



**ECONOMIC DEVELOPMENT TRANSITION
COMMITTEE
HYBRID WORKSHOP
CITY HALL, 2ND FLOOR – CONFERENCE ROOM 2C
JACKSONVILLE, FL 32202
FRIDAY, JUNE 23, 2023 AT 11:00 A.M. - NOON**

Economic Development Transition Committee Workshop

Location: City Hall at St. James, 117 West Duval Street, 2nd Floor – Conference Room 2C, Jacksonville, FL 32202 and was also available via Zoom.

Committee Members Present In-person: Ed Randolph, Director, Economic Development at JEA

Committee Members Present via Zoom: Monica Hernandez, Shannon Denson, Carlton Robinson, Jake Gordon, Tony Allegretti, Alan Iosue, Anna Lebesch, Pat Gillum Sams and E. Shawn Ashley

Representing the Office of General Counsel: John Sawyer

Office of Economic Development Staff Present: Ella Sherrod, Small Business Project Manager and Michelle Stephens, Executive Assistant

I. CALL TO ORDER

Mr. Ed Randolph called the workshop to order at approximately 11:00 a.m.

II. ACTION ITEMS

There were no action items for consideration.

III. INFORMATION/DISCUSSION ITEMS

INTRODUCTION OF ECONOMIC DEVELOPMENT (ED) TRANSITION COMMITTEE MEMBERS AND HOW COMMITTEE MEETINGS WILL BE STRUCTURED MOVING FORWARD

All Economic Development (ED) Transition Committee Members were present via Zoom with the exception of Mr. Randolph, who was present in-person

Mr. Randolph advised that they have a monumental task in front of them over the next few months, a lot of data to gather and a lot of fact finding to do. The purpose of today's meeting is to introduce the committee members that will be handling the five primary areas under the Economic Development Transition Team effort. The ED Transition Committee is made up of 10 members, including Mr. Randolph. He advised that a minimum of 6 members present in person at each meeting constitutes a quorum in order to take action.

All ED Transition Committee Members present via Zoom introduced themselves. Mr. Randolph advised that he has asked four members of the Committee to handle four of the five specific

topics and to work with peers in their ecosystem. Additionally, people have submitted online at the transition website an eager desire to be involved in the process and put together panel discussions for each of the topics. As such, there will be a series of five meetings and each of the meetings will be focused one of the topic areas.

Mr. Randolph introduced the lead for each of the subcommittees that will include a cross section of people that are going to come to the table and have fruitful conversation and dialogue to ensure that the report submitted on September 5, 2023 to Mayor-elect Deegan has meaningful information as to topics she is focused on. Mr. Randolph introduced the following subcommittee leads.

Small Business: Dr. Carlton Robinson. The subcommittee will include the UNF Small Business Center and other small business entities and other folks in the ecosystem to talk to the community about what they see as areas of improvement for the overall small business landscape, as it relates to the Northeast FL Region and how possibly the City of Jacksonville can assist with Small Business.

Downtown Development: Tony Allegretti. The subcommittee will include DIA who will talk about what the DIA does and look at what they see in the way of trends and other challenges and things that are going well in the downtown area and downtown development and what they see moving forward in the next few years. In addition, small business owners and other stakeholders in the downtown environment that work in different facets of the downtown development arena.

Talent Development: Dr. Anna Lebesch. The subcommittee will include a panel of people from the talent development arena including our higher education institutions, and the Duval County School Board. Meaningful discussion on how the landscape looks, how does the pull of employees look. We want to build and grow our talent development arena in the years to come and make it stronger in attracting more businesses to Jacksonville.

Permitting: Alan Iosue. The subcommittee will include people from the residential building community, the commercial building community, etc. to include the small business community to come together and talk about the permitting issues as it relates to city government. City staff will attend and explain how the permitting process both on the civil side and the vertical side, the COU process, all of the various things that City Hall touches and has control over and could have an impact on moving forward. Have meaningful discussion with panelist and gathering people from the legal side, development side and general real estate side and look at ways our peer cities may be doing something different that we can learn from. Walk away from these meetings with meaningful steps and ideas to put forth to Mayor-elect Deegan to consider and she moves forward with her journey at City Hall.

