



City of Jacksonville Beach

11 North Third Street
Jacksonville Beach, Florida

Council Briefing Notice

City Council

Monday, April 25, 2022

5:30 PM

Via Video Conference

City Manager Mike Staffopoulos will conduct a Council Briefing to update the City Council about ongoing items in the City. The Briefing will include, but not be limited to, the following topics:

- A. City Attorney Annual Evaluation Structure
- B. Dune Walkover Discussion
- C. Review Overview of Legislative Policies Manual
- D. Miscellaneous City Manager's Items
- E. Committee Assignment Report
- F. Future Briefing Topics

This Briefing will be conducted using video technology. The City is providing options for public attendance at the Briefing as listed below. The public is not invited to speak or present on any matter or topic at the Briefing.

INSTRUCTIONS FOR VIEWING AND/OR LISTENING

The following options are available to view and/or listen to the City Council Briefing:

1. **Hearing or speech impaired access.** Contact the agency using the Florida Relay Service at 1-800-955-8771 (TDD) or 1-800-955-8770 (voice).
2. **View and listen to a video of the briefing online.** Access the meeting by visiting the [YouTube Channel for the City of Jacksonville Beach](#).

Council Members in attendance may include:

Mayor: Christine Hoffman

Council Members:	Georgette Dumont	Sandy Golding	Dan Janson
	Fernando Meza	Cory Nichols	Chet Stokes

Please note: Council members in attendance at this meeting may vary, according to their schedules.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's Office at (904) 247-6299, no later than one business day before the meeting or by sending an email to CityClerk@jaxbchfl.net.



City of Jacksonville Beach • 11 North Third Street • Jacksonville Beach FL 32250

CITY COUNCIL BRIEFING TOPIC	
TO:	Mayor and Council Members
FROM:	Kimberlee Bennett, Director of Human Resources
DATE:	April 25, 2022
SUBJECT:	City Attorney Evaluation

BACKGROUND

On October 7, 2021, Sandra Robinson started working as the City Attorney for the City of Jacksonville Beach. As part of her employment contract, Section 8, item C states, "The City Council shall review the City Attorney's job performance at least once annually with the first review being on or before the City Attorney's anniversary employment date of October 7, 2022. Later annual reviews will occur during the same anniversary month of each year unless the parties agree otherwise."

This briefing is to get direction from the City Council regarding what type of evaluation form the City Council would like to use, along with the process to be implemented.

FINANCIAL IMPACT

None.

COUNCIL DIRECTION REQUESTED

Provide guidance on how to proceed with Ms. Robinson's annual evaluation.

ATTACHMENTS

1. Sample Process and Evaluation

CITY Attorney EVALUATION PROCESS

1. The City Manager, Deputy City Manager, and Department Directors will complete the City Attorney Evaluation Form regarding the City Attorney's relationship with staff and work product and return it to the Human Resources Director by August 25, 2022. The Human Resources Director will compile the staff evaluations and prepare a summary for the City Council. (Send out on August 17, 2022)
2. The City Attorney will prepare a memorandum to the City Council regarding her initiatives, accomplishments, and any other items she would like to bring to the City Council's attention in reference to her annual evaluation, by August 25, 2022. (send out on August 17, 2022)
3. The Human Resources Director will copy and distribute a City Attorney Performance Evaluation Form, along with the City Attorney's memorandum and the summary of the staff evaluations, to the Mayor and City Council by September 1, 2022.
4. The Mayor and City Council members will complete the evaluation form and return the completed form to the Human Resources Director by September 12, 2022.
5. The Human Resources Director will tabulate the results of the Mayor and City Council Members' evaluation forms and create a compiled evaluation and provide to the City Council by September 19, 2022.
6. The Mayor and City Council Members will meet with the City Attorney at a briefing on September 26, 2022, to discuss the compiled evaluation and the City Attorney's performance.
7. The City Attorney's performance evaluation will be included on the October 3, 2022, City Council agenda and the City Council shall fix the City Attorney's compensation accordingly.

City Council Evaluation



City of Jacksonville Beach
City Attorney Performance Evaluation
Sandra R. Robinson

Evaluation Period
October 7, 2021 to October 6, 2022

City Council Member's Name

Each member of the City Council should complete this evaluation form, sign it in the space below, and return it to Kimberlee Bennett, Director of Human Resources. The deadline for submitting this performance evaluation is _____, 2022. Evaluations will be summarized and included on the agenda for discussion at the City Council briefing on _____, 2022, and will be included as an agenda item for consideration at the _____, 2022, City Council meeting.

City Council Member's Signature

Date Submitted

INSTRUCTIONS

This evaluation form contains six categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the City Attorney's performance.

5 = Excellent (almost always exceeds the performance standard)

4 = Above average (generally exceeds the performance standard)

3 = Average (generally meets the performance standard)

2 = Below average (usually does not meet the performance standard)

1 = Poor (rarely meets the performance standard)

*If you feel that you do not have enough information to fairly rate any performance category, please leave that category blank. Any category without a rating will not be used when computing the overall average score.

This evaluation form also contains a provision for entering narrative comments, including an opportunity to list any comments you believe appropriate and pertinent to the rating period. Please write legibly or type in your responses.

Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the date space of the cover page, enter the date the evaluation form was submitted. All evaluations presented prior to the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the City Council to the City Attorney as part of the agenda for the meeting indicated on the cover page.

PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS

_____ Diligent and thorough in the discharge of duties, "self-starter"

_____ Exercises good judgment

_____ Displays enthusiasm, cooperation, and will to adapt

_____ Mental and physical stamina appropriate for the position

_____ Exhibits composure, appearance, and attitude appropriate for executive position

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

2. CITY ATTORNEY/CITY COUNCIL RELATIONSHIP

- _____ Does a good job researching and responding to Council calls, questions, and inquiries
- _____ Demonstrates the appropriate level of preparation for Council meetings
- _____ Demonstrates the appropriate level of leadership/participation during Council meetings (e.g., expressing opinion, offering suggestions, listening/talking when appropriate to do so)
- _____ Understands and acts on Council agreed-upon priorities
- _____ Demonstrates the ability to listen to performance feedback and translate that feedback into action

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category.

3. LEGAL CONSULTATION

- _____ Demonstrates a thorough knowledge and understanding of Municipal law
- _____ Provides concise, understandable, and helpful legal opinions and/or advice
- _____ Provides scope of legal expertise necessary to meet the City's needs on issues that arise
- _____ Provides and/or remains open to alternatives and innovative approaches and solutions
- _____ Retains the Council's and staff's confidence while informing them of the different legal risks associated with proposed actions or decisions

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

4. LEGAL REPRESENTATION

- _____ Effectively represents the interests of the City as directed by the Council
- _____ Takes an approach that achieves the best possible legal outcomes for the City's interest given the issues that arise
- _____ Represents the City in a professional and ethical manner
- _____ Remains impartial and objective in duties and responsibilities
- _____ Demonstrates effectiveness in avoiding unnecessary legal controversy

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

5. STAFF WORK

- _____ Prepares ordinances, resolutions, contracts, and other legal work accurately and consistent with the direction and objectives communicated by the Council
- _____ Works toward gaining and maintaining the respect and support of staff and serves as an

- _____ effective member of the Executive Management Team
- _____ Accurately identifies and addresses all legal issues within documents and items reviewed
- _____ Advises Council and staff of key changes in municipal law as it pertains to the City's activities
- _____ Successfully accomplished objectives previously established

Add the values from above and enter the subtotal _____ $\div 5 =$ _____ score for this category

6. RESPONSIVENESS/TIMELINESS OF ACTIONS

- _____ Requested legal work and assignments are completed in a timely manner within established time frames
- _____ Accessible, when needed, to respond to requests for legal information and assistance
- _____ Legal reviews and requests for information are completed in time to avoid delays to the City's projects, programs, and other tasks
- _____ Effectively follows-up to requests that are made
- _____ Accurately interprets and clarifies Council and City Manager direction

Add the values from above and enter the subtotal _____ $\div 5 =$ _____ score for this category.

NARRATIVE EVALUATION

What would you identify as the City Attorney's strength(s), expressed in terms of the principle results achieved during the rating period?

What performance area(s) would you identify as most critical for improvement?

What constructive suggestions or assistance can you offer the City Attorney to enhance performance?

What other comments do you have for the City Attorney; e.g., priorities, expectations, goals or objectives for the new rating period?



City of Jacksonville Beach
City Attorney Performance Evaluation
Sandra R. Robinson

Evaluation Period
October 7, 2021 to October 6, 2022

The City Manager, Deputy City Manager, and each Department Director should complete this evaluation form, sign it in the space below, and return it to Kim Bennett, Director of Human Resources. The deadline for submitting this evaluation form is August 25, 2022. Evaluations will be summarized and provided to the City Council by September 1, 2022, for informational purposes. The City Attorney evaluation will be discussed at a City Council briefing on September 26, 2022, and will be included as an agenda item for consideration at the October 03, 2022, City Council meeting.

Department Director Signature

Date Submitted

INSTRUCTIONS

This evaluation form contains two sections of evaluation criteria; category scoring and narrative. The category section contains statements to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the City Attorney's performance.

- 5 = Excellent** (almost always exceeds the performance standard)
- 4 = Above average** (generally exceeds the performance standard)
- 3 = Average** (generally meets the performance standard)
- 2 = Below average** (usually does not meet the performance standard)
- 1 = Poor** (rarely meets the performance standard)

If you feel that you do not have enough information to fairly rate any behavioral statement, please leave that box blank. Any statement without a rating will not be used when computing the overall average score.

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period. Please write legibly or type in your responses.

Leave all pages of this evaluation form attached. Sign and date the cover page. On the date space of the cover page, enter the date the evaluation form was submitted. All evaluations presented prior to the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the City Council to the City Attorney as part of the agenda for the meeting indicated on the cover page.

PERFORMANCE CATEGORY SCORING

1. RELATIONSHIP / WORK PRODUCT

- Maintains the Client's confidence while informing them of risks associated with proposed decisions
- Maintains effective and open communication
- Is accessible when needed
- Prepares requested work products accurately
- Requested legal work is completed in a timely manner within established time frames in order to avoid delays to projects, programs, and other tasks
- Communications are complete and they answer the staff's questions
- Provides understandable and helpful legal opinions and advice

Comments:

NARRATIVE

How often have you used the City Attorney's office during this evaluation period? What work product(s) did she help you with and did the City Attorney provide the requested information?

What would you identify as the City Attorney's strength(s)?

What can the City Attorney do to provide better assistance to you or your department?

What can the office of the City Attorney do to enhance service delivery?

What other comments do you have for the City Attorney?



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CITY COUNCIL BRIEFING TOPIC	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Dennis W. Barron, Jr., Director of Public Works
DATE:	April 25, 2022
SUBJECT:	Dune Walkover Discussion

BACKGROUND

This briefing discussion is aimed at updating the Mayor and City Council about Dune Walkovers.

