

# Southeast Citizens Planning Advisory Committee

## February 26, 2018 Meeting Summary

NEFAR Office, 7801 Deercreek Club Road, Jacksonville, FL 32256

### Meeting Attendance

#### CPAC Members:

The Gables HOA – Debbie Johnson Chair  
Oak View Corner Oaks Owner Association – Jon Malmind  
Alumni Civic Association – Kathleen Perera  
Bartram Springs HOA – Joe Luczak  
Blackwood Forest HOA – Pamela Fraser  
Blackwood Forest HOA – Steve Clark  
Brierwood Neighborhood Association – Nancy Berry  
Brierwood Neighborhood Association – Robin Pickle  
City Council District 11 – Donna Herrin  
Deercreek Owners Association – Peter Gentry  
Deerwood Improvement Association – Ernst Cornehl  
East Hampton Homeowners Association – Eric Laner  
Englewood Full Service School – Ralph Hodges  
Greater Hood Road Community Association – Jim Hill  
Hampton Glen at Deerwood HOA – Abby Howard Murphy  
Johns Creek HOA – Todd Ierna  
Pickwick Park Civic Association – Betty Wolfe  
Rose Creek Condominium Association – Henry Rogers  
Royal Lakes Civic Association – Jim Akers  
The Arc Jacksonville Village – Denise Torres  
The Lakewood Community – Dick Cardell

#### Excused –

Mandarin Garden Club – Debbie Campbell  
Pickwick Park Civic Association – Betty Wolfe  
Saddlebrook Homeowners Association – Gloria Stephens  
Villa San Jose Civic Association – Marj Rothstein

#### Staff and Elected Officials:

City Council District 3 – Aaron Bowman  
City Council District 4 – Lori Boyer  
City Council District 11 – Danny Becton  
DCPS – Ashley Smith Juarez  
FDOT – Derek Dixon  
Jacksonville Public Library – Keli Likins  
JTA – Cheryl Riddick  
Neighborhoods Code Compliance – Robert Crawford  
Neighborhoods Services Office – Rosemary Wesolowski  
Parks and Recreation – Megan Williamson

#### Guests:

Carmen Mazzeo  
Scott Koslowski  
Paul Harden  
Carol Parham  
Kerry Dunham  
Noel Nelson  
Gary Nelson  
Robert Rathje  
Charles Vickers  
Kathy Soares  
Richard Skule  
Ann Clapp

- 1. Call to Order/Verify Quorum:** Chair Johnson called the meeting to order. Rosemary Wesolowski verified that a quorum was present.
- 2. Approval of the Previous Meeting Summary:** A motion was made by Henry Rogers to approve the January 2018 meeting summary and Kathleen Perera made a second; the summary was approved.
- 3. Presentation(s):**  
**Kirby Oberdorfer, Deputy Director, Ethics Oversight and Compliance**, reviewed the following Ethics Code as it pertaining to boards and commissions:  
All members of Boards and Commissions must know about and follow two important Florida laws: the Sunshine Law and Public Records Law. The purpose of these laws is to give the citizens of our community more transparency and information about their government.

Sunshine Law–(Florida Statute 286.011) - There are 3 major requirements of this law:

- 1) Your Board meetings must be open and accessible to the public
- 2) Reasonable advance notice of the meetings must be given
- 3) Written minutes must be taken and open for inspection

What is considered a “meeting”? A meeting is any time you communicate (phone, mail, email, talking) with another member of your commission and you are talking about subjects that are likely to come up in front of your commission/board. This includes sub-committee meetings. You cannot discuss any public business or matters connected with your board with another member of your board outside of a “noticed meeting”. This includes: casual gatherings, talking in the hall, chance meetings, emails, telephone conversations, and letters or emails that are used to develop a position.

