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| **OFFICE OF THE CITY COUNCIL** | | |
| WILLIAM BISHOP, AIA  PRESIDENT  COUNCIL MEMBER, DISTRICT 2  OFFICE (904) 630-1392  FAX (904) 630-2906  E-MAIL: wbishop@coj.net | June 12, 2013  8:00 a.m. | 117 West Duval Street  SUITE 425  JACKSONVILLE, FLORIDA  32202 |

**Meeting Minutes for City Council Executive Committee**

**On Thursday, June 6, 2013**

**Topic:** Hiring of Independent Legislative Counsel

**Location:** Conference Room A, 117 West Duval St. Suite 425

**In Attendance:** Council Members Bill Bishop, Bill Gulliford, Matt Schellenberg, Lori Boyer, Robin Lumb, John Crescimbeni, Jim Love, Warren Jones, Don Redman, Stephen Joost and Greg Anderson; Cheryl Brown, Director/Council Secretary; Kirk Sherman and Kyle Billy, Council Auditor’s office; Peggy Sidman – Office of General Counsel; Donna Barrow, Suzanne Warren, Allison Adams; Dan Macdonald, Leeann Summerford-Krieg, Edward Suggs, Kevin Kuzel, Celeste Hicks, BeLinda Peeples, Rupal Wells, and Connie Holt – ECAs; Jeff Clements- Chief of Council Research; Pearce Taylor – EOC; Eric Smith- Former Council Member; and Ron Littlepage and Mike Clark– *Florida Times-Union*;

**Meeting Convened:**  9:02 a.m.

Council President Bishop opened the meeting to discuss the hiring criteria for procuring the services of an Independent Legislative Counsel as authorized under Ordinance 2013-367 and Section 7.201 of the Charter. The approved legislation appropriates $75,000 from the Special Council Operating Contingency fund for the purpose of hiring a City Council legislative counsel to advise on legislative matters and supplement services provided by the Office of General Counsel. The bill waives the Ordinance Code provision governing the procedure for hiring outside counsel to allow the Council’s Executive Committee to search for and select a proposed counsel and prepare an engagement letter to be approved by the full Council. The recommendation of the Executive Committee will be confirmed by the full council. CP Bishop reiterated that the Executive Committee was now in the correct posture to move forward with the procuring process and drafting of the criteria.

Council Members discussed firms and individuals who have contacted their offices to provide insight on the potential discussion.

CM Anderson, Gulliford, and Crescimbeni inquired as to the criteria the Council may need for this position. Extensive discussion ensued and the final criteria were voted on and passed (3-0) by the Executive Committee:

**KNOWLEDGE, SKILLS AND ABILITIES:**

* Florida Bar certified.
* Collective bargaining experience with various public pension plans.
* Knowledge of federal, state and local public pension and labor issues and laws.
* Knowledge of Florida Public Employee Pension Plans and Laws.
* Access to actuarial expertise.
* Knowledge of City of Jacksonville’s Charter and Ordinance Code.

**The Executive Committee approved (3-0) the following action dates and items**

**CLOSING DATE:** All submissions must be received by 5:00 p.m., Friday, June 14, 2013.

June 18, 2013 Short list discussed 2:00 p.m.

June 20, 2013 Interviews

June 25, 2013 Introduce legislation

CP Bishop moved that the Executive Committee approve that all resumes or shall be received by and submitted to:

Cheryl L. Brown, Director/Council Secretary

Suite 425, City Hall

117 W. Duval Street

Jacksonville FL 32202

904-630-1452

[clbrown@coj.net](mailto:clbrown@coj.net)

CM Gulliford inquired as to locations for advertising of the job announcement. Discussion ensued by the Executive Committee and parties attending made suggestions. The final recommendation of the Executive Committee (3-0) was to have the Director/Council Secretary post the announcement in the following locations:

Florida Bar Career Center;

Florida Association of Counties – New Clips and Online Service;

Florida League of Cities, Inc.;

Florida Times Union;

The Financial News and Daily Record;

Posted to the City of Jacksonville – City Council Web page;

National Association of Counties; and

National League of Cities.

At the request of the Council President and members of the Executive Committee the Office of General Counsel provided legal assistance and expertise in the discussions on the criteria for practices law in the State of Florida. Additionally, the names of current outside legal representing Jacksonville on Pension discussions was provided.

Meeting adjourned: 9:45 am

**Minutes:** Cheryl L Brown, Director Jacksonville City Council

Posted 6.11.2013 7:30 p.m.

**Items Forwarded to Legislative Services:** Minutes

CD – Already on file

Sign-in Sheet

Notice- Already on file

cc: Council Members/Staff

Cheryl Brown, Director/CouncilSecretary

Dana Farris, Chief, Legislative Services Division

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