Design:

The current design standards and direction are based on previous guidance and decisions. Currently, the City Public Works (PW) Department reconstructs approximately eight Dune Walkovers each year, which are comprised of two outside of the Downtown Community Redevelopment Agency (CRA) District and six within those boundaries. Budgeting plans for the amount to be constructed. The reconstruction of these walkovers must be outside of the sea turtle nesting season from November 1 until May 1 each year. Construction may be done during the month of May, with special provisions. Reconstruction of the dune walkovers currently in progress were designed by the engineering firm Four Waters Engineering with ATM as a sub-consultant. Reconstruction Plans must be approved by City Staff first, and then submitted to the Florida Department of Environmental Protection (DEP) for approval. Our current design standards include: heights of three feet over the top of the dune (approximately elevation 17 NAV), final ramp sections to be southerly facing (to limit sand collection), composite material construction, and flow-thru decking at the bottom. Reconstruction is designed following the aforementioned design standards and to replace each walkover with like ramp/stairs of the existing walkover, where possible. However, in some locations, the City has limited right-of-way and easement areas which may limit and restrict design and construction.

ADA:

There is no current requirement to make every dune walkover reconstruction meet the ADA standards. There is no requirement by the City to provide ADA-compliant access to the beach area, or the hard-packed sand area of the beach. The City currently has four ADA-compliant walkovers with ramps and switchbacks, handrails, and alternate construction needed to meet ADA design requirements. This does not prevent sand buildup on the ramps.

The lifeguard station also provides beach wheelchairs, upon request, which may be utilized for access to the beach by persons with disabilities.

Additional handicap vehicle parking is being considered for the three ADA-compliant walkover locations as part of a re-striping project to assure adequate handicap parking in the areas is being considered.

Non-ADA-Compliant Walkovers:



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The City maintains a total of 49 walkovers with 28 inside the CRA boundaries and 21 outside of those boundaries. Under current guidance, there will remain four ADA-compliant walkovers, 27 non-ADA-compliant walkovers constructed with ramps, and 18 walkovers with stairs on one or both ends. This guidance was decided as part of the original 2018 design (before the dune height was increased by 3').

Maintenance:

Currently, PW monitors construction repairs as-needed or reported to assure safe walkovers. This task is handled by the Streets Division as part of their normal maintenance and repair program. The Streets Division also currently cleans up the street end zones for garbage and trash on a daily basis as part of their normal operations.

Maintenance of Sand:

The beach and dune sand is a living/breathing animal. Changes to the beach sand and dunes occur frequently based on winds, storms, and other outside influences. This causes the deposit of sand on the walkovers. The PW Department is restricted from certain dune sand activities by DEP and the Corps of Engineers. PW currently does not manage or maintain the deposit of sand on the walkovers. The lifeguards at the lifeguard station currently maintain the ADA-compliant walkover located at Beach Boulevard, as it is directly in front of the station. This can be very labor intensive at times (storms and Nor'easter winds).

FINANCIAL IMPACT

We currently estimate the budget to be approximately \$100,000 per walkover for construction and design.

ADA-compliant walkovers are currently costing approximately \$142,000-\$160,000 for construction.

Non-ADA-compliant walkovers with ramps are currently costing approximately \$80,000-\$126,000.

Walkovers with stair construction are currently costing \$72,000-\$126,000.

These are outside of design costs of approximately \$10,000 per walkover.

Potential Maintenance of Sand Costs:

- ADA-compliant beach access walkovers (only four) - this limited maintenance could be provided by Beachraker as an addition to their contract; staff is awaiting estimates for performance of routine cleaning and storm cleaning (more than 3" of sand on a weekend accumulation or event).
- Full maintenance of non-ADA complaint beach access walkovers (49) - recommend four full-time employee increase and additional equipment to include: blowers, UTV and trailer, small ride on skid-steer, 4x4 pickup, and additional hand equipment.

COUNCIL DIRECTION REQUESTED



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Does the City Council recommend any direction change from previous?

Does the City Council wish to increase the level of maintenance of sand on the ADA-compliant walkovers?

Does the City Council wish to increase the level of service maintenance on all walkovers?

ATTACHMENTS



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CITY COUNCIL BRIEFING TOPIC	
TO:	Mayor and City Council Members
FROM:	Sandra R. Robinson, City Attorney
DATE:	April 25, 2022
SUBJECT:	Review Overview of Legislative Policies Manual

BACKGROUND

During its April 18, 2022 regular meeting, the City Council ("Council") deferred action on formal adoption of its Legislative Policies Manual ("LPM") to provide the City Attorney time to review the LPM and to comment regarding whether the content of the LPM was in compliance with state law and best practices for legislative drafting. Council directed the City Attorney to represent the LPM at Council's April 25, 2022 briefing to provide the requested information and for further discussion and consideration by Council. To that end, this memorandum and attachment are presented.

SUMMARY BACKGROUND

It bears noting that the LPM was on the April 18 meeting agenda for the sole purpose of its initial adoption. Although authorized for creation in 2019, and drafted and completed over the course of 2020, the working presumption was that the LPM had been formally adopted because, among other things, it had been published to the public via the City's website and referred to and relied upon as policy during the interim. This mistake of fact was discovered sometime subsequent to March 14, 2022, the date on which Council expressed its agreement to transfer the parliamentary provisions of City Code §2-28, *et seq* by amendment to the LPM, and to repeal the affected code sections.

During all times relevant to the creation and drafting process of the LPM, the City was represented by a city attorney who was not the city attorney on April 18, 2022. The current review appears partially motivated to get an additional opinion prior to formal adoption, and the request follows a citizen's comments regarding the sufficiency of the LPM formatting and content.

OVERALL RESPONSE

Sufficient time was not available to perform a full and complete review for compliance with state and federal law between the meetings of April 18 and April 25. Similarly, sufficient time was not available to perform a thorough review of the form and content of each provision in the LPM between the meetings of April 18 and April 25.

There was, however, sufficient time to review the content and identify provisions that would benefit from further consideration and/or revision.

As noted, the LPM might also benefit from reorganization so like or similar matters are grouped more closely together or, if needed, merged to reduce redundancy.



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Consideration should also be given to the need to utilize the LPM to repeat charter and code provisions. The question raised by the extensive redundancy between these documents is the purpose the LPM is intended to serve.

NO CONFLICT WITH STATE LAW

The LPM's emergency declaration provisions are not in conflict with state law.

A limited compliance review was performed relative to the specific allegation that the LPM's provision regarding emergency declaration was not in compliance with state law.

Upon review of the same, it is the opinion of the City Attorney that while the state's provisions regarding emergency declarations are different and more comprehensive than those set forth in the LPM, the LPM is not in conflict with or, stated differently, "noncompliant" with the state code.

Broadly speaking, a conflict would exist if the state code required a specific process to be utilized under specific conditions and the LPM utilized a different process for those specific conditions. Those circumstances do not exist here.

First, the content of the LPM is fully drawn from the City Charter and City Code. Consequently, the LPM provision is compliant with local law.

Second, the relevant language in the state code that appears to motivate the concern for noncompliance was enacted by the state legislature in 2021...after the LPM was presumed adopted.

In any case, if, upon further or closer review of the statute, a conflict becomes more apparent, the City Charter and City Code would also need to be changed to come into compliance. Again, there does not appear to be that necessity.

OPTIONS FOR FURTHER ACTION

A final (more up-to-date) review for compliance with state and federal law is self-evident. Some restructuring and rewriting are advisable to bring the content closer in form to best practices for legislative/policy writing but that would also require additional time. How the Council proceeds to address the other deficiencies is discretionary. Here are options that can be utilized:

1. City Attorney restructures but maintains current content in form and substance.
2. City Attorney restructures, maintains current substance but makes revisions as to form (rewrite when necessary).
3. City Attorney restructures, exercises some discretion regarding content (i.e., revises, take some out, put some in to achieve the purpose of the LPM). (Option to maintain in separate documents all provisions removed so that Council can overrule and reincorporate if desired.)



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FINANCIAL IMPACT

None.

COUNCIL DIRECTION REQUESTED

How does the City Council wish to proceed with the Legislative Policies Manual?

ATTACHMENTS

1. Section 252.38, F.S.
2. July 12, 2021 Briefing Agenda
3. Proposed 2022 Legislative Policies Manual

Select Year: 2021 ▼ Go

The 2021 Florida Statutes

[Title XVII](#)

MILITARY AFFAIRS AND RELATED MATTERS

[Chapter 252](#)

EMERGENCY MANAGEMENT

[View Entire Chapter](#)

252.38 Emergency management powers of political subdivisions.—Safeguarding the life and property of its citizens is an innate responsibility of the governing body of each political subdivision of the state.

(1) **COUNTIES.**—

(a) In order to provide effective and orderly governmental control and coordination of emergency operations in emergencies within the scope of ss. [252.31-252.90](#), each county within this state shall be within the jurisdiction of, and served by, the division. Except as otherwise provided in ss. [252.31-252.90](#), each local emergency management agency shall have jurisdiction over and serve an entire county. Unless part of an interjurisdictional emergency management agreement entered into pursuant to paragraph (3)(b) which is recognized by the Governor by executive order or rule, each county must establish and maintain such an emergency management agency and shall develop a county emergency management plan and program that is coordinated and consistent with the state comprehensive emergency management plan and program. Counties that are part of an interjurisdictional emergency management agreement entered into pursuant to paragraph (3)(b) which is recognized by the Governor by executive order or rule shall cooperatively develop an emergency management plan and program that is coordinated and consistent with the state comprehensive emergency management plan and program.

(b) Each county emergency management agency created and established pursuant to ss. [252.31-252.90](#) shall have a director. The director must meet the minimum training and education qualifications established in a job description approved by the county. The director shall be appointed by the board of county commissioners or the chief administrative officer of the county, as described in chapter 125 or the county charter, if applicable, to serve at the pleasure of the appointing authority, in conformance with applicable resolutions, ordinances, and laws. A county constitutional officer, or an employee of a county constitutional officer, may be appointed as director following prior notification to the division. Each board of county commissioners shall promptly inform the division of the appointment of the director and other personnel. Each director has direct responsibility for the organization, administration, and operation of the county emergency management agency. The director shall coordinate emergency management activities, services, and programs within the county and shall serve as liaison to the division and other local emergency management agencies and organizations.

(c) Each county emergency management agency shall perform emergency management functions within the territorial limits of the county within which it is organized and, in addition, shall conduct such activities outside its territorial limits as are required pursuant to ss. [252.31-252.90](#) and in accordance with state and county emergency management plans and mutual aid agreements. Counties shall serve as liaison for and coordinator of municipalities' requests for state and federal assistance during postdisaster emergency operations.

(d) During a declared state or local emergency and upon the request of the director of a local emergency management agency, the district school board or school boards in the affected area shall participate in emergency management by providing facilities and necessary personnel to staff such facilities. Each school board providing transportation assistance in an emergency evacuation shall coordinate the use of its vehicles and personnel with the local emergency management agency.

(e) County emergency management agencies may charge and collect fees for the review of emergency management plans on behalf of external agencies and institutions. Fees must be reasonable and may not exceed

the cost of providing a review of emergency management plans in accordance with fee schedules established by the division.

