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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 20, 2013  5:00 p.m. | 117 West Duval Street  SUITE 425  JACKSONVILLE, FLORIDA  32202 |

**Meeting Minutes for City Council Executive Committee**

**On Tuesday, June 18, 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, Lori Boyer, John Crescimbeni, and Jim Love; Cheryl Brown, Director/Council Secretary; Kirk Sherman Council Auditor’s Office; Peggy Sidman – Office of General Counsel; Randy Wyse- FOP.

**Meeting Convened:**  2:02 p.m.

Council President Bishop opened the meeting to review the resumes submitted by prospective applicants for the procuring of 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.

Council President Bishop informed the Council Executive Committee that a packet was provided by the Director/Council Secretary of the applicants. Council Member Crescimbeni inquired if applicants had been ranked. Cheryl L Brown, Director/Council Secretary explained that all applicants that applied for the job announcement were provided to the Committee. The documents were placed in the packet according to how they were received, including the email electronic time/date confirmation as generated

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by the computer. In addition, a single sheet typed in the same order was created for the Committee in an effort to provide a document for selection of their recommendations of top candidates. Also, a copy of the Job Announcement was provided to the Committee.

CM Lumb inquired as to how the announcement was advertised: CM Bishop stated the requirements of as set forth in the June 6, 2013 Executive Committee. Also, Ms. Brown, Director/Council Secretary reminded that Council Members of her email correspondence providing the sources used to advertise the job announcement (See attachment). The Committee reviewed that resumes; Council President Bishop asked for comments. The following recommendations were provided: Robert Friedman- Holland & Knight, G. Thomas Harper- Harper & Gerlach, and T. William Glocker- Blank, Balch & Bingham, LLP.

The Committee expressed that they would not rank the applicants for the purpose of the interview. The process would be to request that Cheryl L Brown, Director/Council Secretary contact each applicant and set up interviews for Friday, June 21, 2013. The interviews are to be set for one (1) hour each beginning at 9:00 am, 10:00 am, and 11:00 a.m. Additionally, the Director was required to contact applicants to inform them that no travel expenses shall be associated with this engagement. CM Crescimbeni asked if letters were to be sent applicants thanking them for their interest. CM Bishop responded that the Director/Council Secretary would be responsible for this communication. In addition, Ms. Brown stated that upon setting the appointments a letter of confirmation of interview schedule would be emailed to each applicant.

Council President Bishop reminded the Executive Committee that he encouraged all Council Members to attend and participate in the interview process.

**Meeting adjourned**: 2:30 pm

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

Posted 6.20.2013

**Items Forwarded to Legislative Services:** Minutes

CD – Already on file

Sign-in Sheet

Notice- Already on file

Packet – Applicants

Email – Detailing Job Announcement Sources

cc: Council Members/Staff

Cheryl Brown, Director/CouncilSecretary

Dana Farris, Chief, Legislative Services Division

Carol Owens, Asst. Chief – Legislative Services Division

Paula Shoup, Legislative Services – Records Retention

CITYC & CouncilRecords@coj.net