Activities that are permitted:

Talking with other board members about your family or sports; having a holiday party with other board members (but you cannot discuss board business at the party); speaking with another commission member on a panel at a community forum (but you can't talk back and forth on issues with the other member from your board); sending out an email on an article you find interesting (but you can't put in the email: “What do you think about this for our Board? Email your comments to me”). If you receive an email like this from another board member, do not respond to it. You can talk to city staff, but you cannot use the staff to go back and forth with other members to work something out. An email or letter sending a report as to what will be discussed at the meeting is ok, but do not interact with any of the members or talk to them about it or ask for comments. All of the discussion and comments should be at the noticed meeting. You can send out a statement of your position or future actions you intend on taking. Although this is ok, make sure you do not ask for comments or feedback or start a conversation with other board members about it. Check with your city liaison if you have any questions before sending something like this out. Avoid talking privately or whispering to another board member in an actual meeting. Don't chat about board matters right before the meeting officially starts or after the meeting has been officially adjourned.

Notice of meetings should be sent out at least 24 hours before the meeting, but it is much better to allow for 3 or more days. Your city liaison will send out the notice for you.

Minutes or summaries are usually completed by a city employee assigned to your board. If no one from the city is there, you must take minutes yourself. (This usually happens in sub-committee meetings.)

**PENALTIES** Violation of the above laws is a criminal offense with up to 60 days in jail; even if you didn't mean to do it (no intent), you can be fined a civil penalty of up to \$500. You can also be sued in a civil lawsuit if these laws are violated.

Public Records (Florida Statute section 119)

Documents generated by a commission or board are public records and must be open for public inspection and copying. If you receive any request for the records or documents of your board or commission, immediately forward them to your city liaison so it can be handled correctly and in a timely fashion.

1. What items are covered as “public documents”? Everything—all documents, papers, emails, letters, books, tapes, photos, software, videos, audio recordings, or other material regardless of how it is kept; if it is made in connection with the official business of your board or commission. This can even include non-final documents, such as draft documents or notes you take to remember events.

2. What documents are not covered? Personal notes used to prepare other documents, strictly personal emails or other personal writings; and notes given by you to someone else to type up a final document. In general, however, you should assume that

all of your writings in connection with your board duties may become public records as you write them and that citizens can ask for copies of them.

3. Penalties: up to one year in jail and fines; or a civil fine of \$500 or civil law suits.

**Bi-Monthly Ethics Training for Boards & Commissions:**

As of May, 2015, there is now mandatory ethics training for all Boards and Commissions members (Ordinance 2015-268, section 50.109). Every Board and Commission member should attend at least one live training session every four years. The training classes are held bi-monthly and are one hour long. They are typically held at lunch time; everyone is encouraged to bring lunch or a drink.

If you plan to attend one of the training sessions you will need to register via email; please visit <http://www.coj.net/departments/ethics-office.aspx> to select a date. Please RSVP your selected training session date by sending an e-mail to Kirby Oberdorfer, Deputy Director of the Office of Ethics, Compliance and Oversight, at [koberdorfer@coj.net](mailto:koberdorfer@coj.net). Please include your name, the name of the Board/Commission you represent and the date of the session you plan to attend.

**James Hoffman, Inspector General, Office of the Inspector General**, introduced himself to the CPAC and provided a brief overview of the duties of the Inspector General. The Office of the Inspector General duties are to identify fraud, waste, and abuse in order to ensure our consolidated government is as effective and efficient as possible. Currently, the Inspector General and his team have been working to review the procurement process, contract oversight and audits. Mr. Hoffman encouraged the CPAC members report any issues that may concern them to the Inspector General hotline: 904-630-8000.

**4. Elected Officials Reports:**

**Lori Boyer, City Council District 5** – clarified that the Inspector General Office was created by legislation in October 2014 and by Charter referendum in March 2015. The Inspector General has independent jurisdiction over the City of Jacksonville, its constitutional officers, and its independent agencies. The Inspector General provides independent oversight of publicly funded activities, transactions and other local government operations. Council Member Boyer also addressed the concerns expressed by CPAC members in regard to the possible sale of JEA. Council Member Boyer explained the legislative process associated with the possible sale of JEA. Council Member Boyer also discussed what is involved with conducting a straw ballot and City Charter changes. Council Member Boyer promoted and encouraged attendance at the upcoming CommUniverCity Leadership Training course offered by the Neighborhood Services Office.

