



GEORGE G. GENTILE – Chairman

MICHAEL MARTINEZ – Vice Chairman

JAMES H. DAVIS – Secretary/Treasurer

THOMAS HOWARD

GAIL WHIPPLE

JOSEPH B. CHAISON
Executive Director
jchaison@jupiterinletdistrict.org

CAMILLE CUNNINGHAM
Administrative Assistant
ccunningham@jupiterinletdistrict.org

AGENDA

DATE: November 8, 2023
TO: JID Commissioners and Staff
FROM: Joseph Chaison, Executive Director 
SUBJECT: Meeting Agenda

The Regular Monthly Meeting has been scheduled for **Wednesday, November 8th, 2023, to begin at 7:00 P.M.**, at the Jupiter Inlet District Administration Building, 400 N. Delaware Blvd., Jupiter, Florida.

1. Call to Order
2. Comments from the Public
3. Approval of Minutes
 - October 11th, Regular Board Meeting
4. Approval of Bills
 - Submission of October 2023 Bills
 - Submission of Payroll, Utility Bills and Health Insurance Invoice for November 2023
5. Treasurer's Report
 - Approval of October 2023 Treasurer's Report
6. Executive Director's Report
7. Engineer's Report
8. Legal Report
9. Unfinished Business
10. New Business
 - Commissioner's Ethics Training
 - Trust *Additional Signer* Authorization Form
11. Commissioner Reports
12. Next Meeting Date(s): Regular Board Meeting, December 13th, 2023 - 7:00 PM
13. Adjournment

**REGULAR BOARD MEETING
BOARD OF COMMISSIONERS
JUPITER INLET DISTRICT
MINUTES**

October 11, 2023

COMMISSIONERS PRESENT

Michael Martinez, Vice Chairman
James H. Davis, Secretary/Treasurer
Thomas Howard
Gail Whipple

COMMISSIONERS ABSENT

George Gentile, Chairman

OTHERS PRESENT

Joseph B. Chaison, Executive Director
William R. H. Broome, Attorney
Ken Craig, PE, Taylor Engineering
Cami Cunningham, Administrative Assistant

MEMBERS OF THE PUBLIC

Dr. Stefan Hazen, TARAS Foundation

1. Call to Order

Vice-Chairman Martinez called the meeting to order at 7:00 PM.

**Pledge of Allegiance*

2. Comments from the Public

Dr. Stefan addressed the Board and thanked them for their continued support for the 'Meet the Scientist' Lecture Series over the last sixteen years. He informed the Commissioners and Staff that the Series has been discontinued and will not require a annual contribution from the Jupiter Inlet District. Dr. Hazen will update the staff if there is another TARAS event to sponsor in the future. Commissioner Howard thanked Dr. Hazen for his program's exemplary service to the community over the years.

3. Approval of Minutes

- **September 13^h, 2023 Tentative Budget Hearing Minutes**
- **September 13th Regular Board Meeting Minutes**
- **September 27th, 2023 Final Budget Hearing Minutes**

Commissioner Whipple made note of grammatical errors in each set of minutes. Commissioner Howard recommended revising a sentence in the Legal report to read 'A discussion followed, and it was decided both items will be requested to the District's insurance provided attorney.'

Vice-Chairman Martinez entertained a **MOTION to approve the September 13h, 2023 Tentative Budget Hearing Minutes, the September 13th, 2023 Regular Board Meeting Minutes, and the September 27th, 2023 Final Budget Hearing Minutes as amended**; Commissioner Howard so **MOVED**; Commissioner Whipple **SECONDED**. There being no further discussion, the **MOTION CARRIED unanimously**.

4. Approval of Bills

Submission of September Bills:

Vice-Chairman Martinez entertained a **MOTION to approve the September Bills and the additional Bills as presented**. Treasurer Davis so **MOVED**; Commissioner Whipple **SECONDED**. There being no further discussion, the **MOTION CARRIED unanimously**.

