



# ANNUAL REPORT 2017-2018

Office of Ethics, Compliance and Oversight  
City of Jacksonville

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Carla Miller, Director  
117 West Duval Street, Suite 225  
Jacksonville, FL 32202

[ethics@coj.net](mailto:ethics@coj.net)  
904-630-1476  
<http://coj.net> (Ethics)

# Annual Report 2017-2018

## Office of Ethics, Compliance and Oversight

We are happy to report that in the last year, we conducted 60 training sessions across the City involving over 1,300 people. We have trained people in the Executive Departments of the City, City Council, Independent Authorities, and members of Boards and Commissions of the City. Additionally, there were over 600 requests for advice on various issues during the year that we addressed. Elected officials are 100% in compliance with state financial disclosure laws. These are the most important activities of our office.

Thank you for taking time to read the brief information below and please call me if you have any questions or input.

Regards,  
Carla Miller, Director  
Office of Ethics, Compliance and Oversight  
(904) 630-1476

**ADVICE.** The main function of the ECO Office is to advise City officials and employees on all ethics related matters, including gifts, travel, secondary employment, sunshine and public records laws, conflicts of interest and lobbyist registration. In the past twelve (12) months, over 600 inquiries were handled by the ECO Office. The most common and frequent issues are currently being summarized into an Ethics Handbook that will be available online for reference.

Additionally, the ECO Office, in conjunction with the Office of General Counsel, submitted several ethics laws inquires to the State Ethics Commission, including a request for an informal opinion on behalf of a City employee regarding a potential conflict of interest.

**TRAINING.** The other major function of the ECO Office is delivering training on various ethics laws to all City employees, officials, and Boards & Commissions members. During July 2017-July 2018, the ECO Office provided 60 different training sessions to over 1,300 people.

The Jacksonville Ordinance Code requires standardized ethics training for all members of City Boards and Commissions within 6 months of appointment. The ECO Office conducts this training, which covers topics including ethics laws, disability and human rights issues. The ethics training program for Boards and Commissions members is provided every other month.

Additionally, the ECO Office provides City Council members annual ethics training in June each year, as well as supplemental training throughout the calendar year to comply with the State of Florida Ethics law that requires four (4) hours of annual ethics training. This year, we worked with the Office of General Counsel and the State Attorney's Office to deliver the June training session.

The ECO Office also provides ethics training to all new City employees on a monthly basis during the New Employee Orientation sessions.

**COMPLIANCE.** Certain City employees and officials are required to comply with various ethics laws, such as financial and gift disclosure filings with the State Ethics Commission. The ECO Office works to ensure compliance with these laws. There was 100% compliance with the filing of financial disclosures for 2017.

**OFFICE OF THE INSPECTOR GENERAL.** The ECO Office continued to work with the Inspector General’s office on coordination of cases involving fraud, waste and mismanagement.

**INDEPENDENT AUTHORITIES.** The jurisdiction of the ECO Office was expanded in March 2015 by a citizen referendum extending jurisdiction of the ECO Office to the entire consolidated City of Jacksonville, including all of the Independent Authorities and other Constitutional officers (School Board and Sheriff). Since that time, the ECO Office has continually worked with the Independent Authorities and Constitutional Officers and their Ethics Officials on their respective ethics initiatives and trained Boards of Directors of the Independent Authorities. For example, this past year, the ECO Office trained members of the JEA, Jax Port, JTA, and KHA boards and the PFPF Financial and Investment Advisory Committee. The Independent Authority Ethics Officers met in November to discuss various ethics initiatives.



**ETHICS OFFICER SYSTEM.** The ECO Office also continues to manage the “Ethics Officer” system for all agencies and departments in the consolidated City of Jacksonville through communication, outreach and training with the designated Ethics Officers (“DEOs”). All agencies and departments of the City now have DEOs,” and each DEO has a dedicated City email address to facilitate communication about ethics issues with employees. The DEOs have worked on the development and testing of the upcoming online citywide ethics training modules. In December 2017, Mayor Lenny Curry met with all of the city’s ethics officers and talked about his support of the Ethics program.



**ETHICS COORDINATION COUNCIL (“ECC”).** The Jacksonville Ethics Code encourages the coordination of anti-corruption and ethics efforts for the City through the ECC, which is spearheaded by the ECO Director. The ECC consists of ethics representatives from each Independent Authority and Constitutional Officer, as well as the Executive Branch and Legislative Branch.

**ETHICS COMMISSION.** The ECO Director, per the Jacksonville Ethics Code, also acts as the Director of the Jacksonville Ethics Commission, a volunteer board

comprised of nine (9) citizens appointed by various elected officials and the Ethics Commission. The ECO Director prepares for and attends all monthly Ethics Commission and committee meetings, and assists the Commission members in fulfilling their duties under the Jacksonville Ethics Code. During the last year, the Ethics Commission held twenty-five (25) Commission and committee meetings.

The various activities of the Ethics Commission were reported in its Annual Report for 2017. Some highlights of the Ethics Commission's work in 2017 include the management of nine (9) complaints and a complete revision of the Commission's Complaint Procedures.

**LOBBYIST REGISTRATION SYSTEM.** The online lobbyist registration system has been monitored. The ECO staff is working with Legislative Affairs and ITD to update the registration system.

**ADMINISTRATIVE.** The ECO Director is responsible for all administrative functions of the ECO Office, such as budget preparation and compliance with inventory controls and Employee Services directives.

**STAFF.** The ECO Office has four (4) staff members: Carla Miller, Director (part time), Kirby Oberdorfer, Deputy Director (full time), Lourdes Barboza, Executive Assistant (part time), and as of April, 2018, Andrea Myers, Ethics Training Coordinator(part time).