

CHRONOLOGICAL TIMELINE OF EMAILS PERTAINING TO CM HOLIDAY GIFTS

Prepared by Yvonne P. Mitchell, Chief, Administrative Services Division
1/9/25

DATE	TIME	ACTION
12/11/24	12:00P-12:30P	Collected JaxPort (Gift #1) boxes from CM offices & notified front desk of directive about gifts
	12:40P	Opened gift, took pictures of contents & email to myself
	12:53P	Sent pics to PS and requested how to proceed
	1:05P	Response from PS – “Send to Ethics and ask.”
	1:05p-3:00p	Delivery from Milne & Buckingham Law Firm (Gift #2)
	3:16p	Sent email with pictures to Ethics (Oberdorfer & Johnston) and copied P. Sidman & S. Nelson and requested how to proceed. Noted that neither gift had been distributed to CMs.
12/12/24	10:17a	Sent email to Ethics (Oberdorfer, Johnston, & Hartley-Myers) and copied P. Sidman & S. Nelson requesting direction and how to proceed. Noted that neither gift had been distributed to CMs.
	10:26a	Response from Johnston – “Council Members can receive the gift to each from Jaxport as Jaxport is part of the City government.” 4 questions were sent to gather additional information from Milne & Buckingham which would make a difference as to the acceptance of the gifts.
	10:50a	Called Milne & Buckingham. Spoke with Marie. Received email to send questions Emailed questions
	10:53a	Response from Marie – Attorney Milne said “No” to all three questions
	11:02a	Sent Milne responses to Ethics and copied P. Sidman & S. Nelson
	12:37p	Sent CMs email notifying them of gift, value, and where it was located
12/13/24	4:58p	Response from Oberdorfer – acknowledged receipt of Milne responses and stated, “We are in the process of confirming some information and will respond next week as soon as we have the confirmation we need.”
12/16/24		Gift #3 delivered by the Copy Center
12/17/24	8:06a	Opened gift, took pictures of contents & email to myself
	8:10a	Sent email with to Ethics (Oberdorfer & Johnston) and copied P. Sidman & S. Nelson mentioned “Awaiting response on Milne & Buckingham Law Firm.” and provided information on package from Timothy Johnson-PFPF (Gift #3). Inquired that “Since PFPF is part of the city government, should I proceed with distributing the boxes?”
	8:16a	Response from Oberdorfer – “Thank you for following up on this matter. As I indicated in my email on Friday, I am awaiting additional information before I can answer this. I will contact you as soon as I have the information. I haven’t forgotten about this, and I know that you are still needing an answer.”
	10:55a	Sent email to Oberdorfer and copied Johnston, P. Sidman & S. Nelson – “I look forward to hearing from you regarding Milne & Buckingham's gift. The email was two-fold with me acknowledging a third gift to which I was requesting approval to distribute the gift box from PFPF.”

12/18/24	11:00a-12:00p	Delivery from Leeann Krieg (Gift #4)
	12:06p	Sent text message to Leeann Krieg requesting responses before distributing gifts.
	12:20p	Phone call with Ms. Krieg and received responses
	12:32p	Sent email to Oberdorfer and copied Johnston, P. Sidman & S. Nelson – indicating pending responses needed for Gift #2 and # 3; and provided details to Gift #4.
	2:51p	<p>Response from Johnston: Gift #2 - ECO Response- We just received confirmation from OGC that they are not a vendor of the City. Based on your conversation with Mr. Milne that they are not doing business with the City, nor are they a lobbyist or representing entities with pending matters, the gift to each Council Member is permissible. Also, could you please confirm that Mr. Milne stated the cost for each packet is \$5 (for 5 photos) or each photo is valued at \$5 (total of \$25).</p> <p>Gift #3 - ECO Response- I did not see a list of responses from Tim Johnson similar to the list used for Mr. Milne and Ms. Krieg. Would you please confirm with Mr. Johnson whether the gift is from him personally or from the PFPF? Also, even though PFPF is a City-entity, we still must know for our analysis whether PFPF has matters pending before Council as of the date of the gift and whether they are bringing forth any new legislation or new matters to the City in the immediate future. Would you please go over these questions with Merriane Lahmeur (as to pending legislation) and with Mr. Johnson (as to upcoming matters) and provide us with a response</p>
	5:30p	<p>Response from Johnston –</p> <p>Hi Yvonne,</p> <p>See response from Ms. Krieg below. As you can see, it varies a lot from the information that you were provided. It raises more questions than answers.</p> <p>If the gift bags contained a card, it is possible for you or someone who received the gift bag to open the card to identify if a donor is identified?</p> <p>Until we have consistent information from Ms. Krieg or the donor, we will not be able to provide you with an answer as to this gift bag.</p> <p>NOTE: Email included Johnston’s communication with Krieg that had additional questions.</p>
12/19/24	8:47a	<p>Sent email with pictures to Johnston –</p> <p>Hi Paige,</p> <p>Here is the information requested. Was Milne & Buckingham Law Firm provided the same questions below?</p> <p>I was never given an answer regarding the gift #3 from PFPF.</p>
12/19/24	9:57a	Response from Johnston – acknowledged pictures and would get back to me about Gift #4; asked to reach out to Mr. T. Johnson (PFPF) to get answers to questions submitted on 12/18 at 2:51p
	11:02a	Emailed Mr. T. Johnson (PFPF) questions
	1:10p	Emailed Johnston and copied Oberdorfer, P. Sidman, S. Nelson, notifying them that CM Boylan’s gifts were distributed upon request
	1:22p	Emailed Johnston and copied Oberdorfer, P. Sidman, S. Nelson, notifying them that CVP Carrico’s gifts were distributed upon request

