

# City of Jacksonville

117 W Duval St  
Jacksonville, FL 32202



## Agenda - Marked

**Monday, December 6, 2021**

**9:30 AM**

**Council Chambers 1st Floor, City Hall**

### **Neighborhoods, Community Services, Public Health and Safety Committee**

*Aaron Bowman, Chair  
Randy White, Vice Chair  
Kevin Carrico  
Joyce Morgan  
Ju'Coby Pittman  
Brenda Priestly Jackson  
Ron Salem, Pharm. D.*

*Legislative Assistant - Barbara Ireland Hobson  
Legislative Services Manager: Bernadette Smith  
Asst. Council Auditor: Phillip Peterson  
Research Assistant: Richard Distel  
Deputy General Counsel: Peggy Sidman  
Administration: Rachel Zimmer*

If a person decides to appeal any decision made by the Council with respect to any matter considered at such meeting, such person will need a record of the proceedings, and for such purposes, such person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

**Meeting Convened:**

**Meeting Adjourned:**

- COVID Update – Department of Health
- Goodwill A-STEP Update – Leah Lynch, Chief Mission Officer

**Attendance:**

**Item/File No.**                      **Title History**

1. [2021-0798](#) ORD-MC Amend Chapt 656, (Zoning Code), Pt1 (General Provisions), Subpart A (Basic Provisions), Sec. 656.101, (Definitions), Ord Code, in Order to add Criteria to the Definition of Exception of Alcohol Related Uses; Amend Chapt 656 (Zoning Code), Pt 1 (General Provisions), Subpart D (Zoning Exceptions, Variances & Waivers, Amendments to Final Order, Appeals of Written Interpretations of the Director & Appeals of Final Orders of the Commission), Sec. 656.131 (Zoning Exception), Sec.656.133 (Waivers for Minimum Distance Requirements for Liquor License Locations; Minimum Street Frontage Requirements; Signs; Downtown Properties), & Sec. 656.138 (Concurrent Applications), Ord Code, to Designate the City Council as the Quasi-Judicial Body that Approves, Approves w/Conds or Denies Zoning Exceptions for Alcohol Related Uses & Waivers for Minimum Distance Requirements for Liquor License Locations & Adds Criteria for Said Determination; Amending Chapt 656 (Zoning Code), Pt 3 (Schedule of District Regulations), Subpart C (Commercial use Categories & Zoning Districts), Sec. 656.313 (Community/General Commercial Category), Ord Code, to Allow Micro-Breweries as a use by Zoning Exception in CCG-1, CCG-2 & CCG-S Districts; Amend Chapt 656 (Zoning Code), Pt 3 (Schedule of District Regulations), Supart C (Commercial Use Categories & Zoning Districts), Sec. 656.313 (Community/General Commercial Category), Ord Code, to Provide that Establishments or Facilities which include the Retail Sale of all Alcoholic Beverages for Off-Premises Consumption shall be Allowed by Right only on Properties that meet certain Requirements & Establishments or Facilities which do not meet Requirements shall be Allowed only by Zoning Exception; Amend Chapt 656 (Zoning Code), Pt 8 (Alcoholic Beverages), Sec. 656.802 (Definitions), Sec. 656.806 (Measurement of Distances), Ord Code, to Amend & Clarify the Definitions of "Church" & "School", to Clarify the Applicability for the Distance Limitations for Particular Alcohol related uses & to Clarify how Distances are measured for Alcohol related uses; Providing that any current, permitted or filed use not in Conformance with the Amendments Provided herein shall Constitute a Lawfully Non-Conforming Uses. (Miller) (Introduced by CMs Diamond & R. Gaffney)(Exparte CM Boylan)  
10/26/21 CO Introduced: NCSPHS, R, LUZ  
11/1/21 NCSPHS Read 2nd & Rerefer  
11/2/21 R Read 2nd & Rerefer  
11/2/21 LUZ Read 2nd & Rerefer  
11/9/21 CO Read 2nd & Rereferred:NCSPHS, R, LUZ  
11/23/21 CO PH Addnt'l 12/14/21  
LUZ PH - 12/7/21  
Public Hearing Pursuant to Chapt 166, F.S. & C.R. 3.601-11/23/21 & 12/14/21

