drafting and filing process and asked for as much advance notice as possible to draft legislation so that it can be done timely and properly. The bill filing deadline is 3:00 p.m. on the Wednesday of committee week for introduction on the following Tuesday. After that deadline, legislation can only be introduced on an Addendum to the Agenda with the permission of the Council President. Bills can only be introduced by a council member; bills originating from the administration are introduced by the Council President on the mayor’s behalf. She explained the effective date of legislation and the timing of mayoral vetoes. President Bowman described his process for preparing for council and committee meetings using the bill summaries from the Research Division and the committee agendas prepared by the Legislative Services Division and marked up with amendments by the Council Auditor’s Office. Ms. Sidman explained the nature of the Auditor’s marked amendments, which are supposed to be only corrective in nature and not substantive policy changes. She urged the members to call her at any time with questions and requests for assistance.

President Bowman explained the process for dealing with conflicting committee amendments which are typically sorted out at the Agenda Meeting prior to the full council meeting. He described the “Blue Sheet” which is the listing of amendments and substitutes approved by the committees, including any additional floor amendments that council members have prepared in advance of the meeting. He stated that his preference as President was not to have extensive debate on bills on the council floor. Extensive debate indicates to him that the bill needs to go back to committee for further discussion and refinement and a new recommendation. He described the process of assigning bills to committees and urged the members to attend any committee meeting at which a bill of interest is being discussed to participate in the discussion, if not the vote. The President noted the importance of requesting excused absences as far in advance as possible. He assured the group that the General Counsel’s office is always ready to assist in answering questions and helping to get members into the proper posture to support or oppose legislation as they prefer.

After a brief recess the members engaged in a mock City Council meeting to review procedures and use the microphones and voting equipment. Council Secretary/Director Cheryl Brown introduced the members to the new IPad technology being introduced for the new Council term. In response to a question about *ex parte* communication, Council Member Wilson described the sort of information that needs to be read into the record to fairly disclose the nature of the communication (with whom the communication took place, when and where, and a fair summary of the issues discussed). President Bowman discussed the difference between a public hearing on a specific bill and public comment on general topics. He also discussed the process for supporting a committee recommendation to deny a bill, which involves voting “no” on a motion to approve. He noted that amendment votes are done by voice, with the final voted on the bill as amended being done electronically.

Mr. Bowman discussed the process of requesting emergency action and explained his philosophy as President about dealing with emergency requests. He described the difference between a one-reading “in and out” emergency and a one cycle emergency that goes through committees and is up for final approval on second reading. Emergency action on ordinances requires a 2/3 vote, resolutions can be approved as an emergency with a simple majority vote. Peggy Sidman described the circumstances under which a bill might be requested for discharge from a committee of reference and the process for discharging and taking up the bill for action on an Addendum to the Agenda. She also discussed the procedure for appealing a ruling of the Chair. She also discussed withdrawals and denials and the rule regarding the administrative withdrawal of a bill that has been pending on the agenda for 2 years.

Mr. Bowman discussed the rules that apply to the public comment period and the application of constitutionally protected free speech rights to those comments. He noted that the comment period is not a time for questions from the public to council members or for debate between council members and the speaker. He discussed the Council Rule regarding mandatory adjournment at midnight unless the council votes to waive that rule. In response to a question from Mr. Salem, the President reviewed the Council’s meeting safety procedures and the rules relating to carrying firearms into City Hall (permitted if the person has a concealed carry license) and into the Council Chamber during a meeting (prohibited).

The program was in recess from 12:08 to 1:05 p.m.

Chief Administrative Officer Sam Mousa congratulated the new council members on their election and extended the best wishes of the Mayor’s Office for a cordial and productive working relationship. He noted that the department heads and division chiefs are exceptional people whose instruction is to be as cooperative as possible to help the council members achieve their desired ends.

Mayor’s Chief of Staff (and CAO-designate. and interim Executive Director of the Downtown Investment Authority) Brian Hughes gave an overview of the City administrative structure and urged open and honest communication between the branches of government. Everyone has the goal of public safety and a high quality of life in all parts of the community. He complimented the quality of the City’s workforce and their leaders and managers. He noted that the mayor’s budget is currently under preparation and will be presented to the Council in July. Mayor Curry comes from an accounting background and spent his first term implementing pension reform and other reforms that have put the City in a very strong position going forward. The City’s credit ratings are very good and the outstanding debt level has been decreasing. He praised the work of Sam Mousa for 20 years in City government and acknowledged his integrity and great leadership. Mr. Hughes said that his door is always open to council members to collaborate and work toward mutual goals.

At the request of President Bowman, Mr. Hughes introduced his Intergovernmental Relations staff and City Council liaisons and described the rest of the Mayor’s staff. President Bowman said that he has had a very productive relationship with the Mayor’s office and urged the members to keep the Mayor’s council liaisons in the loop on all needs and issues.

Stephanie Burch, Director of the Neighborhoods Department, gave an overview of her department and its divisions and operations. Approximately half of the department’s $53 million budget is grant funded via state and federal housing and community development funds. In response to a question from Council Member-elect Carlucci, Ms. Burch said that the department has 1 full-time and 1 part-time employee in the consumer affairs office and their primary function is to help citizens understand what state agency may be responsible for dealing with their problem. The department does not provide mediation services or represent consumers in their dealings with landlords, merchants, etc. She urged that all issues/complaints be processed through the 630-CITY hotline, which is how all issues are tracked.