	1:56p	Received email from CM Boylan regarding interception of gifts
	2:09p	Copied on email response from Oberdorfer to CM Boylan – “I am writing to share additional information of which you may be unaware. The Ethics Office has neither intercepted any gifts for Council Members & ECAs and also has never advised that the gifts not be distributed to Council Members and ECAs. We were contacted by City Council staff after the gifts were delivered to City Council with a request from Council staff to analyze the gifts under the state and local gifts laws to ensure all recipients of the gifts were protected and properly advised of how to address the gifts in accordance with the ethics laws. The Ethics Office has been working to obtain the necessary information to perform the requested analysis by Council staff and provide the requested guidance based upon the information obtained.”
	2:12p	Email from Oberdorfer with Johnston and Sidman copied – “I would like to speak with you regarding the Council gifts. I have left two voicemail messages for you and am now following up by this email. Please call me as soon as possible so we can further discuss this matter.”
		Called Oberdorfer who inquired about the sudden requests of gifts and to clarify that withholding gifts was not Ethics Office policy. It was reiterated that a response was still needed before distributing gifts, per directive. Oberdorfer commented this was an internal policy. Noted; however, a response was still needed, per directive.
		Several ECAs began to retrieve gifts.
	3:19p	Per request of Johnston’s email on 12/18/24 at 2:51p, sent email to M. Lahmeur to request feedback regarding any pending legislation
	3:26p	Response from Lahmeur – unaware of any pending legislation since 12/10 Council meeting
	4:10p	Sent email to Johnston: “Paige, I did distribute the gift cards from Milne & Buckingham Law Firm earlier this morning. Since my last email, several ECAs have retrieved gifts #3 & #4 for their CMs. Here are the responses for your highlighted references as requested. My responses are in green. I still have gifts in my office. ” Response for Gift #2 - \$5.00 was the cost to print each packet of five cards. Response for Gift #3 - Merriane stated the last of the PFPF legislation was acted on at the 12/10 Council meeting. She is not aware of any other pending legislation related to the PFPF.
12/23/24	10:15a	Phone call with Sidman discussed various topics including gifts
	12:09p	Response from Johnston: “Hello Yvonne, I wanted to provide you with an update on the status of the two outstanding gift matters before the Holiday break starts. <u>Gift #3 Update</u> For the PFPF gift, we have reached out to Steve Lundy and to Tim Johnson to ask the questions I outlined in my 12/18/24 email to you. We have not heard back likely due to the Holiday schedule. I believe you have distributed the gifts from PFPF to the Council Members, however, if you

have not yet, please do not let this prevent you from delivering to the Council Members. It is likely that the PFPF gift can be accepted by the Council Members assuming there is no attempt to lobby or influence the Council. We will follow up with Tim or Steve after the Holiday break to confirm whether the gift is from PFPF or Mr. Johnson and whether PFPF is gearing up legislation or has been speaking with Council Members to advance some action. You will need to advise the Council Members in the meantime that there is a slight possibility that if PFPF is attempting to influence them by giving this gift, the Council Members will need to pay the full value of the gift to follow state law. We will give you a final analysis after we have the information from Tim or Steve.

Gift #2 Update

Following my update to you below, we attempted to get additional information from Ms. Krieg and her counsel, Mr. Gabriel, but were unsuccessful. As such, we don't anticipate receiving additional information from Ms. Krieg or Mr. Gabriel. I know that you have distributed the gifts to the Council Members who have requested them and likely distributed the rest of the gift bags as well.

Please advise each Council Member who accepts this gift that they will need to directly ask Ms. Krieg 1) whether she is actively lobbying the City Council on business for herself or a third-party entity and 2) whether she is lobbying or attempting to influence the Council in offering this gift. If the answer is in the affirmative, then the Council Members must either: 1) not accept the gift; or 2) pay the full value of the gift pursuant to state gift law. Each individual Peterbrooke popcorn gift has been valued at \$11.75. If Council Members pay Ms. Krieg for the popcorn, it will not be a gift since they paid full value. If any Council Members pay for the popcorn, please encourage them to pay in a method where they have a receipt to prove they made payment.

We will follow up on Gift #3 when we have that information. Our review of Gift #2 is done. Please ensure that you share the information on Gift #2 with the Council Members so that they know the appropriate action to take on Gift #2 and advise that we are still confirming whether they can accept Gift 3 or whether they need to pay the full value for that as well.

12:30p

Sent email to Johnston and copied Oberdorfer, P. Sidman, S. Nelson acknowledging the update.

1:19p

Sent email to CM email group and copied Oberdorfer, P. Sidman, S. Nelson:

****ONE WAY COMMUNICATION – DO NOT REPLY ALL****

Council Members,

As directed, with the majority of the holiday gifts retrieved, you must review the information below. I will leave the remaining gifts in the respective offices.

PFPF Gift

The Ethics Office has not completed its analysis of this gift and is awaiting responses from PFPF. However, assuming there is no attempt to lobby or influence the Council, the gift is permissible. **NOTE:** After the final analysis is received, if there are any concerns you will be notified and each of you will need to pay the full value of the gift to comply with state law. The gift consists of a tin can of double-dipped chocolate pecans from Young's Premium Foods. The total cost is \$48.94, which includes a base price of \$38.99 and a delivery charge of \$9.95 (directly from Young's).

Summerford Solutions Gift

The Ethics Office has not been able to obtain any additional information regarding this gift.

		<p>The gift is two (2) 6 oz bars of Peterbrooke Milk Chocolate-Covered Popcorn (one for the Council Member and one for the ECA). The total cost is \$11.75 each. NOTE: You are advised to contact Ms. Leeann Krieg directly to inquire about the following:</p> <ol style="list-style-type: none"> 1. Whether she is actively lobbying the City Council on behalf of herself or a third-party entity. 2. Whether she is lobbying or attempting to influence the Council in offering this gift. <ol style="list-style-type: none"> a. If the answer is affirmative to either question, you must choose one of the following options: <ol style="list-style-type: none"> i. Do not accept the gift, or ii. Pay the full value of the gift according to state gift law. <p>If you choose to pay Ms. Krieg for the popcorn, it will not be considered a gift, as the value will be paid in full. If you pay for the popcorn, please use a method that allows you to obtain a receipt for proof of payment.</p> <p>If you have any questions, please let me know. Please enjoy the rest of the winter break. Stay safe and see you next year.</p>
12/30/24		Delivery from Meridian Waste
	9:51a	Sent email to Johnston and Oberdorfer with details of bag contents along with answers of the initial four questions and requesting how to proceed
	10:56a	<p>Response from Oberdorfer:</p> <p>“Thank you for your email. I hope you had a wonderful Christmas holiday.</p> <p>Legislative Services confirmed that 2024-800, which appropriates \$4,028,251 to Meridian Waste, is still pending and has not yet been signed by the Mayor. It is still possible that this bill could come before the Council if the legislation is vetoed and the Mayor has until the next Council meeting to take action on the bill. As this matter is not finalized and may be pending before Council, the Council Members either need to: (1) pay Meridian Waste for the full value of the special chocolate bar or (2) return it to Meridian Waste.</p> <p>Additionally, can you please advise how the value was determined for the gift? “</p>
	11:01a	Sent response to Oberdorfer stating Meridian Waste provided a receipt from Sweet Pete's for the purchase of 150 Rear Loader Chocolate Trucks at \$5 each. The total was \$806.25.
	11:02a	Response from Oberdorfer acknowledging email
	11:28a	<p>Sent email to CM email group and copied Oberdorfer, Johnston, & S. Nelson:</p> <p>**ONE WAY COMMUNICATION – DO NOT REPLY ALL**</p> <p>Great day Council Members,</p> <p>Meridian Waste delivered gift bags today. It contains a card and a special made chocolate bar from Sweet Pete's Candy valued at \$5.00.</p> <p>Per the Ethics Office, Legislative Services confirmed that 2024-800, which appropriates \$4,028,251 to Meridian Waste, is still pending and has not yet been signed by the Mayor. It is still possible that this bill could come before the Council if the legislation is vetoed and the Mayor has until the next Council meeting to take action on the bill. As this matter is not finalized and may be pending before Council, as Council Members you will need to: (1) pay Meridian Waste for the full value of the special chocolate bar or (2) return it to Meridian Waste.</p> <p>The gift bags will be placed inside your offices. Hope your enjoying your winter break, see</p>