Submission of Payroll, Utility Bills and Health Insurance Invoice for October:

Vice-Chairman Martinez entertained a **MOTION to approve the Utility Bills and Health Insurance Invoice for October**. Treasurer Davis so **MOVED**; Commissioner Howard **SECONDED**. There being no further discussion, the **MOTION CARRIED unanimously**.

5. Treasurer's Report

Approval of September 2023 Treasurer's Report:

Vice-Chairman Martinez entertained a **MOTION to approve the September 2023 Treasurer Report**. Treasurer Davis so **MOVED**; Commissioner Whipple **SECONDED**. There being no further discussion, the **MOTION CARRIED unanimously**.

6. Executive Director's Report

2024 Inlet Sand Trap Dredging:

Mr. Chaison reported that Terraquatic conducted a survey of the Sand Trap and Intracoastal Waterway on September 21st. 50,000cy was measured within the trap. Staff has been coordinating

with the Florida Inland Navigation District (FIND) to potentially combine the two dredging areas into one contract.

500 N. Delaware Property:

The Town of Jupiter approved the proposed Future Land Use Map and Zoning Amendments (Conservation/Preservation) for the property at the first reading, on September 19th.

Sims Creek Mangrove Trimming:

Mr. Chaison received a proposal from Sherlock Tree of \$53,937 to perform mangrove trimming on the District's Sims Creek property boundary. The revised proposal has shortened the project length based on suggestions from Taylor Engineering and reflects Unit Prices established in the Town of Jupiter's competitively bid Jones Creek mangrove trimming project. A discussion about price and the level of need followed. Commissioner Howard made a **MOTION to approve the proposal for Mangrove trimming from Sherlock Tree Company**; Commissioner Whipple **SECONED**. Mr. Broome recommended striking '50% deposit may be required' from the contract. The Board agreed. There being no further discussion, the **MOTION CARRIED unanimously**.

Outreach Events:

A cultural resources protection event was conducted by the Florida Public Archaeology Network (FPAN) during a recent 'king tide' at our living shoreline project at the Jupiter Lighthouse.

The Estuarine Restoration Team of East-Central Florida (ECERT) is holding their fall meeting at the Jupiter Lighthouse on October 30th. The Bureau of Land Management will be presenting their proposed shoreline stabilization project and the District has been asked to present its' living shoreline project.

Site / Office Maintenance:

Mr. Chaison reported on updates and repairs to the District's site, including; the building's air conditioning ductwork being reconfigured to maximize air flow and efficiency, the irrigation GFI outlet and pump controller being replaced, and repairs to the split-rail fence were conducted

Annual Policy Manual Update:

Mr. Chaison stated he will send the revisions to the Commissioners for review shortly and these will be discussed at the November meeting. The Board will also discuss the Administrative Assistant reclassification.

Dredged Material Management Area (DMMA) Offloading:

Mr. Chaison stated that the Town of Jupiter and Palm Beach County have inquired about using sand from the District's DMMA.

Annual Millage (TRIM) Reporting:

The District's adopted millage rate (0.0729) has been reported and certified through the Electronic Truth in Millage (E-TRIM) portal. The required public notice was published and proof of publication will be submitted once it has been provided by the Palm Beach Post.

7. Engineer's Report

General Engineering

Jetty Observation

Mr. Craig performed the Jetty Observations on October 11th. He noted that there is a narrowing of the beach farther south, near Ocean Trail Condos. There was a discussion regarding this ongoing problem and possible solutions.

Commissioner Howard inquired whether our current beach shoreline parameters extend far enough to capture the areas which currently have escarpments. Mr. Craig said that there is sufficient data, and he will take a closer look around the monument location to determine whether more data needs to be collected.

Loxahatchee River Mile 6 Gap Closure and Oxbow Restoration Maintenance:

Mr. Craig stated that the design package is nearly complete. The advertisement will most likely be posted next week to give the contractors time to review before bids are opened the week of Thanksgiving. Taylor Engineering anticipates having a recommendation for award at the December Board Meeting.