2. [2021-0814](#) ORD Closing & Abandoning &/or Disclaiming Drainage Easement  
AMEND Recorded in Bk 1145, Pg 498 of the Public Records of Duval Co, FL, at  
the Request of Robert's Diesel Service, Inc. (Dist 10 – Priestly Jackson)  
(Staffopoulos) (Introduced by CP Newby at Req of Mayor)  
Contact: 11/9/21 CO Introduced: NCSPHS,TEU  
Renee Hunter 11/15/21 NCSPHS Read 2nd Rerefer  
11/15/21 TEU Read 2nd Rerefer  
11/23/21 CO PH Read 2nd & Rereferred:NCSPHS, TEU  
TEU PH Pursuant to Sec 336.10, F.S.:12/6/21  
Public Hearing Pursuant to Chapt 166, F.S. & C.R. 3.601-11/23/21

**AMENDMENT**

**Reflect that the applicant paid the additional closure or abandonment with  
encroachment fee of \$516**

- **The closure is being requested for the storage and maintenance of school buses**

3. [2021-0815](#) ORD Closing & Abandoning &/or Disclaiming a 24 Foot Drainage &  
AMEND Utilities r/w Established in the Wispering Pines Plat, as Recorded in Plat  
Bk 26, Pg 15 of the Public Records of Duval Co, FL, at the Request of  
Robert's Diesel Service, Inc. (Dist 10 – Priestly Jackson) (Staffopoulos)  
Contact: (Introduced by the CP Newby at Req of Mayor)  
Renee Hunter 11/9/21 CO Introduced: NCSPHS,TEU  
11/15/21 NCSPHS Read 2nd Rerefer  
11/15/21 TEU Read 2nd Rerefer  
11/23/21 CO PH Read 2nd & Rereferred:NCSPHS,TEU  
TEU PH Pursuant to Sec 336.10, F.S.:12/6/21  
Public Hearing Pursuant to Chapt 166, F.S. & C.R. 3.601-11/23/21

**AMENDMENT**

**Reflect that the applicant paid the additional closure or abandonment with  
encroachment fee of \$516**

- **The closure is being requested for the storage and maintenance of school buses**

4. [2021-0817](#) ORD Apv, & Auth the Mayor, or his Designee, & the Corp Sec to Execute & Deliver, For & On Behalf of the City, That Certain Lease Agreement btwn the COJ & the City & Police Federal Credit Union located at 501 E. Bay St, Jax, FL 32202 (R.E.# 073402-0000) Pursuant to Which Tenant will Lease Approx 1,237 Sq Ft of Space in the Police Memorial Bldg for Initial Term of Five (5) Years with Options to Renew for two (2) additional Consecutive Terms of five (5) Years Each, at Rental Rate of \$1.00 per year; Providing for Oversight by the Jax Sheriff's Office. (Dist 7 R. Gaffney) (Staffopoulos) (Introduced by CP Newby at Req of Mayor)  
Contact: Renee Hunter  
11/9/21 CO Introduced: NCSPHS, F  
11/15/21 NCSPHS Read 2nd & Rerefer  
11/16/21 F Read 2nd & Rerefer  
11/23/21 CO PH Read 2nd & Rereferred:NCSPHS, F  
Public Hearing Pursuant to Chapt 166, F.S. & C.R. 3.601-11/23/21

5. [2021-0818](#) ORD Apv & Auth Mayor & Corp Sec to Execute & Deliver an AMEND  
Amendment Four to Grant Agreement btwn the COJ & Clara White Mission, Inc. to Extend the Completion of Construction date from 12/31/21 to 6/30/22 & the Sales Commencement date from 1/31/22 to 7/31/22. (Sawyer) (Introduced by CP Newby at Req of Mayor)  
Contact: Kirk Wendland  
11/9/21 CO Introduced: NCSPHS, F  
11/15/21 NCSPHS Read 2nd & Rerefer  
11/16/21 F Read 2nd & Rerefer  
11/23/21 CO PH Read 2nd & Rereferred:NCSPHS, F  
Public Hearing Pursuant to Chapt 166, F.S. & C.R. 3.601-11/23/21

#### AMENDMENT

**Attach revised Exhibit 1 to remove language regarding the pedestrian bridge**

- **Extends the completion of construction date and sales commencement date by an additional six months each**

6. [2021-0819](#) ORD Approp \$5,763.60 From the Jax Kids Book Club Education AMEND  
Special Revenue Fund & Transfer Said Funds to the Board of Library Trustees Trust Fund for the Jax Public Library's Story Journeys Literacy Enrichment Summer Prog. (B.T. 22-013) (Staffopoulos) (Introduced by CP Newby at Req of Mayor) (Co-Sponsor CM Salem)  
Contact: Tim Rogers  
11/9/21 CO Introduced: NCSPHS, F  
11/15/21 NCSPHS Read 2nd & Rerefer  
11/16/21 F Read 2nd & Rerefer  
11/23/21 CO PH Read 2nd & Rereferred:NCSPHS, F  
Public Hearing Pursuant to Chapt 166, F.S. & C.R. 3.601-11/23/21