		you next year.
	4:33p	Email from R. Jackson: "Hi Peggy and Yvonne – Sorry to be so blunt about this, but I just looked at some mail that was in Councilman Gaffney Jr.'s office. Someone opened both the Councilman and my mail. I'm not sure who (we really don't need to know who), but can you find out for us, and let them know please do not open our mail."
12/31/24	10:43a	Response from Oberdorfer RE: 12/23/24 email from Johnston confirming PFPF not having any pending matters before Council and Council Members do not need to pay anything towards this gift and they may accept it without taking any further action.
12/31/24	11:49a	Response sent to R. Jackson: "Great day Roshanda, For the record, no one from the ASD team will open any type of mail without specific directions. CM Gaffney's mail was delivered by Copy Center staff and appeared to be opened already. I will send a message to the Copy Center and ask that CM Gaffney's mail is not opened. Please let me know of any further concerns."
1/2/25	6:49a	Email from R. Jackson: "Yvonne - Good morning. I just realized something that I want to mention before you speak with copy center - it wasn't mail from them, it was mail that was placed in the Councilman's office that was popcorn and an opened card."
	9:57a	Response sent to R. Jackson: "Roshanda, The Ethics Office requested that I open one of the gift bags to determine if a donor had been identified. CM Gaffney's bag was the one closest and was opened. Per your original email and request, neither the CM's nor your mail will be opened moving forward. If there are any additional concerns, please let me know."
	10:28a	Response sent to R. Jackson: "Thanks Yvonne. Going forward, he also requests that no one is to enter his office without my or his permission. I will start sitting his garbage outside his door. I will get with Ethics regarding their instruction to you."
	11:05a	Response sent to R. Jackson: "Request acknowledged. I will make sure to notify maintenance and the cleaning accordingly."
	4:42p	Email from CM Gaffney: Subject: Unauthorized Opening of Office Mail Dear Members of the Ethics Department I am writing to express my strong disapproval of the recent advice from your department encouraging city staff to open mail addressed to my office without my authorization. This action is completely unacceptable, a breach of professional boundaries, and an invasion of privacy not to mention, a violation of the trust that should exist between my office and city

		<p>staff. Effective immediately, I am demanding that no one, under any circumstances, open mail addressed to my office without my direct consent. Your department is not to provide such advice again. Any future occurrences will be handled differently.</p> <p>I trust that this matter will be rectified and that no further breaches will occur. Please confirm your understanding of my request.</p>
	5:11p	<p>Response from Johnston:</p> <p>See attachment</p>
1/6/25	11:06a	Received email from T. Eichner regarding a PRR related to gifts/mail/packages for Council Members and their ECA's
	11:12a	Sent email to Eichner acknowledging request
	3:47p	<p>Email thread received from R. Jackson including comments from Johnston written on 1/3/25:</p> <p>“Good afternoon – Councilman Gaffney Jr. asked that I share his statement, and I quote:</p> <p>“Since it seems that no one wants to own up to or take responsibility for and is only pointing fingers at one another, going forward please do not open my mail or ask about opening my mail or advise anyone to open my mail.”</p> <p>He does not need a response.”</p> <p>From: Johnston, Paige - OEEO <PHJohnston@coj.net> Sent: Friday, January 3, 2025 10:33 AM To: Jackson, Roshanda - CCSS <RJackson1@coj.net>; Oberdorfer, Kirby - OEEO <KOberdorfer@coj.net> Cc: Gaffney, Reggie Jr - City Council Office <RGaffneyjr@coj.net> Subject: RE: Quick question</p> <p>Thanks for providing the email chain below.</p> <p>As you saw from my email sent to Council Member Gaffney yesterday (and the prior email to Yvonne from our Office which was attached to my email yesterday), we never asked for anything closed to be opened or for anyone to enter the private space of a Council Member and we certainly did not ask her to access Council Member Gaffney's office to do so.</p> <p>It appears that she took it upon herself to enter Council Member Gaffney's office and open his mail herself. We in no way directed or suggested that she do so. We appreciate you forwarding this information as it shows that Yvonne selected Council Member Gaffney's office and opened his mail on her own.</p>
1/7/24	10:05a	Weekly meeting with Sidman voiced beginning disturbed about the continuous accusation of not being instructed to open CM mail. Expressed need to have Johnston to correct (in writing) the accusation. Walked out of meeting.
	2:03p	Email sent to Personnel Committee requesting meeting
	3:30p	Sidman in office to discuss desire to give her an opportunity to address concerns and next steps for a policy moving forward. She would respond in writing.
	4:39p	<p>Received email from R. Jackson which included email from Oberdorfer acknowledging “apparent misunderstanding.”</p> <p>See attachment</p>

Mitchell, Yvonne - CCSS

From: Johnston, Paige - OECO
Sent: Thursday, January 2, 2025 5:11 PM
To: Gaffney, Reggie Jr - City Council Office; Oberdorfer, Kirby - OECO
Cc: Jackson, Roshanda - CCSS; Mitchell, Yvonne - CCSS; Sidman Martin, Margaret - CCSS
Subject: RE: Unauthorized Opening of Office Mail
Attachments: RE: City Council Gift Bag

Council Member Gaffney,

Kirby is out of the state until the end of the week but she asked me to promptly respond to your email below.

The Ethics Office never told, requested, or encouraged the City Council staff to open mail without the consent of the recipient. City Council staff requested assistance with the valuation of Christmas gifts received by Council Members, including this one. The sender of this particular gift did not respond to inquiries from our Office to ascertain gift value and the particulars of the donor for our analysis.