Jupiter Inlet Jetties Restoration:

Mr. Craig said the construction administration proposal is not yet complete. It should be ready for review at the November meeting

Sand Trap Dredging 2024:

The Proposal for the 2024 Sand Trap Dredging was sent to the Board for review prior to the meeting. Mr. Craig stated the proposal is almost identical to last years' proposal, with the exception of a few hours added for the informational signs.

Commissioner Howard made a **MOTION to approve the proposal for the 2024 Sand Trap Dredging Engineering Services**; Commissioner Whipple **SECONED**. The Board agreed. There being no further discussion, the **MOTION CARRIED unanimously**.

Sediment/Inlet Study 2023:

Mr. Craig stated the study is going well. The longshore transport rate calculations are complete. The goal is to have a presentation for the Board in December or January.

Local Government Funding Request (LGFR):

Mr. Craig said that there has been no change since last month. Taylor Engineering is currently gathering documents to provide to the FDEP for grant #23PB6. Once finalized, the agreement will provide \$476,468.00 of funding to JID as reimbursement for previous inlet work completed.

JID Future Planning Projects:

The Board decided to postpone the presentation until all Commissioners are present.

8. Legal Report

Mr. Broome reported that Commissioners will not be required to file a Form 6 disclosure, as it only applies to Mayors and municipal offices. All other filing, including Form 1, will now be required to be completed electronically through the Ethics Commission portal. The ethics training and financial disclosures are due by July 1, 2024.

Mr. Broome hasn't yet had a detailed discussion with Ms. Wydler but she briefly reported that the Kezber deposition went well. She also agrees that the relevant meeting minutes should be transcribed, but there is no official decision yet by the firm.

9. Unfinished Business

None.

10. New Business

- Resolution 23-06

Mr. Chaison presented Resolution 23-06, which corrects a misstatement in Budget Resolution 23-03. Commissioner Howard made a **MOTION to approve Resolution 23-6**; Treasurer Davis **SECONED**. There being no further discussion, the **MOTION CARRIED unanimously**.

11. Commissioner Reports

Commissioner Whipple

None.

Commissioner Howard

None.

Secretary/Treasurer Davis

None.

Vice-Chairman Martinez

None.

Chairman Gentile

Absent.

12. Next Meeting Date(s)

Regular Board Meeting, November 8th, 2023, 7:00 PM

13. Adjournment

There being no further business before the Commission, Vice-Chairman Martinez called for a **MOTION to Adjourn**. Treasurer Davis so **MOVED**; Commissioner Howard **SECONDED**. The **MOTION CARRIED unanimously**. The meeting was adjourned at 8:22 PM.

George G. Gentile, Chairman

Michael Martinez, Vice Chairman

Jupiter Inlet District
Check Detail
 November 1, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	BILLPAY	11/01/2023	AT&T	BB&T		-174.93
Bill	Oct '23	10/23/2023		Telephone/Internet	-174.93	174.93
TOTAL					-174.93	174.93
Bill Pmt -Check	BILLPAY	11/01/2023	AT&T Mobility	BB&T		-60.66
Bill	Oct '23	10/23/2023		Telephone/Internet	-60.66	60.66
TOTAL					-60.66	60.66
Bill Pmt -Check	BILLPAY	11/01/2023	Comcast	BB&T		-93.30
Bill	Oct '23	10/23/2023		Public Information	-93.30	93.30
TOTAL					-93.30	93.30
Bill Pmt -Check	BILLPAY	11/01/2023	Florida Power & Li...	BB&T		-195.10
Bill	Oct '23	10/27/2023		Utilities	-178.79	178.79
				Public Information	-16.31	16.31
TOTAL					-195.10	195.10
Bill Pmt -Check	BILLPAY	11/01/2023	Optum Bank	BB&T		-100.00
Bill		10/27/2023		Health Savings Acct...	-100.00	100.00
TOTAL					-100.00	100.00
Bill Pmt -Check	BILLPAY	11/01/2023	Truist	BB&T		-535.32
Bill	Nov 3878	10/23/2023		Membership Dues &...	-20.40	20.40
				Membership Dues &...	-14.00	14.00
				Membership Dues &...	-28.00	28.00
				Office Supplies	-42.78	42.78
				Outreach Program	-89.83	89.83
				Outreach Program	-20.00	20.00
				Site Improvements	-107.78	107.78
Bill	Nov 5415	10/23/2023		Uncategorized Expe...	-28.35	28.35
				Site Improvements	-107.78	107.78
				Meetings & Seminars	-50.00	50.00
				Postage & Courier ...	-26.40	26.40
TOTAL					-535.32	535.32
Bill Pmt -Check	DIRECTDEP	11/01/2023	Camille Cunningha...	BB&T		-4,590.42
Bill	Nov '23	11/01/2023		Salaries	-4,590.42	5,708.34
TOTAL					-4,590.42	5,708.34
Bill Pmt -Check	DIRECTDEP	11/01/2023	Gail P. Whipple	BB&T		-455.50
Bill	Nov '23	11/01/2023		Commissioner Fees	-455.50	500.00
TOTAL					-455.50	500.00