**AMENDMENT**

**Attach a Revised Exhibit 1 (BT) to reflect the correct funding source**

7. [2021-0820](#) ORD Apv & Auth the Mayor, or His Designee, & the Corp Sec to Execute & Deliver That Certain Air Pollution Control Specific Operating Agreement btwn the State of FL Dept of Environmental Protection (DEP) & Duval Co (The "Agreement") Provide for Oversight by the Neighborhoods Dept, Environmental Quality Div. (Staffopoulos) (Introduced by CP Newby at Req of Mayor)  
Contact: Melissa Long  
11/9/21 CO Introduced: NCSPHS, TEU  
11/15/21 NCSPHS Read 2nd Rerefer  
11/15/21 TEU Read 2nd Rerefer  
11/23/21 CO PH Read 2nd & Rereferred:NCSPHS, TEU  
Public Hearing Pursuant to Chapt 166, F.S. & C.R. 3.601-11/23/21
8. [2021-0822](#) ORD Appropriating \$400,000 from the Special Law Enforcement Trust Fun for the Mental Health Offender Trust Fund; Purpose of Appropriation; providing an effective date. (Sidman) (Introduced by CM Salem)  
AMEND  
Contact: CM Salem  
11/9/21 CO Introduced: NCSPHS,F  
11/15/21 NCSPHS Read 2nd & Rerefer  
11/16/21 F Read 2nd & Rerefer  
11/23/21 CO PH Read 2nd & Rereferred:NCSPHS, F  
Public Hearing Pursuant to Chapt 166, F.S. & C.R. 3.601-11/23/21

**AMENDMENT**

- 1. Correct scrivener's errors**  
**2. Attach revised Exhibit 1 to correct account information on BT**

9. [2021-0824](#) ORD MC-Making Certain Findings & Auth "Commercial Property Assessed Clean Energy" (C-PACE) Assessments to Encourage the Energy Efficiency of the Comm Businesses in the City; Creating a new Chapt 344, Title VIII, ORD Code; Providing for Defin; Providing a Short Title; Providing a Purpose; Providing Auth for Local Govs; Providing for C-PACE Prog Admin; Providing for C-PACE Prog Req; Providing for C-PACE Prog Boundaries; Providing for Eligible Participants; Providing Req for Prog Comp & Assessment Implementation; Prov Codification Instructions & Auth; & Prov an effective date. (Bowles) ( Req of Mayor)  
AMEND  
Contact: Stephanie Burch  
11/9/21 CO Introduced: NCSPHS, TEU, R  
11/15/21 NCSPHS Read 2nd Rerefer  
11/15/21 TEU Read 2nd Rerefer  
11/16/21 R Read 2nd Rerefer  
11/23/21 CO PH Read 2nd & Rereferred:NCSPHS, TEU, R  
Public Hearing Pursuant to Chapt 166, F.S. & C.R. 3.601-11/23/21

**AMENDMENT**

- 1. Pg. 4, lines 21 and 27: strike "City of Jacksonville" and insert "Duval County"**
- 2. Pg. 9, line 6: strike "voluntary" before "written"**
- 3. Clarify that the Beaches and Baldwin will be required to opt in to C-PACE Program**
- 4. Include Council Auditor's Office within City audit rights language**
- 5. Clarify consent requirements for properties owned by entities**
- 6. Correct scrivener's errors**

- Establishes the Commercial Property Assessed Clean Energy (C-PACE) Program in order to finance eligible energy efficient improvements to commercial properties within Duval County**
- Authorizes the City to use private administrators to operate the C-PACE Program**
- Assessments authorized under the C-PACE Program will be repaid by the property owner through non-ad valorem assessments**