(2) **MUNICIPALITIES.**—Legally constituted municipalities are authorized and encouraged to create municipal emergency management programs. Municipal emergency management programs shall coordinate their activities with those of the county emergency management agency. Municipalities without emergency management programs shall be served by their respective county agencies. If a municipality elects to establish an emergency management program, it must comply with all laws, rules, and requirements applicable to county emergency management agencies. Each municipal emergency management plan must be consistent with and subject to the applicable county emergency management plan. In addition, each municipality must coordinate requests for state or federal emergency response assistance with its county. This requirement does not apply to requests for reimbursement under federal public disaster assistance programs.

(3) **EMERGENCY MANAGEMENT POWERS; POLITICAL SUBDIVISIONS.**—

(a) In carrying out the provisions of ss. 252.31-252.90, each political subdivision shall have the power and authority:

1. To appropriate and expend funds; make contracts; obtain and distribute equipment, materials, and supplies for emergency management purposes; provide for the health and safety of persons and property, including emergency assistance to the victims of any emergency; and direct and coordinate the development of emergency management plans and programs in accordance with the policies and plans set by the federal and state emergency management agencies.

2. To appoint, employ, remove, or provide, with or without compensation, coordinators, rescue teams, fire and police personnel, and other emergency management workers.

3. To establish, as necessary, a primary and one or more secondary emergency operating centers to provide continuity of government and direction and control of emergency operations.

4. To assign and make available for duty the offices and agencies of the political subdivision, including the employees, property, or equipment thereof relating to firefighting, engineering, rescue, health, medical and related services, police, transportation, construction, and similar items or services for emergency operation purposes, as the primary emergency management forces of the political subdivision for employment within or outside the political limits of the subdivision.

5. To request state assistance or invoke emergency-related mutual-aid assistance by declaring a state of local emergency in the event of an emergency affecting only one political subdivision. The duration of each state of emergency declared locally is limited to 7 days; it may be extended, as necessary, in 7-day increments. Further, the political subdivision has the power and authority to waive the procedures and formalities otherwise required of the political subdivision by law pertaining to:

- a. Performance of public work and taking whatever prudent action is necessary to ensure the health, safety, and welfare of the community.

- b. Entering into contracts.

- c. Incurring obligations.

- d. Employment of permanent and temporary workers.

- e. Utilization of volunteer workers.

- f. Rental of equipment.

- g. Acquisition and distribution, with or without compensation, of supplies, materials, and facilities.

- h. Appropriation and expenditure of public funds.

(b) Upon the request of two or more adjoining counties, or if the Governor finds that two or more adjoining counties would be better served by an interjurisdictional arrangement than by maintaining separate emergency management agencies and services, the Governor may delineate by executive order or rule an interjurisdictional area adequate to plan for, prevent, mitigate, or respond to emergencies in such area and may direct steps to be taken as necessary, including the creation of an interjurisdictional relationship, a joint emergency plan, a provision for mutual aid, or an area organization for emergency planning and services. A finding of the Governor pursuant to this paragraph shall be based on one or more factors related to the difficulty of maintaining an efficient and

effective emergency prevention, mitigation, preparedness, response, and recovery system on a unijurisdictional basis, such as:

1. Small or sparse population.
2. Limitations on public financial resources severe enough to make maintenance of a separate emergency management agency and services unreasonably burdensome.
3. Unusual vulnerability to emergencies as evidenced by a past history of emergencies, topographical features, drainage characteristics, emergency potential, and presence of emergency-prone facilities or operations.
4. The interrelated character of the counties in a multicounty area.
5. Other relevant conditions or circumstances.

(4) EXPIRATION AND EXTENSION OF EMERGENCY ORDERS.—

(a) As used in this subsection, the term “emergency order” means an order or ordinance issued or enacted by a political subdivision in response to an emergency pursuant to this chapter or chapter 381 that limits the rights or liberties of individuals or businesses within the political subdivision. The term does not apply to orders issued in response to hurricanes or other weather-related emergencies.

(b) It is the intent of the Legislature to minimize the negative effects of an emergency order issued by a political subdivision. Notwithstanding any other law, an emergency order issued by a political subdivision must be narrowly tailored to serve a compelling public health or safety purpose. Any such emergency order must be limited in duration, applicability, and scope in order to reduce any infringement on individual rights or liberties to the greatest extent possible.

(c) An emergency order automatically expires 7 days after issuance but may be extended by a majority vote of the governing body of the political subdivision, as necessary, in 7-day increments for a total duration of not more than 42 days.

(d) The Governor may, at any time, invalidate an emergency order issued by a political subdivision if the Governor determines that such order unnecessarily restricts individual rights or liberties.

(e) Upon the expiration of an emergency order, a political subdivision may not issue a substantially similar order.

History.—s. 1, ch. 74-285; s. 1, ch. 77-174; s. 22, ch. 81-169; s. 21, ch. 83-334; s. 102, ch. 92-279; s. 55, ch. 92-326; s. 14, ch. 93-211; s. 132, ch. 95-148; s. 5, ch. 2000-140; s. 34, ch. 2001-61; s. 12, ch. 2021-8.

Council Briefing Notice

Monday, July 12, 2021

5:30 PM

Via

Video Conference

City of

Jacksonville Beach

City Hall

11 North Third Street

Jacksonville Beach

FL 32250

Phone: 904.247.6268

www.jacksonvillebeach.org

City Manager Mike Staffopoulos will conduct a **Council Briefing** to update the City Council about ongoing items in the City. The briefing will include, but not be limited to the following topics:

1. Proposed Media Communication Language
2. Florida League of Cities Policy Committee
3. Future Briefing Topics
4. Committee Assignment Report

The July 12, 2021, City of Jacksonville Beach, City Council Briefing will be conducted using video technology. The City is providing numerous options for public attendance at the briefing as listed on page 2 of this notice. The public is not invited to speak or present on any matter or topic at the briefing.

Council Members in attendance at the virtual briefing may include:

Mayor: Christine Hoffman

Council Members:	Georgette Dumont	Sandy Golding	Dan Janson
	Fernando Meza	Cory Nichols	Chet Stokes

Please note: Members in attendance at any briefing may vary according to their schedules.



INSTRUCTIONS FOR VIEWING

The following CMT options are available to view and listen to the July 12, 2021, City Council Briefing:

1. View the meeting using the Zoom Platform:

Use this link to view the meeting starting at 5:30 P.M. on Monday, July 12, 2021: <https://us02web.zoom.us/j/81239322112>. When you click on the link, you will be prompted to download software for whatever platform or device you are using. To download the software in advance, visit this web site: <https://zoom.us/download>.

2. Listen to the meeting via phone:

You may listen to the live meeting audio from your phone by dialing 1-301-715-8592. When the meeting ID is requested, enter 812-3932-2112 and then press the # key. There is no participant ID number. If you are asked for this, press #. When dialing in by phone, your line will be automatically muted for the duration of the meeting.

3. Hearing or speech impaired access:

Contact the agency using the Florida Relay Service, 1-800-955-8771 (TDD) or 1-800-955-8770 (Voice).

4. View and listen to a video of the meeting online:

Access the meeting by visiting the City of Jacksonville Beach YouTube Channel: [YouTube Channel for the City of Jacksonville Beach](#).

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk's Office at (904) 247-6299, no later than one business day before the meeting or by sending an email to CityClerk@jaxbchfl.net.



City of Jacksonville Beach • 11 North Third Street • Jacksonville Beach FL 32250

CITY COUNCIL BRIEFING ITEM	
TO:	Mayor and City Council
FROM:	Mike Staffopoulos, City Manager
DATE:	July 6, 2021
SUBJECT:	Proposed Media Communications Language
	Legislative Policies Manual, Attachment A: Code of Ethics for Elected Officials, Section G. Communication

BACKGROUND

At the February 22, 2021 briefing, Council indicated there should be guidance for elected officials related to communications with the media. Specifically, when media communications should be relegated to the Mayor and/or City Manager versus individual Councilors.

The conversation indicated that issues of community-wide or organizational impact should likely be referred to the Mayor or City Manager, with all other media contacts being open for response by individual Councilors. Staff has added language in the Legislative Policies Manual, Attachment A: Code of Ethics for Public Officials, G. Communication, 2 and 3, to meet Council's intent. Examples are embedded within the new language as a guide for the reader.

If this language meets Council's intent, staff will make the appropriate modification to the Legislative Policies Manual, Attachment A, amend the document currently posted to the City's website, and distribute the amendment to all affected persons.

FINANCIAL IMPACT

There is no financial impact for amending the Legislative Policies Manual.

COUNCIL DIRECTION REQUESTED

- Does City Council concur with Administration's proposed amendments to the Legislative Policies Manual as provided herein?

ATTACHMENTS

- Legislative Policies Manual, Attachment A: Code of Ethics for Public Officials, G. Communication - *Revised*

G. Communication - Revised

1. Public officials shall publicly share with the body substantive information that is relevant to a matter under consideration by the Council or boards, commissions, and committees, which they may have received from sources outside the public decision-making process. In the context of quasi-judicial proceedings, before final action or vote are taken on the matter, the public official must disclose any ex-parte communication he or she received, identifying the party and the substance of the subject matter that was communicated. Any written form of ex-parte communication must be made a part of the record before final action or vote is taken.
2. The media will, from time to time, contact public officials requesting an interview, asking questions or requesting information. Public officials should use the following guide when replying to or deferring media requests:
 - a. Media requests for items or issues affecting the entire community or governmental organization should be deferred to the Mayor and/or City Manager for address.
Example - Request from media for on-camera interview regarding impacts of COVID-19 to the City and City Hall operations.
 - b. Media requests for items or issues specifically related to a public official or their actions should be addressed by the individual contacted.
Example - Media asking questions of a Councilor regarding a proposal made by that Councilor at a briefing/meeting.
3. All public officials should understand the impacts of their communication with the media as related to all subsections of this Code, to include but not be limited to impacts to quasi-judicial proceedings, creation of conflict of interest, and disclosure of confidential information.
Example - Media asks a Councilor their opinion on an item coming before the Planning Commission and City Council for a quasi-judicial hearing. The Councilor states they "will not approve the project under any circumstance." The statement is made prior to the public hearing and presentation of evidence, and outside the requirement to make a finding of fact based on competent and substantial evidence. This statement may now become the basis of a legal challenge in the event the project is denied.



City of Jacksonville Beach • 11 North Third Street • Jacksonville Beach FL 32250

CITY COUNCIL BRIEFING ITEM	
TO:	Mayor and City Council
FROM:	Mike Staffopoulos, City Manager
DATE:	July 6, 2021
SUBJECT:	Florida League of Cities (FLC) Legislative Policy Committee Reporting

BACKGROUND

The FLC has five Legislative Policy Committees (Committees) that set the legislative agenda for the FLC and Florida's 411 municipalities on an annual basis. The Committees and Council/Administration representations, are:

- Finance, Taxation & Personnel – Fernando Meza
- Land Use & Economic Development – Chet Stokes
- Municipal Administration – Sandy Golding and Mike Staffopoulos
- Transportation & Intergovernmental Relations – Cory Nichols
- Utilities, Natural Resources & Public Works – no representation

Each committee is staffed by local elected and appointed officials and FLC staff. The first meeting of each Committee was held on June 11, 2021 where attendees were able to see a list of possible issues to prioritize over the next two meetings. The purpose of this briefing is for Council to discuss each Committee's priority list from the first meeting and determine if there is any consensus for the upcoming July 16, 2021 Committee meeting.