Jupiter Inlet District
Check Detail
November 1, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	DIRECTDEP	11/01/2023	George G. Gentile	BB&T		-461.75
Bill	Nov '23	11/01/2023		Commissioner Fees	-461.75	500.00
TOTAL					-461.75	500.00
Bill Pmt -Check	DIRECTDEP	11/01/2023	James Davis	BB&T		-461.75
Bill	Nov '23	11/01/2023		Commissioner Fees	-461.75	500.00
TOTAL					-461.75	500.00
Bill Pmt -Check	DIRECTDEP	11/01/2023	Joseph Chaison	BB&T		-9,333.70
Bill	Nov '23	11/01/2023		Salaries	-9,333.70	10,958.34
TOTAL					-9,333.70	10,958.34
Bill Pmt -Check	DIRECTDEP	11/01/2023	Michael A. Martinez	BB&T		-461.75
Bill	Nov '23	11/01/2023		Commissioner Fees	-461.75	500.00
TOTAL					-461.75	500.00
Bill Pmt -Check	DIRECTDEP	11/01/2023	Thomas L. Howard	BB&T		-461.75
Bill	Nov '23	11/01/2023		Commissioner Fees	-461.75	500.00
TOTAL					-461.75	500.00
Check	DRAFT	11/01/2023	ADP-IRS	BB&T		-4,298.67
				Payroll Liabilities	-1,381.46	1,381.46
				Social Security	-2,364.27	2,364.27
				Medicare Taxes	-552.94	552.94
TOTAL					-4,298.67	4,298.67

JUPITER INLET DISTRICT

EXECUTIVE DIRECTOR'S REPORT

FROM: JOSEPH B. CHAISON, EXECUTIVE DIRECTOR
SUBJECT: EXECUTIVE DIRECTOR'S REPORT
DATE: NOVEMBER 8, 2023



2024 Inlet Sand Trap Dredging:

- The Florida Inland Navigation District (FIND) has indicated that they are not planning to partner with JID to combine dredging the Intracoastal Waterway with our upcoming project.
- We requested a copy of Palm Beach County's Year-1 Post-Construction Physical Monitoring Report for their Jupiter Beach Nourishment Project. The report confirms the need for sand at beach monument R-16. This has been shared with Taylor Engineering to ensure our 2024 fill placement is optimized.
- Palm Beach County Environmental Resources Management (ERM) is initiating a 'desktop study' of potential borrow areas for the Jupiter Beach Nourishment project which will include the County's 1995 Jupiter Inlet Ebb Shoal Borrow Area.

Jetty Maintenance Project:

A small section of concrete cap came off along the South Jetty. This spot was identified in the Defects Repair Table as "112-LCS : Spall on South Edge 10" W 1/2" D with Cracking and Rust Staining". Two concrete pieces (approximately 10-inches by four-inches) were removed.

