

**OFFICE OF THE CITY COUNCIL**

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**Council Members Gulliford, Boyer and Anderson Noticed Meeting Minutes**

**Task Force on Consolidated Government Follow-Up**

**May 22, 2018**

**11:00 a.m.**

**Topic:** Follow-up on recommendations of the Task Force on Consolidated Government

**Location:** City Council Conference Room A, 4th floor, City Hall – St. James Building, 117 West Duval Street

**In attendance:** Council Members Bill Gulliford, Lori Boyer

Also: Paige Johnston - Office of General Counsel; Kyle Billy - Council Auditor’s Office; Jeff Clements - Council Research Division; Sam Mousa – Mayor’s Office; Kirk Sherman – Finance and Administration Department; Bill Killingsworth – Planning and Development Department; Stephanie Burch – Neighborhoods Department

**Meeting Convened**: 11:05 a.m.

Council Member Gulliford called the meeting to order and the attendees introduced themselves for the record.

CAO Sam Mousa followed up on several items from the last meeting. He distributed a consolidated listing of all of the City’s interlocal agreements which is now posted on the City’s web site with access to the 100+ agreements. The Mayor’s office will keep this site updated as new agreements are entered into with other political subdivisions. Council Member Boyer thanked Mr. Mousa for achieving a major accomplishment in compiling this list. Mr. Mousa thanked the Office of General Counsel and other City staff for their hard work in this project and encouraged anyone who comes across another agreement to report it to his office for inclusion.

Mr. Mousa distributed and discussed a document listing the joint purchasing programs and “piggyback” contracts in which the City participates with other agencies of the consolidated government or state agencies. The City piggybacks on various contracts entered into by other agencies and other agencies piggyback on City contracts. The contracts typically include language regarding piggybacking and are based on units of product or service. Devin Reed of the Jacksonville Aviation Authority explained the factors that make a contract eligible for piggyback participation: 1) competitively bid, 2) contract currently in force, 3) for the exact good or service desired. Mr. Reed said that the state maintains a list of contracts eligible for piggybacking and professionals in various fields keep track of favorable contracts in which they might be interested in participating. Mr. Mousa said that vendors often publicize their favorable contracts widely to attract more business.

In response to a question from Chairman Gulliford, Mr. Mousa said that he did not believe that the procurement chiefs of the City and the independent authorities do not currently have regular meetings to discuss cooperative opportunities, but probably should do that. He cautioned that there are some obstacles to joint procurement, such as local preference (prohibited for any procurement using federal funding) and minority and small business programs that differ from one agency to another. A balance has to be struck between achieving the lowest possible cost (typically achieved by high volume with a single supplier) and spending funds locally and supporting small businesses. In response to a question from Chairman Gulliford about piggybacking on GSA contracts, Devin Reed said that GSA piggybacking is typically limited to security services and information technology services.

Regarding CPACs, Mr. Mousa said that he has begun holding monthly meetings with the CPAC chairs in his office. The first meeting concerned land use and zoning procedures and input processes. The Planning Department will begin holding bi-weekly meetings at 5:30 p.m. to discuss land use issues (zonings, deviations, exceptions, waivers, etc.) with CPAC representatives and any other interested citizens. The expectation is that the CPAC representatives would then be able to answer questions and convey information about particular issues to the CPAC without Planning staff being present. For the first quarter the City will continue sending Planning personnel to CPAC meetings in addition to the bi-weekly meetings. Mr. Mousa also said that the CPAC coordinators attending CPAC meetings will record particular service needs/complaints and convey them directly to the relevant department rather than sending them in through the 630-CITY (CARE) system. Code Enforcement and Sheriff’s Office personnel will continue to attend all meetings, with representatives of other departments cycling through the CPAC meetings on a quarterly or semi-annual basis. Council Member Boyer said that she hoped that the various departments would continue developing one page bullet point lists of actions relevant to each district that could be e-mailed to the CPAC chairs for redistribution to neighborhood associations and on to individual citizens.

Ms. Boyer also conveyed concern from the Southeast CPAC about how the bi-weekly planning issues briefings will take place – members didn’t want to have to sit through long discussions of issues in other parts of the city before their issues are addressed. Bill Killingsworth, Director of Planning and Development, said that he would send out an agenda the day before the meeting with an order of business and a rough estimate of how much time would be allocated to each CPAC. Ms. Boyer also relayed a concern she heard about planning applications being incomplete when accepted by the department. Mr. Killingsworth

Mr. Mousa said that he has a draft Executive Order on his desk prepared by the Planning Department to change the CPACs to a School Board district geographic basis and changing the voting membership requirements. He will send copies to the committee members for their consideration and needs instruction from the members about what direction the committee wants to recommend and whether the CPACs should be codified rather than established by executive order. Mr. Mousa asked about how the CPACs are covered by the Government in the Sunshine Law and how that impacts upon whether individual CPAC members have to meet with each other in noticed meetings. Paige Johnston of the General Counsel’s Office said that the Sunshine Law does apply to the CPACs because they make recommendations to the City. Council Member Boyer suggested that one way around that restriction is for the CPAC to not vote on items. The members could receive and discuss information, become informed on issues, pose questions to City staff, etc., but not take corporate action. The recommendations would come directly from each neighborhood or from individuals, not from the CPAC. Mr. Mousa said he would raise the issue at his next meeting with the CPAC chairs.

Regarding including additional information about appointments in the resolution bill title, Ms. Johnston said that she has explored the issue with the Council Secretary and Legislative Services Division and it is possible to include that information via notations in the titles. She also reported that the Council staff member who processes board and commission appointments maintains detailed information on each board and commission and those information sheets could be attached to appointment resolutions for the information of council members. Mr. Mousa said that he believed the Mayor’s Office had similar information on Mayor-only boards. Ms. Boyer liked the idea of attaching the board information sheet to the appointment resolutions. The information seems to be up-to-date on both the Council and Mayoral appointments at the present time; the challenge will be to keep it updated as mayoral and council administrations and staffs change.

Ms. Boyer will meet with Kirk Sherman to discuss central services issues relating to Mr. Sherman’s report at a previous meeting.

**Meeting Adjourned**: 12:14 p.m.

Jeff Clements, Council Research Division

5.22.18 Posted 5:30 p.m.