FINANCIAL IMPACT

There is no cost to participate on a Committee. Costs incurred would consist of travel costs to and from the meetings, which are held in Orlando.

COUNCIL DIRECTION REQUESTED

- For Council discussion.

Legislative Policies Manual
of the
City of Jacksonville Beach

City Council 2022

Mayor

Christine H. Hoffman

Mayor Pro Tem

Cory Nichols

Council Members

Georgette Dumont

Sandy Golding

Dan Janson

Fernando Meza

Chet Stokes

Adopted: [April 14, 2022](#)
([Resolution No. 2109-2022](#))

LEGISLATIVE POLICIES

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1. BOARDS

1.1 Advisory Boards and Special Committees

The City Council shall appoint all advisory boards and special committees in accordance with the provisions of the ordinance or resolution which governs such Board and the City Charter.

(Code – Section 34-71 thru 34-90, Section 34-91 thru 34-115, Res. No. 1960-2016, F.S.S. Section 163.356)

1.2 Board Appointments

The City Council directs the City Clerk to periodically publicize the existence of board vacancies, thereby requesting that interested persons apply for a vacancy.

The City Council directs the City Clerk to contact incumbent board members, thereby requesting that those persons wishing to be reappointed complete a new application.

All applicants will designate on their application the applicant's primary and secondary choice of the board, agency or commission for which they wish to be considered for appointment.

All applications will be retained for two years.

All applicants for appointment or reappointment to a board, agency, or commission will be interviewed by a committee that may include members of the City Council, the City Manager, or other City staff. Applicant interviews shall comply with Florida's Sunshine Laws.

Council members will discuss all of the interviewed candidates at a future Council Briefing and come to a consensus about the candidates.

At a subsequent, regularly scheduled City Council meeting, the City Council shall appoint persons to the board, agency, or commission whom they consider the best candidate for the appointment that meets the qualifications for the position.

When a person is appointed to fill the departing member's unexpired term, the new appointee's term shall end on the date the departing members' term would have ended.

All appointments shall be made in conformity with applicable laws or ordinances governing the board, agency, or commission.

The term of office for all future appointments shall expire on December 31, unless otherwise specified by the ordinance or resolution which governs such Board and the City Charter.

(Resolution 1960-2016 06-06-2016; Amended October 2021)

2. CITY MANAGER

2.1 Evaluation of the City Manager

The City Council shall annually evaluate the City Manager's performance in accordance with their employment agreement and fix their compensation accordingly. This policy shall be implemented in the following manner:

1. The Department Directors will complete a City Manager Evaluation Form (on or before January 15) regarding the City Manager's staffing and supervision and return it to the Human Resources Director. The Human Resources Director will compile the Department Director evaluations and prepare a summary for the City Council.
2. The City Manager will prepare a memorandum to the City Council regarding his initiatives, accomplishments, or any other items he would like to bring to the City Council's attention about his annual evaluation.
3. The Human Resources Director will copy and distribute the City Manager Performance Evaluation Form, along with the City Manager's memorandum and the summary of the Department Director evaluations, to the Mayor and City Council.
4. The Mayor and City Council Members will complete the evaluation form and return the completed form to the Human Resources Director.
5. The Human Resources Director will tabulate the results of the Mayor and City Council Members' evaluation forms and create a compiled evaluation and provide it to the City Council.
6. The Mayor and City Council Members will meet with the City Manager at a briefing to discuss the compiled evaluation and the City Manager's performance.
7. The City Manager's performance evaluation will be included on the City Council agenda for the first Council Meeting in February.
8. The City Council shall fix the City Manager's compensation accordingly.

2.2 Communication Between City Council and City Manager

1. One of the major responsibilities of the City Manager shall be to communicate to the entire City Council any and all items coming to his or her attention which:
 - a. May require consideration by the City Council, or
 - b. Could raise the possibility of altering the organizational structure of the City Staff, or
 - c. Might adversely affect public health and well-being, or
 - d. Would have the effect of being contrary to previously expressed Council direction, or
 - e. Could involve issues that have the potential for imminent negative media exposure for the City.

2. Any request by an individual City Council Member for a response to a complaint or concern from the public, or any request for information, shall be made through the Administrative Assistant to the City Manager. Any written response provided by the City Manager or City Attorney shall be distributed to all City Council Members via email.
3. All written communications from the City Manager to the City Council will be emailed. The following items will be communicated by telephone or email, depending on their sensitivity:
 - a. Activation of the Emergency Operations Center.
 - b. Significant incidents responded to by the Police or Fire-Rescue departments.
 - c. Civil unrest or disturbance resulting in Police response.
 - d. Death or serious injury to a City employee, or City official, or citizen on City property.
 - e. Significant damage to any City building or property due to accident, natural disaster, hazmat incident, or fire.
 - f. Evacuation of City residents due to fire, hazmat incident, or natural disaster.
 - g. Other Items determined by the City Manager to be of an emergency or time-sensitive nature.

(12/14/2020 Council Briefing)

2.3 Communication Between Council and City Staff – Council Not to Interfere in Appointments or Removals

Subject to the provisions of the Charter, neither the Council nor any of its committees or members shall direct or request the appointment of any person to, or his removal from, office by the City Manager or any of his subordinates, or in any manner take part in the appointment or removal of officers and employees in the administrative service of the City. Except for inquiry, the Council and its members shall deal with the administrative service solely through the City Manager, and neither the Council nor any members thereof shall give orders to any subordinate of the City Manager either publicly or privately.

(Nov. 3, 2020 Referendum - Part 1 - Charter, Chapter V.-City Manager, Section 30)

3. CITY PROPERTY

3.1 Building Facility Names

The Naming and Renaming City Buildings and Facilities legislation establishes policy, processes, and guidelines for the naming or renaming of City buildings and facilities to honor deceased individuals who have made significant contributions to the City community subject to review and majority approval of the City Council.

(Resolution No. 2061-2020 08/17/2020)

3.2 Honorary Street Name Designation

The Honorary Street Name Designation program allows citizens and groups the opportunity to honor deceased individuals who have made significant contributions to the community, subject to approval by the City Council. The program is managed and processed by the Parks and Recreation Department, and the Public Works Department administers the installations.

(Res. 2060-2020 08/17/2020; Amended Res. 2084-2021 05/03/2021)

4. COUNCIL

4.1 Salary

The monthly salary of the Mayor shall be \$740.00 per month. The monthly salary of the other members of the City Council shall be \$540.00 per month.

(Res. No. 1601-2000)

The salary of council members, together with the manner of payment, shall be established by resolution and shall be compatible with salaries as portrayed by the Florida League of Municipalities for cities and comparable size and form of government. No increase in salary shall become effective until the commencement of terms of members elected at the next regular city election. The Council may provide that members shall receive an allowance for expenses incurred in the performance of their duties.

(Ord. No. 2009-7978, § 1(exh. A), 11-2-09)

4.2 City Council Travel Expenses

For purposes of providing additional funds for the Mayor and Council Expense Account, a new account was established for Travel and Allowances in the amount of \$5,000.

(Res. No. 425 – Dated 2-16-76) (Ord. No. 2009-7978, § 1(exh. A), 11-2-09)

For the Mayor or a Council Member to receive reimbursement for travel and other expenses, prior authorization must be granted by the City Council. Reimbursement for meals or registration costs associated with attending a local meeting of an organization to which the City belongs will only be made if the Mayor or Council Members requesting the reimbursement is the Council's authorized representative on such organization.

The Mayor or a Council Member who is the designated representative of the City to an organization or who serves as a committee member or officer of an organization of which the City is a member shall seek advance authorization for such expenses, for a period not to exceed one year, at the start of each fiscal year.

The Assistant to the City Manager will make hotel and airline reservations and conference registrations on behalf of the Mayor and Council Members. The Mayor and Council Members will be reimbursed for meals, business telephone calls, cabs, and other customary and reasonable expenses upon submitting receipts and completing a travel expense report obtained from the Assistant to the City Manager.

If the Mayor or a Council Member cancel an already scheduled trip, the individual must notify the Assistant to the City Manager the earliest possible time to cancel reservations and obtain refunds. If the arrangements cannot be canceled, the individual shall attempt to find a substitute member of the Council through the Assistant to the City Manager and City Manager. If no one else can go, then the individual who canceled is personally responsible for any costs incurred by the City. The City Council

might waive said obligation upon written request if the cancellation was due to personal illness, illness or death of a family member, unforeseen business necessity, or other valid, unavoidable conflict.

4.3 Items to be Returned Upon the Expiration of a Council Members' Term of Office

All public records shall be the City's property, and, in this regard, such records shall be delivered by outgoing officials to the City Clerk.

After his/her term of office, elected officials shall return all equipment provided by the City to the City Manager.

4.4 Filling Council Vacancy by Appointment

Should any vacancy occur in the Council or the Office of Mayor other than by the recall provisions of the City Charter, the City Council shall elect a person to fill the vacant office until the next regular municipal election.

(Ord. No. 2007-7946, § 1, 12-17-07)

4.5 References to Geographical Locations within the City

The City Council will refrain from the use of the word "hill" to refer to that certain property located south of Beach Boulevard and west of Third Street. This area shall be referred to as "Pablo Beach South."

(Res. No. 1221, Dated 6-17-91)

4.6 Legislative Policy Positions

1. Elected officials of the cities of Florida, through the Florida League of Cities, do hereby proclaim that it should be the official policy of each City not to provide funding for departmental organizations which develop policy positions that are not fully compatible with similar policy positions adopted by the Florida League of Cities.
2. The official policy of each City that departmental organizations financed in whole or part by appropriated city funds should not use such fund to hire individuals or promote positions through any form of federal or state lobbying process to promote positions contrary to or not compatible with the adopted policies of the Florida League of Cities.

(Res. No. 919, Dated 4-15-85)

5. COUNCIL MEETINGS

5.1 Rules and Procedures for City Council Meetings

By the City of Jacksonville Beach Charter and the City of Jacksonville Beach Code of Ordinances, and the City Council, shall establish the procedures by which Council meetings shall be conducted.

1. The City Council shall conduct City business at its meetings following the most current edition of Robert's Rules of Order, Newly Revised, except as provided in these Legislative Policies.

(Ord. No. 2009-7979, § 1, 11-2-09, Sec. 2-40)

2. The Regular meetings of the City Council shall be held at optional start times that are to be determined by the City Manager and the Mayor to be conducive to citizen input, City Council operations, or other public purposes that help to conduct City business on the first and third Monday of each month, with the exception of January and July. In January and July, there will be one regular council meeting held on the third Monday at start times that are to be determined by the City Manager and the Mayor to be conducive to citizen input, City Council operations, or other public purposes that help to conduct City business.

In the event that the regular council meeting falls on a holiday, that meeting shall be held on the following workday at a start time that is to be determined by the City Manager and the Mayor to be conducive to citizen input, City Council operations, or other public purposes that help to conduct City business unless directed otherwise by the Council.

