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**PROPOSED AMENDMENT TO THE CITY OF JACKSONVILLE CHARTER
CREATING A STRATEGIC PLANNING COMMISSION**

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I. GENERAL

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A Strategic Planning Commission of the Consolidated City of Jacksonville is established to develop and monitor the progress and implementation of a strategic plan for the Consolidated City, its agencies, divisions and independent authorities, after seeking advice and input from citizens, community leaders and representatives of the city government and its departments and autonomous units of government.

II. PURPOSE OF THE STRATEGIC PLAN

To assure coordination and uniformity of mission and strategic goals of the Mayor, City Council, School Board, constitutional officers, independent authorities and all other divisions and agencies of the consolidated government so as to assure an integrated and long term consistency of mission and goals necessary implementation of major initiatives that transcend terms of office and office holders and provide maximum benefits for the health, welfare and economic development of all sectors of the Consolidated City of Jacksonville.

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111. MEMBERSHIP *(we discussed adding qualifications and should they be paid members)*

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The Strategic Planning Commission shall consist of the following members:

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- Five (5) - at Large Members of the City Council, one of whom shall be appointed by the President of the City Council as Chairman of the Commission.
- ~~Three~~ Two (2) ~~(3)~~ members appointed by the Mayor, at least one of whom shall be the Chief Financial Officer (CFO) and the Mayor or the Chief of Staff Chief Administrative Officer (CAO) with the CFO serving as the Chair. or other high-ranking mayoral staff member.
- ~~One mayor from either the Town of Baldwin, the City of Jacksonville Beach, the City of Neptune Beach or the City of Atlantic Beach, as selected by them.~~
- ~~The Chairman of either the Board of JEA, the Board of the Jacksonville Port Authority, the Board of the Jacksonville Airport Authority, the Board of the Jacksonville Transportation Authority or the Board of the Jacksonville Housing Authority, as selected by them.~~

- The Superintendent of Duval County Public Schools or his or her chief assistant, as designated by them.

- The Sheriff of the City of Jacksonville or his chief assistant, as designated by him.

~~The Chair of the Board of Directors of the Chamber of Commerce.~~

- ~~• One person appointed by the Mayor as a representative of the arts and culture of the City of Jacksonville.~~

- ~~• One person appointed by the Mayor as a representative of children's health safety and development.~~

- ~~• One person appointed by the President of the City Council to represent the interests of the river and the environment.~~

IV. ADVISORY COMMISSION

- The Chair of the Board of Directors of the Chamber of Commerce serving as Chair;

- One person appointed by the Mayor as a representative of the arts and culture of the City of Jacksonville.

- One person appointed by the Mayor as a representative of children's health safety and development.

- One person appointed by the President of the City Council to represent the interests of the river and the environment.

~~One mayor from either each of the Town of Baldwin, the City of Jacksonville Beach, the City of Neptune Beach or the City of Atlantic Beach, as selected by them.~~

- The Chairman of either the Board of JEA, the Board of the Jacksonville Port Authority, the Board of the Jacksonville Airport Authority, the Board of the Jacksonville Transportation Authority or the Board of the Jacksonville Housing Authority, as selected by them.

- One person appointed by (mayor or council) representing the military

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- One person appointed by (mayor or council) representing the healthcare
- Community members and anyone else deemed appropriate to join the advisory board.

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V. THE WORK OF THE COMMISSION IN ESTABLISHING THE STRATEGIC PLAN

Implementation

The first meeting shall be called to order by the City Council President and the Mayor of the City of Jacksonville, jointly. The first order of business will be the creation of a governing document and rules of order. Finally, the Commission shall commence the process of hiring an executive director.

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The Commission shall convene a special public meeting for the purpose of presenting their findings, recommendations, and strategic plan nine (9) months following the convening of the commission for the purpose of creating the strategic plan.

The Commission shall conduct research, and receive input from the public through outreach, pop up events, town hall meetings, community conversations, hearings or otherwise community engagement events, to identify and assess the strengths, weaknesses, opportunities, and threats to the residents, businesses, and stakeholders within Jacksonville

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VI. REQUIRED MEETINGS OF THE COMMISSION

- a. The Commission shall conduct research, and receive input from the public through hearings or otherwise, to identify and assess the strengths, weaknesses, opportunities, and threats to the residents, businesses, and stakeholders within Jacksonville related to the following focus areas, at a minimum:

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- a) Quality of life, but not limited to
- b) Neighborhoods;
- c) Minorities;
- d) St. John's River;
- e) Education;
- f) Business, industry, and commerce;
- g) Health care and a healthy community;
- h) Current and future infrastructure;
- i) Government;
- j) Social services

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VII. TIME PERIODS FOR CREATION OF THE STRATEGIC PLAN AND SUBSEQUENT REVIEW AND REINACTMENT

The founding report will take 9 months to complete and will be adopted by June 15, 2022

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The strategic plan shall be continuous, but established for a term of ten (10) years.

An annual review and assessment shall be conducted and approved by City Council.

It will be reviewed and modified every ten (10) years.

VIII. MONITORING, IMPLEMENTATION AND OVERSIGHT

At a minimum, the strategic plan will include:

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- a) a vision statement;
- b) mission statement for Jacksonville;
- c) citywide overarching goals;
- d) analysis of the areas of focus and how they are incorporated into the strategic plan;
- e) a broad financial plan;
- f) enumerated goals and timeline on the achievement of the overarching goals;
- g) process and procedure for annual performance reviews that account for meaningful and measurable outcomes;
- h) a separate, detailed statement outlining and explaining how each entity represented on the Commission will address the areas of focus.
- j) Others we discussed: challenge of sustainability, indicates metrics, identify outcomes***

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The annual report shall contain:

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Annual Report and the use of dashboards to keep the community engaged and informed.

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Sustainability of the Plan

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It shall be the responsibility of the Commission to maintain and establish its membership in accordance with the provisions of this section.

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Methods for input

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IX. STAFFING

- Authority to employ an Executive Director, staff and an outside consultant as deemed necessary.
- (Insert threshold for paying the consultant – use retainer? Need approval?)

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x. Funding

Provision of budget items must relate to the strategic plan and allow for emergency measures and how to challenge an item in the plan.

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- a. The Commission is authorized to and shall direct the expenditure of all funds annually budgeted and appropriated to fund the Jacksonville Strategic Planning Commission and services and programs related thereto.
- b. The Commission shall be funded, on an annual basis, in an amount sufficient to carry out its purpose.
- c. The Commission is authorized to file applications for federal, state, and privately funded grants.
- d. The Commission shall employ and fix the compensation of an executive director who shall manage the affairs of the Commission subject to its supervision.

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NOTES:

1. Add to Charter
2. \$250 Initial need to get started then Exec Dir to identify on their own.
3. Create Office and function of ex dir office

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