

Introduced by Council Member White and Co-Sponsored by Council Members Lahnen and Johnson and amended by the Rules Committee:

ORDINANCE 2025-108-E

AN ORDINANCE CREATING A VALUE ADJUSTMENT BOARD DIVISION WITHIN THE CITY COUNCIL OFFICE OF THE COUNCIL SECRETARY; AMENDING SECTIONS 11.101 (OFFICE OF THE COUNCIL SECRETARY CREATED), 11.103 (FUNCTIONS OF THE OFFICE), 11.105 (LEGISLATIVE SERVICES DIVISION; STAFFING), AND 11.122 (EXECUTIVE COMMITTEE, PERSONNEL COMMITTEE; APPOINTMENT AND DISCHARGE), CHAPTER 11 (OFFICE OF THE COUNCIL SECRETARY), *ORDINANCE CODE*, TO REFLECT VARIOUS REVISIONS ASSOCIATED WITH CREATION OF THE VALUE ADJUSTMENT BOARD DIVISION; AMENDING SECTION 11.104 (LEGISLATIVE SERVICES DIVISION; CHIEF OF LEGISLATIVE SERVICES), CHAPTER 11 (OFFICE OF THE COUNCIL SECRETARY), *ORDINANCE CODE*, TO REFLECT THE CURRENT PROCESS FOR APPOINTMENT OF THE CHIEF OF LEGISLATIVE SERVICES DIVISION; CREATING SECTIONS 11.110 (VALUE ADJUSTMENT BOARD DIVISION; CHIEF/DEPUTY CLERK OF VALUE ADJUSTMENT BOARD), 11.111 (VALUE ADJUSTMENT BOARD DIVISION; STAFFING), AND 11.112 (DUTIES OF THE VALUE ADJUSTMENT BOARD DIVISION), CHAPTER 11 (OFFICE OF THE COUNCIL SECRETARY), *ORDINANCE CODE*, TO CREATE A VALUE ADJUSTMENT BOARD DIVISION WITHIN THE OFFICE OF THE COUNCIL SECRETARY; AMENDING SECTION 17.06 (APPLICABILITY OF CIVIL SERVICE

SYSTEM TO EMPLOYEES OF CONSOLIDATED GOVERNMENT),
 ARTICLE 17 (CIVIL SERVICE), *CITY CHARTER*, TO ADD
 VARIOUS POSITIONS WITHIN THE OFFICE OF THE
 COUNCIL SECRETARY TO THE LIST OF EMPLOYEES
 EXEMPT FROM THE CIVIL SERVICE PROVISIONS OF THE
 CHARTER; PROVIDING CODIFICATION INSTRUCTIONS;
 REQUESTING ONE CYCLE EMERGENCY PASSAGE;
 PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED by the Council of the City of Jacksonville:

Section 1. Amending Sections 11.101 (Office of the Council Secretary created), 11.103 (Functions of Office), 11.105 (Legislative Services Division; staffing), and 11.122 (Executive Committee, Personnel Committee; appointment and discharge), Chapter 11 (Office of the Council Secretary), Ordinance Code. Sections 11.101 (Office of the Council Secretary created), 11.103 (Functions of Office), 11.105 (Legislative Services Division; staffing), and 11.122 (Executive Committee, Personnel Committee; appointment and discharge), Chapter 11 (Office of the Council Secretary), *Ordinance Code*, are hereby amended to read as follows:

CHAPTER 11 - OFFICE OF THE COUNCIL SECRETARY

Sec. 11.101. - Office of the Council Secretary created.

