

City of Jacksonville

117 W. Duval Street
Jacksonville, FL 32202



Agenda - Revised Marked

Wednesday, January 3, 2024

9:30 AM

Council Chamber
1st Floor, City Hall

Finance Committee

Nick Howland, Chair
Randy White, Vice Chair
Raul Arias
Kevin Carrico
Reggie Gaffney, Jr.
Will Lahnen
Ju'Coby Pittman

Legislative Assistant: Maritza Sanchez
Legislative Assistant: Vanessa Galan
Council Auditor's Office: Kim Taylor, Council Auditor
Council Auditor's Office: Phillip Peterson, Asst. Council Auditor
Council Research: Jeff Clements, Chief
Office of General Counsel: Mary Staffopoulos, Deputy
Administration

Meeting Convened:

Meeting Adjourned:

Attendance:

Council Auditor Kim Taylor to discuss Report #873: Quarterly Summary for the Twelve Months Ended September 30, 2023

Item/File No.	Title History
<p>1. 2023-0307 DEFER At request of PFPF Board</p>	<p>ORD-MC re the Jax Police & Fire Pension Board of Trustees; Amend Sec 22.12 of the Charter of the COJ; Prov for Codification Instructions (Hodges) (Co-Introduced by CP Freeman at Req of Jax Police & Fire Pension Board of Trustees & CM White) (Co-Sponsor CM Pittman) 5/9/23 CO Introduced: R, F 5/15/23 R Read 2nd & Rerefer 5/16/23 F Read 2nd & Rerefer 5/23/23 CO PH Read 2nd & Rerefer Public Hearing Pursuant to Ch 166, F.S. & C.R. 3.601- 5/23/23</p>
<p>2. 2023-0621 DEFER At request of Developer</p>	<p>ORD Auth the Mayor, or Her Designee, & the Corp Sec to Execute & Deliver, for & on Behalf of the City, an Amendment 2 to Redev Agrmt By & Among the City, DIA, Fuqua BCDC One Riverside Project Owner, LLC (Developer), Assignee of Fuqua Acquisitions II, LLC, & TBR One Riverside Owner, LLC, as Partial Assignee of Developer, Amend the Redev Agrmt Dated 12/20/21 Previously Auth by Ord 2021-796-E, as Previously Amended by Amendment 1 to Redev Agrmt Dated 10/12/22, as Auth by Ord 2022-493-E, (Collectively, the "Agreement"), to Modify the Performance Schedule & Associated Terms of the Agrmt; Auth the Execution of All Docs Relating to the Above Agrmts & Transactions, & Auth Tech Changes to the Docs (Sawyer) (Req of DIA) 9/12/23 CO Introduced: NCSPHS, F 9/18/23 NCSPHS Read 2nd & Rerefer 9/19/23 F Read 2nd & Rerefer 9/26/23 CO PH Read 2nd & Rerefer Public Hearing Pursuant to Ch 166, F.S. & CR 3.601 - 9/26/23</p>

3. [2023-0716](#)
DEFER
At request of
DIA
- ORD-MC Amend Sec 55.105 (Boundaries of Jacksonville Downtown Area), 55.106 (Definitions), & 55.112 (Project & Program Funding), Pt 1 (Downtown Investment Authority), Ch 55 (Downtown Investment Authority), Ord Code, to Revise & Add Certain Definitions, Clarify Proj & Prog Funding, Add Language Identifying the DIA as the Desig Supervising & Admin Body Over the Downtown Economic Dev Fund, & Amend the Sec Title; Prov for Codification Instructions (Lopera) (Req of DIA) (Co-Sponsor CM Peluso)
 10/10/23 CO Introduced: R, F
 10/16/23 R Read 2nd & Rerefer
 10/17/23 F Read 2nd & Rerefer
 10/24/23 CO PH Read 2nd & Rerefer
 Public Hearing Pursuant to Ch 166, F.S. & C.R. 3.601 - 10/24/23
4. [2023-0806](#)
AMEND
Contact:
CM Howland
- ORD re the FY 22-23 City Grant Agrmt btwn FOBT Pipeline, Inc., a FL Not for Profit Corp (FBOT), & the City (FY 23 City Grant Agreement); Waiving FOBT's Non-Compliance with the Permit Requirement Prov in the FY 23 City Grant Agrmt; Req 1-Cycle Emergency Passage (Hodges) (Introduced by CM Howland) (Co-Sponsor CM Peluso)
 11/14/23 CO Introduced: R, F
 11/20/23 R Read 2nd & Rerefer
 11/21/23 F Read 2nd & Rerefer
 11/28/23 CO PH Read 2nd & Rerefer
 1/2/24 R Amend/Approve 6-0
 Public Hearing Pursuant to Ch 166, F.S. & CR 3.601 - 11/28/23