(Ord. No. 2009-7979, § 1, 11-2-09, Sec. 2-16; Amended Ord. No. 2021-8163, Sec. 2-16)

3. The City Manager shall furnish each member of Council with the agenda items to be addressed at least two (2) days prior to every meeting.

(Ord. No. 2009-7979, § 1, 11-2-09, Sec. 2-36)

4. The order of business of the council shall, generally, be as follows:

- a. Opening Ceremonies: Invocation, Salute to flag
- b. Call to Order
- c. Roll Call
- d. Approval of Minutes
- e. Announcements
- f. Courtesy of the Floor to Visitors
- g. Consent Agenda
- h. Mayor and City Council
- i. City Clerk
- j. City Manager/New Business
- k. Resolutions
- l. Ordinances
- m. Adjournment

~~4.5.~~ A majority of the members elected to the Council shall constitute a quorum to do business (4), but a less number may adjourn from time to time and compel the attendance of absent members in such manner and under such penalties as may be prescribed by ordinance. The affirmative vote of a majority of the members elected to the Council shall be necessary to adopt any ordinance, resolution, order, or vote, except that a majority of the members present may adopt a vote to adjourn.

(Part 1- Charter, Section 8) (Ord. No. 2009-7979, § 1, 11-2-09, Sec. 2-17)

~~5.6.~~ Ordinances and resolutions passed by the Council shall take effect at the time indicated therein. An emergency measure is an ordinance or resolution to provide for the *immediate* preservation of the public peace, property, health, or safety, in which the emergency is claimed set forth and defined in a preamble to that. The affirmative vote of at least five (5) members of the Council shall be required to pass any ordinance or resolution as an emergency measure. No measure making or amending a grant, renewal or extension of a franchise or other special privilege or which enacts or amends a land-use plan or which rezones private real property shall ever be passed as an emergency measure. No situation shall be declared an emergency by the Council except as defined in this section, and this Charter intends that the courts shall strictly construe such definitions.

(Ord. No. 2009-7979, § 1, 11-2-09, Sec. 2-60)

7. It shall be the duty of the city clerk to attend all meetings of the council and to record and keep the minutes and records thereof, and to furnish each council member at least two (2) days prior to the next meeting with a copy of the minutes of the preceding minutes.

(Code 1955, §2-7; Ord. No. 2009-7979, §1, 11-2-09)

~~6.8.~~ The City Clerk shall conduct roll call votes of the City Council at the direction of the Chair. A roll call of all yeas and nays on any question shall be taken upon the request of any one member. The roll call shall be conducted as follows: The city clerk shall arrange the names of the members of the Council in alphabetical order, and each call of the roll shall be restated in a manner upon each call thereof, he/she will commence with the member's name that was called second upon the preceding roll call, and after that proceed to call the roll according to the alphabetical order, except the Mayor's name shall be called last. The Mayor shall declare all votes of the council.

(Ord. No. 2009-7979, § 1, 11-2-09, Sec. 2-27)

~~7.9.~~ No member shall speak at any meeting more than twice on the same question, or for more than the allocated time as specified by the Chair, but in no case more than five (5) minutes at any one time.

(Ord. No. 2009-7979, § 1, 11-2-09, Sec. 2-29)

~~8.10.~~ Any proposed motion, resolution, ordinance, or suggested amendment thereto may be withdrawn by the mover or the proposer at any time before the amendment or putting to a vote.

(Ord. No. 2009-7979, § 1, 11-2-09, Sec. 2-30)

- ~~9-11.~~ No member of the Council shall be interrupted by another without the consent of the member who has the floor, except by raising a question of order.

(Ord. No. 2009-7979, § 1, 11-2-09, Sec. 2-31)

12. When a member of council is called to order, the member shall immediately take his or her seat, and the Mayor shall pass on the point of order.

- ~~10-13.~~ After a decision of any question, it shall be in order only for a member of the council voting on the prevailing side to move to reconsider the question at the same or next regular meeting. If a motion to reconsider is lost, it shall not be renewed and reconsidered without the unanimous consent of the Council in attendance at the meeting at which reconsideration is requested.

(Ord. No. 2009-7979, § 1, 11-2-09, Sec.2-38)

- ~~11-14.~~ The City Manager and other officers designated by the vote of the Council shall be entitled to sit on the dais where the Council sits. The manager shall have the right to take part in the discussion of all matters coming before the Council, and the heads of all departments and other officers shall be entitled to take part in all discussions of the Council relating to their respective departments and offices.

(Ord. No. 2012-8017, § 1, 3-19-12)

- ~~12-15.~~ For all public hearing items, other than land use actions under the Land Development Code, the order of business shall be as follows: (a) City Clerk will read the title of ordinance or resolution, (b) City staff presentation, if applicable; (c) applicant presentation, if applicable; (d) the Chair will declare the public hearing open, and during that time the Council Members will listen to public input and refrain from responding, and then, (e) the Mayor will close the public hearing, and the City Council may discuss the public hearing item. Comments by the public will be addressed by the Chair and City Council only after all speakers have been heard, and the public hearing has been declared closed by the Chair. The Chair will accept no motion before the closure of the public hearing.

The rules and procedures for land use actions are outlined in the Comprehensive Land Development Code.

(Part 1 - Charter, Chapter 34)

- ~~13-16.~~ All City Council requests of staff will be directed through the Chair to the City Manager for the response. The City Manager may defer to the appropriate staff member for additional information.

17. The City Manager shall submit regular written monthly summary financial reports to the council providing summary budget and cash investment reports.

(Code 1955, §2-7; Ord. No. 2009-7979, §1, 11-2-09)

14.18. The Chair may ask for a recess at any time he/she deems it advisable or necessary.

15.19. The Mayor shall preside at all meetings of the Council, call the members to order at the hour appointed for each meeting, and upon the appearance of a quorum, proceed to business. He shall have general control of the chamber, and in case of disturbance or disorderly conduct therein, he may cause the same to be cleared. The Mayor shall preserve decorum and order, may speak to points of order in preference to other members, and shall decide all questions relating to the priority of business or of order, without debate, subject to appeal to the Council by any member as a matter of course, and on such appeal, it shall require a majority vote of the members present to sustain such appeal.

(Ord. No. 2009-7979, § 1, 11-2-09, Sec. 2-18)

16.20. The public may speak on all items under Legislative Matters and Public Hearings, including land use actions, on the agenda. "Courtesy of the Floor" is a separate agenda item and will appear on the agenda after "Approval of Minutes." Input from the public under Courtesy of the Floor, Legislative Matters, or Public Hearings, including land use actions, shall comply with the rules outlined in this Legislative Policy.

- a. Input from the public shall be considered before the City Council has debated the issue. The Chair shall recognize all speakers, and all comments shall be directed to the Chair.
- b. The Chair will direct questions from the public to the City Manager, and the City Manager may answer if such an answer is short and concise, or the Chair may direct the City Manager to provide the information at a later date or schedule a meeting with the citizen.
- c. Persons who wish to speak shall fill out a Speaker's Card and submit it to the City Clerk before Courtesy to the Floor or the item under Legislative Matters or Public Hearings on which the person wishes to speak. Citizen comments by individual speakers from the audience during Courtesy of the Floor, Legislative Matters, or Public Hearings shall be limited to three (3) minutes. The total time for public hearings will not be limited.
- d. In every case where a citizen is recognized by the Chair to discuss an agenda item or other relevant matter during a public hearing or to provide citizen comment, he/she shall step up to the podium, state his/her name and address for the record, and identify any group or organization he/she represents. No person, other than a member of the City Council and the person having the floor shall be permitted to enter any discussion, either directly or through a member of the City Council, without the Chair's permission. Members of the public shall not be interrupted by members of the City Council when speaking during public hearings or citizen comments, so long as their comments comply with these rules and regulations. Whether speaking or not, members of the public shall not approach the dais and shall not step in front of the podium. Members of the public wishing to distribute documents, pictures, or other materials to the City Council shall do so through the City Clerk.

- e. During agenda items on which public comment is received, citizens shall limit public comment to the agenda item's specified subject matter. Any comments which are inappropriate or irrelevant will be ruled out of order by the Chair. During citizen comment, citizens shall limit public comment to relevant topics to the City and the City Council. For example, "save the manatees," and U.S. government foreign relations are topics that are not matters within the authority of the City or the City Council.

e-21. Any provision of these rules may be temporarily suspended (for the duration of a meeting) by a vote of the majority of the members of council present. No permanent revision shall be made without notice having been given at the prior meeting specifying the purpose of the change.

5.2 Procedure for Calling Special Meetings

A council member may request a special meeting by calling the city clerk, stating the reason for his request. The city clerk shall then poll the other members of the Council, and if a majority agree to the request of the council member, the meeting will be called by the clerk. At least forty-eight (48) hours' previous written notice of all special meetings shall be given to each councilperson, but such notice may be waived by any councilperson who verbally agrees to attend such meeting. Service of such notice shall be made either in person or by leaving a copy thereof at the usual place of abode of the councilperson being served. Any such notice shall state the subject to be considered at the special meeting and no other subject shall be there considered. All meetings of the Council and of committees thereof shall be open to the public and conducted in accordance with state law and the rules of the Council. The rules of the Council shall provide that the public shall have a reasonable opportunity to be heard at any such meetings of the Council or its committees in regard to any matter considered thereat.

(Ord. No. 2008-7953, § 1, 4-21-08)

5.3 Regular Council Meetings and Work Sessions

Regular Meetings

The City Council meets on the first and third Mondays of each month at 6:00 pm in the Council Chamber.

Briefings

The City Council Briefings are held virtually on the second and fourth Monday of each month at 5:30 pm.

The purpose of a Briefing is:

1. To receive reports from and ask staff, consultants, and Council Members questions regarding ongoing projects or issues and new projects or issues being considered.
2. To receive input from and ask staff, consultants, and Council Members questions regarding topics that require considerable discussion and review before formal action at a Council meeting.

After the discussion of a topic, the Mayor will summarize Council direction to staff. The Mayor may ask each Council Member their position to determine the direction to staff regarding agenda items if there is not a clear consensus.

5.4 Council Meeting Attendance

The City Manager and City Clerk, or their designees in their absence, must attend all Council meetings and Briefings. The City Attorney is to attend all regular Council meetings and special meetings, other meetings, and the Council's work sessions as necessary.

5.5 Mayor Pro-Tem

At its first meeting following a regular municipal election, the Council shall choose from its membership a vice-chairman who shall have the title of mayor pro-tem. If a vacancy occurs in the office of Mayor, or in case of his absence or disability, the mayor pro-tem shall act as Mayor for the unexpired term, or during the continuance of the absence or disability. Whenever the mayor pro-tem succeeds to the office of Mayor for the remaining portion of an unexpired term, it shall create a vacancy in the Council, which vacancy shall be filled in accordance with the provisions of this Charter.

(Part 1 – Charter, Sec. 5)

The mayor pro tem shall exercise the duties and powers of the Mayor during his absence or disability.

