

**Northwest Citizens Planning Advisory Committee
February 8, 2024**

Hybrid Meeting: Lincoln Villa Senior Center, 7866 New Kings Road, Jacksonville and on ZOOM.

Meeting Attendance

CPAC Members: Chair Victor Coleman, Central Fairfax Community Association; Vice Chair Rhonda Boyd, Timber Oaks HOA; Leroy Kelly, Carver International; Sallie Barnes, Robinson's Addition; Elaine Billups, Better Living Community Association, Inc.; Vanessa Cullins-Hopkins, Pebo Corp.; Jacqueline Harrington, Grand Park; Velma Rounsville, Timber Oaks HOA; Lana Suggs-Champion, Carver International; Gwen Nmezi, Royal Terrace

Excused: Roxsan Currier, Marietta Senior Center; Murphy Nmezi, Royal Terrace; Bettye Scott, Ribault Manor

Staff and Elected Officials: The Honorable Ju'Coby Pittman, Council member District 10; Celestine Mills, Executive Council Assistant District 10; The Honorable Warren Jones, Duval County School Board member; Paula Renfro, Duval County Public Schools; Captain Damian Bell, Jacksonville Fire and Rescue Department; Adam Scott, Jacksonville Public Library; Jennell Milton, JEA; Lieutenant John Gay, JSO Zone 5; Michael Hoffman, Municipal Code Compliance Division

Guests: Cynthia Brown, Robinson's Addition; Joni Turner, Groundwork Jacksonville; Hayley Spring, Blue Zones Jacksonville; Darlene Neal, Grand Park; Jeanette Mitchell, Central Fairfax Community Association; Constance DeVaughn, Woodstock Neighborhood Association; Roxie McLeod, Panama Park Neighborhood Association; Hank Rogers, Jacksonville Housing Authority

ZOOM: Sheronda Holzendorf; Keba Roberson; Rodnae Johnson; Rhonda Hart-Sparks; Tom McLeod; Kathleen Collins, COJ-CIP Administrator; Tiffany Morales, Military Affairs and Veterans Department; Chip Harper, Military Affairs and Veterans Department; Jackie Williams, Planning and Development Department; Jessica Denson, Executive Council Assistant District 9; Henry Scott, North Riverside CDC; Roxie Powell, Woodstock Neighborhood Association; Doretha Tompkins, Riverview; 904-343-4505

Meeting Summary

1. Call to Order/Verify Quorum: Chair Victor Coleman called the February 2024, meeting to order at 6:00 pm. Edwina Henry verified that a quorum was present.

Pledge of Allegiance

2. Approval of Previous Meeting Summary: The Northwest CPAC January 2024 Meeting Summary was approved.

3. Presenter: Kathleen Collins, City of Jacksonville, Capital Improvement Plan Administrator. Ms. Collins gave a brief overview of the Capital Improvement Plan (CIP) process. Pursuant to Section 122.604 of the City of Jacksonville's Municipal Code," input from each of the six (6) Citizen Planning Advisory Committees (CPACs) shall be requested and considered when developing the proposed Capital improvement Plan."

Basic components of the Capital Improvement Plan (CIP):

- The CIP is a five-year plan: FY2025-2029
- Projects must be feasible in nature
- Projects must have funding
- The CIP is approved as part of the mayor's proposed budget

- City Council approval is required each year
 - To ensure funding is still available
 - Maintain priorities
 - Make adjustments as needed

CIP Requirements:

- Project must have a total cost of greater than \$100,000 and a useful life of more ten years
- Project must be a one-time outlay – non-recurring costs
- Project must enhance or add to the value of the city's physical assets
- Project must be a major equipment purchase, associated with a capital improvement plan

Ms. Collins, via ZOOM, also discussed the types of projects that would be excluded, such as operating costs. She also shared an electronic copy of the CIP Scoring Matrix to act as a guide for CPACs when developing their project lists. It was noted that the CPACs were involved in the CIP process much earlier this year. This will allow her office to respond quickly to CPACs about projects that may already be in the CIP or if a project needs to be revised and resubmitted.

