

2022-372

2022-372 - Summary of DIA Incentive Programs

| Incentive | New or Existing | Funding Source | Payment Structure | Repayment Terms | Minimum ROI | Maximum Incentive |
|--|--|---|---|--|---|--|
| 1. Retail Enhancement Program | Existing but being restructured | Downtown Economic Development Fund (General Fund), or CRA | Payable upon completion of work/reimbursement | | None | |
| a. Basic Retail Enhancement | | | | Forgiven over 3 years | | \$20/sq. ft. / 50% of total project construction costs |
| b. Core Retail Enhancement | | | | Forgiven over 3 years | | \$35/sq. ft. / 50% of total project construction costs |
| c. Food and Beverage Establishment | | | | Forgiven over 5 years | | \$100,000, \$200,000, or \$400,000 depending on sq. ft. and establishment type / 50% of eligible costs |
| d. Waterfront Restaurant Program | | | | Forgiven over 5 years | | \$400,000 or \$500,000 depending on sq. ft. and establishment type / 50% of eligible costs (free standing restaurant cap of \$750,000 depending on sq. ft. and establishment type, subject to 50% limit) |
| e. Sidewalk Enhancement | | | Forgiven over 3 years | | 80% of eligible costs not to exceed \$15,000 if receiving FAB-REP; 80% of eligible costs not to exceed \$5,000 if stand alone | |
| 2. Commercial Revitalization Program | Existing but being restructured | CRA | Paid annually over the term of the lease | Grant | None | \$730,000 |
| 3. Multi-Family Housing REV Grant | Existing (15 yr/75%) New (20 yr/75%) | CRA (or General Fund if term of REV grant extends beyond CRA expiration) | Payable upon completion of work over REV grant period | Grant | No minimum, but greater than 1.0 by default | No cap |
| 4. Small Scale Multi-Family Housing Grant | New | CRA | Payable upon completion of work | Grant | None | \$270,000 |
| 5. Affordable Housing Support Loan | Existing but being formalized | Downtown Economic Development Fund (General Fund) or CRA | Varies with structure required by Florida Housing Finance Corporation | Per DIA, typically interest only with principal repayment at 20 years. | 0.50X as calculated over a 20-year timeline | No cap; shall materially mirror the requirements of the Florida Housing Finance Corporation Request for Application |
| 6. Targeted Hotel REV Grant (Boutique Hotels) | New (20 yr/75%) | CRA (or General Fund if term of REV grant extends beyond CRA expiration) | Payable upon completion of work over REV grant period | Grant | No minimum, but greater than 1.0 by default | No cap |
| 7. DIA Mobility Fee Credit | Existing but being formalized | N/A (funded through existing bank of mobility fee credits allocated to DIA; available balance of \$32,532,974.39) | Provided from pool of credits | Fee waiver | None | No cap |
| 8. DIA Parking Screening Grant | New (Compliance, not grant, required by Ordinance) | CRA | Reimbursement | Grant | None | \$25,000, \$50,000 or \$100,000 depending on date of agreement execution and if applicant sought a deviation from 656.361.6.2.L |
| 9. DIA Storefront Facade Grant Program | Existing | CRA | Payable upon completion of work | Grant | None | \$75,000 |
| 10. Downtown Preservation and Revitalization Program (DPRP) | Existing | General Fund | Payable upon completion of work/Reimbursement | HPRR & CCR forgiven over 5 years, Deferred Principal Loan - interest only with principal due at 10 years | 0.50X as calculated over a 20-year timeline | No dollar cap but subject to limits from the lesser of demonstrated financial need, line item funding limits, ROI, or calculated as a percentage of total development costs. |
| 11. The Downtown Historic Preservation and Revitalization Trust Fund | Existing | Downtown Historic Preservation and Revitalization Trust Fund (General Fund) | Payable upon completion of work/Reimbursement | Forgiven over 5 years | 0.50X as calculated over a 20-year timeline | \$100,000 |
| 12. Water Quality Compensatory Credits | Existing | N/A | N/A | Grant | None | No cap |