AMENDMENT

1. Authorize the Council Auditor to remove FOBT Pipeline, Inc. from the Chapter 118 Non-Compliance List
2. Remove Emergency language
3. Correct Scrivener's

• FOBT Pipeline, Inc. was added to the Non-Compliance List on 11/8/23 for failing to comply with Agreement terms (Section 118.504) associated with their fiscal year 2022-2023 Agreement by not obtaining a Solicitation of Contributions Registration Letter until after the grant period ended

5. [2023-0832](#)
AMEND
Contact:
CM Peluso
- ORD Auth the Mayor & Corp Sec to Execute a Contract with JU for the Continuing Manatee Protection Studies for FY 23-24, with Up to 4 Annual Renewals, Subj to Approp by City Council; Invoking Sec 126.107 (g), Ord Code, to Waive Competitive Solicitation & Bidding for Said Contract (Wilson) (Introduced by CM Peluso) (Co-Sponsor CM Amaro) (JWC Apv)
 11/28/23 CO Introduced: R, F, JWC
 12/4/23 R Read 2nd & Rerefer
 12/5/23 F Read 2nd & Rerefer
 12/12/23 PH Read 2nd & Rerefer
 1/2/24 R Amend/Approve 6-0
 Public Hearing Pursuant to Ch 166, F.S. & C.R. 3.601- 12/12/23

AMENDMENT

1. Add Planning and Development Department as the oversight department
2. Pg. 1, line 11: strike "WAIVE" and insert "EXEMPT"
3. Pg. 1, line 29: correct bill number to 2019-645-E

The FY 23/24 Council approved budget includes \$90,000 for continuation of the manatee study.

6. [2023-0833](#)
AMEND
Contact:
Ed Randolph
- ORD Apv & Auth the Execution of an Amendment 3 to Economic Dev Agrmt btwn the City & Uptown Signature Development, Inc., to Extend the Completion of Construction Deadline for the Company's Mixed-Use Proj in Jax, FL for an Add'l 6 Months Due to Construction Delays, & to Auth the Executive Dir of OED to Extend the Completion of Construction Deadline an Add'l 6 Months for Good Cause Shown; Apv & Auth Execution of Docs by the Mayor or Her Designee & Corp Sec; Prov for City Oversight by OED (Sawyer) (Req of Mayor)
 11/28/23 CO Introduced: F
 12/5/23 F Read 2nd & Rerefer
 12/12/23 PH Read 2nd & Rerefer
 Public Hearing Pursuant to Ch 166, F.S. & C.R. 3.601- 12/12/23

AMENDMENT

Place revised Amendment Three to EDA on file to strike the Performance Schedule reference in Section 12.6

Authorizes a third amendment to the Economic Development Agreement with Uptown Signature Development, Inc. to:

- 1) Extend the completion date for the infrastructure improvements from 12/31/23 to 6/30/24,**
- 2) Provide an option to administratively extend the completion date by up to six months,**
- 3) Extend the final year of the REV grant from 2030 to 2032,**
- 4) Extend the job creation deadline from 12/31/23 to 6/30/24, and**
- 5) Extend the capital investment deadline from 12/31/23 to 6/30/24**

