

**OFFICE OF THE CITY COUNCIL**

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**SPECIAL REORGANIZATION REVIEW COMMITTEE MINUTES**

**November 25, 2013**

**4:00 p.m.**

**City Council Chamber**

**1st floor, City Hall**

**117 West Duval Street**

**Attendance:** Council Members Clay Yarborough (Chair), Warren Jones, Denise Lee, Richard Clark, Bill Bishop, Johnny Gaffney, Stephen Joost

**Also:** Council Members Lori Boyer and Greg Anderson;Juliette Williams – Legislative Services Division; Jeff Clements – Council Research Division; Sean Costigan – Council Auditor’s Office; Peggy Sidman – Office of General Counsel; Teresa Eichner – Mayor’s Office

Council Member Yarborough called the meeting to order at 4:08 p.m. and stated that the committee’s charge from the Council President is to have a recommendation to the full City Council by next Tuesday for adoption of a substitute and then referral to committees for a cycle before final action at the Council’s only December meeting.

Cleveland Ferguson, Deputy Chief Administrative Officer, gave a brief overview of the administration’s proposed substitute to Ordinance 2013-209, the reorganization bill filed in March 2013. He stated that the reorganization is intended to further the Mayor’s 6 priority areas (economic development, education, effective and efficient government, military and veterans affairs, public engagement and quality of life). The new proposed substitute incorporates several revisions reflecting the committee’s discussion at last week’s meeting.

Council Member Lee noted the presence of a number of senior citizens in the audience and speculated that someone within the administration had notified them to come to the meeting, perhaps implying that negative changes were being proposed for senior services and that a show of support was needed. Mr. Ferguson indicated that the administration was in agreement with the proposal to move Senior/Adult Services to the Parks and Recreation Department so that all centers, whether senior centers, community centers or recreation centers, can have more programming activity.

Public Works Director Jim Robinson answered several questions about the proposed new divisional structure within the department, and explained the functions of the Contract Maintenance and Contract Construction functions of the Infrastructure Division. Much of the current Contract Maintenance functions will be transferred to the new Mowing Division. Council Member Bishop noted that, although the City has a stormwater utility and charges a stormwater fee, the utility does not appear as a box on the organizational chart. Mr. Robinson explained that the stormwater utility functions are handled by the Streets and Drainage Division. Parks and Recreation Director Kelli Boree answered questions about the division of the various classifications of parks (active, passive, preservation, and waterfront) between the Recreation and Community Programming and Waterfront Parks divisions. In response to a question from Council Member Jones about the proposed location for the creek redevelopment projects (Hogan’s Creek, McCoy’s Creek, Moncrief Creek), Ms. Boree stated that they would be assigned to the Recreation and Community Programming Division. She explained that the process of applying for grants to redevelop those creeks has been a joint effort of Parks and Recreation, Public Works and the Environmental Quality Division.

Mr. Ferguson stated that the latest substitute proposal would create 5 new division chief positions – Mowing, Infrastructure and Environmental within the Public Works Department, and a restoration of the Senior Services and Social Services positions eliminated in the FY13-14 budget process. A new position of Operations Manager would also be created in the Public Works Department as the equivalent of a deputy director position. Cost estimates for the creation of the new division chief positions (excluding the Mowing Division, which is handled separately from the reorganization bill in Ordinance 2013-683) include $89,025 for ITD expenses and $287,111 for net salary and benefit costs. Council Member Anderson requested further details on the costs associated with potentially filling the new division chief positions with existing managers and then refilling the manager positions. Mr. Ferguson indicated that the existing division chiefs who may be reassigned to lower level manager positions would be “grandfathered” for purposes of retaining their current salaries, but as those persons retire or leave city service, the positions would be filled at appropriate manager-level salaries.

Mr. Ferguson answered questions about the organization and location of the City’s grant-writing and compliance efforts. It is proposed to be placed in the Intra-governmental Services Department in the office of the director as a central location that can service all of the grant needs of all departments, searching out grant opportunities and coordinating with the subject matter experts in each department on the application process. Council Member Boyer felt that if the reorganized grant office primarily served as the administrator of Public Service Grants and as the City’s grant administration office rather than as a grant seeking and application function, then perhaps it would be better served to remain in the Parks, Recreation and Community Services Department where the Public Service Grant process is housed. Ms. Boyer also noted that the Task Force on Consolidated Government, which she chairs, has heard a great deal of testimony about the effects of the loss of institutional knowledge in the process of transitioning from one mayoral administration to another, particularly in recent years when the complete turnover of departmental officials seems to be moving to lower and lower levels within the organization. She suggested consideration of a requirement that a nominee for a division chief position must have served in that division for at least a year before being eligible for nomination as chief. That would ensure that candidates would have at least some familiarity with the division’s operations and policies. Mr. Ferguson felt that such a requirement would have a detrimental impact on a mayor’s ability to build his or her own management team to pursue the mayor’s policy priorities.

