



# CITY OF JACKSONVILLE BOARDS & COMMISSIONS

Mayor's Office  
The Honorable Lenny Curry

Presented by Carlo Fassi  
Deputy Director of Intergovernmental Affairs



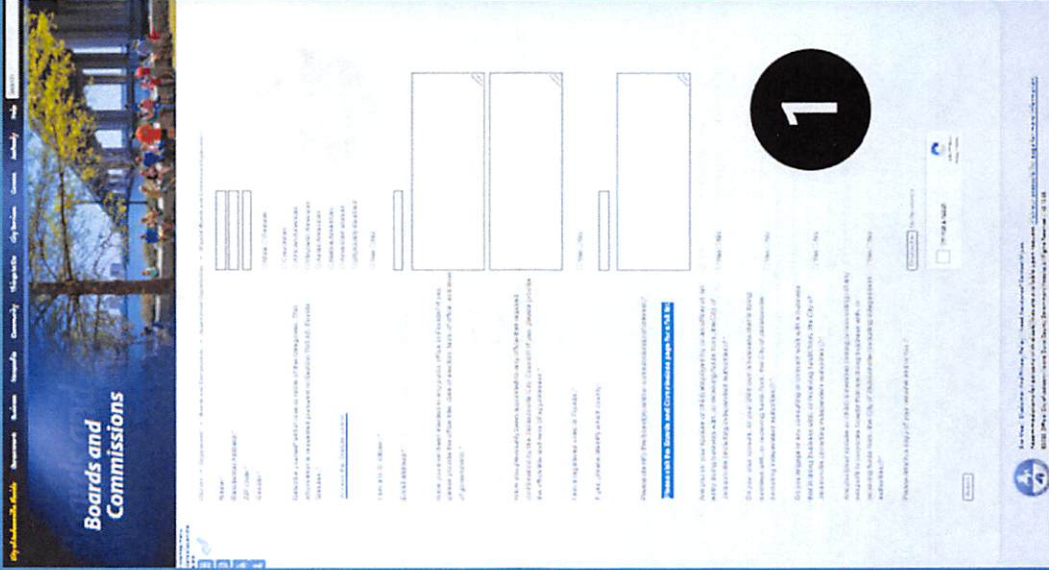
The appointment process in four steps:

1. Application
2. Vetting
3. Nomination
4. Confirmation

# APPLICATION

- Residency
- Contact Information
- Board & Commission options
- Preliminary Conflict of Interest Screening

Application available online at:  
<https://www.coj.net/departments/boards-and-commissions/appointment-opportunities/mayoral-boards-and-commission-application>



# VETTING

- Interview with Mayor's Office personnel
- Conflict of Interest Self-Assessment Tool, provided by COJ's Office of Ethics,
- Compliance & Oversight:
- Employment relationships
- Business ownership
- Consulting & temporary work
- Non-profit & corporate relationships

**CONFLICTS OF INTEREST SELF-ASSESSMENT TOOL**

This tool is provided by the City of Jacksonville's Office of Ethics, Compliance and Oversight as a guide for understanding state ethics conflicts laws.

If you answered YES to any of the following questions, DO NOT WORRY! Conflicts happen all the time, but the only way to address them is to work with OGC and the Ethics Office by providing the information requested below.

**Question 1 – Employment Relationships**

Are you (or your spouse or child) employed by, or an officer of, an entity doing business with, or receiving funds from, the City of Jacksonville (including independent authorities)?

YES - Please answer the following questions (for every such employment relationship)

NO - Skip to Question 2

1. Name of the Employer:
2. Title/occupation:
3. Top 5 duties:
4. Type of business (corporation, partnership, limited partnership, company, limited liability company, proprietorship, firm, enterprise, franchise, association, self-employed individual) that is doing business in state of Florida:
5. If employer is a corporation, select a type if applicable (holding company, parent, or subsidiary corporation):
6. Describe the interaction between the employer and the City:
7. Describe the interaction between the employer and your City Board:
8. Describe the interaction you (or your spouse or child) will have with the City or a staff of the employer:
9. Will your City Board vote on funding between the employer and the employer:
10. Will your City Board require the employer in any way?

**Question 2 – Business Ownership**

Do you, your spouse, or your child own a business that is doing business with, or receiving funds from, the City of Jacksonville (including independent authorities)?

YES - Please answer the following questions (for every such business)

NO - Skip to Question 3

**2**



# NOMINATION

- Applicant is chosen by Mayor Lenny Curry
- OGC is sent nominee's resume and chosen Board/Commission, along with the outgoing board/commission member's information (bill number & term expiration)
- Resolution is filed with Legislative Services
- Rules Committee hears the Resolution on the fifth week of the legislative cycle
- City Council confirms the nominee's appointment the following week





# CONFIRMATION

- In accordance with Sec. 50.109 – once the resolution is approved by the City Council and signed by Mayor Lenny Curry, the newly appointed member is required to “attend an Ethics Training program within the first six months” of their tenure
- Mayor’s Office provides new appointment with Boards and Commissions Training Manual → 3
- Mayor’s Office requires acknowledgement of the ethics training ordinance code

## Sec. 50.109. - Ethics Training.

Every Board and Commission member shall attend an Ethics Training program within the first six months of confirmation of his/her appointment. Upon fulfillment of this requirement, each member will be issued a certificate of completion by the Ethics Office. This certification is valid for a period of four years. Each member shall also be required to review any annual training updates posted online. The Ethics Training program shall be created and delivered by the Office of Ethics, Compliance and Oversight with assistance from the Office of General Counsel. Training topics may include but are not limited to:

- (1) Ethics in government;
- (2) ADA compliance;
- (3) [Chapter 50](#) (Boards and Commissions) and [Chapter 58](#) (Advisory Boards and Commission) of the Ordinance Code;
- (4) Public Records and Sunshine Law;
- (5) Methods for elimination of discriminatory practices.

(Ord. 2015-268.E, § 1)



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