Council Auditor's Office
Bill 2022-372 Comments/Concerns

1. Currently, the DIA is authorized to approve incentives that are in compliance with the Public Investment Policy (PIP) Downtown Programs and Business Investment and Development (BID) Strategy if sufficient funding has been appropriated, or if the incentive is self-funding (i.e. REV Grant). The BID Update revises the criteria for existing incentives and adds new incentives that can be approved by the DIA Board without City Council approval, subject to the incentive guidelines in the BID.
 - a. The BID Update authorizes three new incentive programs:
 - i. Small Scale Multi-Family Housing Grant (paid upon completion)
 - ii. DIA Parking Screening Grant (paid upon completion)
 - iii. Targeted Hotel REV Grant
 - b. The BID Update revises the criteria for REV grants from 75%/15 years to 75%/20 years and authorizes REV grants to exceed the life of the CRA (no further than 2046). Two of the downtown CRAs expire in 2041 and one expires in 2046.

The following are consistent with current practices but should be considered:

- c. DIA has been operating with the understanding that additional incentives may be approved for a project for which City Council previously approved incentives, so long as those incentives are for a stand-alone need, are under a program approved by the BID Strategy, and do not modify any incentive approved by City Council.
- d. There is no limit established for performance schedule extension approval.

Council Auditor's Office Recommendations:

City Council should consider whether the delegation of this authority is appropriate. City Council may consider the following to limit the delegation of authority:

1. Add language in the BID to clarify that additional incentives can approved by the DIA Board as long as those incentives are for a stand-alone need, are under a program approved by the BID Strategy, and do not modify any incentive approved by City Council.
 2. Require City Council approval for performance schedule extensions beyond a 6-month time period unless otherwise provided in a Council-approved Redevelopment Agreement.
2. The Council Auditor's Office will be required to verify ROI calculations for property dispositions having a Property Appraiser's Office market value of more than \$25,000, and where the sales price is below the appraised value and does not exceed \$250,000. There is no maximum time period over which the ROI is to be calculated.

Council Auditor's Office Recommendation:

1. The maximum period over which an ROI is calculated for property dispositions that include other incentives should be 20 years or the life of the incentive, whichever is greater. The ROI for a stand-alone property disposition should be calculated over 20 years.
2. Additionally, City Council approval should be required for the disposition of property when the Council Auditor's Office disagrees with DIA's ROI calculation, and arrives at an ROI of less than 1.

3. This legislation authorizes the DIA Board to execute Cost Disbursement Agreements without City Council approval, to the extent that the purpose is integral to a development agreement, and authorizes execution of the agreement as long as funding is included in year 1, 2, 3, 4 or 5 of the CIP, thereby committing future funding for a project.

Council Auditor's Office Recommendation:

Cost Disbursement Agreements should contain language that the City's funding will be paid no earlier than the year in which the project funding shows up on the CIP at the time of execution of the Cost Disbursement Agreement, unless specifically approved by Council.

4. The legislation raises the threshold for which property within the CRA can be disposed of without City Council approval from a sales price of \$25,000 or less to a sales price of \$1 million or less (provided the sales price equals or exceeds the appraised value of the property).

Council Auditor's Office Recommendation:

City Council should consider whether the delegation of this authority at the proposed sales price is appropriate.

5. Incentives can be approved by the DIA Board even if a proposal goes against staff recommendations or if there is not a recommendation from the staff.

Council Auditor's Office Recommendation:

We recommend that all development projects that include incentives or property dispositions be required to have a staff report prior to consideration by the DIA Board and that City Council be required to approve all projects where the DIA Board approves a project that the staff did not recommend.

6. There is no reporting requirement of the DIA Board to City Council on the incentives the DIA Board approves.

Council Auditor's Office Recommendation:

We recommend that the DIA be required to submit a quarterly report to the City Council and the Council Auditor's Office on all incentives approved by the DIA Board identifying the project, incentive type and funding source, anticipated payout by fiscal year, and authorizing resolution.

7. There is no maximum dollar value of incentives that the DIA Board can approve.

Council Auditor's Office Recommendation:

We recommend that a cumulative maximum total incentive amount be established (i.e. even if awarded in various increments by the Board) and that if this dollar amount is exceeded, City Council approval is required.