There was never any direction from the Ethics Office to open anyone's mail without their consent and our Office would never instruct anyone to open someone else's mail. I would also note that at no time did our Office ask for your (or any particular Council Member's) mail to be opened. I simply asked Yvonne (as highlighted in text below) to send information if she had received an open card from someone asking value or to check with someone who received the gift bag to see if they would share that information with us. The full email exchange with Yvonne is attached to this email.

I believe that the proper party for you to address this matter is City Council staff so that you can address this situation directly with them as our Office had no part in opening your mail nor did we ever tell Yvonne or anyone else to open someone's mail without their consent. Please direct your comments to Peggy and Yvonne for resolution.

Hi Yvonne,

See response from Ms. Krieg below. As you can see, it varies a lot from the information that you were provided. It raises more questions than answers.

If the gift bags contained a card, it is possible for you or someone who received the gift bag to open the card to identify if a donor is identified?

Until we have consistent information from Ms. Krieg or the donor, we will not be able to provide you with an answer as to this gift bag.

Thanks,
Paige

Best,
Paige

Paige H. Johnston
Ethics Attorney
Office of Ethics, Compliance and Oversight
117 W. Duval Street, Suite 225
Jacksonville, FL 32202
(904) 255-5665- direct
E-mail - Phjohnston@coj.net



From: Gaffney, Reggie Jr - City Council Office <RGaffneyjr@coj.net>
Sent: Thursday, January 2, 2025 4:42 PM
To: Oberdorfer, Kirby - OECO <KOberdorfer@coj.net>; Johnston, Paige - OECO <PHJohnston@coj.net>
Cc: Jackson, Roshanda - CCSS <RJackson1@coj.net>; Mitchell, Yvonne - CCSS <YMITCH@coj.net>; Sidman Martin, Margaret - CCSS <SidmanP@coj.net>
Subject: Unauthorized Opening of Office Mail
Importance: High

To:

Ethics Department

City of Jacksonville

Subject: Unauthorized Opening of Office Mail

Dear Members of the Ethics Department

I am writing to express my strong disapproval of the recent advice from your department encouraging city staff to open mail addressed to my office without my authorization. This action is completely unacceptable, a breach of professional boundaries, and an invasion of privacy not to mention, a violation of the trust that should exist between my office and city staff.

Effective immediately, I am demanding that no one, under any circumstances, open mail addressed to my office without my direct consent. Your department is not to provide such advice again. Any future occurrences will be handled differently.

I trust that this matter will be rectified and that no further breaches will occur. Please confirm your understanding of my request.

Reggie Gaffney Jr.

Jacksonville City Council - District 8

The City of Jacksonville

117 West Duval Street, Suite 425

Jacksonville, FL 32202

rgaffneyjr@coj.net

(904) 255-5208

The gift bags will be placed inside your offices. Hope your enjoying your winter break, see you next year.

Thanks,
Yvonne

Yvonne P. Mitchell

Chief of Administrative Services

Office of City Council

117 West Duval Street, Suite 425

Jacksonville, FL 32202

Email ymitch@coj.net

[904.255.5171](tel:904.255.5171) Office

[904.255.5229](tel:904.255.5229) Fax

**** Please note that under Florida's very broad public records law, email communications to and from city officials are subject to public disclosure. ****

 [Book time to meet with me](#)

From: [Jackson, Roshanda - CCSS](#)
To: [Oberdorfer, Kirby - OECO](#); [Gaffney, Reggie Jr - City Council Office](#)
Cc: [Johnston, Paige - OECO](#); [Mitchell, Yvonne - CCSS](#); [Sidman Martin, Margaret - CCSS](#)
Subject: RE: Quick question
Date: Tuesday, January 7, 2025 4:39:37 PM
Attachments: [image001.png](#)
[image002.png](#)

Hi Kirby –

Thank you. Since we have LUZ shortly, I will print this off for the Councilman tonight for him to take home to review. I also have taken the liberty to included Yvonne and Peggy since they were on the Councilman's last email.

ROSHANDA JACKSON

Jacksonville City Council Executive Council Assistant, District 8

The Office of Council Member Reggie Gaffney Jr.

City of Jacksonville

117 West Duval Street, Suite 425

Jacksonville, FL 32202

rjackson1@coj.net | Jacksonville.gov - D08

(904) 255-5208

For city services call 630-CITY (2849), or take advantage of our MyJax online portal

<https://myjax.custhelp.com>, or send an email to myjax@custhelp.com

From: Oberdorfer, Kirby - OECO <KOberdorfer@coj.net>

Sent: Tuesday, January 7, 2025 3:28 PM

To: Jackson, Roshanda - CCSS <RJackson1@coj.net>; Gaffney, Reggie Jr - City Council Office <RGaffneyjr@coj.net>

Cc: Johnston, Paige - OECO <PHJohnston@coj.net>

Subject: RE: Quick question

Council Member Gaffney and Roshanda,

Thank you for your emails and sharing your concerns regarding the gift cards that were opened without your consent. I am writing to you both today because I was out of state when you sent your original emails last Thursday and Friday and I wanted you to hear directly about your concerns.

I apologize for the apparent misunderstanding in the email provided by Paige Johnston to Yvonne Mitchell on December 18 at my request to try to determine the donor of the popcorn gift because of the inconsistent information provided to the Ethics Office regarding the gift. It was never my intent nor the intent of the Ethics Office for any correspondence, card or gift bag to be opened without your knowledge or consent. Your email from last Thursday was the first time I had any knowledge or information that any closed gift bag or card had been opened without consent of the recipient. I have never asked nor would I ask for any closed material to be opened.

It never occurred to me that this would happen. When I originally read the language in Paige's email

asking if Yvonne or someone who received the gift bag to open the card to see if the card identified the donor, I read it as Paige asking Yvonne to do this with permission from or knowledge of whomever received the gift bag. However, after receiving your emails last Thursday and Friday and then re-reading the original email Paige sent to Yvonne trying to determine the donor of the gift (as required for a gift analysis), I realized that the email Paige sent to Yvonne on December 18 could and should have been drafted more clearly to specify that nothing should be opened without knowledge or consent. I apologize for this inadvertent oversight.

I want to assure you that I and all employees of the Ethics Office understand the seriousness of the concerns you raised and the unfortunate event that occurred. Going forward, the Ethics Office will ensure that no misunderstanding like this occurs again and we certainly will not ask or request that any closed bags or cards be opened.

I take to heart very seriously your concern that the Ethics Office is not taking responsibility or owning up to the event that occurred. When we provided the background information to you about what happened, it was not intended to blame Yvonne or anyone else for what happened. It is only to provide an accurate presentation of the facts and I apologize for the any misperception of the reason for the facts we provided to you.