There is hereby created the Office of the Council Secretary which shall be a department of the legislative branch of the Consolidated Government. All laws relating generally to the administration of government shall, so far as applicable, govern the Office of the Council Secretary. The Council Secretary is the head of the Department, and shall be responsible for all matters of staff support for the Council. This Office shall include: a Legislative Services Division, a Research Division, an Administrative Services Division, ~~and~~ a Public Information Division, and a Value Adjustment

1 Board Division.

2 * * *

3 **Sec. 11.103. - Functions of Office.**

4 The Office of the Council Secretary shall:

- 5 (a) Keep the records of the Council and be the official signatory
6 and perform all duties which are assigned by the Charter or
7 by law.
- 8 (b) Maintain the offices, chambers, committee rooms and
9 conference rooms of the City Council.
- 10 (c) Provide clerical, secretarial or administrative assistance to
11 Council committees and subcommittees and to boards and
12 commissions that function as an extension of the Council.
- 13 (d) Provide, maintain, and update the official legislative files,
14 committee calendars and Council agenda, and other documents
15 necessary to the conduct of legislative business, and be
16 responsible for all official records of the legislative
17 branch of government.
- 18 (e) Provide the Council, its committees and members, with
19 information, data and policy analysis, necessary to the
20 proper conduct of legislative business and maintain a Council
21 Library. This shall include providing a legislative summary
22 of each bill introduced into Council, excepting those dealing
23 with land use, rezoning or commendations.
- 24 (f) In the absence of the Council Secretary, the Chief of
25 Legislative Services shall serve as Acting Council Secretary
26 solely for the purposes of acting as official Council
27 signatory and for issuing or receiving subpoenas.
- 28 (g) Perform such other duties and tasks as may be assigned by the
29 Council President or the Council.
- 30 (h) Serve as the Clerk of the Duval County Value Adjustment Board
31 as provided in Rule 12D-9.006, Florida Administrative Code,

1 as amended from time to time.

2 * * *

3 **Sec. 11.105. - Legislative Services Division; staffing.**

4 With the approval of the Council Secretary, the Chief of
5 Legislative Services may employ up to one ~~two~~ Assistant Chief Chiefs
6 of Legislative Services who will be confirmed by the Personnel
7 Committee and the Council. With the approval of the Council Secretary,
8 the Chief of Legislative Services may also employ such other employees
9 as may be required to assist in performing the duties of the Division.
10 All employees in this division shall be hired within the positions
11 and salaries allowed by the employee cap and salary ranges established
12 by the Council. In the absence of the Chief of Legislative Services,
13 the Council Secretary may designate, at his or her discretion, the
14 ~~an~~ Assistant Chief of Legislative Services to serve as Acting Chief
15 of Legislative Services and that designated person shall do all things
16 that the Chief of Legislative Services can do including sign
17 ordinances and resolutions and receive and issue subpoenas when
18 authorized to do so by the Council Secretary in writing. The Assistant
19 Chief Chiefs of Legislative Services shall be confirmed by the
20 Personnel Committee and the Council and shall serve at the pleasure
21 of the Personnel Committee and the Council and shall not be in the
22 classified service of the City and shall not be subject to the civil
23 service laws affecting the City, and shall be under direct supervision
24 of and shall report to the Chief of Legislative Services. ~~An Assistant~~
25 ~~Chief of Legislative Services, or other staff of the Legislative~~
26 ~~Services Division designated by the Chief of Legislative Services,~~
27 ~~shall serve as secretary to the Value Adjustment Board and issue all~~
28 ~~notices therefor and carefully preserve all records thereof. The~~
29 Assistant Chief Chiefs of Legislative Services shall perform such
30 other tasks as may be assigned by the Chief of Legislative Services,
31 the Council Secretary, the Council President or the Council.

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Sec. 11.122. - Executive Committee, Personnel Committee; appointment and discharge.