7. [2023-0837](#) ORD Approp \$1,042,000.00 from the Countywide Bridges Proj to Fund 2 Named Projs, with \$792,000.00 to Fund Yellow Bluff Rd Bridge Repairs, & \$250,000.00 to Fund the New Berlin Guardrails Proj; Purpose of Approp; Amend the 24-28 5-Yr CIP Appvd by Ord 2023-505-E to Reflect this Approp of Funds (B.T. 24-027) (Wilson) (Req of Mayor)
- Contact:** 11/28/23 CO Introduced: NCSPHS, F, TEU
Nina Sickler / 12/4/23 NCSPHS Read 2nd & Rerefer
Robin Smith 12/5/23 F Read 2nd & Rerefer
 12/5/23 TEU Read 2nd & Rerefer
 12/12/23 PH Read 2nd & Rerefer
 1/2/24 NCSPHS Approve 5-0
 Public Hearing Pursuant to Ch 166, F.S. & C.R. 3.601- 12/12/23
8. [2023-0840](#) RESO Auth the Granting of a Non-Residential Solid Waste Collection & Transportation Franchise to Five Talent Services, LLC d/b/a Mobiledumps of Jacksonville Pursuant to Ch 380 (Solid Waste Management), Pt 6 (Nonresidential Solid Waste Collection & Transportation Franchise), Ord Code; Prov for Oversight by the Dept of Public Works, Solid Waste Div (Dillard) (Req of Mayor)
- Contact:** 11/28/23 CO Introduced: NCSPHS, F, TEU
Will Williams / 12/4/23 NCSPHS Read 2nd & Rerefer
Eric Fuller 12/5/23 F Read 2nd & Rerefer
 12/5/23 TEU Read 2nd & Rerefer
 12/12/23 CO Read 2nd & Rerefer
 1/2/24 NCSPHS Approve 5-0

9. [2023-0860](#)
Contact:
Ed Randolph

**See Auditor
summary on
Pg. 11**
- RESO Approp \$100,000 from the NW Jax OED Fund/Misc Sales & Charges for the Purpose of Prov a \$100,000 NW Jax Economic Dev Fund (NWJEDF) Business Infrastructure Grant to Titan Florida, LLC to Fund Certain Infrastructure Improvements in Connection With the Construction & Equipping by Company of a Ready-Mix Concrete Plant on the Property Located Generally at 1712 N McDuff Ave; Apv & Auth Execution of Docs by the Mayor or Her Desig & Corp Sec; Auth Appvl of Tech Amendments by the Executive Dir of OED; Prov for City Oversight by OED; Affirming the Proj's Compliance With the NWJEDF Guidelines Appvd & Adopted by Ord 2016-779-E, as Amended; Req 2-Reading Passage Pursuant to Council Rule 3.305 (B.T. 24-037) (Sawyer) (Req of Mayor) (Co-Sponsor CM Clark-Murray)
12/12/23 CO Introduced: R, F
1/2/24 R Approve 6-0
10. [2023-0862](#)
2nd
- ORD Approp \$70,000 From a Designated Contingency Acct to the Subsidies & Contributions to Private Orgs Acct to Prov Funding to the Human Collective Foundation, Inc. (HCF), for the Human Collective Awareness Prog Described Herein; Invoking the Exemption in Sec 126.107(G) (Exemptions), Pt 1 (General Regulations), Ch 126 (Procurement Code), Ord Code, to Allow for a Direct Contract With HCF; Waiving Sec 118.107 (Nonprofits to Receive Funding Through a Competitive Evaluated Award Process), Pt 1 (General Provisions), Ch 118 (City Grants), Ord Code, to Allow for a Direct Contract With HCF; Apv, & Auth the Mayor, or Her Desig, & the Corp Sec to Execute & Deliver on Behalf of the City an Agrmt Btwn the City & the Human Collective Foundation, Inc. For the Prog; Prov for Oversight by the Grants & Contracts Compliance Div of the Finance & Admin Dept (Staffopoulos) (Introduced by CM Arias)
12/12/23 CO Introduced: NCSPHS, R, F
1/2/24 NCSPHS Read 2nd & Rerefer
1/2/24 R Read 2nd & Rerefer
Public Hearing Pursuant to Ch 166, F.S. & CR 3.601 - 1/9/24