We are coordinating with Palm Beach County Parks to prepare for staging, contractor access, and closures.

Outreach/Training/Informational Events:

- The Estuarine Restoration Team of East-Central Florida (ECERT) had 50 attendees at their fall meeting at the Jupiter Lighthouse on October 30th. Our Living Shoreline project was very well received.
- I attended a US-1 Bridge update meeting on October 26. The project is 48% complete and on schedule for late summer 2024 opening of two lanes. The alternate navigation channel is functioning well.
- Staff were hosted by the Sebastian Inlet District on October 17th and visited numerous projects.
- Cami Cunningham attended a Living Shoreline course October 25th and 26th by the University of Florida IFAS Program.
- A ribbon-cutting and mangrove planting event at Sawfish Island are scheduled by Palm Beach County for November 8th.

Annual Policy Manual Update / Position Reclassification:

Proposed revisions to the policy manual and the proposed Administrative Assistant reclassification documents have been distributed to the Board for review and comment.

Dredged Material Management Area (DMMA) Offloading:

The Town of Jupiter collected sand samples from our DMMA on October 24th to analyze for use with the new Town Hall construction. South Indian River Water Control District (SIRWCD) continues to offload material as their needs and storage will accommodate.

Annual Millage (TRIM) Reporting:

Our 2023 TRIM Combined Compliance Letter was received from the Florida Department of Revenue on October 25th.



**Jupiter Inlet District
Monthly Engineering Report
November 2023**

General Engineering

Jetty Observation

Taylor Engineering staff (Ken Craig, PE) plan to perform the monthly jetty condition assessment on November 8. We will report on any significant changes from the prior assessment.

Loxahatchee River Mile 6 Gap Closure and Oxbow Restoration Maintenance

Taylor Engineering advertised the construction contract on Friday, October 27, 2023. Bid opening is scheduled to occur on Tuesday, December 5, 2023. We plan to have a recommendation for award at the December JID Board meeting on December 13, 2023.

Jupiter Inlet Jetties Restoration

We will present a construction administration proposal for the board's consideration.

Jupiter Inlet Sediment Budget Update

Taylor Engineering continues to review past reports, compile relevant information for the study, and organize spatial data in a structured geodatabase for future use as we identify those data. The longshore transport rate modeling is complete. We continue to conduct volume change calculations and sediment transport pathway analyses. Portions of the draft report are under preparation. To date, we still have not received any feedback from the TAC regarding the interim submittals.

FDEP Local Government Funding Request

Taylor Engineering continues to prepare documents for the FDEP Grant Agreement #23PB6. Once finalized, the agreement will provide \$476,468.00 of funding to JID as reimbursement for previous inlet work completed.

Jupiter Inlet Sand Trap Dredging – 2024

Taylor Engineering initiated drafting the technical specifications for the upcoming sand trap dredging project. We continue to monitor the USACE and FIND's plans for IWW dredging in the area.

Future Project Planning

Following up on the board discussion at the September meeting, Taylor Engineering (Ken Craig and Chris Ellis) met with Mr. Chaison to discuss potential future projects. We have developed a preliminary list which we will briefly discuss at the November meeting. We plan to further refine the list and determine next steps for a future presentation.





Permit Expiration Dates (through 2026)

Exp Date	Project	Agency	Permit Number
04 Sep 2024	Alt A1A / FEC Bridge Nav Channel	USACE	SAJ-2018-03057 (LP-SLR)
30 Sep 2024	Sims Creek	USACE	SAJ-1999-02118 (LP-CGK)
10 Nov 2024	Sims Creek	FDEP	50-0134395-011-EI
04 May 2025	Living Shoreline (Lighthouse)	FDEP	50-0374419-002-EI
10 Dec 2025	Sand Trap	USACE	SAJ-1989-00506 (SP-JKA)
25 Mar 2026	Sand Trap	FDEP	0134395-001-JC
03 Nov 2026	Mile 6 Oxbow Restoration	SFWMD	43-105182-P





FLORIDA DEPARTMENT OF TRANSPORTATION

US 1 JUPITER BRIDGE RECONSTRUCTION

US 1 from CR A1A to CR 707
Town of Jupiter, Palm Beach County, Florida
Financial Project ID Number: 428400-2-52-01

US 1 JUPITER BRIDGE RECONSTRUCTION MONTHLY PROGRESS REPORT

Wednesday, November 1, 2023 marks day 745 of 1515, with 49% completed. The project is currently on schedule to open one lane in each direction by Fall 2024, with overall project completion anticipated in Spring 2026. Additional information and progress photos can be found on the [project page](#).