Economic Development: Ed Randolph. The subcommittee will include JAXUSA, Aundra Wallace and other folks to speak to what do they see in the way of future economic development activity,

trends and challenges they see on the landscape as it relates to all of the other topics as well. We will apply all of the things we have learned and heard in the prior subcommittee meetings near the end of August.

Mr. Randolph advised that specific timing and locations for subcommittee meetings will be sent out as soon as they are confirmed.

Mr. Randolph opened the floor for any questions, comments, suggestions from the committee.

Dr. Robinson asked regarding the time and duration of the meetings. Mr. Randolph replied that the timeframe for the meetings will on average a minimum of four hours.

SUNSHINE LAW OVERVIEW – OFFICE OF GENERAL COUNSEL

Mr. John Sawyer with the City of Jacksonville, Office of General Counsel provided a summary of the Sunshine Law and how it pertains to all City of Jacksonville boards and committees.

- ONLY discuss issues at publicly noticed meetings whether a workshop or a committee meeting.
- Action can only be taken at a committee meeting with a physical quorum present to vote. With a 10 member committee, 6 members must be physically present at the location to take action.
- The location of the meeting needs to be accessible to the public and is strongly encouraged to be held at a city or government building. All members of the public must be able to hear the discussion of the members.
- You CANNOT discuss with other committee members any business that may come before the committee except at a noticed meeting or workshop. You can have lunch together, but you cannot discuss committee business.
- If you do wish to have discussions with other committee members in between meetings you can; however, those meetings must be noticed and must be at a public facility open to the public.
- Email communications are public records. Whether on your personal email or business email. If it is about committee business, that becomes a public record. Text messages become a public record. All written correspondence is a written record that you need to preserve and make available pursuant to a public records request.
- Be cautious with email communications. You can send out information to the committee; however, you may not discuss that with the committee. You can provide information. Be aware that you are creating a public record and you cannot have a conversation.
- When at a public meeting, you can only discuss issues before the committee for consideration. After the meeting has commenced and until the meeting is adjourned.

- Do not discuss agenda items during the meeting that may be under discussion. Every conversation needs to be open and available to the public to hear. You cannot have private conversations during a committee meeting or workshop.
- There are civil penalties for inadvertent violations.
- If you have any questions, please contact Mr. Randolph or John Sawyer.
- John will send out a pamphlet to everyone that they will have a little more time to review.
- Please contact Mr. John Sawyer or Mr. Randolph if you have any follow-up questions.

Mr. Jake Gordon asked regarding other transition team committees in addition to the Economic Development Transition Committee. Are they allowed to talk to those other committees? We can only not talk to other committee members of the ED Transition Committee and subcommittees. Mr. Sawyer replied that he would find out to confirm. His understanding is that discussions among different committees may be allowed. He needs to track down the information and will brief the entire committee when he confirms.

Mr. Randolph opened the floor for any questions, comments, suggestions from the committee.

Pat Gillum Sams asked how to let the Committee know which subcommittee(s) they may be interested in lending their time and talent to. Mr. Randolph replied to send the committee their interest of focus and he will facilitate with the subcommittee leads. Pat Gillum Sams expressed her willingness to serve on any of the subcommittees.

IV. OLD BUSINESS

No old business was discussed.

V. NEW BUSINESS

No new business was discussed.

VI. PUBLIC COMMENTS

Mr. Raymond Day attended the meeting in-person and expressed his interest in serving on the Permitting Subcommittee. He is interested in all things real estate to include permitting.

VII. ADJOURNMENT

There being no further business, Mr. Randolph adjourned the meeting at approximately 11:30 a.m.

The next workshop/committee meeting date is TBD.

The written minutes for this workshop are only an overview of what was discussed. For verbatim comments, an audio file of the meeting is available upon request. Please contact Michelle Stephens at (904) 255-5452, or by email at msteph@coj.net