- 11.** [2023-0864](#)
2nd ORD Approp \$150,001 From Gain-Loss on Sale of Real Estate Within Fund 32103 - Jax Recreation & Environmental Land Acquisition Fund to the PRSC Parks & Recreation Capital Projs - Parks & Recreation/Parks QOL - Lift Ev'ry Voice & Sing Park Proj Per Ord 2021-496-E for Parks, Recreation, & Community Svcs Dept, Purpose of Approp; Amend the 24-28 5-Yr CIP Appvd by the Ord 2023-505-E to Reflect This Approp of Funds to the Lift Ev'ry Voice & Sing Park Proj; Prov for Oversight by Parks, Recreation, & Community Svcs Dept (B.T. 24-032) (Dillard) (Req of Mayor) (Co-Sponsors CMs Clark-Murray & Peluso)
12/12/23 CO Introduced: NCSPHS, R, F, TEU
1/2/24 NCSPHS Read 2nd & Rerefer
1/2/24 R Read 2nd & Rerefer
Public Hearing Pursuant to Ch 166, F.S. & C.R. 3.601 - 1/9/24
- 12.** [2023-0865](#)
2nd ORD Approp Grant Funds in the Amount of \$899,660.00 from the U.S. DOJ, Bureau of Justice Assistance, for the 4th Judicial Circuit of FL, Veterans Treatment Court (VTC) Progs, to Fund the Enhancement of the VTC Progs, for the Grant Term Beginning 10/1/23 thru 9/30/27; Prov for Carryover of Funds thru 9/30/27; Prov for City Oversight by the Court Admin, Dir of Problem Solving Courts (B.T. 24-031) (Dillard) (Req of Mayor) (Co-Sponsors CMs Clark-Murray & Miller)
12/12/23 CO Introduced: R, F
1/2/24 R Read 2nd & Rerefer
Public Hearing Pursuant to Ch 166, F.S. & C.R. 3.601 - 1/9/24
- 13.** [2023-0866](#)
2nd ORD Approp \$399,353.00 in Grant Funding for Yr 1 of a 5-Yr Grant from the U.S. Dept of Health & Human Svcs for the Duval County Adult Drug Court Prog; Prov for Carryover of Funds to Subsequent FYs; Prov for City Oversight by the Court Admin, Dir of Problem Solving Courts (B.T. 24-030) (Dillard) (Req of Mayor) (Co-Sponsor CM Clark-Murray)
12/12/23 CO Introduced: R, F
1/2/24 R Read 2nd & Rerefer
Public Hearing Pursuant to Ch 166, F.S. & C.R. 3.601 - 1/9/24

14. [2023-0867](#)
2nd
ORD Approp a \$67,340.00 Grant from the EPA Pursuant to the Clean Air Act to Provide Funding for the Purchase of New Air Monitoring Equipment for Particulate Matter & Ozone Concentrations; Purpose of Approp; Prov for Oversight & Reporting by the Neighborhoods Dept, Environmental Quality Div (B.T. 24-028) (Dillard) (Req of Mayor)
12/12/23 CO Introduced: NCSPHS, F, TEU
1/2/24 NCSPHS Read 2nd & Rerefer
Public Hearing Pursuant to Ch 166, F.S. & C.R. 3.601 - 1/9/24
15. [2023-0868](#)
2nd
ORD Apv & Auth the Mayor, or her Desig, & the Corp Sec to Execute & Deliver, for & on Behalf of the City, That Certain Revocable Permit & Hold Harmless Agrmt Btwn the City, JU, & OCEARCH for the Use of a City Owned Dock Facility in the Mayport Community on Submerged Lands Leased Pursuant to the Sovereignty Submerged Lands Lease (BOT File # 160359172) Auth by Ord 2022-215-E, for the Docking of Vessels Used for Research & Educational Purposes, With an Initial Term of 30 Yrs, With 4 5-Yr Renewal Options, With No Usage Fee; Prov Further Authorizations; Prov for Oversight by Parks, Recreation & Community Svcs Dept (Dillard) (Req of Mayor) (Co-Sponsors CMs Amaro & Clark-Murray) (JWC Apv)
12/12/23 CO Introduced: NCSPHS, F, TEU, JWC
1/2/24 NCSPHS Read 2nd & Rerefer
Public Hearing Pursuant to Ch 166, F.S. & C.R. 3.601 - 1/9/24
16. [2023-0869](#)
2nd
ORD Approp \$1,500,000.00 from TDC Fund Balance to Provide Add'l Funding to Jacksonville & the Beaches Convention & Visitors Bureau, Inc. D/B/A "Visit Jacksonville" to Increase Substantially the City's Investment in the Promotion of Sports Tourism to the City; Apv & Auth the Mayor & Corp Sec to Execute & Deliver, for & on Behalf of the City, Amdts to the Existing Sports Tourism Contract Btwn the City & Visit Jacksonville to Reflect Such Add'l Funding & Other Changes as May Be Necessary, Provided the TDC Shall First Apv the Terms Thereof; Amend Rev Schedule W to Ord 2023-504-E; Prov for Oversight by TDC (Wilson) (Introduced by CM Salem)
12/12/23 CO Introduced: F
Public Hearing Pursuant to Ch 166, F.S. & C.R. 3.601 - 1/9/24