8. Specific mention of the use of JSEBs is not a required component of all incentives.

Council Auditor's Office Recommendation:

The BID should language striving to meet the JSEB goal set forth in Ordinance Code Ch. 126, Part 6 for all incentives.

Amendment

Bill

1. Revise explanation of appropriation to including funding source
2. Correct employee cap
3. Clarify 2046 is the final year of eligibility for REV grants approved by DIA
4. Clarify approval authority for incentives
5. Include Council Auditor's Office within audit rights language
6. Strike ability for DIA designee to execute Cost Disbursement Agreements
7. Include Risk Management Division within authorization to make changes to the Cost Disbursement agreements
8. Clarify property disposition language
 - a. Clarify DIA is authorized to dispose of property for a sales price less than the appraised value provided the sales price is equal to or greater than the fair value provided other conditions are met
 - b. Clarify DIA is authorized to sell property with a Property Appraiser's Office market value of \$25,000 or less irrespective of fair market value
9. Include language authorizing the revised CRA Plan and BID Strategy to be placed on file at a later date to reflect all changes authorized by the amendments and correct scrivener's errors
10. Place Cost Disbursement Agreement template on file
11. Correct scrivener's errors

CRA Plan

1. Update property disposition process

BID

1. Commercial Revitalization Program – Include maximum lease term of 120 months for calculating grant
2. Affordable Housing Support Loan – Clarify that loans approved under this incentive will not be forgivable
3. Targeted Hotel REV Grant – Clarify that hotels are required to maintain boutique status for term of REV grant
4. Mobility Fee Credit – Clarify language regarding parking requirements
5. Place revised BID on file to include appendices A-D

Bill number (2022-415)

Level 2 Tree Planting Program Funding

Public Works Mowing and Landscape requests come to about \$5 million.
Parks requests/improvements; comes to \$2.8 million.

PWML cost justification:

- Gold Star Parkway (Proposed): estimated at a top number around \$2,797,776
One half mile stretch done for \$466,296 with 3 miles left to do.
- Level 2 projects costs per year average is \$1,957,423

Parks projects proposed.

- District 1 – including Blue Cypress Phase 2, Lake Lucina, Rondette, Bruce Park, Parkwood Heights, Justina Rd., Arlingwood, Sunny Acres \$500,000
- District 2 – Buck Park, Ed Austin Skate Park, Sheffield, Fort Caroline Playground, - \$200,000
- Misc. Parks – Flossie Brunson, S-Line, 4-Corners, Warren Schell, Crystal Springs, Grunthal, Woodstock, Ringhaver, Dinsmore, Albert Field, Greenland Park - \$400,000
- RiversEdge – Southbank Riverwalk – 4 parks and ROW - \$600,000
- McGirts Creek Preservation Park Restoration - \$500,000
- Hanna Park Proposed Special Events Pavilion - \$300,000
- Northbank Riverwalk Phase 2 - \$300,000

