



OFFICE OF THE CITY COUNCIL

LORI N. BOYER
COUNCIL PRESIDENT -2016-2017
DISTRICT 5
OFFICE (904) 630-1392
FAX (904) 630-2906

SUITE 425, CITY HALL
117 WEST DUVAL STREET
JACKSONVILLE, FLORIDA 32202
E-MAIL: LBOYER@COJ.NET

NOTICE

August 4, 2016
5:00 p.m.

Notice is hereby given that Council President Lori N. Boyer., will meet with the following members of the Personnel Committee - Council Member(s) John R. Crescimbeni, Anna Lopez Brosche, Garrett Dennis, and Scott Wilson along with Dr. Cheryl L Brown, Director/Council Secretary and Laura Dyer, Executive Administrator. The meeting will be held on **Tuesday, August 9, 2016, at 2:30 p.m., in Conference Room A, located at 117 West Duval Street, 4th Floor- Suite 425 - City Hall St James Bldg., Jacksonville, Florida 32202.** The meeting is regarding City Council Departmental Personnel Staffing.

All interested parties are invited to attend.

If you have any questions, please contact Dr. Cheryl L Brown, Director/Council Secretary Jacksonville City Council, at 904-630-1452 or CLBrown@coj.net.

LB:CLB/clb

cc: All Council Staff
Dr. Cheryl L. Brown, Director
Carol Owens, Interim Chief of Legislative Services
Office of General Counsel
Jeff Clements, Chief of Research
CITYC@COJ.NET
Posted Meeting, City Council Calendar
Electronic Notification, 1st Floor City Hall
Post to Public Notices, City Council Web Page
Media Box
File Copy



**JACKSONVILLE CITY COUNCIL
PERSONNEL COMMITTEE**

**August 9, 2016
2:30 PM
Conference Room "A", 4th Suite 425
117 West Duval Street - City Hall – St. James Building**

**Honorable Lori N. Boyer, Chair
Honorable John R. Crescimbeni, Vice Chair
Honorable Anna Lopez Brosche, Finance Chairperson
Honorable Garrett Dennis, Rules Chairperson
Honorable Scott Wilson, Member- Appointed**

**Dr. Cheryl Brown, Director
Laura Dyer, Executive Administrator
Kristi Sikes, Chief- Administration Services
Jeff Clements, Chief- Council Research
Peggy Sidman, Office General Counsel
Paige Johnston, Office General Counsel**

AGENDA

- 1. Call to Order**
- 2. Roll Call**
- 3. Recommendation(s) of Committee to Director notify candidates for interview**
- 4. List Position Vacancies – Dr. Cheryl L. Brown
Kristi C. Sikes
Laura Dyer**
- 5. Personnel Committee: Candidate Interview Process
Next Meeting: August __, 2016 ____ am to ____ pm - Conference Room A Suite 425**
- 6. Comments/Questions**
- 7. Adjournment**



(904) 630-1377
(904) 630-2906 FAX

117 WEST DUVAL STREET, SUITE 425
4TH FLOOR, CITY HALL
JACKSONVILLE, FLORIDA 32202

**OFFICE OF THE
CITY COUNCIL**

August 9, 2016

Cheryl L. Brown, Director/Council Secretary
Jacksonville City Council
117 W. Duval Street, Suite 425
Jacksonville, FL 32202

Dear Cheryl:

Please accept this letter as formal notification of my retirement from the City of Jacksonville, as of the close of business, on September 29, 2016. I am providing seven weeks of notice in an effort to ensure a smooth transition and handover.

I want to thank you and the City Council for the opportunity to serve the city I love and wish you all the best as you continue your good work for the citizens of Jacksonville.

Sincerely,

Rachel E. Merritt
Information Systems Administrator
Jacksonville City Council

/rem

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**CITY COUNCIL
JACKSONVILLE, FLORIDA**



OFFICE OF THE CITY COUNCIL

DR. CHERYL L. BROWN
DIRECTOR- COUNCIL SECRETARY
JACKSONVILLE CITY COUNCIL
OFFICE (904) 630-1452
FAX (904) 630-2906

SUITE 425, CITY HALL
117 WEST DUVAL STREET
JACKSONVILLE, FLORIDA 32202
E-MAIL: CLBROWN@COJ.NET

August 9, 2016

TO: Rachel E. Merritt, Information Systems Administrator
Jacksonville City Council

FR: Dr. Cheryl L. Brown, Director
Jacksonville City Council

RE: **08.09.2016 Acceptance Letter of Resignation – Effective September 29, 2016**

This correspondence acknowledges receipt of your letter of resignation dated August 9, 2016, with a final date of employment set for close of business on Thursday, September 29, 2016.

Please feel free to contact Laura Dyer, Executive Administrator – Jacksonville City Council at 904.630.1403, as a point of contact, for your end of employment transition as well as the City of Jacksonville's Employee Benefits Office at 904.630 1314.

Thank you for your years of service to the City Council and the City of Jacksonville.

Please contact Dr. Cheryl L. Brown at 904.630.1452 or CLBrown@coj.net for additional information.

cc: Jacksonville City Council Members and Staff
Laura Dyer, Executive Administrator
Kristi C. Sikes, Chief of Administration
Jeffrey Clements, Chief of Research
Carol Owens, Interim Chief of Legislative Services
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