17. [2023-0870](#) ORD-MC Concerning the City of Jax Emergency Reserve; Approp \$20,000,000 from the City's General Fund/General Svcs Dist Operating Reserve to the Emergency Reserve to Increase the Total Emergency Reserve Balance to 7% of the City's General Fund/General Svcs Dist Operating Budget to Meet the New Financial Planning Target of 7-10% for the Emergency Reserve as Provided for Herein; Amend Secs 106.106 (Balanced Budget & Budget Stabilization Reserve), & 106.107 (Emergency Reserve Policy & Fund), Pt 1 (General Provisions), Ch 106 (Budget & Accounting Code), Ord Code, to Increase the Financial Planning Target for the City's Emergency Reserve to 7-10%; Prov Codification Instructions (Staffopoulos) (Introduced by CM Salem)
12/12/23 CO Introduced: R, F
1/2/24 R Read 2nd & Rerefer
Public Hearing Pursuant to Ch 166, F.S. & C.R. 3.601 - 1/9/24
18. [2023-0871](#) ORD-MC Creating a New Sec 126.318 (Selection Procedures for Federal & State Lobbying & Grant Writing Professional Services Contracts), Pt 3 (Professional Services Contracts), Ch 126 (Procurement Code), Ord Code; Prospectively Amend Subpt C (Procurement Methods & Procedures), Pt 3 (Procurement Thresholds, Modes, Methods, & Procedures), Ch 126 (Procurement Code), Ord Code; Etab a Prospective Date of 7/1/24, for the Code Amendmts Contained in Sec 2 of this Ord to Become Effective (Hodges) (Introduced by CM Howland) (Co-Sponsors CMs Freeman & Miller)
12/12/23 CO Introduced: R, F
1/2/24 R Read 2nd & Rerefer
Public Hearing Pursuant to Ch 166, F.S. & CR 3.601 - 1/9/24
19. [2023-0872](#) ORD Approp \$100,000 from the Traffic Calming - Dist 1 Other Construction Costs Acct to the Council Dist 1 Contractual Svcs Acct to Provide Funding to Address Various Blight & Safety Concerns in Council Dist 1; Amend the 24-28 5-Yr CIP Appvd by Ord 2023-505-E to Reflect Removal of the Traffic Calming - Dist 1 Proj; Req 1-Cycle Emergency Passage (Staffopoulos) (Introduced by CM Amaro)
EMERGENCY
Contact:
CM Amaro
12/12/23 CO Introduced: NCSPHS, F, TEU
1/2/24 NCSPHS Emergency/Approve 5-0
Public Hearing Pursuant to Ch 166, F.S. & C.R. 3.601 - 1/9/24
2/3 vote required by Council

- Contractual services funding will be utilized for tree trimming, beautification, landscaping enhancements and traffic calming
- The nature of the emergency is that there is an immediate need to reallocate these funds to address ongoing blight and safety concerns