Thank you again for addressing your concerns with me and allowing me an opportunity to apologize and take future corrective action to ensure that this type of event does not occur again. I hope you have a wonderful New Year filled with many blessings.

Sincerely,

Kirby Oberdorfer

Kirby G. Oberdorfer
Executive Director
City of Jacksonville Ethics, Compliance & Oversight Office
117 W. Duval Street
Suite 225
Jacksonville, FL 32202
(904) 255-5510
koberdorfer@coj.net

From: Jackson, Roshanda - CCSS <RJackson1@coj.net>

Sent: Monday, January 6, 2025 3:47 PM

To: Johnston, Paige - OECO <PHJohnston@coj.net>; Oberdorfer, Kirby - OECO <KOberdorfer@coj.net>; Mitchell, Yvonne - CCSS <YMITCH@coj.net>; Sidman Martin, Margaret - CCSS <SidmanP@coj.net>

Cc: Gaffney, Reggie Jr - City Council Office <RGaffneyjr@coj.net>

Subject: RE: Quick question

Good afternoon –

Councilman Gaffney Jr. asked that I share his statement, and I quote:

“Since it seems that no one wants to own up to or take responsibility for and is only pointing fingers at one another, going forward please do not open my mail or ask about opening my mail or advise anyone to open my mail.”

He does not need a response.

Thank you,

ROSHANDA JACKSON

Jacksonville City Council Executive Council Assistant, District 8

The Office of Council Member Reggie Gaffney Jr.

City of Jacksonville

117 West Duval Street, Suite 425

Jacksonville, FL 32202

rjackson1@coj.net | Jacksonville.gov - D08

(904) 255-5208

For city services call 630-CITY (2849), or take advantage of our MyJax online portal

<https://myjax.custhelp.com>, or send an email to myjax@custhelp.com

From: Johnston, Paige - OECO <PHJohnston@coj.net>

Sent: Friday, January 3, 2025 10:33 AM

To: Jackson, Roshanda - CCSS <RJackson1@coj.net>; Oberdorfer, Kirby - OECO <KOberdorfer@coj.net>

Cc: Gaffney, Reggie Jr - City Council Office <RGaffneyjr@coj.net>

Subject: RE: Quick question

Thanks for providing the email chain below.

As you saw from my email sent to Council Member Gaffney yesterday (and the prior email to Yvonne from our Office which was attached to my email yesterday), we never asked for anything closed to be opened or for anyone to enter the private space of a Council Member and we certainly did not ask her to access Council Member Gaffney's office to do so.

It appears that she took it upon herself to enter Council Member Gaffney's office and open his mail herself. We in no way directed or suggested that she do so. We appreciate you forwarding this information as it shows that Yvonne selected Council Member Gaffney's office and opened his mail on her own.

Paige H. Johnston

Ethics Attorney

Office of Ethics, Compliance and Oversight

117 W. Duval Street, Suite 225

Jacksonville, FL 32202

(904) 255-5665– direct

E-mail – Phjohnston@coj.net



CITY, COUNTY, AND
LOCAL GOVERNMENT

From: Jackson, Roshanda - CCSS <RJackson1@coj.net>
Sent: Friday, January 3, 2025 10:06 AM
To: Oberdorfer, Kirby - OECO <KOberdorfer@coj.net>; Johnston, Paige - OECO <PHJohnston@coj.net>
Cc: Gaffney, Reggie Jr - City Council Office <RGaffneyjr@coj.net>
Subject: FW: Quick question

Good morning –
Councilman Gaffney Jr. requested that I forward you the below email chain.

ROSHANDA JACKSON

Jacksonville City Council Executive Council Assistant, District 8

The Office of Council Member Reggie Gaffney Jr.

City of Jacksonville

117 West Duval Street, Suite 425

Jacksonville, FL 32202

rjackson1@coj.net | Jacksonville.gov - D08

(904) 255-5208

For city services call 630-CITY (2849), or take advantage of our MyJax online portal <https://myjax.custhelp.com>, or send an email to myjax@custhelp.com

From: Mitchell, Yvonne - CCSS <YMITCH@coj.net>
Sent: Thursday, January 2, 2025 11:05 AM
To: Jackson, Roshanda - CCSS <RJackson1@coj.net>; Sidman Martin, Margaret - CCSS <SidmanP@coj.net>
Cc: Gaffney, Reggie Jr - City Council Office <RGaffneyjr@coj.net>
Subject: RE: Quick question

Request acknowledged. I will make sure to notify maintenance and the cleaning accordingly.

Thanks,
Yvonne

Yvonne P. Mitchell

Chief of Administrative Services
Office of City Council
117 West Duval Street, Suite 425
Jacksonville, FL 32202
Email ymitch@coj.net
[904.255.5171](tel:904.255.5171) Office
[904.255.5229](tel:904.255.5229) Fax

***** Please note that under Florida's very broad public records law, email communications to and from city officials are subject to public disclosure. *****

From: Jackson, Roshanda - CCSS <RJackson1@coj.net>
Sent: Thursday, January 2, 2025 10:28 AM
To: Mitchell, Yvonne - CCSS <YMITCH@coj.net>; Sidman Martin, Margaret - CCSS <SidmanP@coj.net>
Cc: Gaffney, Reggie Jr - City Council Office <RGaffneyjr@coj.net>
Subject: RE: Quick question

Thanks Yvonne. Going forward, he also requests that no one is to enter his office without my or his permission. I will start sitting his garbage outside his door.

I will get with Ethics regarding their instruction to you.

Thanks for all you do,

ROSHANDA JACKSON

Jacksonville City Council Executive Council Assistant, District 8

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<https://myjax.custhelp.com>, or send an email to myjax@custhelp.com

From: Mitchell, Yvonne - CCSS <YMITCH@coj.net>
Sent: Thursday, January 2, 2025 9:57 AM
To: Jackson, Roshanda - CCSS <RJackson1@coj.net>; Sidman Martin, Margaret - CCSS <SidmanP@coj.net>
Cc: Gaffney, Reggie Jr - City Council Office <RGaffneyjr@coj.net>
Subject: RE: Quick question

Roshanda,

The Ethics Office requested that I open one of the gift bags to determine if a donor had been identified. CM Gaffney's bag was the one closest and was opened. Per your original email and request, neither the CM's nor your mail will be opened moving forward. If there are any additional concerns, please let me know.

