
The Council Briefing began at 6:00 P.M.

The following City Council Members were in attendance:

Mayor: William C. Latham

Council Members: Keith Doherty Georgette Dumont Sandy Golding
Christine Hoffman Cory Nichols Phil Vogelsang

Also present was City Manager Mike Staffopoulos.

Purpose of Briefing

The purpose of the briefing was to update the Council Members on projects including the following items:

City Manager

Recruitment of City Attorney

Mr. Staffopoulos stated after speaking with Department heads and City Attorney Susan Erdelyi, it has been suggested to have the new City Attorney on-site for 40 hours a week.

A conversation ensued regarding options for recruiting a new City Attorney. The two primary options discussed were as follows:

- Hiring a full-time City Attorney as an employee of the City of Jacksonville Beach
- Hiring a contractual City Attorney associated with a firm, similar to the current agreement

Council offered direction to Mr. Staffopoulos to move forward on the recruitment process for both options.

Additional Personnel Updates

Mr. Staffopoulos stated Budget Officer Ashlie Gossett would be recommended for the position of Chief Financial Officer for the City. The official recommendation would be on the next agenda, March 18, 2019, for a Council vote.

Mr. Staffopoulos stated the recruitment for the Police Chief is currently half way through the advertising process. The position is being advertised through the [Florida Police Chiefs Association's] STARS Program and on the City's website. Mr. Staffopoulos stated once the advertising phase is closed, he would hold a meet and greet event the evening before formal interviews. Mayor Latham asked for Council to be notified and invited to the final interviews of the top candidates.

Legislative Policies and Procedures

Mr. Staffopoulos stated he would like to establish a Legislative Policies Manual. The Legislative Policies Manual would be an accumulation of internal policies, typically adopted by resolution, which each Council Member could refer to for direction.

Council agreed having a Legislative Policies Manual would be helpful. Mr. Staffopoulos proposed the following steps to create a Legislative Policies Manual:

- The City Clerk would review historical resolutions for any actions, rules, policies, etc., pertaining to Council Members
- The Council would review existing resolutions, and decide what topics they would like in the updated Legislative Policies Manual (table of contents)
- Staff would propose language for remaining topics in the table of contents
- The Council would review, modify and approve the Legislative Policies Manual

Communication Guidelines

Mr. Staffopoulos stated he would like to establish guidelines for how the City Council and City Manager communicate with one another, as well with the organization. Mr. Staffopoulos stated he would like to continue the conversation regarding communication and transparency with the Council at a later date.

The briefing adjourned at 6:57 P.M.

Submitted by: Jodilynn Byrd
Administrative Assistant

Approved:



William C. Latham, MAYOR

Date: 3/18/19