- 20.** [2023-0874](#)
2nd
- ORD-MC Amend Ch 106 (Budget & Accounting Code), Ord Code; Amend Sec 106.103 (Definitions), Pt 1 (General Provisions), Ch 106 (Budget & Accounting Code), Ord Code, & Sec 106.215 (Supplemental Appropriation & Revenue Reduction Limitations), Subpart A (Budgets & Budget Ordinances; Millage Levy), Pt 2 (Budgets), Ch 106 (Budget & Accounting Code), Ord Code, to Amend the Definition of Reserve or Reserve Fund to Include Contingencies & To Clarify the Number of Votes Required for Appropriations from General Fund Operating Reserves or Its Various Contingencies; Prov Codification Instructions (Staffopoulos) (Introduced by CM Salem)
12/12/23 CO Introduced: R, F
1/2/24 R Read 2nd & Rerefer
Public Hearing Pursuant to Ch 166, F.S. & C.R. 3.601 - 1/9/24
- 21.** [2023-0875](#)
2nd
- ORD Declaring the Public Necessity for Acquiring Fee Simple Title & Temp Construction Easements Through Condemnation by Right of Eminent Domain to Certain Real Property in Council Dist 4, Such Real Property Being a Portion of: R.E. # 152854-0505; R.E. # 152866-1300; R.E. # 152854-0550; & R.E. # 152576-0250, With a Total Appraised Value of \$1,115,950, as Required for the Belfort Rd Widening Proj; Approp \$1,300,000 from Belfort Rd Widening/DM Other Construction Costs to DM R/W Acquisition to Fund the Purchase of Certain Real Property Described Herein for the Belfort Rd Widening Proj, Amend the 24-28 5-Yr CIP Appvd by Ord 2023-505-E to Include a Funding Source for Land Acquisition & Site Preparation to the Proj; Auth the Real Estate Div of the Dept of Public Works to Make Offers & Negotiate for the Purchase of the Properties; Auth Issuance of a Declaration of Taking; Auth & Directing OGC to Institute Appropriate Condemnation Proceedings (B.T. 24-029) (Boeckman) (Req of Mayor)
12/12/23 CO Introduced: NCSPHS, F, TEU
1/2/24 NCSPHS Read 2nd & Rerefer
Public Hearing Pursuant to Ch 166, F.S. & C.R. 3.601 - 1/9/24
- 22.** [2023-0881](#)
EMERGENCY
AMEND
Contact:
CM Arias
- ORD Approp \$25,000 From the Council President's Designated Contingency to JSO for the Provision of Traffic Control Svcs at the Intersection of Wells Creek Pkwy & Philips Hwy as Described Herein; Prov for Reverter of Funds; Prov for Oversight by JSO; Req 1 Cycle Emergency Passage (Staffopoulos) (Introduced by CM Arias) (Co-Sponsor CM Carlucci)
12/12/23 CO Introduced: NCSPHS, F, TEU
1/2/24 NCSPHS Emergency/Approve 6-0
Public Hearing Pursuant to Ch 166, F.S. & CR 3.601 - 1/9/24

AMENDMENT

- 1. Attach revised Exhibit 1 (BT) to appropriate the funds into an account for Contractual Services**
 - 2. Invoke the provisions of Section 126.107(g) to direct contract with Hart Halsey LLC D/B/A Extra Duty Solutions**
 - 3. Attach Vender Letter as new Exhibit to establish the Officer pay rates**
- The nature of the emergency is that traffic control at the intersection is needed to address safety concerns until the intersection improvements are completed**

Council Auditor's Office – Bill 2023-860: Project Titan Florida**Company Name – Titan Florida, LLC****Project Location – Ready-mix concrete plant at 1712 N. McDuff Avenue****Incentives Provided –**

- **\$100,000 Business Infrastructure Grant (BIG)**

Performance Schedule –

- **Commence construction on or before March 1, 2024**
- **Complete construction on or before December 31, 2027**
- **Creation of 24 new jobs within 36 months from date of grant disbursement**

Number of Jobs to be Created – 24 (\$54,708 average annual salary)**Number of Jobs to be Retained – 74****Capital Investment – \$18,375,273 (construction of building improvements and tangible personal property)****Records Retention/Audit Clause – Yes****Clawback Language –**

- **In the event reporting requirements are not met in the time period specified in the agreement, the City will be entitled to withhold disbursement of the BIG Grant**
- **If the Company fails to invest \$3,000,000 by 12/31/27, the BIG Grant will be terminated and any amounts paid to the Company will be repaid to the City**
- **If the Company fails to create the 24 new jobs with an average annual salary of \$54,708 within 36 months of disbursement of the BIG Grant, the Company will repay the City \$4,166.67 for each job below 24**
- **If the Company ceases operations within 5 years of disbursement of the BIG Grant, the Company shall pay the City \$20,000 for each whole year and partial year not in operation within the 5-year period**

OED has calculated an ROI of 14.76:1 for this project over a 10-year period**NOTE: The next regular meeting will be held Wednesday, January 17, 2024.*********Note: Items may be added at the discretion of the Chair.*******

Pursuant to the American with Disabilities Act, accommodations for persons with disabilities are available upon request. Please allow 1-2 business days notification to process; last minute requests will be accepted; but may not be possible to fulfill. Please contact Disabled Services Division at: V 904-255-5466, TTY-904-255-5476, or email your request to KaraT@coj.net.