Thanks,
Yvonne

Yvonne P. Mitchell

Chief of Administrative Services

Office of City Council

117 West Duval Street, Suite 425

Jacksonville, FL 32202

Email ymitch@coj.net

[904.255.5171](tel:904.255.5171) Office

[904.255.5229](tel:904.255.5229) Fax

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From: Jackson, Roshanda - CCSS <RJackson1@coj.net>

Sent: Thursday, January 2, 2025 6:49 AM

To: Mitchell, Yvonne - CCSS <YMITCH@coj.net>; Sidman Martin, Margaret - CCSS <SidmanP@coj.net>

Cc: Gaffney, Reggie Jr - City Council Office <RGaffneyjr@coj.net>

Subject: Re: Quick question

Yvonne -

Good morning. I just realized something that I want to mention before you speak with copy center - it wasn't mail from them, it was mail that was placed in the Councilman's office that was popcorn and an opened card.

Sincerely,

ROSHANDA JACKSON

Jacksonville City Council Executive Council Assistant, District 8

The Office of Council Member Reggie Gaffney Jr.

City of Jacksonville

117 West Duval Street, Suite 425

Jacksonville, FL 32202

rjackson1@coj.net | Jacksonville.gov - D08

(904) 255-5208

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From: Mitchell, Yvonne - CCSS <YMITCH@coj.net>

Sent: Tuesday, December 31, 2024 11:49:07 AM

To: Jackson, Roshanda - CCSS <RJackson1@coj.net>; Sidman Martin, Margaret - CCSS <SidmanP@coj.net>

Cc: Gaffney, Reggie Jr - City Council Office <RGaffneyjr@coj.net>

Subject: Re: Quick question

Great day Roshanda,

For the record, no one from the ASD team will open any type of mail without specific directions. CM Gaffney's mail was delivered by Copy Center staff and appeared to be opened already. I will send a message to the Copy Center and ask that CM Gaffney's mail is not opened.

Please let me know of any further concerns.

Thanks,
Yvonne

Yvonne P. Mitchell

Chief of Administrative Services

Office of City Council

117 West Duval Street, Suite 425

Jacksonville, FL 32202

Email ymitch@coj.net

[904.255.5171](tel:904.255.5171) Office

[904.255.5229](tel:904.255.5229) Fax

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 [Book time to meet with me](#)

From: Jackson, Roshanda - CCSS <RJackson1@coj.net>
Sent: Monday, December 30, 2024 4:33 PM
To: Sidman Martin, Margaret - CCSS <SidmanP@coj.net>; Mitchell, Yvonne - CCSS <YMITCH@coj.net>
Cc: Gaffney, Reggie Jr - City Council Office <RGaffneyjr@coj.net>
Subject: Quick question

Hi Peggy and Yvonne –

Sorry to be so blunt about this, but I just looked at some mail that was in Councilman Gaffney Jr.'s office. Someone opened both the Councilman and my mail. I'm not sure who (we really don't need to know who), but can you find out for us, and let them know please do not open our mail.

Thank you,

ROSHANDA JACKSON

Jacksonville City Council Executive Council Assistant, District 8

The Office of Council Member Reggie Gaffney Jr.

City of Jacksonville

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At the time, there was an upcoming position for an event manager that became known to me. This position had aligned with my skills, experience & personal goals therefore I had really hoped to try my best. I applied for the position and was selected for the interview. After discussing with Human Resource, I found out that they would be reaching out to my current supervisor about my interview. But, I wanted to discuss this manner with Merriane first so she was aware of the situation. When I met with my supervisor, she was positive about my pursuit of this position. She said my performance in Legislative Services has been good and I was on my way to my 6-month raise.

When came time for my 6-month performance review, I was asked into Merianne's office with Peggy and at the time, Sharonda present in the room. I was looking forward to this review because my last discussion with Merriane was a positive one. However, during this meeting, Peggy explained to me that because of the recent events, I had violated an ethics code. They said I had "misused my position" for asking a council member to write a letter of recommendation for a potential position. I attempted to speak up and explain that I did not ask anyone to do such a thing for me. Then, I was cut off and not allowed to speak futher. They also said they had spoken with the ethics department about this and ethics asked them if they wanted to write me up. They responded with "we wouldn't write up our own employee". This became the majority of our discuss during the meeting and it was expressed to me how serious this manner was. It was also stated, they would have possibly terminated me over this accusation. Also, that I will not be receiving my 6-month raise. She said we will re-evaluate my performance after three months. Although this was a 6-month performance review, we did not discuss in detail the benchmark of my performance. This benchmark was given to me at the beginning of my employee to help me keep track of my performance and what was expected of me. I was careful to review this benchmark and believed i had met the requirements for satisfactory performance and to receive my 6-month raise.

It was after this meeting that any mistake I had made in my performance became a bigger hinderance to my job. Even though I tried my best, most of the feedback from my supervisor g became negative and I was continuously reminded how I was almost terminated. It was until August 16, 2024 that I was officially terminated as Legislative Assistant due to multiple remarks including "poor judgement calls".

I would like to note our HR representative was not made aware at any point that was an issue with my performance. As well as, the Council member and his assistant can verify that I did not ask for any letters of recommendation for a potential position. Nor was I aware this happened until after.

'No public officer, employee of an agency, or local government attorney shall corruptly use or attempt to use his or her official position or any property or resource which may be within his or her trust, or perform his or her official duties, to secure a special privilege, benefit, or exemption for himself or herself. Florida Statues

From: Eric Grantham (USN, ret)

To: Whom it may concern

Date 1/9/2025

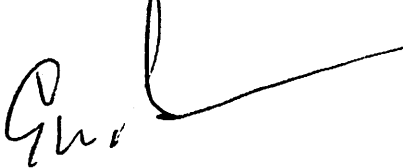
Subj: Reason for departure

The reason why I decided to leave my position as Information Systems Administrator for the Jacksonville City Council was due to the way I was treated by the Director of the Jacksonville City Council Mrs. Peggy Sidman. Based on her actions I did not believe she had my best interest with concerns to my professional development and growth.

There were instances where I felt that I was unfairly treated and even ignored. I will provide a few instances; one that comes to mind is on one of my annual evaluations. I believed my marks were based on personal feelings and not substantiated facts to back up any of the marks in question. Another instance is when Steve Cassada and I were written up on some technical issues no fault of our own during a meeting in the council chamber. I emailed Director Sidman asking for a raise and I stated factual reasons why I should get a raise; I never received any response negative or positive about this matter. At times she was very dismissive and always tried to marginalize my work ethic and the contributions that I provided to the council. Based on her actions I felt that I would never reach my potential as a city employee or receive any promotions as long as I worked under her leadership.

