



OFFICE OF MAYOR LENNY CURRY

ST. JAMES BUILDING
117 WEST DUVAL STREET, SUITE 400
JACKSONVILLE, FLORIDA 32202

PH: (904) 630-1776
FAX: (904) 630-2391
www.coj.net

EXECUTIVE ORDER NO. 2018-03

TO: All Elected Officials, Department Heads, Division Chiefs, Independent Agencies, Authorities, Boards, Commissions, and Councils

FROM: Lenny Curry, Mayor

SUBJECT: Lex Hester Memorial Scholarship Review Committee – Scholarship Award Criteria. Amendment of and Supersedure over Executive Order 02-03.

By virtue of the authority vested in me as Mayor by the Charter of the City of Jacksonville and as Chief Executive Officer of the Consolidated Government, it is hereby ordered as follows:

Section 1. Amendment and Supersedure. This Executive Order hereby amends Executive Order 02-03 and supersedes Executive Order 02-03 to the extent of any differences in text.

Section 2. Background. The Council of the City of Jacksonville (the “Council”) in Ordinance 2002-671-E created Section 110.352, *Ordinance Code* (now Section 111.825, *Ordinance Code*), which established the Lex Hester Memorial Scholarship Trust Fund (the “Fund”) into which was placed an initial appropriation and such other private gifts or funds as may be contributed to the Fund from time to time, together with all interest earnings derived from the Fund’s assets. The legislative purpose of the Fund is to provide periodic monies from the interest earned in the Fund for scholarships for deserving and qualified persons residing in Duval County who have been accepted into or who are currently enrolled in the Master of Public Administration Program at the University of North Florida (the “Scholarships”). The Scholarships are to be awarded to the eligible persons based on such guidelines for procedures, eligibility, and merit as shall be promulgated by mayoral executive order and approved by resolution of the Council. The Mayor is then authorized to make expenditures for Scholarship awards by written requests from the periodic interest earnings available in the Fund based upon guidelines developed in the executive order.

Section 3. Purpose. The purpose of this executive order is to implement Section 111.825, *Ordinance Code*, by establishing guidelines for procedures, eligibility, and merit for the award of the Scholarships and to create the Lex Hester Memorial Scholarship Review Committee to evaluate Scholarship candidates and to make recommendations for Scholarship awards.

Section 4. The Lex Hester Memorial Scholarship Review Committee Created. There is hereby created The Lex Hester Memorial Scholarship Review Committee (the "Committee") to consist of seven (7) members appointed by the Mayor from the following categories:

- (a) one (1) representative from the public administration/political science community; and
- (b) one (1) representative from the planning and urban studies community; and
- (c) one (1) representative from the University of North Florida; and
- (d) three (3) representatives with an interest in public service; and
- (e) one (1) representative from the Lex Hester family.

The members, except for the family member, shall serve a term of four (4) years. Members, except for the family member, may not serve more than two (2) consecutive terms; provided however, members shall continue to serve on the Committee until such time as their successors are appointed. The family member shall serve perpetual four (4) year terms unless that family member requests to be removed; in that event another family member will be appointed to the Committee. The Committee shall annually elect a Chair, who shall serve for one (1) year and who cannot serve for a consecutive full term. The Committee shall meet at least two times per year at the call of the Chair. The Committee shall adopt its own rules of procedure; provided however, a quorum shall consist of four (4) members, one of whom must be the family member. Meetings shall be governed by the Florida Sunshine Law, codified at Section 286.011, Florida Statutes, and shall be held in facilities owned or leased by the City.

The duties of the Committee shall consist of evaluating candidates for Scholarships based upon the criteria specified in Section 5 of this Executive Order and making recommendations to the Mayor for Scholarship awards.

The Committee shall make an annual report to the Mayor on its activities during the previous year.

Section 5. Criteria for Scholarship Awards. The following criteria shall be used in evaluating candidates for Scholarship awards:

- (a) Submission of a complete and timely application from applicants seeking an award.
- (b) Current residence in Duval County.


- (c) Acceptance into, or current enrollment in, the Master of Public Administration Program at the University of North Florida.
- (d) a 3.0 GPA or higher as an undergraduate student or as a current graduate student.
- (e) Submission of responses (in essay form) to written questions, including: Why the course of study was chosen; why public service is important; why public administration studies are important; why the Scholarship is important.

Section 6. Recommendation/Award of Scholarship. Based upon the evaluation in Section 5, the Committee shall recommend a candidate(s) to receive a one-time Scholarship of up to \$1,500.00, contingent upon availability of funds from the periodic interest earned from the assets in the Fund. The Mayor, pursuant to authority in Section 111.825, *Ordinance Code*, shall issue a written request for funds and shall provide those funds to the successful candidate(s) for the Scholarship contemplated by that ordinance. The Scholarship must be used for tuition and fee expenses for the Master of Public Administration Program at the University of North Florida. Scholarship funding shall be provided directly to the University of North Florida specifically assigned for tuition and fee expenses for the successful candidate(s).

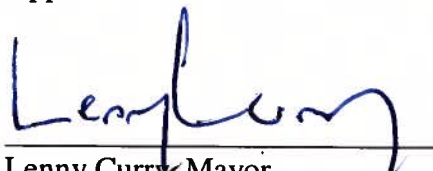
Section 7. Staff Support. The Mayor's Office shall provide staff support for the Committee. Each year, no later than April 1, the Mayor's Office, for and on behalf of the Committee, shall publish advertisements through the University of North Florida communications networks of the Scholarship opportunities, contingent upon the availability of sufficient interest monies in the Fund. The Mayor's Office shall also provide Scholarship information to the financial assistance offices and relevant schools of study at the University of North Florida.

Section 8. Effective Date. This Executive Order shall become effective immediately upon execution.


Approved as to conformity with sound fiscal policy:


 Director of Finance and Administration

Approved and issued


 Lenny Curry, Mayor

Approved:


 Jason R. Gabriel, General Counsel

Approval Date: 11/26/10

Effective Date: 11/26/10