| Project | Price | trees | district |
|--|----------------|-------|----------|
| Kensington Association HOA Director | \$124,202.62 | 54 | 3 |
| Cathedral District Tree Planting | \$120,371.14 | 54 | 7 |
| Executive Director, Tree Hill Nature Center | \$21,472.80 | 22 | 1 |
| San Marco Preservation Society and Greenscape, San Marco Tree Planting | \$247,749.52 | 102 | 5 |
| Sheffield Elementary School PTA President | \$20,414.48 | 10 | 2 |
| S-Line Biodiversity Corridor Tree Planting | \$30,949.40 | 25 | 7 |
| Canopy Place Tree Planting/resident request | \$117,483.97 | 40 | 7 |
| Sunrise Ridge/resident request | \$107,316.52 | 40 | 1 |
| Jacksonville Beach Golf Park/Jax Beach | \$147,562.80 | 156 | 13 |
| Yates Building - Cultural Council of Greater Jacksonville | \$38,312.00 | 8 | 7 |
| City Cemetery - citizen request | \$41,350.50 | 18 | 7 |
| Baymeadows East Association Tree Planting | \$284,900.07 | 119 | 11 |
| Cobblestone Homeowners Association/residential requests/HOA | \$191,322.00 | 105 | 2 |
| Ed Austin Park Tree Planting/Resident request | \$214,822.00 | 115 | 2 |
| Neptune Beach/Residential requests - City of Neptune | \$55,490.00 | 47 | 13 |
| Nathan Krestul Park - Friends of Krestul Park | \$95,580.00 | 34 | 5 |
| John Gorrie Dog Park/Friends of John Gorrie Dog Park | \$23,166.00 | 11 | 14 |
| Alexandria Oaks Park/SMPS and Bolles School request | \$28,593.00 | 15 | 5 |
| Huntington Forest Park/Resident request to CM | \$28,026.00 | 15 | 6 |
| Love Grove/Willowbranch | \$93,742.00 | 51 | 14 |
| Greenland Park/residents adjacent to park | \$95,580.00 | 53 | 6 |
| Harlow Blvd./Resident request | \$102,804.00 | 47 | 9 & 10 |
| Atlantic Beach/City of Atlantic Beach | \$194,532.00 | 96 | 13 |
| Lake Mandarin HOA Tree Planting/Resident request | \$190,168.00 | 94 | 6 |
| Tom Marshall Park/Sports Association | \$69,336.00 | 39 | 2 |
| Boat Ramps/Waterfront Management | \$111,132.00 | 62 | Multiple |
| Freedom Park/CM & Parks | \$38,548.00 | 38 | 2 |
| Blue Cypress Park Restoration/Parks | \$187,154.40 | 157 | 1 |
| Reddie Point Park/CM and Parks | \$53,055.00 | 27 | 1 |
| Twin Lakes Academy ES/School | \$122,553.00 | 66 | 11 |
| Atlantic Beach/City of Atlantic Beach Phase 2 | \$164,404.80 | 133 | 13 |
| Kernan Blvd./CM | \$276,722.50 | 132 | 3 |
| Amelia View/residential | \$145,395.00 | 73 | 2 |
| Whitehouse Park/Parks and residential | \$54,594.00 | 29 | 12 |
| Baker Point Park/Parks and residential | \$17,091.00 | 8 | 14 |
| Fort Caroline Rd. Tree Planting | \$165,793.50 | 66 | 2 |
| Norfolk Soutel Tree Planting | \$85,000.00 | 36 | 10 |
| Jax Beach Park and ROW | \$277,789.50 | 150 | 13 |
| Gold Star Family Memorial Highway | \$466,296.00 | 200 | 7 |
| Northbank Riverwalk | \$138,801.00 | 68 | 7 |
| Jarboe Park | \$145,918.00 | 76 | 13 |
| Columbia Pkwy Retention Pond | \$51,840.00 | 29 | 11 |
| Fishweir Park | \$40,014.00 | 21 | 14 |
| District 7 Parks | \$106,000.00 | 55 | 7 |
| District 5 Parks | \$452,600.00 | 195 | 5 |
| Deerwood | \$86,319.00 | 43 | 4 |
| total | \$5,872,267.52 | 3034 | |
| per tree | \$1,935.49 | | |

CITY OF JACKSONVILLE LEVEL 2 TREE PLANTING PROJECTS

ATTACHMENT B

Visit <https://pg-cloud.com/JacksonvilleFL/> for City of Jacksonville Tree Project Maps

Visit jaxtreemitigation.coj.net - Tree Fund City Projects for links to legislation and planting details