John Pappas, Director of the Public Works Department, gave an overview of her department and its 7 divisions and operations. The department has 526 employees at present and is responsible for maintaining nearly 3,700 miles of roadways, 1,200 miles of drainage outfalls/ditches, 1,200 miles of stormwater pipe, 180 retention ponds (but not private ponds that are the responsibility of the development or homeowner association), nearly 7 million square feet of public buildings, and more than 6,600 acres of mowing. In response to a question, Mr. Pappas said that right-of-way maintenance is done on a scheduled basis and stormwater system and ditch maintenance is becoming more scheduled and systematized. The department utilizes contractors as well as City employees. Council Member-elect Salem asked for a map of state roads in the county to distinguish them from city roads. Mr. Pappas said that the department is considering the establishment of a solid waste transfer station somewhere on the east side of the city to collect and consolidate waste from individual collection trucks into large semi-trailers to haul to the Trail Ridge Landfill on the Westside. At the request of Council Member-elect Carlucci, Mr. Pappas briefly described the Capital Improvement Program and the programming of capital projects over the next 5 years.

Bill Killingsworth, Director of the Planning and Development Department, gave an overview of his department and its 5 divisions and operations. He distributed a white paper on comprehensive planning requirements in Florida, including mandatory and optional elements. The department is staff to the Land Use and Zoning Committee and the Transportation, Energy and Utilities Committee and attends all of their meetings. They also attend council members’ town hall meetings to discuss pending issues. Mr. Killingsworth noted that the new council will be involved in redistricting the city council districts using the data provided by the 2020 US Census.

Todd Smith, Deputy Division Chief of Emergency Preparedness, gave an overview of his division and its operations. The division is a unit of the Fire and Rescue Department and serves both for emergencies (hurricanes, tornadoes, wildfires, etc.) and other large, complex events (Jaguar games, major concerts, etc.). He described the 4 levels of emergency declaration (state of emergency, state of civil emergency, State of Florida declaration, and federal declarations). He described evacuation zones and the decision-making process that goes into making evacuation decisions. A full-scale evacuation of the city is estimated to take 39 hours at best, 50 hours at worst. The word “mandatory” is used in certain emergency declarations because it triggers certain authorizations for the military and many businesses. Mr. Smith said that when evacuations are declared, the City recommends moving tens of miles, not hundreds of miles. During an emergency, City Council members will be connected to EOC briefings via a conference call. Council members can assist the EOC by taking pictures of damages and sending them to the division to be used in estimating total damage costs for FEMA purposes. In response to a question, Mr. Smith said that all calls for potential financial assistance for low-income persons who suffered from storm damage should go through 630-CITY for processing to the appropriate agencies that might be able to provide assistance. The Emergency Preparedness Division will be mailing out the Emergency Preparedness Guide to all Jacksonville residents this year.

Daryl Joseph, Director of the Parks and Recreation Department, spoke about the programs and services the department oversees. The Department of Parks, Recreation and Community Services serves diverse populations of all ages and abilities through recreation activities and programs, conservation and marine resources, senior services, social services, disabled services and extension services. The department provides the day to day management and oversight for over 400 park and recreational sites within the city limits consisting of a variety of parks, open spaces, trails, athletic facilities, community and senior centers, beaches, golf courses, aquatic facilities, boat and kayak launches, nature preserves, along with an amphitheater, arboretum and an equestrian center. Mr. Joseph extended an invitation to the new council members to visit some of the City’s parks with him.

Bill Spann, Director of the Military Affairs and Veterans Department, spoke about the various services and events provided to veterans and military families. The staff helps veterans and their families file claims with the VA, with employment, tax returns, burial arrangements, homelessness assistance and apply for social and educational assistance.

Mary Tobin, Chief Operating Officer for the Kids Hope Alliance, spoke about the programs and services they provide to children in Jacksonville. With a budget of roughly $42 million, KHA served 39,000 children last year in camps, after school care and other programs.

Keith Powers, interim director and fire chief for Jacksonville Fire and Rescue, spoke about the work done by his department. In 2018, JFRD handled 151,237 calls for service and transported 82,800 patients to the hospital. JFRD is also an integral part of Project Save Lives, the City funded program to address the opioid epidemic.

Tim Rogers, Director of the Jacksonville Public Library, spoke about the library system and programs. JPL has 21 branches and is governed by an appointed Board of Library Trustees.

Kirk Wendland, Office of Economic Development, spoke about public investment projects. Since 2015, OED has facilitated 44 projects, which created 7016 jobs and over $1 billion in private capital investment, generating $10.3 million in ad valorem taxes annually.

Diane Moser, Director of Employee Services, explained the services provided by her department. Employee Services includes a variety of human resource functions for the City - Compensation and Benefits, Employee and Labor Relations, and Talent Management.

Joey Grieve, Chief Financial Officer, described the role of the Department of Finance and Administration. The Finance Department includes: Treasury Division, Budget Division, Accounting, Risk Management, Fleet Management, Procurement and Information Technologies.

Kim Taylor, Assistant Council Auditor, and Phillip Peterson, Principal Auditor, explained the duties of the Council Auditor’s Office. The Auditor’s Office is charged with conducting continuous internal audits of the City of Jacksonville, and its boards and independent agencies. They also staff the City Council’s legislative process, attending all committee meetings (except the LUZ Committee) and the City Council meetings.

**Meeting adjourned:** 5:00 p.m.

Minutes: Jeff Clements, Council Research Division

6.11.19 Posted 10:00 a.m.

Tape: City Council Orientation Program 6.6.19 – Legislative Services Division