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| **OFFICE OF THE CITY COUNCIL** |
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**Meeting Minutes for Council Member Boyer and Council President Bowman**

**Friday, October 5, 2018 at 1:30 p.m.**

**Topic:** The meeting was held to discuss the upcoming TDC meeting and Executive Director selection process.

**Location:** Conference Room B, 4th Floor, 117 West Duval St., City Hall, Jacksonville, FL

**Attendees**: Council Member Lori Boyer, Council President Aaron Bowman, Council Member Scott Wilson, Lawsikia Hodges (OGC), and Nicole Spradley (District 5 – ECA), Diane Moser (Employee Services), and Phillip Peterson (Council Auditor’s Office)

Please see the attached sign in sheet for a complete list of attendees.

**Meeting Convened:** 1:34 p.m.

Council Member Lori Boyer opened the meeting and introductions were made.

Council Member Boyer explained that she called this meeting with Council President Bowman to discuss special project accounts for the TDC.

Council President Bowman asked to discuss the job selection process first. After the discussion at the last TDC meeting, Council President Bowman was under the impression that Council Member Boyer would lead the selection committee.

Diane Moser mentioned that the close date for the Assistant position is October 11, 2018 and that there are approximately 9 internal applicants and 23 external applicants. She will provide a list of candidates.

Council Member Boyer mentioned that when she hired her current ECA that HR performed a certain pre-screening.

Diane Moser will provide a matrix of screened candidates, a list of A and B quality candidates, to the Subcommittee.

Council Member Boyer asked whether the Subcommittee could review the resumes and meet prior to the next TDC meeting.

Council President Bowman asked that the same background checks and matrix be created for the Executive Director search.

Diane Moser will look into whether the TDC will need to agree to hire the Assistant.

Council Member Boyer was under the impression that the TDC would hire the Assistant since there is not an Executive Director to do it.

Council President Bowman questioned what the bill language states.

Diane Moser will start the pre-screening process now. She explained that the City does not have a contract with a search firm, but 25 applicants qualify for the Executive Director position.

It was agreed upon that the job search can be put on the same time schedule as the Assistant position.

Council President Bowman agreed to close the search on October 11, 2018 and if the Committee doesn’t find a suitable candidate that they can look into using a search firm.

Council President Bowman is ok with the TDC Subcommittee pre-screening the candidates and presenting the clear front runner to the full TDC. If there is not a clear front runner he suggested that three candidates be presented, with the option for individual interviews.

Council Member Boyer disclosed that her ECA, Nicole Spradley, may apply for the Executive Director position. Council Member Boyer agreed to step down from the search committee if Nicole makes the short list.

Diane Moser agreed that the final list will be public and that she will put together a notebook with a matrix and applications.

It was suggested that HR host a training session for the subcommittee members to educate them on the various City related tasks that the Executive Director will be required to perform.

Council Member Boyer provided a handout of her powerpoint presentation. She went over the TDC Special project accounts and permissible uses, showed the concept designs for the new Downtown visitor center at the Times Union Center for Performing Arts and showed examples of a livestream project for an outdoor venue and performing arts garden. She asked that these proposed projects be added to the upcoming TDC meeting agenda.

Council President Bowman requested the square footage of the proposed visitor center.

Michael Corrigan has concerns about meeting the foot traffic quota if adequate parking is not provided near the new visitor center.

Council President Bowman suggested contacting the Public Works Department to check on the parking options next to the Times Union Building close to where the visitor center would be.

Council Member Boyer offered to send video links of examples of light shows produced by Moment Factory to Council President Bowman and Council Member Wilson.

Council Member Boyer showed pictures of the fly loft of the Times Union Building.

Council Member Boyer thanked everyone for attending the meeting and then adjourned the meeting.

**Meeting Adjourned:** 2:42 p.m.

**Minutes:** Minutes completed by Nicole Spradley, ECA District 5, on Tuesday, October 9, 2018.

cc: Council Members/Staff

Cheryl Brown, Director/Council Secretary

Jeff Clements, Chief, Research Division

Carol Owens, Chief of Legislative Services

Jessica Matthews, Supervisor of Legislative Services

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