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|  | **OFFICE OF THE CITY COUNCIL** |  |
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April 24, 2018

(1:00 P.M.)

**TASK FORCE ON OPEN GOVERNMENT**

**MEETING MINUTES**

(PRELIMINARY)

**CHAIRS:** Hank Coxe, Esq. and Dr. Sherry Magill

**MEMBERS:** Ywana Allen

Rachael Fortune

The Honorable Alberta Hipps

Ron Littlepage

Michael Lockamy

Audrey Moran-**Excused**

The Honorable Jim Overton

Sabeen Perwaiz-**Excused**

Cleve Warren-**Excused**

**Also:** Council President Anna Lopez Brosche; Colleen Hampsey- Council Research; Kim Taylor-Council

Auditor’s Office

For all other attendees, please see sign in sheet.

**Meeting convened:** 1:02 pm  **Meeting Adjourned:** 4:01 pm

**Introductions**

The Co-Chairs, Hank Coxe and Sherry Magill, called the meeting to order and introduced the first presenter.

**Public access to government through technology**

City Council Director Cheryl Brown and Information Systems Administrator Paula Shoup gave a presentation about the Council webpage, public document maintenance, records and archives. Dr. Brown began with a historical description of how legislative documents were managed prior to 2002, which included hand typed index cards, VHS tapes and floppy discs. Created by a team effort in 2001-2002, City Council now maintains a digital database of a multitude of documents, records and videos. The full conversion of all old documents is still occurring. The council web page is self-managed and updated throughout each day. All public notices are listed online and in City Hall. Only Dr. Brown and Ms. Shoup are authorized to add content to the web page.

Dr. Brown then demonstrated the GIS function on the City’s website, which provides extensive mapping information, such as flood areas, zoning, park locations and more. The Task Force members were intrigued by how much information is available through the City of Jacksonville's Geographic Information System and asked about how the public could be more informed about its availability.

The Task Force members asked Dr. Brown several questions:

*Are Council Members phone calls tracked?* Incoming calls to Council Members are tracked and the logs are available through a public records request. Public records requests for Council Member communications go directly to Dr. Brown via phone or email.

*How well is technology coordinated across departments?* City Council staff coordinates with ITD on all technology issues.

*Why are Council Member emails not posted online and searchable?* There have been concerns in the past about the confidentiality of emails sent from constituents, but the communications are made available through public records requests. Additionally, the Council meeting video archives are being updated and will eventually be searchable by topic.

It was also suggested that the legislation search page could have a tutorial feature.

**City of Jacksonville’s website demonstration**

Sherry McGuire, Information Technologies Department, provided a presentation about the City’s website

structure. Ms. McGuire said that the coj.net site has more than 52,000 pages, 15 content managers and

that for content, hierarchy and categorization are important. The website has a help button to aid with

navigation, a translation option for dozens of languages, and is ADA compliant.

There was a discussion about the lobbyist tracking system, which is affiliated with the city website. The

tracking system displays current registered lobbyists, their client list and issue of focus. However, the

system has some glitches in regards to searchability. The search keywords have to be very specific to

find lobbyists and could possibly be modified to “catch all” related subjects, issues or names.

There were a few questions about the availability of current procurement data, including the listing of

registered vendors and archival contract information. A new procurement software system is coming in

the near future.

There were some questions about the Mayor’s emails, which are posted daily online. Marsha. Oliver,

Director Public Affairs, stated that the emails are posted as they are when they are received and are not

filtered by the administration. The Task Force members inquired about City-provided cell phones and

whether the records from cell phones of the Mayor’s staff are available to the public.

**Closing Comments**

The Task Force members unanimously approved the minutes from the April 10, 2018 and April 17, 2018

meetings.

There was a discussion amongst the group about the technology presentations. The consensus was that

public document maintenance on the council page has improved over the years and overall ITD has taken

great strides to improve the City’s website. The group agreed that the lobbyist tracking system needs

some improvements, particularly the lobbyist registration approval process and expanding the search

keyword capabilities of the database. There were some questions about whether or not those who lobby

the administration or City vendors have to register as lobbyists in the same way as those who lobby the

legislative branch. Mr. Littlepage stated that the main City web page should have a shortcut button

directly to the Council page, which it lacks currently.

The Task Force members talked about public access to Council Members emails, which are now only

available through a public record requests. There were some questions about the upcoming technology

changes which were mentioned by ITD, specifically for procurement processes, and how it may affect

any technology related recommendations the Task Force may have in the final report.

Survey update: At the time of the meeting, there were approximately 80 Access to Government surveys completed (60 on paper from a neighborhood event and the rest online through a link on the City website). It was decided to send the survey link to CPAC members and to leave the online survey open for a few more weeks to gather the maximum number of responses and that the results will be reported at the June 6, 2018 meeting.

Future meeting planning: The May 9th meeting will include a media panel discussion with several members of the press (TV, newspaper and radio). The group would like to invite the CPAC Chairpersons and any interested members to a future meeting and find a way to bring more public participation/input to a future meeting as well. Chairwoman Magill also mentioned a future presentation by Greg Bugbee, who is knowledgeable about municipal websites.

**Public Comment**

Mr. John Nooney spoke to the group about the limitations on public comment during committee meetings, which may be at the discretion of the chairperson. Mr. Nooney feels there should be more opportunities to offer public feedback. Mr. Conrad Markle filled out a public comment speaker card; both public comment cards are on file.

With no further business, the Co-Chairs adjourned the meeting at 4:01 pm.

**The next Task Force on Open Government meeting will be held on May 9, 2018 at 1:00 pm in the Lynwood Roberts Room.**

Minutes: Colleen Hampsey, Council Research Posted 4.26.18 12:00 pm