| | Requesting Entity | Project Scope | Year | Status | Appropriation Amount | Obligated | Contract/Warranty |
|----|--|--|------|-------------------------------|----------------------|--------------|-------------------|
| 1 | Kensington Association HOA Director | 54 trees requested within Kensington Lakes city right of ways along Kensington Gardens Blvd. and Kensington Lakes Dr to replace trees lost due to storm damage/disease; may include removals. Planting Plan pending. | 2019 | Maintenance/Warranty Complete | \$124,202.62 | \$124,202.62 | Davey -1/yr |
| 2 | Cathedral District Tree Planting | 50+ trees requested as Cathedral District (CD7) tree planting, may include removal of damaged/diseased trees. City right of way tree plantings within general proximity but not limited to State St to Catherine St. to Main St. to Adams St.; site evaluation scheduled | 2020 | Maintenance/Warranty Complete | \$120,371.14 | \$120,371.14 | Liberty 2/yr |
| 3 | Executive Director, Tree Hill Nature Center | 22 trees requested in Tree Hill amphitheater parking area; site plan complete; no removals required; ready for review pending cost estimate per new countywide tree planting contract. | 2019 | Maintenance/Warranty Complete | \$21,472.80 | \$21,472.80 | Liberty 3/mos |
| 4 | San Marco Preservation Society and Greenscape, San Marco Tree Planting | 102 Trees requested in city right of ways within District 5, includes removal of damaged/diseased trees; site evaluation scheduled | 2019 | Maintenance/Warranty Complete | \$247,749.52 | \$247,749.52 | Davey -1/yr |
| 5 | Sheffield Elementary School PTA President | 10 Trees requested to provide shade for existing play area/field at Sheffield Elementary School; site visit complete - pending design and review. | 2019 | Maintenance/Warranty Complete | \$20,414.48 | \$20,414.48 | Davey -1/yr |
| 6 | S-Line Biodiversity Corridor Tree Planting | Installation of 25 trees throughout the S-Line Trail Biodiversity Corridor. This will offer additional tree canopy and shade to the trail. | 2019 | Maintenance/Warranty Complete | \$30,949.40 | \$30,949.40 | Liberty 3/mos |
| 7 | Canopy Place Tree Planting/resident request | Installation of 40 trees in city right of ways and medians to provide additional tree canopy, sound buffer and screening. | 2020 | Maintenance/Warranty Complete | \$117,483.97 | \$117,483.97 | Davey -1/yr |
| 8 | Sunrise Ridge/resident request | Installation of 40 tree in city right of ways to increase tree canopy as well screening and buffer from adjacent highway. | 2020 | Maintenance/Warranty Complete | \$107,316.52 | \$107,316.52 | Davey -1/yr |
| 9 | Jacksonville Beach Golf Park/Jax Beach | Installation of 156 trees in city golf course park to increase tree canopy, create screening, and attract wildlife. | 2020 | Maintenance/Warranty Complete | \$147,562.80 | \$147,562.80 | Liberty 3/mos |
| 10 | Yates Building - Cultural Council of Greater Jacksonville | 8 Trees to be installed around renovated fountain at building entrance | 2020 | Maintenance/Warranty Complete | \$38,312.00 | \$38,312.00 | Liberty 2/yr |
| 11 | City Cemetery - citizen request | 18 Trees in right of ways on Ionla St. and Jessie St. | 2020 | Maintenance/Warranty Complete | \$41,350.50 | \$41,350.50 | Liberty 2/yr |
| 12 | Baymeadows East Association Tree Planting | 119 Trees in right of ways and medians on Baymeadows East and Fort Family Regional Park | 2020 | Maintenance/Warranty Complete | \$284,900.07 | \$284,900.07 | Davey -1/yr |