Sincerely,

Eric Grantham

A handwritten signature in black ink, appearing to read "Eric Grantham", with a long horizontal flourish extending to the right.

Margaret Sidman

April 18, 2022 — June 30, 2022

Review/Evaluation

Budget

- Prepare and submit 2022-2023 city council \$10 million budget affecting 66 employees. (April 2022)
- Present budget to the Mayors budget review committee (June 23, 2022)

Personnel

- Request personnel committee meeting to hire chief of legislative services (April 18, 2022)
Personnel committee meeting (April 19, 2022) Chief of legislative services confirmed (May 31, 2022)
- Interviewed and hired manager of legislative service. Sharonda Davis. Effective May 29, 2022.
- Interviewed for position of legislative assistant 1. Steven Libby, effective May 31, 2022.
- Promote Executive administrator
- June 11, 2022 administrative services
- weekly meeting with Chiefs management meeting and technology
- Had one on one meetings with every council staff member.

Training

- Ethics training for ECA June 16, 2022
- Ethics training for council members June 27.
- PegTalks on Budget June 15, 2022
- Met with ECAs to discuss future quarterly training and training topics

Compliance

- General Reports
- Finalize council response to inspector general report 2018 (April 2022)
- Coordinate compliance with inspector generals office for sunshine law compliance review date May 31, 2022.
- Coordinating with various agencies and the Jacksonville Emergency Preparedness Division to complete City Council COOP.

Council outreach

- Coordinate international visiting elected officials from Mexico. Mayor of Tequila June 16
- Coordinate UNF student visit June 22
- Plan and execute 2022-2023 city council president and Vice President installation.
- Prepare omnibus ECA manual.
- Coordinate JU research and syllabus

Physical plant

- Improve city council break room by removing multiple extra appliances. Ordering new countertops.
- Order lock for 4th floor stairwell, to secure council suites.

Margaret M. "Peggy" Sidman
July 1, 2022 – June 30, 2023
Review/Evaluation

Budget

- Present budget to City Council Finance Committee – August 10, 2022
- Prepare and submit 2023-2024 to the city Council a \$10.2 million budget affecting 66 employees.
- Present budget to the Mayor's Budget Review Committee (June 23, 2023)

Personnel

- August 2022 - Completed staff evaluations.
- September 12, 2022- Request personnel committee meeting to hire chief of public information division.
- October 17, 2022 - Request personnel committee meeting to recommend staff title changes in legislative services division (two assistant chiefs)
- Mid-Year staff Performance Reviews, April – May 2023

Training

Staff Training

- Peg Talks – regular scheduled Council Staff trainings and timely topics as noted below:
 1. August 4, 2022, Conducted Taking Meeting Minutes
 2. September 14, 2022, 630-CITY/MyJax Training
 3. October 7, 2022, Procurement 101 Training for Council staff conducted by Dustin Freeman, Procurement Division
 4. October 26, 2022, LUZ – Land Use and Zoning Training
 5. January 25, 2023, Quiet Revolution, Consolidated Government with Warren Jones
 6. February 16, 2023, Redistricting Recap
 7. March 16, 2023, Capital Improvement Plan (CIP)
 8. April 20, 2023, Legislative Gateway
 9. May 17, 2023, Adobe Acrobat Training

Management Training

- Policy Training – City of Jacksonville Training as suggested by JHRC and Inspector General
 1. Conducted Employee Services Directive #0528 Training – Anti-Harassment & Discrimination Policy -September 2022
 2. Employees completed Employee Services Directive #0535 – Standards of Conduct regarding Personal relationships training – October 6, 2022
 3. Training conducted by Ethics Oversight and Compliance Office – Employee Services Directive #537 – Conflict of Interest Policy

4. Managers/Supervisors involved in hiring completed Employee Services Directive #0123 - Appointed Official Recruiting and Hiring Process training – November 17, 2022.

- Council Member and ECA Ethics Training
 1. June 2022 Annual Ethics Training
 2. December 2022 Annual Ethics Training
 3. June 14 – June 16, 2023
- Florida Association of County Attorney Conference
 1. Attended FACA (Florida Association of County Attorneys) Conference June 30 – July 1, 2022
 2. Attended FACA (Florida Association of County Attorneys) Conference November 30 – December 2, 2022
 3. Attended FACA (Florida Association of County Attorneys) Conference June 28 – June 29, 2023
- Customer Service Training – In-house – February 2023

Growth and Development

- Jax Bar Luncheon – March 24, 2023 – (Speaker – Donna Orender former WNBA President)
- Jax Bar Luncheon – May 4, 2023 – (Speaker – Federal Judge Brian Davis, “Cornerstones of Democracy: Civics, Civility and Collaboration)

Compliance

- Emergency Management per Chapter 674 Ordinance Code
 - Continuation of Operation Plan (COOP) execute MOUs executed with both KHA – Kid’s Hope Alliance and Florida State College at Jacksonville (FSCJ) – Cecil Field for City Council meetings in the event of an emergency – (October 2022)
 - Conducted Emergency Management Plan for COOP Mock Deployment at FSCJ – Cecil Field to test plan – January 2023
 - Develop emergency management notification system for Council Staff
 - Continuation of Operation Plan (COOP) revised plan submitted to Emergency Management as required – April 2023
- Revised and distributed ECA Manual – August 2022
- Revised and distributed ECA Manual – June 2023
- Complete review, properly procure and execute contracts:
 - Granicus 1 year contract and begin Request for Information
 - Civic Plus (fka Municode) 5-year contract for online and volumes of Jacksonville Municipal Code.
- Access to Bill Search through Legislative Gateway completed January 2023
- Management Response to JHRC, February 2023

Council outreach

Installations

- Prepare and execute Council President Freeman and Council Vice President Salem installation June 2022
- Prepared and executed Council Member Clark-Murray installation August 2022
- Prepared and executed Council Member Gaffney, Jr installation November 2022
- Prepared and executed Council President's Holiday Celebration – December 8, 2022
- KHA – Mock meeting – Pages, January 2023
- Prepare and execute Council President Salem and Council Vice President White installation June 2023

Council Staff

- Update Council Staff dress code policy
- City Council shirts offered for purchase August 2022 and November 2022
- Update Council Staff photographs and scheduled City photographer for Council replacement photos for badges/emails – August 2022
- Pay Equity Salary Adjustments – February 5, 2023
- Pay Equity Salary Adjustments – April 2023
- Update Council Training Manual for 2023-2027 Council Members and distributed at training in June 2023