Contact Council Member Boyer at 630-1382 or [LBoyer@coj.net](mailto:LBoyer@coj.net)

**Aaron Bowman, City Council District 3** – announced in the near future, he will host a community meeting to inform the community about the widening of San Pablo Road. At this time, construction to widen San Pablo Road is expected to begin in 2019. Huffman Road Park (near FSCJ South Campus) is scheduled to undergo some updates to enhance handicap accessibility in the park. Council Member Bowman promoted the upcoming Cash for Trash event on Saturday, March 24, 2018.

Contact Council Member Bowman at 630-1386 or [ABowman@coj.net](mailto:ABowman@coj.net)

**Danny Becton, City Council District 11** – announced legislation is underway to change the name of Baymeadows/9A Regional Park to Fort Family Regional Park at Baymeadows. Council Member Becton has worked with Fort Family Investments and has negotiated a plan where Perimeter Realty (a subsidiary of Fort Family Investments) will enter into an agreement where the company is to pay \$100,000 to the city annually for ten years. It is expected to take six weeks for the legislation to be finalized. Once the ten year agreement reaches its conclusion, the City of Jacksonville and Fort Family Investments can renew the agreement for additional and successive five-year periods. Council Member Becton stated the yearly \$100,000 in funds will be used for park enhancements, but will not be used for routine maintenance.

Contact Council Member Becton at 630-2737 or [dbecton@coj.net](mailto:dbecton@coj.net)

**Ashley Smith Juarez, Duval County School Board** – distributed a handout that contained Duval County Public Schools data; the handout reflected a wide range of information from graduation rates, accelerated courses, enrollment, etc. Ms. Smith Juarez provided an update on the search for a new Superintendent and extended an invitation to attend community meetings to hear/learn more about the Superintendent search. School safety was also discussed; DCSP is currently reviewing all of their safety policies school by school.

Contact School Board Member Smith Juarez at 390-2239 or [juareza@duvalschools.org](mailto:juareza@duvalschools.org)

**Lori Hershey, Vice Chairman, Duval County Public School Board** – sent an email to SE CPAC Chair Johnson. The email stated: new lower speed limit signs have been installed in front of Twin Lakes Elementary and Middle schools. DCPS has requested public input for New Strategic Plan, Superintendent Search. Duval County School Board is holding community meetings throughout the city to get input from parents, residents and district stakeholders for the new DCPS strategic plan and the search for a new superintendent. The date of the community meeting in the Southeast District is Monday, March 1, 2018 at 6:00 pm Samuel Wolfson High School – 7000 Powers Avenue. The Douglas Anderson Extravaganza was held this past week and the Times Union Performing Arts Center.

Contact Vice Chairman Hershey at 390-2375 or [hersey@duvalschools.org](mailto:hersey@duvalschools.org)

**5. Staff Reports (3 minute time limit)**

**JSO (Jacksonville Sheriff's Office)** – Assistant Chief Short – not in attendance

Contact JSO at Zone 3 Substation-828-5463

**JFRD (Jacksonville Fire Rescue Department)** – not in attendance

**Mayor's Liaison** – not in attendance

Contact E. Denise Lee at 630-1874 or [edenisel@coj.net](mailto:edenisel@coj.net)

**Duval County Public Schools** – not in attendance

**FDOT (Florida Department of Transportation)** – Derek Dixon stated that he has registered the SE CPAC concern to have the area around Philips Highway and University Boulevard restriped; no further updates.

Contact Derek Dixon at [Derek.Dixon@dot.state.fl.us](mailto:Derek.Dixon@dot.state.fl.us) or 360-5653

**Neighborhoods Department (Code Compliance)** – Robert Crawford announced that Code Compliance conducted systematic inspections in the Craven, Briarwood and Sans Souci neighborhoods. Inspections of the three neighborhoods netted 135 homes cited with 184 violations. Since the February SE CPAC meeting Code Compliance has completed 1498 inspections. This fiscal year 858 snipe signs have been collected in the SE District. Mr. Crawford informed the CPAC members that anyone can collect snipe signs that are placed in city and state right of ways.