**Motion** (Joost): on p. 35, line 15 of the Rules Committee Substitute, change the time period for a Jacksonville Small or Emerging Business (JSEB) to file required re-certification documentation from 90 days to 60 days after receipt of written notification, and authorize the General Counsel’s Office to ensure conformity to the 60 day standard throughout the document – **approved.**

Council Member Lee requested information on salary level and gender/ethnic diversity for all department heads and division chiefs. Ms. Lee posed questions about the proposal to change the Real Estate Division into a function and indicated her preference that it remains a division with a division chief. Jim Robinson responded to questions from Ms. Lee about the functions of the Mowing Division and the division of responsibilities between that division and the Contract Maintenance Division. Ms. Lee expressed interest in moving the Municipal Code Compliance Division to the Planning and Development Department.

Council Member Bishop distributed a proposed new organizational chart which would leave the Environmental Quality Division and the Mosquito Control Division in the Neighborhoods Department, which would then be renamed as the Regulatory Compliance Department. The proposal would move the Housing and Community Development Division from the current Neighborhoods Department to the Planning and Development Department and would also create a new Transportation Planning Division within the Planning Department. The proposal would retain the current Solid Waste Division in the Public Works Department and recognize the new Mowing Division that is proposed to be created by Ordinance 2013-683 which would be renamed as the Mowing and Landscape Maintenance Division. The Waterfront Parks Division of the Parks and Recreation Department would be renamed to more accurately reflect its broader functions.

**Motion** (Bishop): to recommend approval of the substitute bill with his revised organizational chart substituted for the administration’s proposed chart.

Council Member Lee inquired about the location of the real estate function under the Bishop proposal (not shown on the organization chart as a division), which was incorporated in the chart as a division of the Public Works Department by friendly amendment. Ms. Lee withdrew her earlier suggestion about moving Municipal Code Compliance to the Planning Department. She requested further clarity about where the JSEB function would be housed.

**Motion** (Clark): to amend the administration’s proposed organization chart to reflect that the Emergency Preparedness director reports to the Director of Fire and Rescue/Fire Chief and to move the current Director and Department of Military Affairs, Veterans and Disabled Services into the Parks, Recreation and Community Services Department as a division – **approved.**

**Motion** (Bishop): to codify the position and qualifications of the Operations Director in the Public Works Department and to require City Council confirmation of that appointment – **approved.**

Mr. Bishop requested that the final draft of the organization chart be changed to clarify how the stormwater utility functions are incorporated into the Public Works structure. In response to a request from Council Member Jones to the administration to have a revised substitute bill and organizational chart distributed to the Council by Wednesday of this week in recognition of the upcoming Thanksgiving holiday and the Rules Committee meeting at 9:00 a.m. on the following Monday morning, Peggy Sidman of the General Counsel’s Office pledged to make every effort to complete the redraft, but cautioned the committee that it will be a labor- and time-intensive job to complete the task in two days. Mr. Jones said that the Rules Committee could, if need be, schedule a special meeting of the Rules Committee on Monday, December 9th to review the bill if the re-drafting is not completed by Monday, December 2nd. Chairman Yarborough suggested that the Council President may be willing to extend the deadline for the Special Committee to allow it to meet again next week to review and give final approval to the revised substitute. Ms. Sidman suggested that if the organizational chart can be redrawn to reflect the committee’s decisions today, then the standing committees could review that chart while her office incorporates those concepts into the substitute bill. Mr. Yarborough will request that the Council President extend the term of the Special Committee for two additional weeks so that another meeting can be held to give final approval to the revised substitute as amended today.

The Bishop motion to approve the substitute with a revised organizational chart as three times amended was **approved unanimously.**

There being no further business, the agenda meeting was adjourned at 6:35 p.m.

Jeff Clements, Council Research Division (904) 630-1405

Posted 11.26.13

3:00 p.m.