* * *

(b) A Personnel Committee shall be convened by the Council President from time to time to consider personnel matters. The Personnel Committee shall be composed of the Council President and Vice President, the Chairs of the Finance and Rules Committees and one other Council Member selected by the Council President. The Committee's recommendation for the appointment and discharge of the Director/Council Secretary shall be approved by the Council by resolution, by a simple majority of the Council. The Committee shall also be responsible for recommending or confirming, as applicable, the appointment of the Chief of Research, the Chief of Administrative Services, the Chief of Public Information, ~~and~~ the Chief of Legislative Services, and the Chief of the Value Adjustment Board Division. Each such recommendation shall be approved by resolution by a simple majority of the Council. The Assistant Chief of Legislative Services shall be recommended by the Director/Council Secretary to the Personnel Committee and approved by resolution by a simple majority of the Council. The discharge of the Chief of Research, the Chief of Administrative Services, the Chief of Public Information, ~~and the Chief and Assistant Chief Chiefs~~ of Legislative Services, and the Chief of the Value Adjustment Board Division shall be effected by the Director/Council Secretary with the approval of the Personnel Committee. All other appointed employees in the Office of the Director/Council Secretary and its divisions shall be appointed by and shall serve at the pleasure of the

1 Director/Council Secretary without regard to political
2 affiliation. All classified employees in the Office of
3 Director/Council Secretary and its divisions shall be
4 employed, disciplined and discharged by the Director/Council
5 Secretary pursuant to and in accordance with all applicable
6 rules and regulations of the City.

7 The Personnel Committee shall, from time to time, bring
8 recommendations regarding salary ranges and positions pertaining to
9 all applicable City Council employee positions to the Council for
10 Council approval.

11 **Section 2. Amending Section 11.104 (Legislative Services**
12 **Division; Chief of Legislative Services), Chapter 11 (Office of the**
13 **Council Secretary), Ordinance Code.** Section 11.104 (Legislative
14 Services Division; Chief of Legislative Services), Chapter 11 (Office
15 of the Council Secretary), *Ordinance Code*, is hereby amended to read
16 as follows:

17 **CHAPTER 11. - OFFICE OF THE COUNCIL SECRETARY**

18 * * *

19 **Sec. 11.104. - Legislative Services Division; Chief of Legislative**
20 **Services.**

21 There is hereby created a Legislative Services Division which
22 shall be responsible for all legislative operations of the Council,
23 its committees, and boards and commissions functioning as an extension
24 of the Council. The Legislative Services Division shall be under the
25 general direction and supervision of the Chief of Legislative
26 Services, who shall be appointed by the Personnel Committee and
27 confirmed by Council, and serve at the pleasure of the Personnel
28 Committee and the Council without regard to political affiliation and
29 who shall not be in the classified service of the City and who shall
30 not be subject to the civil service laws affecting the City. The

1 Chief of Legislative Services shall be under the supervision of and
2 shall report to the Council Secretary.

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4 **Section 3. Creating Sections 11.110 (Value Adjustment Board**
5 **Division; Chief/Deputy Clerk of Value Adjustment Board), 11.111**
6 **(Value Adjustment Board Division; staffing), and 11.112 (Duties of**
7 **the Value Adjustment Board Division), Chapter 11 (Office of the**
8 **Council Secretary), Ordinance Code.** Sections 11.110 (Value
9 Adjustment Board Division; Chief/Deputy Clerk of Value Adjustment
10 Board), 11.111 (Value Adjustment Board Division; staffing), and
11 11.112 (Duties of the Value Adjustment Board Division), Chapter 11
12 (Office of the Council Secretary), *Ordinance Code*, are hereby created
13 to read as follows:

14 **Sec. 11.110. - Value Adjustment Board Division; Chief/Deputy Clerk**
15 **of Value Adjustment Board.**

16 There is hereby created a Value Adjustment Board (VAB) Division.
17 The VAB Division shall be under the general direction and supervision
18 of the Chief of the Value Adjustment Board Division, who shall serve
19 as the Deputy Clerk of the Value Adjustment Board, and who shall be
20 appointed by the Council Secretary and confirmed by the Personnel
21 Committee and the Council and serve at the pleasure of the Council
22 without regard to political affiliation, and who shall not be in the
23 classified service of the City and shall not be subject to the civil
24 service laws affecting the City.

