



OFFICE OF THE CITY COUNCIL

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July 27, 2022

MEMORANDUM

TO: Jacksonville Waterways Commission Members

FROM: Honorable Council Member Nick Howland, Jacksonville Waterways Commission Chair

RE: 2022-2023 Jacksonville Waterways Commission

In an effort to be more efficient, beginning with our first meeting, I have requested that the Legislative Services Division generate digital meeting packets for our Jacksonville Waterways Commission (JWC) meetings. The digital packets will be distributed on the Friday before the next scheduled JWC meeting by 5:00 p.m., for your review.

As we move to the digital meeting packets, it is necessary to set firm deadlines for the submission of materials. Therefore, if you have any scheduled guest speakers, presentations, supporting documents, etc., these items will need to be submitted to the Legislative Services Division no later than the Wednesday before the next scheduled meeting by 5:00 p.m. Any items received after this deadline will not be included on the meeting agenda.

On the day of the scheduled meeting, only a hard copy of the Meeting Agenda and the prior Meeting Minutes will be provided on the dais for all members. The meeting packets will be accessible electronically on all of the computers. Legislative Services will not be providing hard copies of any of the other meeting packet materials.

Please contact Barbara Ireland Hobson, Legislative Assistant, or Merriane Lahmeur, Chief, Legislative Services Division, at (904) 255-5122 for additional information.

I look forward to serving with you all on the Commission.

NH/mgl/bih

cc: Council Members and Staff
Margaret "Peggy" Sidman, Director/Council Secretary
Merriane Lahmeur, Chief, Legislative Services Division
Yvonne Mitchell, Chief, Administrative Services Division
Jeff Clements, Chief, Research Division
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