

**OFFICE OF THE CITY COUNCIL**

**RESEARCH DIVISION**

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**CHARTER REVISION COMMISSION**

**CITYWIDE STRATEGIC PLANNING SUBCOMMITTEE MEETING MINUTES**

**Don Davis Room, 1st floor, City Hall**

 **November 1, 2019**

**11:30 a.m.**

**In attendance:** Commissioners Betzy Santiago (Chair), Emily Lisska, Chris Hagan, Nick Howland

**Excused**: Commissioner W.C. Gentry

**Also**: Paige Johnston – Office of General Counsel; Jeff Clements– Council Research Division; Jessica Matthews and Jessica Smith – Legislative Services Division; Melanie Wilkes – Council Staff Services

**Meeting Convened**: 11:37 a.m.

Chairwoman Santiago convened the meeting and the commissioners introduced themselves for the record and briefly discussed their interest in this committee. Commissioner Lisska recommended that the first order of business be for the committee to plan its work process and schedule. Commissioner Howland said he felt that there was political will in the City to pursue a strategic planning process. Commissioner Howland asked that the topic list and meeting schedule be set early on so that he can accommodate his calendar to topics that are important to him. Chairwoman Santiago asked that the members let the staff know about their calendar availability on Thursdays and Fridays for the next few months. Jessica Matthews reported that CRC Chairman Brock asked the committees to make a monthly report to the full commission at its meeting the last week of each month and to have final recommendations prepared by the end of February 2020 so that the commission’s final report can be assembled in March.

The committee reviewed the list of topics assigned it by the full commission and proposed potential speakers on the various topics. Commissioner Lisska is particularly interested in the City Council strategic planning process. Commissioner Howland recommended former City Council members Lori Boyer and Bill Gulliford, along with current Council Member Aaron Bowman and former mayoral chief of staff Chris Hand. Commissioner Hagan is interested in the topics of: the administration meeting quarterly with community leaders (which is not necessarily a Charter item); infrastructure development (particularly to service in-fill development – Public Works Director John Pappas, Planning and Development Director Bill Killingsworth and Daryl Calhoun representing JEA’s water and sewer operation); a group somewhat like the Charter Revision Commission but meeting in the interim between the 10-year CRC terms to track changes and issues that need attention throughout the years; activation of waterways (DIA CEO Lori Boyer, Quinton White of the JU Marine Science Research Institute, St. Johns Riverkeeper Lisa Rinaman); and functions and needs of the independent authorities. Commissioner Howland suggested that the committee deal more with the structure and operation of a strategic planning entity than trying to delve into solving particular problems such as septic tanks. Commissioner Lisska advocated for using the Charter to assign specific responsibility for specific functions to address known problems.

The committee members did not identify any of the assigned bullet topics to remove from consideration.

Commissioner Lisska felt it would be interesting to see how a strategic planning process could work in the context of a strong mayor form of government and said that the power to appoint the members of the strategic planning body would be crucial to how well such an entity would operate and how effective its recommendations would be. Chairwoman Santiago said the committee will need to balance the desire to get into the nuts and bolts of issues with the charge to concentrate on setting up a structure and process that would deal with the issues. Commissioner Lisska advocated for including issues of health and well-being in the strategic planning process; Commissioner Hagan suggested hearing from administrators of all five hospitals in the city which represent very different operating models. The committee discussed who (single person or group) could speak for the hospital and health community about health issues in the city; there is no obvious person who represents all hospital-related viewpoints. The discussion broadened to finding appropriate representatives who could speak for various constituencies (i.e. the Beaches and Baldwin, neighborhoods, industries, etc.). The group decided to invite the chairs of the 6 CPACs to attend a panel discussion to talk about community issues.

Commissioner Howland asked for clarification of what the committee’s deliverable product will be – a draft strategic plan, a proposed strategic planning entity and process, or something else?

Commissioner Howland recommending inviting Lori Boyer to discuss the cost of staffing and supporting a strategic planning entity and process. He suggested that the addition of a strategic planning entity might mean that Charter Revision Commission would only be needed every 20 years rather than every 10 years.

The group discussed what a strategic plan should be and contain. Commissioner Howland said it should involve the development of an overarching vision for the future of the city and strategies for achieving that vision. Budgets and other initiatives would then be judged on how well they incorporate and further the vision.

Chairwoman Santiago asked if the committee should hear from a private sector expert in strategic planning to advise on what such a plan should contain and how it should be arranged to ensure that the committee has developed a complete proposal. There was general agreement that it would be a good idea. Commissioner Lisska recommended looking at JCCI’s 2025 Vision Plan as a visioning example.

Jeff Clements said that the Task Force on Consolidated Government debated long and hard on the proposed membership of a strategic planning committee and had a great deal of difficulty whittling down a long list of important perspectives and organizations to a manageable group size. How often the body should meet is another question that will need consideration.

**Meeting adjourned:** 12:49 p.m.

Minutes: Jeff Clements, Council Research Division

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