25 The Chief of the VAB Division shall be under the supervision of,
26 and shall report to, the Council Secretary, clerk of the governing
27 body of the county. The VAB Division shall perform the duties provided
28 in Rule 12D-9.005, *Florida Administrative Code*, as amended from time
29 to time, and shall be responsible to manage the day-to-day
30 responsibilities of the Value Adjustment Board as delegated by the
31 Council Secretary and shall maintain the office of the Value

Adjustment Board. In the absence or vacancy of the Council Secretary, the Chief/Deputy Clerk shall assume the role of Value Adjustment Board Clerk and will serve as interim Value Adjustment Board Clerk until such time as a permanent Council Secretary is confirmed by the Council.

Sec. 11.111. - Value Adjustment Board Division; staffing.

With the approval of the Council Secretary, the Chief of the VAB Division may employ such other employees as may be required to assist in performing the duties of the Division and the office of the Value Adjustment Board within the positions and salaries allowed by the employee cap and salary ranges established by the Council.

Sec. 11.112. - Duties of the Value Adjustment Board Division.

The Value Adjustment Board Division shall have the following duties:

- (a) Maintain the office of the Value Adjustment Board.
- (b) Issue all notices for the Value Adjustment Board and preserve all records thereof.
- (c) Manage the day-to-day responsibilities of the Value Adjustment Board as delegated by the Council Secretary.
- (d) Perform the duties provided in Rule 12D-9.007, *Florida Administrative Code*, as amended from time to time.
- (e) Perform such other duties and tasks as may be assigned by the Council Secretary, the Council President or the Council that do not conflict with, change, expand, suspend or negate the applicable rules adopted by Florida Statutes, the Florida Administrative Code, or other provisions of law.

* * *

Section 4. Amending Section 17.06 (Applicability of civil service system to employees of consolidated government), Article 17 (Civil Service), City Charter. Section 17.06 (Applicability of civil

service system to employees of consolidated government), Article 17 (Civil Service), *City Charter*, shall be amended to read as follows:

CHARTER AND RELATED LAWS

PART A - CHARTER LAWS CHARTER OF THE CITY OF JACKSONVILLE, FLORIDA

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ARTICLE 17. - CIVIL SERVICE

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Sec. 17.06. - Applicability of civil service system to employees of consolidated government.

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(k) Assistant council auditor, an administrative assistant to the council auditor, chief of legislative services, director/council secretary, assistant chief ~~chiefs~~ of legislative services, ~~a~~ records management officer, ~~an~~ information systems administrator, information systems manager, the secretary to the president of the council, chief of research, research assistant, the chief of public information, ~~assistant~~, the chief of administrative services, the executive administrator, the administrative assistant to the director/council secretary, administrative assistant I to the chief of administrative services, administrative assistant II to the chief of administrative services, legislative assistant I, legislative assistant II, legislative services manager, chief of the value adjustment board, VAB assistant I, VAB assistant II, executive council assistants appointed by council members and employees of the Council Auditor who are accountants holding a college degree or equivalent certificate in accounting. Such accountants shall receive protection from dismissal without cause as provided in the civil service and personnel rules and regulations at the request of the employee and if approved by

the Civil Service Board.

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Section 5. Codification Instructions. The Codifier and the Office of General Counsel are authorized to make all chapter and division "table of contents" consistent with the changes set forth herein. Such editorial changes and any other changes necessary to make the *Ordinance Code* consistent with the intent of this legislation are approved and directed herein, and the changes to the *Ordinance Code* shall be made forthwith and when inconsistencies are discovered.

Section 6. Requesting One Cycle Emergency Passage Pursuant to Council Rule 4.901 Emergency. One cycle emergency passage of this legislation is requested. The nature of the emergency is to allow the Code and Charter amendments adopted pursuant to this legislation to be made effective in conjunction with various other Council staff changes to allow for an orderly adjustment and transition within all Divisions.

Section 7. Effective Date. This Ordinance shall become effective upon signature by the Mayor or upon becoming effective without the Mayor's signature.

Form Approved:

/s/ Mary E. Staffopoulos

Office of General Counsel

Legislation Prepared By: Mary E. Staffopoulos

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