(Ord. No. 2009-7979, § 1, 11-2-09)

5.6 Monthly Financial Reports

The City Manager shall submit regular written monthly summary financial reports to the Council, providing summary budget, cash, and investment reports.

(Ord. No. 2009-7979, § 1, 11-2-09, Sec. 2-37)

5.7 Online Streaming of Council Meetings

Regular City Council Meetings and Briefings will be streamed live online and will be viewable on-demand through the City's website.

Members of the media who wish to photograph or videotape during a City Council Meeting must remain behind the first row of audience chairs in the Council Chambers; no additional lighting is to be used in the Council Chambers. It will be the responsibility of the City Clerk to ensure that all media personnel are apprised of the designated press area.

5.8 City Council Meeting Invocation

Opening Ceremonies for the City Council meeting begins with the Invocation, given by the Mayor or a Council Member, followed by the salute to the flag.

5.9 City Council Meeting Ceremonial Items

This policy intends to ensure that all items for Ceremonial purposes on the City Council agenda are presented consistently and that ceremonial honorees are recognized appropriately.

The procedure to be followed for Ceremonial items is as follows:

1. All items must be approved by the Mayor for inclusion on the agenda.
2. The staff member preparing the item shall provide the following information, in addition to preparing the detailed information for the proclamation:
 - a. Name of staff presenter and names of any guests or honorees
 - b. Number of seats to be reserved, if applicable
 - c. Items to be presented to or by the City (check, plaque, trophy, etc.). Items will be at the podium or given to the Mayor to present as appropriate.

Staff should provide photos of items (ex. medals) that are too small for the camera to be shown on screen. Photos must be given to staff at least 24 hours before the meeting.

3. The City Clerk shall reserve seats for participants in the audience area behind the podium. If there is more than one Ceremonial item, seats will be reserved in the order in which items appear on the agenda.
4. Honorees may shake hands with the Mayor, City Council, City Manager, and Deputy City Manager.

6. FINANCE

6.1 Purchasing

The City shall maintain a purchasing manual establishing purchasing policies, procedures, and rules for all city departments. The purchasing manual must be adopted by the City Council.

(Ord. No. 97-7708, § 1, 5-5-97; Ord. No. 2004-7869, § 1, 2-2-04; Ord. No. 2006-7910, § 1, 2-20-06; Ord. No. 2008-7958, § 1, 10-20-08)

7. MISCELLANEOUS

7.1 Offer of Sale or Donation of Real Property to the City

From time to time, owners of the real property offer their property for sale or donation to the City. When such an offer is made, the City Manager shall so notify the City Council at a work session or a regular meeting to determine if there is interest on the part of the City Council to consider the offer.

7.2 City Calendar

The Assistant to the City Manager will be responsible for maintaining a City Calendar of meetings and events for distribution to the City Council. The calendar shall contain the following:

- Council Meetings and Work Sessions
- Advisory Board meetings
- Public input meetings conducted by staff or consultants (Town Hall or Vision Meetings)
- Any other events of interest to the Council.
- Any day that City Hall is closed

It will be the responsibility of all departments to supply this information to the Assistant to the City Manager.

7.3 Limited Number of Licenses

The number of licenses to carry on the business of vendor of whiskey or liquor in the City shall be limited and restricted to the extent that there shall never be outstanding and in force in the City more than one (1) license for each five hundred fifty (550), or a major portion thereof, of persons in the City, according to the 1950 Federal Census each such license shall designate the name of the licensee, which shall include the names of all individuals, or, if a firm or partnership, the names of all members thereof, or if a corporation, the names of all officers thereof, who are interested, or engaged in the business, and also describe the particular location of the place of business at which such license authorizes such beverages to be sold thereunder, and no such beverage shall be permitted to be sold except at such place of business.

(Part 1, - Charter, Chapter 4, Section 4-1)

7.4 District Boundaries Reapportioned

The district boundaries shall be reapportioned every ten (10) years commencing with the 1990 Official Florida State and Federal Census. Each reapportionment shall be completed by the City Council by ordinance enacted within six (6) months of the date of the official publication of the most recent Official Florida State and Federal Census. District boundaries shall be reapportioned to create districts of nearly equal population. Districts shall be arranged in a logical and compact geographic pattern and shall promote fair representation.

(Part 1 – Charter, Chapter 1, Sec. 3)

8. PERSONNEL

8.1 City Attorney

The City Council shall annually evaluate the City Attorney's performance in accordance with his employment agreement and fix his/her compensation accordingly.

The city attorney shall act as the legal advisor and counselor for the municipality and all of its officers in matters relating to their official duties. He shall prepare all contracts, bonds, and other instruments in which the municipality is concerned and shall endorse on each his approval of the form and correctness thereof. When required to do by the City Council, he shall prosecute and defend, for and on behalf of the City, all complaints, suits, controversies, and proceedings in which the City is a party. He shall furnish the officers or the heads of any departments of the City his opinion on any question of law relating to their respective powers and duties.

(Part 1 – Charter, Chapter 6, Sec. 37)

8.2 City Clerk

The City Clerk shall be the clerk of the City Council, and attend all its meetings and proceedings, record and keep the minutes and records and perform the functions and duties required thereof, as may now or hereafter as prescribed by law or ordinance. The city clerk shall issue all warrants for offenses against the city ordinances and shall be the custodian of the seal of the City. The City shall have power and authority to administer an oath to and take affidavit of, any and all persons required by the Charter or ordinances of the City to make an oath in connection with dealings and transactions with the City including but not limited to the clerk in of city officials and witnesses in inquisitorial proceedings. The jurat, or certificate of proof of acknowledgment, shall be authenticated by the signature and official seal of the City. The city clerk shall keep the official files of all the City's legal documents, contracts, deeds, etc., and shall direct and supervise the Municipal Code, coordinate all municipal elections, including the registration of voters; publication of all legal notices, publications, and advertisements.

(Part 1 – Charter, Chapter 2)

9. DECLARATION OF EMERGENCY

9.1 Authority to Declare and Extend a State of Emergency; Activation of Disaster Plans

When it is determined that any human-made or natural disaster or emergency has occurred or that the occurrence or threat of one is imminent and requires immediate and expeditious action to protect the lives and property of the citizens and to provide for the continued operation of essential services, the Mayor, or in the Mayor's absence, the mayor pro-tem, is authorized to declare a state of emergency. A declaration of a state of emergency shall activate the disaster emergency plans applicable to the City and shall be the authority and guidelines for emergency measures as well as to authorize the use or distribution of any supplies, equipment, materials, or facilities assembled or arranged to be made available pursuant to such plans.

Pursuant to Section 4 of the City Charter, in time of public danger or emergency, the Mayor may on his own authority, by proclamation, take command of the police and govern the City for a period not to exceed seventy-two (72) hours. If the public danger or emergency should require that the command of the police by the Mayor and his government of the City by proclamation should be extended, this may be authorized for a period not in excess of five (5) days by the affirmative vote of at least five (5) City Council members.

The City Council, by a majority vote may declare or extend a state of emergency until such disaster or emergency no longer exists.

In the absence of either the Mayor, mayor pro-tem, or City Council, the City Manager may declare a state of emergency.

(Ord. No. 2007-7932, § 1, 3-5-07)

9.2 Clarifying and Designating Powers of the Mayor and City Manager During Emergencies and Disasters

General powers. The Mayor and City Manager jointly have the power to invoke any or all of the following provisions during a declared state of emergency or disaster. Should it be necessary to invoke any of the following provisions, a notice, when possible, should be made to the local news media for immediate dissemination to the public.

(Ord. No. 2007-7932, § 1, 3-5-07)

10. CODE OF ETHICS

10.1 Code of Ethics

The City of Jacksonville Beach is committed to accountable and responsible governance, personal integrity, and the highest standards of ethical conduct from its public officials in the performance of their official public duties.

(Res. No. 2048-2020 02/03/2020)

11. WAVE MAKER PROGRAM

11.1 Jacksonville Beach Wave Maker Program

Mayor Charlie Latham started this award in 2014. He was interested in improving the recognition of citizens who had performed an outstanding service to the Jacksonville Beach Community. By talking with citizens and working with Kurtis Loftus on an appropriate logo, he came up with a new program called the "Jacksonville Beach Wave Maker."

This involved Council Members or citizens who believe they had a person who has contributed in an outstanding manner to our community to request that the Mayor proclaim this person a Wave Maker. Suppose the Mayor and/ or Council members considered the citizen worthy of this award, then the citizen would be asked to attend a Council meeting where they would receive a small award and a proclamation stating why they are a Wave Maker.

(CC Agenda April 7, 2014)

12. PROCLAMATIONS

12.1 Proclamations

Council Policy for Reviewing Public Requests for Proclamations

PURPOSE: To establish policies, guidelines, and procedures for responding to public requests for proclamations.

POLICY: It is the policy of the Council to consider requests to proclaim certain events or causes, when such proclamations positively impact the community and convey an affirmative message to Jacksonville Beach residents. Proclamations that are political in nature, that are controversial, or that likely would not enjoy a high level of community interest and support, are discouraged.

The following guidelines and requirements apply to requests for consideration of proclamations:

1. The person (s) making the request should be a Jacksonville Beach resident(s) or Business owners.
2. The request should be made at least four weeks in advance of a regularly scheduled Council meeting.
3. A local citizen should agree to be in attendance to accept the proclamation.
4. The City retains the right to modify, edit, or otherwise amend the proposed proclamation to meet its requirements, needs, or policy determinations.
5. The City of Jacksonville Beach retains the right to decide if the proclamation will be issued or not.

PROCEDURE:

1. The person (s) making the request must submit a request and, if applicable, submit a copy of the proposed proclamation.
2. A copy of the proposed proclamation will be distributed to the Mayor and Council Members.
3. The Mayor will determine if the proposed proclamation meets the intent of this policy.
4. Once approved, the proclamation will be added to the appropriate City Council agenda.
5. If not approved, the applicant will be notified of the decision and the reason(s) for the decision.

13. MANUAL REVIEW

13.1 Legislative Policies Manual Review

The Legislative Policies Manual shall be reviewed by the City Council every year.

DRAFT

CODE OF ETHICS for PUBLIC OFFICIALS
(City Council, Appointed Officials, Boards, Commissions, Committees)

DECLARATION OF POLICY

It is the policy of the City of Jacksonville Beach to uphold, promote, and demand ethical conduct from its elected and appointed public officials. The citizens and businesses of the City of Jacksonville Beach are entitled to have fair, ethical, and accountable local government. As members of the City Council, we recognize the importance of codifying and making known to the general public the ethical principles and law that guide the work of public officials. Public officials are to maintain the highest standards of personal integrity, truthfulness, and fairness in carrying out their public duties.

In order to fulfill this mission, the City of Jacksonville Beach hereby adopts a Code of Ethics for public officials to assure public confidence in the integrity of local government and its effective and fair operation. The Code of Ethics expresses standards of ethical conduct expected for all public officials, including elected officials (City Council), appointed officials (City Manager and City Attorney), and members of boards, commissions, and committees. Public officials themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

APPLICABLE LAWS AND POLICIES

A. Responsibility of Public Office

Stewardship of the public interest shall be the public official's primary concern, working for the common good of the citizens of the City of Jacksonville Beach, and avoiding actions that are inconsistent with the best interests of the City. All persons, claims, and transactions coming before the City Council or any City board, commission, or committee, shall be assured of fair and equal treatment.