Contact Robert Crawford at 255-7042 or [robertc@coj.net](mailto:robertc@coj.net)

**JEA (Jacksonville Electric Authority)** – Suzanne Goss – not present

Contact JEA at 665-5000

**JTA (Jacksonville Transportation Authority)** – Cheryl Riddick – Announced construction at the Avenues Park and Ride has started. The site has been cleared and the underground pipes have been laid. The project is still on schedule for completion; the expected completion date is October 2018. The new Greyhound Station should be completed in March and a ribbon cutting ceremony will be announced in the near future.

Contact Cheryl Riddick at 632-5522 or [criddick@jtafla.com](mailto:criddick@jtafla.com)

**JPL (Jacksonville Public Library)** – Keli Likins announced the 2<sup>nd</sup> Annual Jax Book Fest will be held on Saturday, March 3, 2018, 10 a.m. to 3 p.m. at the Main Library (downtown). There will be presentations and book signings with New York Times best-selling authors Nicola Yoon and Kimberla Lawson Roby. There will be events for book lovers, writers, educators and children throughout the event. For more information, please visit [www.jaxbookfest.org](http://www.jaxbookfest.org)

Contact Keli Likins at 996-0325\*220 or [klikins@coj.net](mailto:klikins@coj.net)

**Planning and Development Department** – Arimus Wells did not have a report, but was available for questions.

Contact Arimus Wells at [arimusw@coj.net](mailto:arimusw@coj.net)

**Military Affairs and Veterans Department** – not in attendance

Contact Caroline Adkins at 630-3625 or [carolinea@coj.net](mailto:carolinea@coj.net)

**Public Works** – Tom Fallin – not in attendance

Contact Tom Fallin at 255-8710 or [thomasf@coj.net](mailto:thomasf@coj.net)

**Parks and Recreation** – Megan Williamson Aaron Smiley announced:

- o Demolition of the dock at County Road Dock Park has been completed; the dock will be rebuilt at a higher level.
- o The Parks and Recreation Department will start hiring for summer jobs in the near future. For a complete details on the summer jobs please visit [www.jaxparks.com](http://www.jaxparks.com)

Contact JaxParks at 255-7900 or visit [www.jaxparks.com](http://www.jaxparks.com)

**6. Subcommittee/Liaison Reports (3 minute time limit) –**

**LUZ (Land Use and Zoning) – Debbie Johnson**

The LUZ Subcommittee reviewed four applications and no motions were made.

**Beautification/Parks/Environment** – Dick Cardell – not in attendance

**Economic Development** – Gloria Stephens – not in attendance

**Education** – George Banks – not in attendance

**Membership** – vacant

**Safety** – Betty Wolfe – not in attendance

**Ad-Hoc:**

**North Florida TPO** – Jim Hill stated at the February meeting the NFTPO voted to approve the 1.5 mile FDOT J. Turner Butler and San Pablo Road interchange improvement project.

**TRUE (Taxation, Revenue and Utilization of Expenditures) Commission** – Gloria Stephens-not in attendance

**7. Neighborhood Coordinators Report** – Rosemary Wesolowski informed the CPAC about the Neighborhood and Community Summit on April 21, 2018 at the Prime Osborn Convention Center; pre-registration is requested. She also informed the CPAC about the Tire and Sign Buy Back on March 24, 2018

Contact Rosemary Wesolowski at 255-8261 or [rosemary@coj.net](mailto:rosemary@coj.net)

**8. Chairs Report** – Debbie Johnson presented a certificate of appreciation to Nancy Barry for her work on the Nomination Subcommittee. Chair Johnson inquired if there was any additional information that needed to be added to the SE CPAC Report on Neighborhoods and Parks that will be sent to Council President Brosche on February 28, 2018; no additional information was provided.

**9. Unfinished Business -**

**10. New Business -**

**11. Public Comment-** The following announcements were made:

- The Special Olympics will be held at Atlantic Coast High School on March 3, 2018 - 8am to 1:30pm
- The World of Nations will be held this coming weekend.

**12. Motion to Adjourn – meeting adjourned at 8:23 pm**

**NEXT MEETING: March 26, 2018 ~ 6:30 p.m.**

**NEFAR Office, 7801 Deercreek Club Road, Jacksonville, FL 32216**