ANTICIPATED CONSTRUCTION ACTIVITIES FOR NOVEMBER 2023

BRIDGE OPERATIONS

- On June 20, 2023, the United States Coast Guard delineated a temporary 90-foot channel which will be in place for approximately 12 months; boater access is being maintained for the life of the project.
- Control house construction & pile installation at the new main bascule piers ongoing
- Nighttime operations to take place in November, pile driving will **not** be performed at night
- All existing bridge demolishing operations completed
- All pile installation, footers, and column construction for south approach piers (#2) completed
- Mechanically Stabilized Earth (MSE) wall, pile cap and back wall construction at south approach end bent completed
- MSE wall construction at north approach end bent completed

ROADWAY OPERATIONS

- MSE wall construction on both north and south side end bents ongoing
- Drainage operations, signalization, grading and utility work on the north side ongoing
- US 1 Roadway construction between Jupiter Cove Drive and Alternate A1A ongoing; drainage operations in this location completed

UPCOMING MILESTONES

- Complete all bridge pile driving activities by the end of November 2023.
- Complete remaining MSE walls for south approach by January 2024.
- Complete US 1 roadway construction between Jupiter Cove Drive and Alternate A1A by January 2024.

CONTACT INFORMATION

Bodler Barthelemy, P.E., FDOT Project Manager
bodler.barthelemy@dot.state.fl.us or (561) 592-6375

Scott Case, P.E., Senior Project Engineer
scott.case@cdrmaguire.com or (561) 677-0707

Andrea Pacini, I-95 Community Outreach Manager
apacini@corradino.com or (561) 214-3358

WEB AND SOCIAL MEDIA

Project website: www.d4fdot.com

Facebook: www.facebook.com/

MyFDOTSEFL/

Instagram/X: [@MyFDOT_SEFL](#)



Construction Cost: \$122 million Construction Start: October 18, 2021 Anticipated Completion: Spring 2026

FLORIDA DEPARTMENT OF TRANSPORTATION MISSION STATEMENT

The Department will provide a safe transportation system that ensures the mobility of people and goods, enhances economic prosperity, and preserves the quality of our environment and communities.

Administrative Assistant Job Description

I. PRESENCE IN OFFICE

- A. The Administrative Assistant is responsible for routine, regular maintaining/maintenance of the District office during designated business hours of the District. As the Executive Director has both field duties and meetings outside the office, is expected to be physically present at all times the Executive Director's duties or schedules take him out of the office.
- B. The Administrative Assistant recognizes that the staff of the District is limited, that multiple skills and experiences are required, and that the ability to seek time off is dependent upon the Executive Director's schedule, the needs of the District, and tasks to be performed. Therefore, absences and time off must be coordinated with the E.D. whenever possible.

II. ADMINISTRATIVE FUNCTIONS

- *Responsible for all front desk operations, including answering the phone, receiving visitors, handling ingoing and outgoing correspondence, use of photocopier, and other secretarial functions.
- * Organizes and keeps files up to date.
- * Schedules public notice and advertising.
- * Carries out Public Records Request procedure, in accordance with JID policy and statutory requirements
- * Assists in maintenance of office maintenance and Board Room premises.
- * Prepares and distributes Board Agenda Package.
- * Attends to recording of Board meetings and preparation of minutes in a timely manner.
- * Forwards information requests to Executive Director and assists with his schedule.
- * Assist the Bookkeeper, CPA, and Executive Director by performing financial management functions under the overall guidelines of the "AdPro, Ch. 4," along with advisories from the State of Florida Department of Finance, Department of Revenue, and other pertinent bodies.
- * Assist the Executive Director JID web site maintenance and "updates".
- * Prepares and makes all bank deposits.
- * Performs other duties as required.