CITY OF JACKSONVILLE LEVEL 2 TREE PLANTING PROJECTS

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| | Requesting Entity | Project Scope | | Status | Appropriation Amount | Obligated | Contract/Warranty |
|----|---|--|------|-------------------------------|----------------------|-------------|-------------------|
| 13 | Cobblestone Homeowners Association/residential requests/HOA | Installation of 105 trees in city right of ways and medians to provide additional tree canopy, sound buffer and screening. | 2020 | Installation Complete | \$191,322.00 | | Liberty 2/yr |
| 14 | Ed Austin Park Tree Planting/Resident request | 115 Trees in right of ways around and within Willowbranch Park | 2020 | Installation Complete | \$214,822.00 | | Liberty 2/yr |
| 15 | Neptune Beach/Residential requests - City of Neptune | Trees within residential Right of Ways - 47 trees | 2020 | Maintenance/Warranty Complete | \$55,490.00 | \$55,490.00 | Liberty 3/mos |
| 16 | Nathan Krestul Park - Friends of Krestul Park | Trees within Park - 34 trees | 2020 | Installation Complete | \$95,580.00 | | Liberty 2/yr |
| 17 | John Gorrie Dog Park/Friends of John Gorrie Dog Park | Trees along Park Right of Way - Buffer - 11 Trees | 2021 | Installation Complete | \$23,166.00 | | Liberty 2/yr |
| 18 | Alexandria Oaks Park/SMPS and Bolles School request | Trees within Park - 15 trees | 2020 | Installation Complete | \$28,593.00 | | Liberty 2/yr |
| 19 | Huntington Forest Park/Resident request to CM | Trees along Park Right of Way - Buffer - 15 trees | 2020 | Installation Complete | \$28,026.00 | | Liberty 2/yr |
| 20 | Love Grove/Willowbranch | Trees in right of ways around and within Willowbranch Park - 51 Trees | 2021 | Phase 1 Complete | \$93,742.00 | | Liberty 2/yr |
| 21 | Greenland Park/residents adjacent to park | Trees within Park - 53 trees | 2021 | Installation Complete | \$95,580.00 | | Liberty 2/yr |
| 22 | Harlow Blvd./Resident request | Trees within median on Harlow Blvd. - 47 trees | 2021 | Installation Complete | \$102,804.00 | | Liberty 2/yr |
| 23 | Atlantic Beach/City of Atlantic Beach | Trees within Atlantic Beach residential Right of Ways and Parks - 96 trees | 2021 | Installation Complete | \$194,532.00 | | Liberty 2/yr |
| 24 | Lake Mandarin HOA Tree Planting/Resident request | Trees within 4 HOA's residential Right of Ways and Parks - 94 trees | 2021 | Installation Complete | \$190,168.00 | | Liberty 2/yr |
| 25 | Tom Marshall Park/Sports Association | Trees within ballpark and right of ways - 39 trees | 2021 | Installation Complete | \$69,336.00 | | Liberty 2/yr |
| 26 | Boat Ramps/Waterfront Management | Trees within 7 boat ramps and parks - 62 trees | 2021 | Installation Complete | \$111,132.00 | | Liberty 2/yr |

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| | Requesting Entity | Project Scope | | Status | Appropriation Amount | Obligated | Contract/Warranty |
|----|---|--|------|-------------------------------|----------------------|--------------|-------------------|
| 27 | Freedom Park/CM & Parks | Trees within newly established park (irrigated) - 38 trees | 2021 | Maintenance/Warranty Complete | \$38,548.00 | \$38,548.00 | Liberty 3/mos |
| 28 | Blue Cypress Park Restoration/Parks | Trees within park - field restoration - 157 trees | 2021 | Maintenance/Warranty Complete | \$187,154.40 | \$187,154.40 | Liberty 1/yr |
| 30 | Reddie Point Park/CM and Parks | Trees within park - field restoration - 27 trees | 2021 | Installation Complete | \$53,055.00 | | Liberty 2/yr |
| 31 | Twin Lakes Academy ES/School | Trees within school grounds and ROW - 66 trees | 2022 | Installation Complete | \$122,553.00 | | Liberty 2/yr |
| 32 | Atlantic Beach/City of Atlantic Beach Phase 2 | Trees within Atlantic Beach residential Right of Ways and Parks - 133 trees | 2021 | Maintenance/Warranty Complete | \$164,404.80 | \$164,404.80 | Liberty 3/mos |
| 33 | Kernan Blvd./CM | Trees within medians and Row of Kernan Blvd. - 132 trees | 2021 | Installation Complete | \$276,722.50 | | Liberty 2/yr |
| 34 | Amelia View/residential | Trees within medians and ROW in Amelia View community - 73 trees | 2021 | Installation Complete | \$145,395.00 | | Liberty 2/yr |
| 35 | Whitehouse Park/Parks and residential | Trees within play area and recreational fields. - 29 trees | 2022 | Installation Complete | \$54,594.00 | | Liberty 2/yr |
| 36 | Baker Point Park/Parks and residential | Trees within park undergoing improvements - 8 trees | 2022 | Installation Complete | \$17,091.00 | | Liberty 2/yr |
| 38 | Fort Caroline Rd. Tree Planting | Trees within right of way along Fort Caroline Rd. 66 trees | 2022 | Installation Complete | \$165,793.50 | | Liberty 2/yr |
| 39 | Norfolk Soutel Tree Planting | Trees within medians and right of way along Norfolk Blvd. 36 trees | 2022 | Installation Complete | \$85,000.00 | | Liberty 2/yr |
| 40 | Jax Beach Park and ROW | Trees within parks and right of way. 150 trees | 2022 | In Progress | \$277,789.50 | | Liberty 2/yr |
| 41 | Gold Star Family Memorial Highway | Trees within retention pond and right of way. 200 trees | 2021 | Installation Complete | \$466,296.00 | | Liberty 2/yr |
| 42 | Northbank Riverwalk | Trees along trail and riverside of Northbank Riverwalk/Geffen Park area. 68 trees | 2022 | In Progress | \$138,801.00 | | Liberty 2/yr |
| 43 | Jarboe Park | Trees along play areas and trails of Jarboe Park. 76 trees | 2022 | In Progress | \$145,918.00 | | Liberty 2/yr |
| 44 | Columbia Pkwy Retention Pond | Trees along play areas and trails of Jarboe Park. 29 trees | 2022 | Scheduling | \$51,840.00 | | Liberty 2/yr |
| 45 | Fishweir Park | Trees along nature trail. 21 trees | 2022 | Scheduling | \$40,014.00 | | Liberty 2/yr |
| 46 | District 7 Parks | 55 trees. | 2022 | Scheduling | \$106,000.00 | | |
| 47 | District 5 Parks | 195 Trees | 2022 | Scheduling | \$452,600.00 | | |
| 48 | Deerwood | Trees along median. 43 trees | 2022 | MBRC | \$86,319.00 | | Liberty 2/yr |

