



JACKSONVILLE CITY COUNCIL

TRUE COMMISSION NEW COMMISSIONER ORIENTATION MEETING MINUTES October 19, 2011 4:00 p.m.

City Council Conference Room B
Suite 425, City Hall
117 W. Duval Street

Attendance: Marcella Lowe (Chair), Greg Radlinski, Patti Anania, Ernest McDuffie

The meeting was called to order at 4:07 p.m. by Chairwoman Lowe who reviewed Ordinance Code Chapter 57, the TRUE Commission's legislative authorization. The commission has very broad powers and duties, some of which the commission currently performs and some of which it does not.

The following general points were made:

- Commissioners can investigate and collect information on a topic of interest on their own volition and don't need to ask the full commission's permission in advance.
- Council Auditor audits and reports are released on a regular basis and should be reviewed – they are a wealth of information on City government finances and operations. The TRUE Commission's Policies and Procedures Manual is a good source of information on the nuts and bolts of commission procedures.
- The Office of General Counsel has issued a legal opinion confirming that the TRUE Commission has broad authority to review and investigate the budgets and operations of the Constitutional officers as well as the City government proper.
- The commission is supposed to make quarterly and annual reports to the City Council of audits reviewed, studies produced and other actions taken.
- The commission has no budget, relying on staffing provided by Jeff Clements of the City Council Research Division, the Council Auditor's Office, and other City departments and agencies upon request.

Ms. Lowe indicated the Policies and Procedures Manual needs to be revised to reflect that Council Auditor audits and reports are now distributed via e-mail and download from the Auditor's web site rather than by distribution of paper copies at commission meetings. Commissioners need to be reading all of those audits and reports and noting any items of interest or areas possibly deserving of further review by a committee of the TRUE Commission.

Staff was requested to send the list of current commissioners to all commission members after new members are appointed in November.

Ms. Lowe hoped the commission would revive and regularly use the audit evaluation report developed several years ago. She urged the commissioners to utilize their varied backgrounds to apply private sector business sensibilities to City government and to make suggestions for places to look for potential

problems. The commission does not need to be audit-centered; there are many issues that deserve attention and a fresh set of eyes. Ms. Lowe cited copies of a previous audit reports in the handout packet as examples of the commission's work and format. She noted that the commission has identified several issues in the past and made recommendations that have prompted corrective actions by the City, including the issuance of an executive order revising cash handling procedures.

Commissioner McDuffie noted his interest in studying the City's failure to comply with conditions of the federal grants it receives and with the provisions of Part 8 of the City's Procurement Code regarding procurement opportunities for minority- and women-owned businesses. He believes the Mayor, City Council and City administrators have long ignored the requirements of the grants and Procurement Code and will be reading the TRUE Commission's charter and powers closely to see whether this issue falls within the commission's purview.

There being no further business, the meeting was adjourned at 5:03 p.m.

Jeff Clements, Chief
Council Research Division
630-1405

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5:00 p.m.