III. REVIEW OF PERFORMANCE

The Administrative Assistant shall serve at the pleasure of the Executive Director, shall be considered to be on probation for a period not to exceed six months, and shall receive an annual performance appraisal in September of each year, in conjunction with FY Budget Review process, with salary adjustments to begin at the commencement of the District fiscal year.

IV. SALARY

The salary range for the Administrative Assistant shall be based depending upon the individual's background, experience, academic training, and capabilities in meeting the above mentioned standards and fitness for the position.



Jupiter Inlet District: Assistant Director

Salary Range: \$52,000 - \$88,000 annually

Minimum Qualifications: Bachelor's degree in relevant field, and at least three years of equivalent governmental or non-profit experience.

Position Duties:

- Maintain daily operations of the office
- Prepare agenda and meeting packets and notifications for Board Meetings & Workshops, in accordance with Sunshine Laws
- Attend monthly and special meetings of the Board of Commissioners and assist the Executive Director in preparing for Board meetings
- Effectively transcribe meeting minutes
- Participate in all aspects of the development of the annual budget
- Assist in the preparation of goals, policies, and procedures
- Assist with TRIM tax reporting requirements and publication
- Process Payroll & Taxes
- Coordinate monthly reconciliation with bookkeeper for Treasurer's Report
- Supply relevant documentation for annual audit
- Fulfill Grant reporting requirements
- Process accounts receivable, accounts payable, general ledger and all financial reporting
- Monitor annual budget designations and utilization
- Organize database, filing, records retention and disposal
- Answer telephones and log District mail
- Log and respond to public records requests
- Drafting and publication of legal ads, in accordance with Sunshine Law
- Maintain website, including ADA and Florida Department of Economic Opportunity (DEO) compliance
- Attend outreach events as a representative of JID
- Develop outreach programs
- Ensure compliance with regulations and internal policies
- Organize and maintain files and records
- Coordinate with IT vendors and office equipment
- Maintain office and arrange necessary repairs
- Evaluation and recommendation on equipment, vendor support and resource needs
- Coordinate Board communications and scheduling in conformance with Sunshine Laws
- Fulfill additional duties as assigned by the director

FLORIDA INSTITUTE OF GOVERNMENT

4-Hour Ethics Course

Details



4-Hour Ethics Course

Length: 4.00 Hour(s)

Registration Fee: \$79

Credits Available:

- Florida Bar Association (5 hours General & 2.5 hours Ethics)
- IIMC: 2.0 CMC Education or 2.0 MMC Advanced Education Points
- CGCIO: 4 Professional Development Hours

(Note: Most organizations will award credits for our class if you send them the information the organization requires to meet their credentials for continuing education credits.)

Contact

Email: elearning@iog.fsu.edu (<mailto:elearning@iog.fsu.edu>)

2023 Registration (Credit Card) (<https://iog.fsu.edu/elearning-registration-instructions>)

2023 Registration (Check) (<https://events.r20.constantcontact.com/register/eventReg?oidtk=a07eizo015fd8150891&oseq=&c=&ch=>)

<https://iog.fsu.edu/online-ethics>

1/5

Group Purchase Inquiry (20+ Users) (<mailto:elearning@iog.fsu.edu?subject=FI06%20online%20Ethics%20Group%20Registration>)

Description

The "4-Hour Ethics Course" meets the **Legislature's mandate** (http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=0100-0199/0112/Sections/0112.3142.html) that

Elected Officials must have two hours of Ethics Law, one hour of Sunshine Law and one hour of Public Records training annually. As with all of our online training, this course is available to you 24/7 and you may pause and resume at your convenience.

