

**Tommy Hazouri**  
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At-Large, Group 3  
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## **OFFICE OF THE CITY COUNCIL**

December 14, 2020  
3:00 P.M.

### **MEMORANDUM**

**TO:** Honorable City Council Members

**FROM:** The Honorable Council President Tommy Hazouri

**SUBJECT:** COVID-19 Response

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The Office of the City Council President recognizes that there are related challenges as a direct result of the Coronavirus (COVID-19) Pandemic. We continue to carefully analyze these issues and to leverage our resources to effectively address these challenges within our existing responsibilities.

Information was received that a Council Employee tested positive for COVID-19. This Council Employee, (as with previous exposures) initial contact trace was not connected to the City Council Offices or City Council Employees, but via outside exposure. However, in an abundance of caution and following the City of Jacksonville's Medical HR Protocols, immediate disclosure occurred and contact tracing by the appropriate personnel was initiated. COJ Medical HR made contact with individuals as COVID-19 protocols dictate in an effort to isolate those City Council Employee(s) who were in contact with the employee who tested positive or to which the test result reported COVID-19 was detected.

Please note: MEDICAL HR will call ONLY those who were placed on list for contact tracing. All other employees are considered to be in a non-contact tracing category. However, if for any reason a City Council employee develops symptoms of any kind, we request that they please DO NOT report to work. Please call in and "self" report and follow COJ and CDC guidelines as were provided to all employees by the City of Jacksonville and transmitted by the Office of City Council.

Additionally, all previously established protocols for daily cleaning remain as a part of the ongoing process. Also, under Protocols, Processes, and Procedures ...cleaning and sanitizing was scheduled via Medical HR via Vendor under contract with Public Buildings and Facilities. Also, the City Council has sanitizing machines that are used multiple times daily and protocols in place with requirements for cleaning and social distancing for use of all facilities.

CDC Guidelines, City of Jacksonville Directives, and Protocols emailed to Council Members and Staff for entry into the Council Suites/Meeting Areas and City Buildings are remaining in place. Please remember to social distance, wear masks, follow the process established for

temperature checks and complete COVID-19 Screening Forms. If parking in the St. James Garage, please DO NOT enter the building via the PRIVATE elevator. Please use the opposite elevator, have your temperatures checked in Suite 430 and complete the COVID-19 Screening Forms prior to entry into the Council Suites or Work Areas. If you enter on Duval Street, your temperature will be taken by City Vendors; however, prior to your entry into the Council Suites the previous Processes must be followed. All forms are transmitted to Medical HR, as required, throughout the day, as a requirement of COJ Medical HR Protocol.

With that in mind, since the first meeting of the Council on March 13, 2020, the Mayor declared a State of Emergency for COVID-19 and subsequently the Council adopted Ordinance 2020-200-E, and the now modified Procedures for the Council Processes, various onboarding of process and systems changes have taken place. In addition to those changes there were continuous efforts to provide a safe and healthy work environment for Council, Council Staff and those that visited our offices. Emails were sent to all employees with procedures relating to work schedules, attendance and entry to the workplace. As a result of the March 13<sup>th</sup> meeting, staff was equipped with tools and materials to sanitize the Council areas, with supplies already on hand.

Council staff prepared a plan to purchase and install Plexiglas for all areas of the Council, including the First Floor (Council Chamber, Robert O. Johnson Room, Don Davis Room, Conference Room B, and Lynwood Roberts Room); Third Floor (Value Adjustment Board Offices and Hearing Rooms); the Fourth Floor (Council Suite 425 –including Receptionist Areas and Executive Council Assistants Cubicles, Council Research Area Replaced and Reconfigured Two Cubicles, and Interior Conference Rooms A-B ); and ( Council Suite 430- Legislative Staff Cubicles and Entrance Counter Area.)

This information was presented during the June 3, 2020 Personnel Meeting <https://jaxcityc.granicus.com/player/clip/2031> with a detailed cost proposal. During the Personnel Meeting and at the request of Council Members present, additional funding assistance was received from the Administration. As a result of the conversations with Council Leadership, Council Auditor, COJ-CFO and others, COVID-19 funding was secured, with management of the procurement of the purchasing for the Council Plexiglas Project assigned to the Public Works Department. Public Works has worked diligently to secure the product as designed for long term use by the Council and to best utilize taxpayers' dollars. This has been made more challenging due to supply and demand created by the need of the same product throughout the world.

Public Works personnel and staff have been and continue to work with the vendors. On November 16, 2020 the first shipment arrived as scheduled. The remaining Plexiglas was scheduled to arrive as verified (November 24, 2020) and is currently being installed by Public Works Project Management and Public Works Personnel.

Information provided from correspondence between Vendor and Public Works Project Staff November 24, 2020 - November 25, 2020 – which also addresses ongoing material shortfalls for changes in delivery dates etc.

Note: Lynwood Roberts was listed as "A" but I couldn't completely fill it, so I bumped it to ship-complete.