The Jacksonville City Council will receive a monthly report, starting in June for all CIP projects. Ms. Collins indicated that she could also make this information available to the CPAC. Final approvals are completed in September. To address one of the concerns raised by the CPAC, Ms. Collins stated that she will respond to each CPAC regarding their submissions, letting them know if they have been accepted or rolled into a larger project. CPAC members lamented that in the past they have not received any feedback on projects that were submitted.

Chair Coleman thanked Ms. Collins for her very informative presentation and indicated that obtaining feedback on submitted projects will be most helpful. He also said that he looks forward to working together on the CIP.

4. Elected Officials Report: The Honorable Warren Jones, Duval County School Board member, District 5, gave the following report:

- The search for the Duval County Public School Superintendent has been suspended.
- The School Board is still considering its options with respect to the sale of the school board building.
- Graduation rates are the highest since 2010 and crosses all subgroups, for every type of student. School board member Jones gave kudos to the teachers, staff and the board for getting students to graduate on time, and more importantly, he gave kudos to the students for their hard work. He stated the next goal is "literacy," ensuring that every child in the third grade is reading at level.

Jessica Denson representing City Council member Tyrone Clark-Murray, District 9: Ms. Denson stated, via ZOOM, that she had no new updates, just extending greetings on behalf of Council member Clark-Murray and reminded everyone to feel free to contact their office with any questions or concerns.

Jessica Denson, Executive Council Assistant – JCDenson@coj.net or 904-255-5209

The Honorable Ju'Coby Pittman, City Council District 10, stated that she has been attending neighborhood meetings and has identified a number of shared concerns. The Council member wants to hold a Roundtable Discussion to look for solutions. Details to follow. Additionally, she would like to have 50 to 60 volunteers for community clean-ups.

City Council member Ju'Coby Pittman – jpittman@coj.net or 904-255-5210

5. Chair's Report: Deferred.

6. Staff Reports:

JEA – Jennell Milton, Government Relations Coordinator, provided information on two JEA Hosted events:

- Septic Tank Phase Out Project for Riverview East Informational Kick-Off Meeting will be held on February 15, 2024, at FSCJ North Campus Auditorium at 6 pm. For additional information, go to: www.JEA.com/RiverviewEast
- The "Line Man's Olympics" will be held February 23 and 24, 2024 at Metro Park, 1410 Gator Bowl Boulevard. JEA is the local host and the Florida Municipal Electric Association (FMEA) is hosting the competition. This a free event, open to the public with activities and career information. For more information, go to www.FLPublicPower.com.

Jennell Milton – miltjl@jea.com or 904-665-5102

JPL – Scott Adams, Manager, Highlands Branch Library, made the following announcements:

- AARP is offering free tax preparation services on Tuesdays from 1 to 6 pm – call for locations and appointments.
- Friends of Brentwood Library is hosting a 124th Anniversary Celebration of Lift Ev'ry Voice and Sing on Saturday, February 24, 2024, from 12:30 to 2:30 pm.
- For additional information on Library Events and Services go to: www.jaxpubliclibrary.

Scott Adams – Sadams@coj.net or 904-255-6450

JSO – Lieutenant John Gay provided crime statistics for District 5, south of New Kings Road:

- Crimes against persons are down 16% and crime against properties are down 26%
- Lieutenant Gay encouraged everyone to attend their local Sheriff Watch meeting; Please contact the District 5 Substation at 904.470.8900 for more information.
- JSO is hiring Dispatchers, Corrections Officers, Police Officers, etc. Go to: www.JSO.com.

Lieutenant John Gay – JSODistrict5@jaxsheriff.org or 904-470-8900

JFRD – Captain Damian Bell spoke on the importance of having an emergency escape plan for the home and workplace, as well as an agreed upon meet-up place. Additionally, he suggested practicing the plan, including opening windows.

- It is important that house numbers are easily visible, as emergency responders look for house numbers.
- Lastly, Captain Bell urged everyone to check not only their smoke detectors, but to check on elderly neighbors, as well.

Captain Damian Bell - DamianB@coj.net or 904-255-3298

MCCD – Municipal Code Compliance Department – Mike Hoffman, is the new Zone 5 Supervisor, and he reported the following information:

- 2,000 inspections have been completed in the last 30 days.
- Systematic inspections are scheduled for February 20, 2024.
- The Robinson's Addition Community wanted to say a special thank you to Supervisor Naples for an excellent job of following-up on a complaint.

Supervisor Michael Lance Hoffman – Lhoffman@coj.net or 904-252-5581

Public Works Department – Chris LeDew, Chief of Traffic Engineering, provided a list of on-going projects, for example:

- Lenox Avenue and Ramona Boulevard is a high crash lintersection, the department is recommending putting in a "Round-About" and will submit it as a Capital Improvement Project.
- CPAC Members offered several addresses and locations requiring attention to mitigate unsafe conditions.

Chris LeDew – [CleDew@coj.net](mailto:CLEDEW@COJ.NET) or 904-255-7528

Neighborhood Services Office – Edwina Henry, Neighborhood Coordinator, provided the following updates:

- Each CPAC Member was encouraged to check and update their information in the Neighborhood Directory.
- Members were asked to schedule their Boards and Commissions Ethics Training.
- It was announced that the Neighborhood Services Office is accepting applications for the free Neighborhood leaders training course, CommUniverCity. Applications were distributed with the meeting agenda.
- Lastly, it was announced that Thomas Waters was appointed Acting Director of the Neighborhoods Department. Mr. Waters is currently awaiting City Council confirmation.

Edwina Henry - [EHenry@coj.net](mailto:EHENRY@COJ.NET) or 904-255-8260

7. Old Business: None.

8. New Business: New NW CPAC Member – Woodstock Neighborhood Association, Roxie Powell, Alternate.

9. Subcommittee / Liaison Reports:

- **LUZ (Land Use and Zoning)/Governmental Affairs** – LeRoy Kelly, Subcommittee Chair, reported that the subcommittee reviewed six applications, approved two and had four requests for additional information.

The LUZ Subcommittee Report was accepted.

- **T.R.U.E. Commission** – Velma Rounsville noted that sometimes the T.R.U.E. Commission meets on the same day as the NW CPAC, which makes it difficult to prepare a report in time for the CPAC meeting. The February T.R.U.E. Commission Report will be given in March. In January, the T.R.U.E. Commission met with ITD – Information Technology Division. The focus of discussion was how to process employees who are separated from city service. There is a new system being tested to ensure that separated employees relinquish user access to City of Jacksonville computer systems.

The T.R.U.E. Commission Report was accepted.

10. Public Comments and Announcements:

- Hayley Spring announced that Blue Zones will be hosting a community clean-up on Saturday, February 24, 2024, and that Central Fairfax helped to organize the event.
- Blue Zones will hold the opening of their new headquarters on Monday, February 19, 2024, from 5 to 7 pm, at 232 East 8th Street.

- Vanessa Cullins-Hopkins shared a flier announcing the Bradham and Brooks Library Black History Month Celebration of Local Authors, to be held on Monday, February 12, 2024, from 6 to 7:30 pm, at 1755 Edgewood Avenue West.
- Thursday, February 15, 2024, is the grand reopening of the historic Friendship Fountain at 6 pm, at 1015 Museum Circle Drive, 32207.
- Joni Turner announced a Groundwork Open House on Tuesday, February 13, 2024, at 1601 North Main Street, at 6 pm for the Hogans Creek Watershed.
- Council member Pittman announced that Eartha's Farm and Market, 4850 Moncrief Road, will have an Open House on Saturday, February 24, 2024, with free workshops on farming and gardening.

11. Meeting Adjourned at 7:58 pm.

The next Northwest CPAC Meeting is Thursday, March 14, 2024, at 6 pm at the Lincoln Villa Senior Center, 7866 New Kings Road, Jacksonville and on ZOOM.