B. Compliance with Law

Public officials are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the laws of the nation, state, county, and municipality, and to carry out impartially these laws in the performance of their public duties to foster respect for all government. These laws include, but are not limited to, the United States and Florida Constitutions, Florida statutes and City ordinances.

C. Conduct of Officials

The professional and personal conduct of public officials shall be above reproach and avoid even the appearance of impropriety. Public officials shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, boards, commissions, committees, City staff, or the public.

D. Performance of Duties

1. Public officials shall perform their duties in accordance with the processes and rules of order established by the City Council, boards, commissions, and committees, governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the City Council by City staff.

2. Public officials shall be loyal to the political objectives expressed by the electorate and the programs developed to attain those objectives.
3. Public officials shall not undertake actions or communications that subvert an action formally taken by City Council.

E. Public Meetings

Public officials shall prepare themselves for all meetings, both public and shade. Officials shall listen courteously and attentively to all public discussion before the body, and focus on the business at hand. Officials shall refrain from:

- interrupting other speakers
- making personal comments not germane to the business of the body
- taking or making phone calls
- reading or sending texts
- participating in any other actions that would interfere with the orderly conduct of meetings
- using inappropriate language
- arriving late to scheduled meetings and briefings

F. Decisions Based on Merit and Evidence

Public officials shall base their decisions on the merits and substance of the matter at hand, and on competent and substantial evidence when performing in a quasi-judicial capacity.

G. Communication

1. Public officials shall publicly share with the body substantive information that is relevant to a matter under consideration by the Council or boards, commissions, and committees, which they may have received from sources outside the public decision-making process. In the context of quasi-judicial proceedings, before final action or vote are taken on the matter, the public official must disclose any ex-parte communication he or she received, identifying the party and the substance of the subject matter that was communicated. Any written form of ex-parte communication must be made a part of the record before final action or vote is taken.
2. The media will, from time to time, contact public officials requesting an interview, asking questions or requesting information. Public officials should use the following guide when replying to or deferring media requests:
 - a. Media requests for items or issues affecting the entire community or governmental organization should be deferred to the Mayor and/or City Manager for address.
Example – Request from media for on-camera interview regarding impacts of COVID-19 to the City and City Hall operations.
 - b. Media requests for items or issues specifically related to a public official or their actions should be addressed by the individual contacted.
Example – Media asking questions of a Councilor regarding a proposal made by that Councilor at a briefing/meeting.
3. All public officials should understand the impacts of their communication with the media as related to all subsections of this Code, to include but not be limited to

impacts to quasi-judicial proceedings, creation of conflict of interest, and disclosure of confidential information.

Example – Media asks a Councilor their opinion on an item coming before the Planning Commission and City Council for a quasi-judicial hearing. The Councilor states they “will not approve the project under any circumstance.” The statement is made prior to the public hearing and presentation of evidence, and outside the requirement to make a finding of fact based on competent and substantial evidence. This statement may now become the basis of a legal challenge in the event the project is denied.

H. Conflict of Interest

1. In order to assure independence and impartiality on behalf of the common good, public officials shall not use their official positions to influence government decisions in which they have a material financial interest or personal relationship, which may give the appearance of a conflict of interest. In accordance with law, officials shall disclose investments, interests in real property, sources of income and gifts, and shall abstain from participating in deliberations and decision-making where conflicts may exist.
2. Public officials shall not engage in or accept private employment or render service for private interests when such employment or service:
 - a. is incompatible with the proper discharge of his/her official duties;
 - b. impairs independence of judgment or action in the performance of official duties;
 - c. is contrary to the interests of the City.
3. Public officials should avoid action or speech, whether or not specifically prohibited, which might result in or create the appearance of:
 - a. using public office for private gain;
 - b. offering preferential treatment to any person;
 - c. impeding City efficiency or economy;
 - d. being contrary to the interests of the City;
 - e. losing complete independence or impartiality;
 - f. making a City decision outside of official channels;
 - g. degrading public confidence in the integrity of the City.

I. Gifts, Gratuities, and Favors

Public officials shall comply with the requirements of Section 112.3148, Florida Statutes, relating to the acceptance and reporting of gifts, gratuities, and favors.

J. Confidentiality of Information

Public officials shall not disclose or furnish to anyone any information concerning City property, personnel, litigation, or proceedings of the City, other than public information or with legal authorization that was obtained as a result of their positions with the City. This shall not be construed to limit, hinder, or prevent the divulgence or use of information in the performance of official duties, but shall prohibit the use of or providing information that would place the official or the recipient in a vantage position over the general public and thereby constitute a violation of public trust. Confidential information shall include, but not be limited to, any written information which is not subject to disclosure pursuant to Chapter

119, Florida Statutes, or any other statutory exemption regarding public records or any oral information which was not discussed at a public meeting.

K. Use of Public Resources

1. Unless specifically permitted by City policy, the use of City facilities, equipment, vehicles, supplies, on-duty personnel, or other goods or services is limited to City business. Public resources may not be used for private gain or personal purposes except on the same basis that they are otherwise normally available to the public. Normal rental or usage fees may not be waived except in accordance with City policy.
2. A public official may use the City's name, letterhead, logo, or seal only when it would be perceived as representing the City of Jacksonville Beach or the body as a whole and only with the prior consent of Council. However, this provision will not prohibit individual councilmembers from using City letterhead and resources to write personal congratulatory letters. Letters of recommendations, references, endorsements, and such, may be written by councilmembers on City letterhead, with a copy being provided to each councilmember.
3. A public official shall not utilize the City's name, letterhead, logo, or seal for the purpose of endorsing any political candidate, business, commercial product, or service.

L. Representative of Private Interests

As stewards of the public interest, members of the City Council shall not appear on behalf of the private interests of third parties before the Council or any board, commission, committee, or proceeding of the City. Public officials of boards, commissions, and committees shall not appear before their own bodies or before the City Council on behalf of the private interest of third parties on matters related to the areas of service of their bodies.

M. Advocacy

Public officials shall represent the official policies or positions of the City Council, board, commission, or committee to the best of their abilities when designated as delegates for this purpose. When presenting their individual opinions and positions, officials shall explicitly state that they do not represent their body or the City of Jacksonville Beach, nor give the inference that they do.

N. Policy Role of Members

Public officials shall respect and adhere to the Council-Manager form of government as outlined in the City Charter and Council's Policies and Procedures with respect to the City Manager's relationship with the City Council. In this structure, the City Council determines the policies of the City with advice, information, and analysis provided by the public, boards, commissions, committees, and City staff. Except as provided by City Charter or ordinance, councilmembers shall not interfere with the administrative functions of the City or the professional duties of City staff, or impair the ability of staff to implement Council policy decisions.

O. Independence of Boards, Commissions, and Committees

The value of independent advice and recommendations of boards, commissions, and committees to the public decision-making process is of such significance, that members

of Council shall refrain from using their position to influence unduly the deliberations or outcome of board, commission, and committee proceedings.

P. Harassment

The City strongly disapproves of and does not tolerate harassment of any kind. Public officials shall avoid offensive or inappropriate harassing behavior. Complaints of harassment will be promptly and carefully investigated in accordance with the City's applicable Workplace Violence and Sexual Harassment policies.

Q. Positive Work Place Environment

Public officials shall support the maintenance of a positive and constructive work place environment for City employees and for citizens and businesses dealing with the City. Officials shall recognize their roles in dealings with City employees (as established by Charter) and refrain from creating the perception of inappropriate direction to staff.

1. Officials, acting as a resident of the City and requiring contact with City employees, shall do so in a positive, professional and courteous manner in accordance with this code.
2. Officials, acting on behalf of their employment and requiring contact with City employees, shall first contact the City Manager to determine acceptability and/or conditions of such contact. In the event contact will be frequent or routine, appropriate guidelines may be established by the City Manager so as not to hinder the Official's performance of their employment.
3. Officials, acting as a member or representative for a non-profit civic organization or group and requesting contact with City employees, shall first contact the City Manager to determine acceptability and/or conditions of such contact.
4. Officials seeking to volunteer within the City organization shall recognize that this is a privilege, and first seek authorization from the City Manager. If acceptable, the City Manager may approve a request, identifying department, division and frequency for volunteer activities. Communication with staff while volunteering shall adhere to the context and intent of this code and City Charter. The City Manager, in his/her sole discretion, reserves the right to cancel an Official's volunteer privilege at any time.

R. Notice to Council

Should any public official become aware of potential conflicts with this Code, the public official shall notify either elected or appointed officials. In the event elected officials are notified, procedures in Section S. shall govern. In the event appointed officials are notified (City Attorney and/or City Manager), a written document shall be prepared by either or both detailing the facts of the potential conflict, and shall publish such document for the consideration of the City Council. Upon direction from the City Council, the City Attorney and City Manager shall fully investigate the potential conflict, and the City Attorney shall produce a written report of the investigation with any additional information. The written report shall then be provided to the City Council for consideration at a public hearing.

S. Notice from Council

Should any City Council member become aware of potential conflict with this Code, the Council member shall prepare a written document detailing the facts of the potential conflict, and provide such document for the consideration of the City Council. Upon direction from the City Council, the City Attorney and City Manager shall fully investigate the potential conflict, and the City Attorney shall produce a written report of the

investigation with any additional information. The written report shall then be provided to the City Council for consideration at a public hearing.

T. City Attorney to Render Opinion

Whenever any public official, subject to this policy, is in doubt as to the proper interpretation or application of this Code of Ethics policy prior to a potential conflict occurring, that official may submit to the City Attorney a full written statement of the facts and questions. The City Attorney shall then render a written opinion that addresses the potential conflict to all officials without use of the name of the official advised.. If material facts relating to the potential conflict change then the public official must promptly notify the City Attorney of any changes.

U. FLORIDA STATUTES (CHAPTER 112, PARTIII)

1. Chapter 112, Part III, Florida Statutes, Code of Ethics for Public Officers and Employees, prescribes appropriate standards of ethical conduct for employees and elected and appointed officials, as well as reporting and investigative procedures in response to prohibited actions. The City of Jacksonville Beach Code of Ethics is to be used as a supplement to the statutes. Should any conflicts exist between the codes, the more stringent language of the two shall prevail. Public officials are encouraged to read the most recent version of the Florida Commission on Ethics Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees.
2. Public officials required to file an annual financial disclosure form, submitted in accordance with Section 112, Florida Statutes, shall file a copy with the Office of the City Clerk, using the forms prescribed by the Commission on Ethics.

V. IMPLEMENTATION

1. The Code of Ethics for the public officials of the City of Jacksonville Beach is intended to be self-enforcing. Interpretation and enforcement of this Code lies solely with the City Council. It therefore becomes most effective when officials are thoroughly familiar with it and embraces its provisions. For this reason, ethical standards shall be included in the regular orientation for candidates for the City Council, newly elected officials, and appointed members of boards, commissions, and committees, as held.
2. Officials entering office will receive a statement certifying they have read and understand the City of Jacksonville Beach Code of Ethics. Signing the statement is optional. All public officials are subject to the provisions of the Code of Ethics whether or not the statement is signed.
3. The Code of Ethics shall be reviewed annually by the City Council, boards, commissions, and committees. Recommendations received from the review shall be considered by the City Council. The Code of Ethics shall be updated, as necessary, in November of even-numbered years.