COJ neighborhoods health and safety Committee,
Committee Chair Mr. Bowman, Vice chair Mr. White
Committee members: Ms. Jackson and Ms. Morgan Mr. Salem, Mr.
Pittman, Mr. Carrico

My oldest daughter, Paige, (19) worked 4 years as a Lifeguard for COJ, her last year as an Assistant Manager and this is Sky my youngest daughter who is (16) second year as a COJ Lifeguard. COJ lifeguarding has presented opportunities to my daughters to develop skills, make fair wages which have created and are creating opportunities from which they can spring. For that we are extremely grateful. As a family we have had extensive time on, in and around the water. We take water safety and heat related illness seriously and until June 9th were fortunate to have never been affected by it.

On June 9th 2022, Sky went to work at Terry Parker Pool to work for the COJ. She was scheduled for a 4.5 hour this shift. She arrived for her shift at 12:50 pm. Opening the pool was Demitrius Williams Manager, Antione Jackson Assistant Manager and 2 guards, my daughter Sky Howell & Kellen Garth. The minimum guards requirement to open Terry Parker pool is 4 guards + 1 manager. The minimums are clearly marked in the managers book at each pool. (See the attached images) Despite not scheduling and meeting the minimum safety requirements, the Manager on duty, Demitrius Williams, commenced with opening the pool. Sky Howell & Kellen Garth took the stand at 1pm for a 45min rotation. At 1:37pm Sky passed out from heat exhaustion and fell from the chair approx. 7' to her jaw and knees. She sustained a lacerated chin, broke 2 teeth and broke her jaw in 2 places.

I have reviewed the accident report and it does not include factors that could have given cause to the incident. First, in regard to my

daughter's health. She is not pregnant, she does not and would not consume alcohol or drugs yes, her Blood work also confirmed this. She drank 16 ounces of water between 12:30 and 1 o'clock prior to taking the stand.

Contributing Factors:

- 1) Pressure from the Parks and Rec. to the managers to not go over budget. In short the staffing requirements as established by the COJ Pools and the 2022 budget are at odds with each other.
- 2) The decision to routinely open the pool with only 2-3 guards (despite the 4-guard requirement), see the attached schedule Saturday, Monday, Tuesday, Thursday and Friday all were understaffed.
- 3) The decision to do 45min rotations
- 4) The decision to not require the assistant manager take a rotation or bring on Jaden Jackson another guard who was there and available to start early.
- 5) The culture under the management of Demitrius Williams at Terry Parker is one of expectation that that the manager & assistant managers have "done their time" and shouldn't have to do time in the chair. It has been said that "she did not take the chair one-time in 2021."
- 6) Demitrius Williams routinely brings her child and /or her bearded dragon to work. At times she has left her child unattended at the pool for other guards to look after while she has run errands or picks up lunch. Leaving other guards

tending to her pet or her child at work is unprofessional and certainly distracting.