Physical plant

- New countertop, new under mount sink and faucet installed August 2022
- Ordered replacement of Lektriever files in Legislative Services Division. The existing filing system is over 25 years old, non-repairable and obsolete. New system installed May 2023
- Carpet, paint, and replacement of cubicles in Legislative Services Division – February 2023
- Restroom renovations started in June 2023
- Requested budget enhancement for carpet replacement in Council Chambers and Greenroom
- Funds encumbered for office addition in Legislative Services Division

Security

- Secured appropriate personnel access.
- Coordinate with Liaison & SAA for security for Council Members and staff

Margaret M. “Peggy” Sidman
July 1, 2023 – June 30, 2024
Annual Assessment
Access to Government, Accountability, and Transparency

Budget

- Present 2023-2024 budget to City Council at Finance Committee Budget Hearings
- Prepare and submit 2023-2024 to the City Council a \$11 million budget affecting 66 employees
- Secured funding for Computer Refresh – 64 desktops and monitors
- Secured funding for security upgrades for Council Chambers
- Secured funding for physical plant upgrades / carpet Council Chambers
- Present budget to the Mayor’s Budget Review Committee
- FY24/25 budget preparation and presentation to MBRC

Personnel

- Complete staff evaluations for FY23.
- Revise job specifications for staff and approved by Employee Services
- Revise Performance Evaluations in line with actual job requirements for FY24.
- Interviews and hire selection for Research Assistant vacancy – September 2023
- Interviews and hire selection for (3) Legislative Assistant I’s vacancy – November 2023
- Hired part-time employee for PIO to assist staff until permanent employee hired, January 2024
- Interview for LSD Manager and hire – June 2024

Training

Council Members

- Council Member Ethics Training and Sunshine Training
- Council Member Orientation
- Active Shooter and JSO Briefing – July 25, 2023
- Surface Pro training and deployment to Council Members – September 2023
- Executive Council Assistants Sunshine Training
- Executive Council Assistants Orientation
- Council ECA Camp – Training for new ECA’s – July 2023

Management Training

- Weekly meetings/training with Chiefs
- Weekly one on ones with Chiefs
- Book Club for this year – Speed of Trust

Staff Training

- Peg Talks – regular scheduled Council Staff trainings and timely topics monthly as noted below:
 1. July 19, 2023 – Budget 101
 2. September 18, 2023 – City Council Page Program & Jacksonville Municipal Code
 3. October 18, 2023 – Travel and Camp ECA – roundtable discussion
 4. December 11, 2023 – AED & Hands only CPR
 5. January 22, 2024 – MyJax/Oracle Service Cloud
 6. April 24, 2024 – Empower Retirement
 7. May 15, 2024 – Public Records – Ethics Office

- Other Training
 1. Legislation Process Training for Mayor’s Office – August 1, 2023
 2. City Council Page Program – Presentation to JSO Explorers – November 15, 2023
 3. Florida Association of County Attorney Conference

Growth and Development

- Jax Bar Luncheon – September 14, 2023, (Speaker – Council President Ron Salem, Legislative process, his priorities, and the city’s role in the court’s budget)- Management
- Jax Bar Luncheon – November 15, 2023, (Speaker – Daniel Bean, tribute to the men and women who has served our nation). Management
- Jax Bar Luncheon – May 2024, (Speaker – Council President, Ron Salem) Management
- Ladders to Leadership – 4 Chief identified staff members

Compliance

- Continuation of Cooperation Plan approve and activated
- Activate JaxReady Emergency communication for Idalia Hurricane – August 29, 2023
- Complete review, properly procure and execute contracts
- Close out FY22/23 PO’s, contracts
- Initiate and implement FY 23/24 contracts
- City Driver Certification training
- Office of Inspector General Sunshine Law Compliance Review, Report 2024-CR-0003, biannual to review whether Council Public Meetings comply with Chapter 15, Jacksonville Municipal Code and Chapter 286, Florida Statue - June 2024 and management response with process improvement

Council Outreach

- Completed and distributed CityC Council Member pictorial contact information
- City Council Page Program – Program documents and introduction video
- CP Holiday Celebration – in conjunction with City Hall Holiday Celebration, The Tree Lighting– December 6, 2023
- Lessons Learned – Postmortem – Council Installation

Staff outreach

- Management Scooter Tour of Downtown – November 1, 2023
- Holiday Party – Topgolf – December 7, 2023
- Administrative Day Appreciation included Council Staff and ECA's – April 24, 2024

Physical plant

- Restroom renovations July 2023
- Restroom modifications/alterations – November 9, 2023
- Greenroom Kitchenette renovations - November 27, 2023
- Legislative Services Renovations – Office addition and build out, moving VAB personnel to LSD 4th floor - February 2024
- Procure contract carpet replacement in Council Chambers and Greenroom to be completed in July 2024
- Council Chambers
 - Upgrade the existing Audio Visual (AV) Equipment and Broadcast System in the City Council Chambers to include the replacement of failing hardware that has reached useful end-of-life.
 - Installation of new equipment that facilitates the broadcast of public meetings, enhances the display of digital images such as presentations and maps, and allows for integration with legislative management software for off-site closed captioning and customizable content.
- Replacement chairs for the Value Adjustment Board Conference Rooms – September 2023
- Security Enhancements
 - Security door with a card reader installed on back hallway in the Chamber area
 - Speaker's podium moved away from dais, podium is being ordered to meet ADA requirements and other
 - First aid kits ordered and placed at front desk, chambers, break room and one for the COOP plan
 - Increased JSO presence at Council meetings
 - Legislative Services Division Ring Doorbell/Badge Reader – in process – to enhance security from the public entrance to the division

Special Projects

- CiviTek – Procurement of a new payment processing system for the Value Adjustment Board – this is an embedded processing service for taxpayers to file a petition to dispute property taxes. This new embedded processing service will eliminate the previous issues we incurred with nCourt (previous vendor) such as incorrectly charging petitioners filing fees and failing to provide timely notification of payments made.

- **Basement Inventory** – The Research Division inventoried the historical files in the basement and created a list of the documents with important information. This was the beginning of the Archiving and Digitization project in collaboration with the Jacksonville Public Library – Completed March 2024
- **Legislation 2024-161-E** – Special Collection of historical documents (150,000 pages and approximately 375b book volumes) from the City Council will be transferred to the Jacksonville Public Library for conversion to searchable and digital platforms.
- **Laserfiche Implementation** – contracted with Laserfiche to implement a robust document and records management solution which includes configuration and training of personnel, as well as an integration with the Granicus line of business applications – January 2024