THIS 4-HOUR COURSE MEETS THE FOLLOWING REQUIREMENTS AND PROVIDES A CERTIFICATE OF COMPLETION:

- 1 Hour Open Records
- 1 Hour Open Meetings
- 2 Hours Florida Ethics (Voting and Gift Laws)

WHO SHOULD ATTEND:

- State and Local Government Elected and Appointed Officials
- State and Local Government Staff Members
- State and Local Government Attorneys

GROUP REGISTRATION:

- Designate a group analyst from your staff to oversee group member progress.
- Discounts are available for groups over 20.

Contact us (<mailto:elearning@iog.fsu.edu>) for more information.

SESSION Topics

FLORIDA'S PUBLIC RECORDS LAWS (1 HOUR)

- Florida's Public Record Act/What is a Public Record
- Public Records Exemptions & Confidential Public Records

<https://iog.fsu.edu/online-ethics>

2/5

- Public Records Exemptions
- Handling a Public Records Request
- Special Topics: Subpoenas & Social Media

FLORIDA'S GOVERNMENT IN THE SUNSHINE LAW (1 HOUR)

- Government in the Sunshine Law Overview
- Slippery Slopes
- Florida Statute §286.011
- Government-in-the-Sunshine Manual
- Specific Issues Related to Statute & Consequences of Violations

FLORIDA'S ETHICS LAWS (2 HOURS)

- Code of Ethics Overview
- Unauthorized Compensation and Gifts
- Employment and Business Relationships
- Voting Conflicts
- Employment of Relatives and Revolving Door Restrictions
- Violations of Florida's Ethics Code

RESOURCES

- Links to Resources Referenced in this Course

Presenter(s)

Glen J. Torcivia, Torcivia, Donlon, Goddeau & Rubin, P.A.

Over the course of his legal career, Mr. Torcivia has represented numerous government clients throughout Palm Beach County and the State of Florida, including municipalities, counties, school districts, special districts, and Constitutional officers. He is familiar with the Sunshine Law, ethics issues, the *ad valorem* taxation process, labor and employment law, code enforcement matters, contracts, land use and zoning, and the development of

ordinances and resolutions. He has also served as a Special Magistrate/Hearing Officer for several municipalities for code enforcement matters. He regularly provides advice and counsel to City and Town Managers, as well as to City and Town governing bodies.

Read More (https://www.torcivialaw.com/lawyer/Glen-J.-Torcivia,-Shareholder_cp10779.htm)

Christy L. Goddeau, Torcivia, Donlon, Goddeau & Rubin,

P.A

Ms. Goddeau is well versed in the areas of public records, ethics, procurement and Sunshine Law compliance. She has provided advice and training to a variety of elected officials and personnel on ethics, public records, Sunshine Law, and other issues and has rendered numerous legal opinions for local governments with respect to these complex areas of the law. Utilizing and applying this counseling experience, Ms. Goddeau has litigated a number of public records cases for municipal clients -- including both at the trial and appellate levels. Based on her litigation experience, Ms. Goddeau takes a proactive approach in addressing public records requests and issues and in assisting our clients avoid unnecessary litigation and attorneys' fees.

Read More (https://www.torcivialaw.com/lawyer/Christy-L.-Goddeau,-Shareholder_cp10777.htm)

Leonard G. Rubin, Torcivia, Donlon, Goddeau & Rubin, P.A

Since entering private practice in 1993, Mr. Rubin has represented municipalities in all facets of local government law, including, but not limited to, drafting ordinances, resolutions and contracts and advising clients on a multitude of legal issues, including public records, sunshine law, ethics and procurement. He is well versed in all aspects of land use law, having served as Assistant City Attorney for the City of Pembroke Pines during the post-Hurricane Andrew housing boom in southern Broward County and as City Attorney for the City of Palm Beach Gardens following the MacArthur Foundation's divestiture of thousands of acres of its real estate holdings for development.

Read More (https://www.torcivialaw.com/lawyer/Leonard-G.-Rubin,-Shareholder_cp21057.htm)