Had Ms. Williams acknowledged the rules and managed the pool according to the procedures set forth by COJ pools this incident would not have happened.

I am asking that you immediately take action today to prevent another incident like this from happening across all COJ pools but specifically at Terry Parker. Demetrius Williams made leadership decisions that put at risk the health, welfare, and safety of my daughter, the other guards, and most importantly the patrons. Please take immediate and swift administrative actions to prevent Demetrius Williams from putting in danger any other guards or patrons.

Please take time to audit the amount of time the guards are spending on the stand relative to the heat index and ensure that proper procedures are being followed by every manager at every pool.

Please, please close the pools immediately and provide retraining for those managers not following procedures so that conditions for potential heat related incidences can be identified by guards and avoided in the future.

Thank You for your time today before I go do any of you have any questions for me?

Andrew Howell
904-891-8241
Andrew@rivercityclaims.com

Terry Parker Staffing Shift Numbers:

Shift = 4 hours

Minimum: 4 Guards 1 Manager

Maximum: 6 Guards 2 Managers

Cannot exceed maximum #s without admin approval.

Weekly Schedule

Date 4 Jun 5 Jun 6 Jun 7 Jun 8 Jun 9 Jun 10 Jun

| Name | Saturday | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Total Hours | Pay Rate | Total |
|---------------|-----------------------|--------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------------|----------|-------|
| D. WMS | 11-7 | / | 1230 | 1230 | 1230 | 1230 | 1230 | 35 | \$ | \$ |
| A. Jackson II | / | 2-6 | 1-7 | 1-7 | 1-7 | 1-7 | 1-7 | 36.5 | \$ | \$ |
| K. Garth | / | 2-6 ⁽⁴⁾ | 1-530 ⁽⁴⁾ | / | 1-530 ⁽⁴⁾ | / | 1-530 ⁽⁴⁾ | 16 | \$ | \$ |
| P. Havugama | 11-330 | / | 1-530 | / | 1-530 | / | 230-7 | 16 | \$ | \$ |
| S. Howell | 2-6 ⁽⁴⁾ | / | / | 1-530 ⁽⁴⁾ | 1-530 ⁽⁴⁾ | 1-530 | / | 16 | \$ | \$ |
| D. Jackson | 11-330 ⁽⁴⁾ | / | 1-530 ⁽⁴⁾ | 230-7 ⁽⁴⁾ | / | / | 1-530 ⁽⁴⁾ | 16 | \$ | \$ |
| J. Jackson | / | 2-6 ⁽⁴⁾ | 230-7 ⁽⁴⁾ | / | 230-7 ⁽⁴⁾ | / | 230-7 ⁽⁴⁾ | 16 | \$ | \$ |
| K. Mathis | 2-6 ⁽⁴⁾ | / | / | 1-530 ⁽⁴⁾ | 1-530 | 1-530 ⁽⁴⁾ | / | 16 | \$ | \$ |
| M. Mick | / | 2-6 ⁽⁴⁾ | 230-7 ⁽⁴⁾ | 230-7 ⁽⁴⁾ | / | 230-7 ⁽⁴⁾ | / | 16 | \$ | \$ |
| J. Rangeloff | 2-6 ⁽⁴⁾ | / | 230-7 ⁽⁴⁾ | 230-7 ⁽⁴⁾ | 230-7 ⁽⁴⁾ | / | / | 16 | \$ | \$ |
| A. Telfer | 11-330 ⁽⁴⁾ | 2-6 ⁽⁴⁾ | / | 1-530 | / | 230-7 ⁽⁴⁾ | / | 16 | \$ | \$ |
| | | | | | | | | \$ | \$ | \$ |
| | | | | | | | | \$ | \$ | \$ |
| | | | | | | | | \$ | \$ | \$ |
| | | | | | | | | \$ | \$ | \$ |

Maximum Budget for the week \$ _____

Total \$ _____