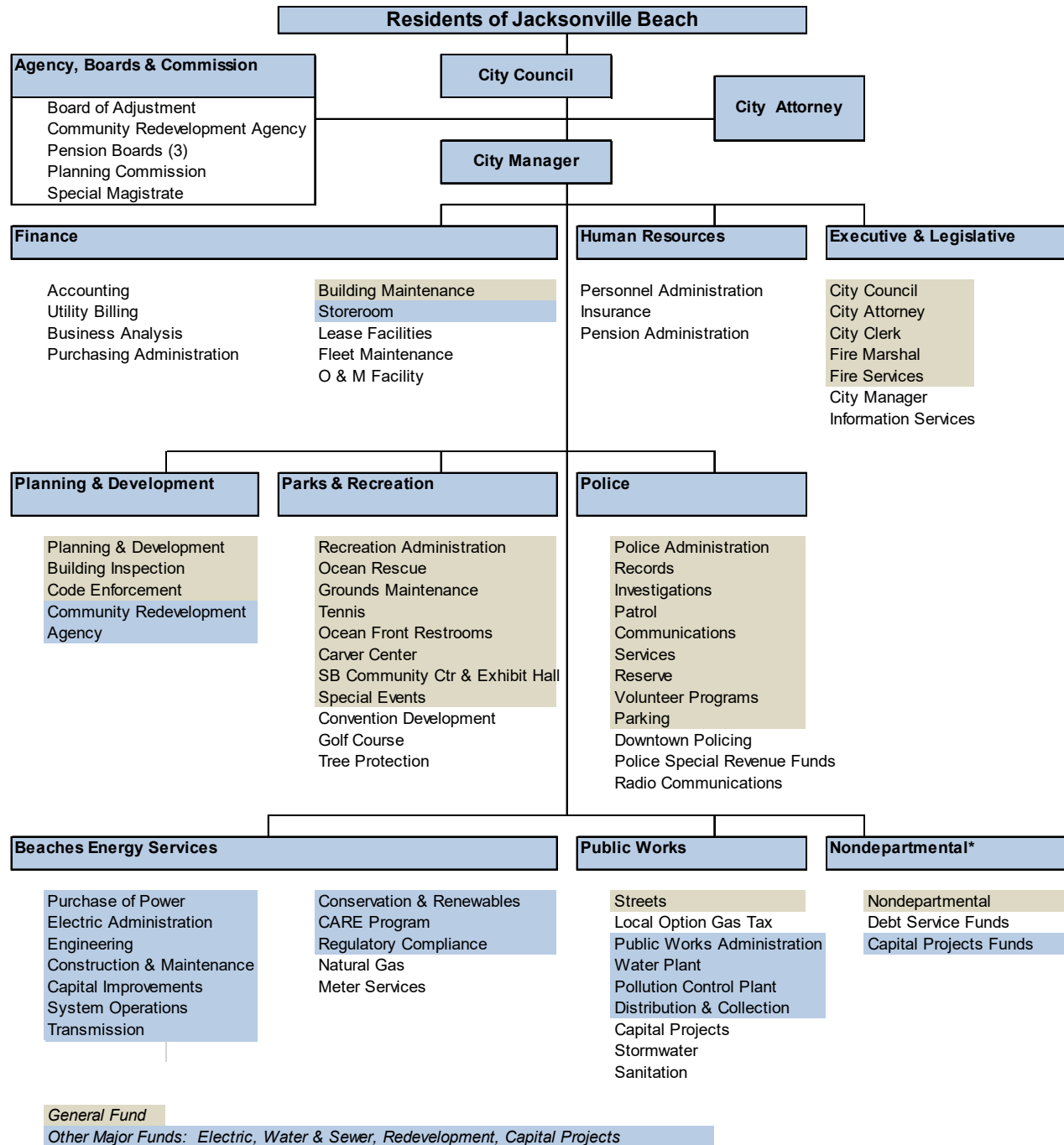
W. PENALTIES

1. Code violations by Boards, Commissions, and Committees may result in the following penalties:
 - a. verbal reprimand, issued orally in open session;
 - b. written reprimand;
 - c. suspension in the form of a temporary cessation of duties;
 - d. forfeiture of appointment or position.
2. Code violations by Appointed Officials and Council members may result in the following penalties:
 - a. verbal reprimand, issued orally in open session;
 - b. written reprimand;
 - c. suspension or removal from any appointed boards or committees
3. The authority and process for removal of an Appointed Official shall be reserved for the City Charter and/or employment agreement.
4. The authority and process for removal of a seated Council member shall be reserved for the City Charter.

Adopted: February 3, 2020

Revised: July 12, 2021

City of Jacksonville Beach, Florida Organization Chart



* See Executive & Legislative Department for these divisions.

CITY OF JACKSONVILLE BEACH FLORIDA

Mayor and Council Members

Mayor

Christine Hoffman
11 North Third Street
(904) 877-1058
E-mail: CHOFFMAN@JAXBCHFL.NET

Seat 1, At-Large

Fernando Meza
11 North Third Street
(904) 247-6102
E-mail: FMEZA@JAXBCHFL.NET

Seat 2, At-Large

Dan Janson
11 North Third Street
(904) 247-6103
E-mail: DJANSON2@jaxbchfl.net

Seat 3, At-Large

Chet Stokes
11 North Third Street
(904) 247-6217
E-mail: CSTOKES@JAXBCHFL.NET

Seat 4, District 1

Cory Nichols
11 North Third Street
(904) 877-0304
E-mail: CNICHOLS@JAXBCHFL.NET

Seat 5, District 2

Georgette Dumont
11 North Third Street
(904) 877-1233
E-mail: GDUMONT@JAXBCHFL.NET

Seat 6, District 3

Sandy Golding
11 North Third Street
(904) 877-0675
E-mail: SGOLDING@JAXBCHFL.NET

CITY OF JACKSONVILLE BEACH FLORIDA

Board Member Roster

Board of Adjustment

Meets 1st and 3rd Tuesday,
7:00 P.M., Council Chambers

Chair

Alexi Gonzalez

Vice-Chair

Owen Curley

Members

Daniel Elmaleh

John Moreland

Jeff Truhlar

Todd Smith (1st Alternate)

Jennifer Williams (2nd Alternate)

Planning Commission

Meets 2nd and 4th Monday, 7:00 P.M.,
Council Chambers

Chair

Britton Sanders

Vice-Chair

Margo Moehring

Members

David Dahl

Greg Sutton

Colleen Murphy White

Justin Lerman (1st Alternate)

Emily Stouffer (2nd Alternate)

Community Redevelopment

Agency

Meets 4th Monday, 3:00 P.M.,
Council Chambers

Chair

Art Graham

Vice-Chair

Frances Povloski

Members

Jeffrey Jones

David McGraw

Gary Paetau

General Employees' Pension

Board

Meets Quarterly, 2nd Tuesday,
3:00 P.M., Council Chambers

Chairperson

Brandon Maresma

Chairperson Pro Tem

Dan Janson

Members

Nick Currie

Chris Hoffman

Eddie Vergara

Firefighters' Pension Board

Meets Quarterly, 2nd Tuesday, 3:00 P.M.,
Council Chambers

Chairperson

Gaylord Candler

Chairperson Pro Tem

Edward Dawson

Members

D. Lance Huish

John McDaniel

Debbie White

Police Officers' Pension

Board

Meets Quarterly, 2nd Tuesday,
3:00 P.M., Council Chambers

Chair

Jason Sharp

Chairperson Pro Tem

Marvin V. DuPree

Members

David Cohill

Rudy Dean

John Gosztyla

Special Magistrate

Hearings 4th Wednesday, 2:00 P.M., Council Chambers

Magistrate

Wayne Flowers

2022

Jacksonville Beach

City Council and Board Meeting Schedules

City Council Meeting	Council Briefing (Virtual)	Board of Adjustment	Planning Commission	Community Redevelopment Agency	Special Magistrate	Pension Board
<i>1st & 3rd Monday @ 6 PM [only 1 mtg in Jan & July]</i>	<i>2nd & 4th Monday @ 5:30 (as needed)</i>	<i>1st & 3rd Tuesday @ 7 PM</i>	<i>2nd & 4th Monday @ 7 PM</i>	<i>4th Monday @ 3 PM</i>	<i>4th Wednesday @ 2 PM</i>	<i>Held Quarterly - 2nd Tuesday @ 3 PM</i>
No meeting	1/10/2022	1/4/2022	1/10/2022			
1/18/2022 Tues*	1/24/2022	1/19/2022 Weds*	1/24/2022	1/24/2022	1/26/2022	
2/7/2022	2/14/2022	2/1/2022	2/14/2022			2/8/2022
2/23/2022 Wed**	2/28/2022	2/15/2022	2/28/2022	2/28/2022	2/23/2022	
3/7/2022	3/14/2022	3/1/2022	3/14/2022			
3/21/2022	3/28/2022	3/15/2022	3/28/2022	3/28/2022	3/23/2022	
4/4/2022	4/11/2022	4/5/2022	4/11/2022			
4/18/2022	4/25/2022	4/19/2022	4/25/2022	4/25/2022	4/27/2022	
5/2/2022	5/9/2022	5/3/2022	5/9/2022			5/10/2022
5/16/2022	5/23/2022	5/17/2022	5/23/2022	5/23/2022	5/25/2022	
6/6/2022	6/13/2022	6/7/2022	6/13/2022			
6/20/2022	6/27/2022	6/21/2022	6/27/2022	6/27/2022	6/22/2022	
No meeting	7/11/2022	7/5/2022	7/11/2022			
7/18/2022	7/25/2022	7/19/2022	7/25/2022	7/25/2022	7/27/2022	
8/1/2022	8/8/2022	8/2/2022	8/8/2022			8/10/2022 ¹
8/15/2022	8/22/2022	8/16/2022	8/22/2022	8/22/2022	8/24/2022	
9/6/2022 Tues*	9/12/2022	9/7/2022 Weds*	9/12/2022			
9/19/2022	9/26/2022	9/20/2022	9/26/2022	9/26/2022	9/28/2022	
10/3/2022	10/10/2022	10/4/2022	10/10/2022			
10/17/2022	10/24/2022	10/18/2022	10/24/2022	10/24/2022	10/26/2022	
11/7/2022	11/14/2022	11/1/2022	11/14/2022			
11/21/2022	11/28/2022	11/15/2022	11/28/2022	11/28/2022	11/23/2022	11/9/2022 Wed**
12/5/2022	12/12/2022	12/6/2022	12/12/2022			
12/19/2022	12/27/2022 Tues*	12/20/2022	12/27/2022 Tues*	12/27/2022 Tues*	12/28/2022	
Budget Workshop Dates						
TBD						

* Due to City observed holiday ** Due to elections ¹Date change per HR