

# DI PLAN STEWARDSHIP TEAM ORGANIZATION FOR PLAN IMPLEMENTATION

## Introduction

The *Davis Islands Community Plan*, which is a vision document, was approved by Tampa City Council in 2007. Following plan approval, the City administration required Davis Islands stakeholders to organize themselves as a plan stewardship team and to develop a strategic action plan component for implementing the Community Plan. The strategic plan was completed in June 2008 by a loosely organized, informal Stewardship Team with an open-ended membership comprised of stakeholders. Following completion of the strategic plan, the Stewardship Team deliberated what the future structure and function of the Team should be as the entity to advance and coordinate implementation of the Community Plan.

This document details the composition, structure and function of the Stewardship Team during the plan's implementation phase. A specific number of voting members representing stakeholder interests comprise the Stewardship Team; and a specific number of non-voting City liaisons are identified. Also described are the internal structure and functions of the team as well as the team's operating procedures.

## Stewardship Team

**Team Responsibility:** The Stewardship Team is responsible for advancing implementation of the Davis Islands Community Plan, consistent with the plan's vision and strategies. The Stewardship Team is a guiding and coordinating group responsible for working with stakeholders to implement the plan.

The Team works together with the City and the community to make sure plan implementation happens but not necessarily as the implementers of the plan's elements. Actions will be carried out through a variety of implementers, including the City, other public agencies, the DI Civic Association, the DI Chamber of Commerce, businesses, institutions, private organizations and residents.

The Stewardship Team will bring stakeholders together, advocate on behalf of the plan's vision and strategic actions, be a central point of information about the status of plan implementation, disseminate this information to the community, and encourage community feedback on the progress and quality of the work.

**Team Composition:** The Team is comprised of eleven (11) members, representing specific interests as described below.

**Interest Categories:** Interest categories are listed below. The number in parentheses indicates the number of representatives from each category.

- Davis Islands Civic Association (1)
- Davis Islands Chamber of Commerce (1)
- Davis Islands Garden Club (1)
- Tampa General Hospital (1)
- Aviation Authority / Peter O. Knight Airport (1)
- Davis Islands Resident (4)
- DI Village Center property owner, business owner or business employee (2)

**Member Length of Term:** Team Members representing organizations, which appoint them to the Stewardship Team, do not have terms. Team Members representing themselves volunteer and are elected to serve a term. The initial elected-member terms (beginning in January 2009) are staggered, with three (3) members serving a two-year term and three (3) members serving a three-year term. Succeeding terms are three-year terms.

**Member Alternates:** A member may designate an alternate, to be confirmed by the Team, to attend meetings that the member is unable to attend and to vote on the member's behalf.

**Team Meetings:** Meetings are held quarterly, usually the second Tuesday in February, May, September and November. The Team may replace any member who misses a total of three (3) consecutive meetings. A member is not considered absent if the member's designated alternate attends meeting on the member's behalf.

**Team Structure and Function:**

TEAM

The eleven-member Team elects a Chair, Vice Chair and Recording Secretary. Officers are elected annually. Officers comprise an executive committee which can have specified duties in addition to those listed below, if authorized by the Team.

Chair (Team Leader) – represents group to others; prepares Team meeting agendas; sets meeting schedule and reserves meeting location; delegates tasks as appropriate.

Vice Chair – assumes the responsibilities of the chair when the chair is unable to do so; willing to serve as chair-elect; may have other responsibilities as delegated by chair.

Recording Secretary – records the proceedings of the team meetings as summary

minutes for approval by the Team; maintains the records of the Team including minutes and correspondence.

## PUBLIC RELATIONS/OUTREACH

Public Relations/Outreach activities can be divided among team members or assigned to one team member, as deemed appropriate by the Team. Activities include advertising the meetings and other activities of the Stewardship Team; writing a quarterly article for the DI Community News; writing a biannual article for DICA newsletter; providing timely information updates for DICA/other stakeholder websites; and working with the team to compile an annual report on the “State of the Islands’ Vision”, which summarizes the past year’s progress in making the Plan’s vision a reality; and disseminating the report. Maintaining community interest in the work of the Stewardship Team and inviting participation from the community also fall under public relations/outreach activities. For example, an annual informal, interactive community forum could be organized to educate and encourage participation in plan implementation.

## WORK GROUPS

One way to organize to advance plan strategies is to form work groups, chaired by a Team member and organized around plan focus areas. Members of the work groups can be Team members as well as Islands residents and other stakeholders who are not Team members. Minimally, work group meet monthly except on those months that the Team meets. Work groups report to the Team on their progress, for needed direction from the Team, and for needed action by the Team. A delineation of the focus areas of each work group is suggested, as follows:

1. Community Identity, Appearance and Heritage
2. Getting Around
3. Parks, Environment and Utilities
4. Village Center, Homes and People

## Operating Procedures

Meetings of the DI Plan Stewardship Team are conducted as informally as possible, relying on Robert's Rules of Order to resolve procedural issues. In addition, the Team follows the procedures described below:

### **A. Meetings Open to Public; Meeting Notice**

All meetings of the DI Plan Stewardship Team are open to the public, and the meeting location will be accessible by the public. Notice of Team meetings will be posted on the DI Civic Association website at [davisislandscivic.com](http://davisislandscivic.com) a reasonable time prior to the meeting, but no later than 24 hours before a meeting. Members will receive the meeting agenda and any accompanying meeting material via email. Others who have requested meeting notice will be sent the meeting agenda and materials via email. The emailing list will be updated and revised as needed during the year.

### **B. Record of Meetings**

The proceedings of Stewardship Team meetings will be recorded by the Recording Secretary for approval by the Team and then posted at davisislandscivic.com in the form of summary meeting minutes.

### C. Decision-Making

1. For the purpose of conducting the business of the Stewardship Team, a quorum of the Committee, comprised of a majority of the filled member positions, must be present.
2. The Committee has the discretion to delay a vote on a matter until more members are present.
3. A motion must be favored by a majority of those present to pass.

### Liaisons

There are three (3) designated Team Liaisons, representing City government departments, as listed below. The individuals are designated by the City Administration. Because Liaisons are the Team's primary contacts with the City administration, the Team's good working relationship with its Liaisons is important to the success of plan implementation.

#### **Tampa Growth Management and Development Services Department**

Ms. Catherine Coyle  
Zoning Administrator  
Catherine.coyle@tampagov.net

DESIGNEE: Ms. Samantha Fenger  
Urban Planner II  
306 E. Jackson Street  
274-8320  
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#### **Tampa Parks and Recreation Department**

Ms. Karen Palus  
Director  
1420 N. Tampa Street  
Tampa, FL 33602  
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DESIGNEE: Ms. Laurie Potier-Brown, RLA  
730 W. Emma Street  
Tampa, FL 33603  
231-1334  
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#### **Tampa Public Works Department**

Irvin Lee  
Director  
[email]

DESIGNEE: