

## **Parks Safety Council**

### **Meeting Summary**

Monday, July 25, 2022,

Ed Ball Bldg., 214 N. Hogan Street, 8th Floor Conference Rm. 851

### **Meeting Attendance**

**Park Safety Council Members:** Bruce J. Tyson, Mary Jane Brewer, Walter Bryant, Kim Stephens-Perry.

**Zoom:** None

**Visitors:** None

**Staff and Elected Officials:** Chiquita Moore, Keith Meyerl, James Taylor, Michelle Godwin-Ware.

**Zoom:** Magnus Wallen.

### **Meeting Summary**

1. **Call to Order/Verify Quorum:** Bruce J. Tyson, Park Safety Council Chair, called the meeting to order at 11:03 a.m. Michelle Godwin-Ware verified there was a quorum.
2. **Approval of Previous Meeting Summary:** The Park Safety Council (PSC) approved the May meeting summary.
3. **Elected Officials Report:** None
4. **Review of Safety Reports:**
  - **Keith Meyerl** was available for questions and concerns about March, April, May, and June's Park safety reports.
  - **Walter Bryant** stated he had some concerns with Lake Lucina Park listed in the June report. He asked if the park could be made a priority because of its proximity to a retention pond and the missing boards on the neighbor's fence that allows access to the pond (The gate meant to keep people out is broken.)
  - **Keith Meyerl** stated that Public Works maintains retention ponds. When a lock has been reported broken or missing, that information is forwarded to Public Works for repair. Typically, an investigation is conducted to determine if the property belongs to the City of Jacksonville or a homeowner.
  - **Chair Tyson** stated he is concerned because at least 99 repeat issues are listed in the Park Safety reports from April through June. There is no documentation regarding the action taken to correct the problems. Many of the repeat items are issues that require bolts and S hooks. Placing the corrective action on the report would alleviate the question of the status of a problem.
  - **Keith Meyerl** stated that the items on the reports are regular ongoing maintenance items. Even if the items were addressed at the time of the report, the action taken might not show up on the report. Many items are ongoing. It may help to submit the reports more frequently because the items are continually updated.
  - **Chair Tyson** suggested that perhaps as items are completed, they be moved to the top of the report. He also recommended adding a column for the work's completion date next to the inspection date.

- **Chiquita Moore** stated that service requests are now submitted using MyJax. A request can be made to have 630-CITY print a service request report if the PSC thinks that will be helpful.
- **Keith Meyerl** stated the service requests are still coming from multiple channels. The items entered internally into MyJax are assigned to maintenance staff. Ground Maintenance logs and tracks their daily duties using a maintenance log. The maintenance staff stores extra parts such as bolts and S' hooks on their trucks. They are ordered regularly to address minor issues. Mr. Meyerl also stated that significant progress had been made in replacing retired staff members.
- **Kim Stephens-Perry** stated that 33 items are listed as unsatisfactory with hazard, and only two of those items have been closed when looking at March through June's safety reports. Ms. Stephens-Perry asked if the PSC could look closely at a few of the unsatisfactory items. For example, Forestview Community Center failed the testing of floodlights. This issue repeatedly shows up on the reports where there's an electrical issue. These items should be a top priority.
- **Keith Meyerl** stated that an update to the March and April reports could be done to allow the PSC to see which issues have been closed since the report was printed. The maintenance team will continue to work on completing items until they have been closed.
- **Chair Tyson** asked Mr. Taylor to explain the difference between unsatisfactory and satisfactory with hazards.
- **James Taylor** stated that the safety reports are sent to Mr. Meyerl weekly. He explained that satisfaction with hazards relates to repairing a specific item that may cause an injury, but there is no certainty that it may cause death.
- **Mary Jane Brewer** asked if Mr. Taylor reported unsatisfactory items with hazards the same day the issue was discovered.
- **James Taylor** stated yes that he calls or sends the information to the Parks and Recreation staff and Mr. Meyerl the same day the issue is discovered. If it's a serious issue, a call is made to Mr. Meyerl immediately.
- **Mary Jane Brewer** asked how Mr. Taylor knew if an issue that needed to be handled by another department was resolved. Is Mr. Taylor able to revisit the park?
- **James Taylor** stated Parks Recreation and Community Services reaches out to the correct department once he reports the issue.
- **Keith Meyerl** stated that Public Works would report to Park Recreation and Community Services when an item assigned to them is completed.
- **Kim Stephens-Perry** suggested that instead of the PSC receiving a report for various months without knowing if issues have been resolved, it would be helpful to pull the report and create a summary for specific information. Ms. Stephens-Perry offered to provide tips on working with Excel to pull detailed information such as open items only, date of inspections, date item was corrected, and notes. Pulling specific information for a summary would be helpful.
- **Keith Meyerl** stated that Park Recreation and Community Service wants the report to provide the information the PSC is looking for or needs.
- **Chair Tyson** asked if there were more recommendations from the PSC regarding the park safety report.
- **Walter Bryant** stated that he believes the follow-up report to be provided to PSC should

focus on reviewing the unsatisfactory items with hazards.

- **Chair Tyson** stated that the PSC could not overlook the satisfactory items with hazards as they could become unsatisfactory if not addressed promptly. If the PSC can get Mr. Taylor's safety report printout to the point where it includes the information needed, it will enable the PSC to create a report that reflects the work being done by the Park Recreation and Community Service Department.

#### 5. Park Safety Council's Member Comments:

- **Walter Bryant** suggested that the PSC second quarterly report is written like the previous report submitted in March and that he would be willing to write the second quarterly report. Mr. Bryant stated the PSC should hold a work session to discuss the report and what it should look like. Mr. Bryant also expressed concern that the Urban Core Planning District 1 and North Planning District 6 PSC positions have not been filled.
- **Chiquita Moore** stated that the coordinators for the Urban Core and North CPAC are continuously trying to recruit for the open seats on the PSC.
- **Chair Tyson** asked for input regarding times and days that work best for the PSC to meet for a work session.
- **Michelle Godwin-Ware** stated she would send out possible meeting dates and times for a PSC work session.

#### 6. Chair's Report:

- **Chair Tyson** stated he had concerns regarding the enormous amount of work scheduled for the City's Park district-wide and asked if the Park Recreation and Community Services has an efficient number of staff and personnel to monitor the facilities once all the enhancements are completed. The PSC is willing to place the need for staffing in its quarterly report.
- The PSC would be happy to sit with the Park Recreation and Community Services Department to discuss what safety reporting programs may work or how using the current safety reports can be more efficient. Chair Tyson also stated that a copy of Mr. Joseph's comments regarding the first PSC quarterly report submitted to the Mayor's office had not been received.
- **Kim Stephens-Perry** asked if it would be helpful to speak to the City Council regarding the need for more staff to support the parks before additional parks are installed.
- **Chiquita Moore** stated that the Parks Recreation and Community Services Department is facing challenges recruiting and retaining staff but is working with the city's recruiter. Ms. Moore also said she would follow up with Mr. Joseph regarding his report.
- **Keith Meyerl** stated that he wanted everyone to know that regardless of how an issue is reported, Mr. Taylor goes out to inspect it.
- **Chiquita Moore** stated, as indicated in today's discussion, that adding a summary sheet to the report is a good idea to make it easier for the PSC to understand precisely what is being presented.
- **Keith Meyerl** agreed that the information the PSC is providing regarding the required information for the Park Safety report is helpful.
- **Kim Stephens-Perry** asked if during the next meeting would it be possible to display the Park Safety Report on the screen. The printed report is sometimes hard to read.
- **Michelle Godwin-Ware** stated that displaying the report on the screen is not a problem.

7. **Public Comments:** None
8. **Subcommittees and Liaisons:** None
9. **Chair Tyson, Park Safety Council Chair, adjourned the meeting at 12:15 a.m.**

**NEXT MEETING:** Monday, August 29, 2022, at 11 a.m.

**LOCATION:** Ed Ball Bldg., 214 N. Hogan Street, 8th Floor Conference Rm. 851

Meetings are recorded. A copy of the audio recording can be obtained through a public records request at MyJax.com or 630.CITY

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