Phase-I

Pick up Friday 12/04/20

- Committee Room B: All Panels
- Don Davis: All Panels
- Suite #430: Front & Side Counter Panels
- VAB #305: Lobby L & R Counter Panels
- VAB Hearing Rooms #1-6: All Panels
- Training Tables (5): All Panels
- City Council Reception: All Panels (Curved)
- ECA Cubicles (19): All Panels

Phase-II (100%)

Pick up Friday 12/11/20

- Lynwood Roberts Tables (28): All Panels (Delivery delayed by vendor-product not available)
- Council Auditor: All Panels
- Suite #430 Back (4): All Panels
- Suite #430 Front (3): All Panel
- Council Research: All panels

(These are anticipated delivery dates. All material must be inventoried and examined, then installed- By Public Works Personnel)

Correspondence and update as of December 12, 2020 –

**From:** Soto, Michael

**Sent:** Saturday, December 12, 2020 4:08 PM

**To:** Brown, Cheryl; Carlos, Nancy Mae; Sikes, Kristi

**Cc:** Birbal, Roy

**Subject:** UPDATE: PO 610509-20 Material XF-0482-20

Update:

- 1) Committee Room B (A) - Installed + completed (satisfactory) 15 of 17 (88%)  
<https://photos.app.goo.gl/bSpuT5sXuVFX1L5i9>
  - a. Awaiting replacement for line item 21.
  - b. Decision (design) for line item 22 (TBD), following receipt of line item 21.
  - c. Divider customization pending.
  - d. Area cleanup conducted.
- 2) Don Davis (A) - Installed + completed (satisfactory) 22 of 24 (91%)  
<https://photos.app.goo.gl/7su3G86BvhwTsD4K9>
  - a. Awaiting replacement for line item 17(2).
  - b. Divider customization pending.
  - c. Area cleanup conducted.
- 3) VAB 305 (B & D) – Installed + completed (satisfactory) 10 of 11 (90%)  
<https://photos.app.goo.gl/LCiKXaYhLjw4TDnv7>
  - a. Line item 7 per solicitation = 11(D) 28" x 30" (1). Measurement Received 26" x 21" (1). Decision (adequacy) needed.
  - b. Extra "Training Tables" (5) were labeled VAB 305, but really are line item 13 (Priority – A [Lynwood Roberts "training tables"]) – will reposition Monday.
  - c. Area cleanup pending.

- 4) *City Council Reception-Rm 425 (B) – Installed + completed (satisfactory) 2 of 2 (100%)*  
<https://photos.app.goo.gl/XVh27oTi3VJsup8dA>
  - a. *Provided clamps too small for base + desktop.*
- 5) *Suite 430 (B) – Installed 10 of 37 (27%)* <https://photos.app.goo.gl/iXvVmUQpwriRhitB6>
  - a. *Attempted to setup Line Items 4 & 6. This will be the most challenging install.*
- 6) *ECA Cubicles pending.*
- 7) *Received 2<sup>nd</sup> (final) shipment on 12/11/2020. Will complete inventory and communicate concerns over the next 96-120 hours. Informed Patrick of IFJ of potential damages (16 with visible scratches - initial assessment) upon delivery.*
- 8) *24.5 work hours dedicated assembly, set up, and cleanup.*
- 9) *Work to recommence Monday, 12/14 0800-0830.*
- 10) *Customization execution (PWPB + CCSS), Tuesday 12/15.*
- 11) *Planning for final inspection between IFJ, PWPB, & CCSS for Friday December 18<sup>th</sup> (time TBD). Punch list items (30 days to satisfy).*

*Next update: 12/16/2020 – Mike Soto*

I would like to personally commend our Council Management, Council Staff, Public Works Staff and all involved in their daily efforts to provide a safe and healthy environment. This pandemic brought a number of challenges and processes have been adopted to address these challenges. At no time was the City of Jacksonville unable to meet the demands and needs of our constituents. The efforts by the Council Management, Council Staff, Office of General Counsel, Council Auditors, and the Ethics Office to provide ongoing Safety Measures as the demand for changes occurred in a fluid and unpredictable times has been an exhibition of true professionalism, commitment and dedication.

Realizing even with the best of systems there are no guarantees, this office and the Office of the Director have worked and remained steadfast and vigilant in developing and maintaining systems for the well being of employees, and citizens that attend our meetings, by working with the COJ Medical HR and following CDC guidelines. Due to HIPPA laws, employees cannot be identified by name or incident, however, it has been established via conversations with Medical HR that no employee of the department contacted the virus from the place of employment. CDC protocols and procedures were used for those self reporting of the detected virus. Additionally, CDC protocols were used for those identified in contact tracing to which we were notified of a positive result. Everyone continues to review the processes and protocols for entry to our facility. Processes must be followed to maintain a safe and healthy environment, and everyone is attempting to work and maintain those protocols daily.

As Council President, I request that we continue to work together in an effort to move Jacksonville forward. This is a time in which we need to continue to work together in an effort to overcome the most unpredictable pandemic of our time. Please continue to support those who have worked tirelessly to provide ways to remain safe while our local government continues to move forward and meet the needs of our citizens.

Wishing you a Safe, Healthy, and Happy Holiday Season!

cc: Council Members/Staff  
Cheryl L. Brown, Director/Council Secretary  
Jessica Matthews, Chief, Legislative Services Division  
Kim Taylor, Council Auditor  
Jeff Clements, Chief, Research Division  
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