10. [2021-0838](#) ORD re the Establishment of a Dependent Special Dist TBK as the "Baymeadows Community Improvement District" ("BCID"); Incorporating the Recitals; Providing that the Dist Shall be a Dependent Spec Dist Estab the Charter for the "Baymeadows Community Improvement District" ("BCID"), in Accordance with Sec 189.02, FL Statutes; Estab the BCID's Purpose, Powers, Functions & Duties; Estab the BCID's Geographic Boundaries; Recognizing the Authority to Create Special Dists & Auth the Creation of the BCID Spec Dist as the as the Best Alternative; Estab a Governing Body, Identifying the Leadership & Election Process; Identifying Additional Requirements re Financial Disclosure Obligations, Audit Obligations, Notice & Reporting Obligations; Providing Available Financing Methods; Recognizing that the Creation of the BCID Spec Dist is Consistent with the Comp Plan (Johnston) (Introduced by CM Becton)  
11/23/21 CO Introduced: NCSPHS, F, R  
Public Hearing Pursuant to Chapt 166, F.S. & C.R. 3.601-12/14/21  
Public Hearing Pursuant to F.S. Sec. 197.3632(3)(a)-1/11/22
- 2nd

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11. [2021-0839](#) ORD Apv the Final Costs of Underground Utility Installation Improvemts for the S. End River Rd – NW End River Oaks Rd Neighborhood Assessment Program, Auth & Funded by Ord 2020-486-E; Incorporating the Recitals; Specifying the Unit of Measurement; Adopting the Non-Ad Valorem Assessment Roll at Public Hearing, Pursuant to the Uniform Method of Collecting Non-Ad Valorem Special Assessments as Auth by Sec 197.3632, FL Statutes; Notice of Public Hearing Served to Affected Properties; Providing for Certification of the Assessment Roll & Directing the Council Sec to Cooperate with the Tax Collector & the Property Appraiser & JEA in the Certification of the Non-Ad Valorem Assessment Roll; Directing the Council Sec, JEA & the Tax Collector to Record the Final Assessments in the Improvemnt Lien Book; Providing for Payment of Final Assessments & Liens; Implementing the Assessments & Directing the Tax Collector to Provide Notice of Assessment (Bowles) (Introduced by CM Cumber)  
11/23/21 CO Introduced: NCSPHS, TEU, F  
Public Hearing Pursuant to Chapt 166, F.S. & C.R. 3.601-12/14/21  
Public Hearing Pursuant to F.S. Sec. 197.3632(3)(a)-1/11/22
- 2nd
12. [2021-0840](#) ORD-MC Amend Sec 804.1012 (Unauthorized Parking in Disabled Parking Space Prohibited), Pt 10 (Parking), Chapt 804 (Jax Traffic Code), Ord Code, to Prohibit Obstructing a Disabled Parking Space, Curb Cut or Access Aisle; Providing for Codification Instructions (Staffopoulos) (Introduced by CM Newby at Req of Mayor)  
11/23/21 CO Introduced: NCSPHS, TEU  
Public Hearing Pursuant to Chapt 166, F.S. & C.R. 3.601-12/14/21
- 2nd
13. [2021-0842](#) ORD-MC Amend Sec 78.104 (Organization; Administrative Support), Chapt 78 (Safety & Crime Reduction Commission), Ord Code, to Reduce the Number of Board Members Necessary for a Quorum; Providing for Codification Instructions.(Hodges)(Introduced by CP Newby)  
11/23/21 CO Introduced: NCSPHS, R  
Public Hearing Pursuant to Chapt 166, F.S. & C.R. 3.601-12/14/21
- 2nd
14. [2021-0843](#) ORD Approp \$1,952,892.05 from the Foreclosure Registry (Including \$706,332.00 in Revenue Collected from the Foreclosure Registry & a Reallocation of Previously Approp Funds in the Amt of \$1,245,560.05) to Fund Various Programs & Activities Auth Pursuant to Chapt 179, Ord Code, Purpose of Approp; Auth Positions (B.T. 22-026)(R.C. 22-027) (Staffopoulos)(Introduced by CM Newby at Req of Mayor)  
11/23/21 CO Introduced: NCSPHS, F  
Public Hearing Pursuant to Chapt 166, F.S. & C.R. 3.601-12/14/21
- 2nd



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15. [2021-0844](#) ORD Approp a \$25,000.00 Grant from FL Animal Friend, Inc., with no Local Match, to Provide Spay & Neuter Services to Stray & Resident-Owned Free Roaming Cats & Kittens in the Community, Purpose of Approp; Apv, & Auth the Mayor, or his Designee, & the Corp Sec to Execute & Deliver, for & on behalf of the City, the Grant Award Agreement btwn the City & FL Animal Friend, Inc.; Providing Oversight by the Neighborhoods Dept, Animal Care & Protective Svcs Div (B.T. 22-023) (Staffopoulos) (Introduced by CM Newby at Req of Mayor) 11/23/21 CO Introduced: NCSPHS, F  
Public Hearing Pursuant to Chapt 166, F.S. & C.R. 3.601-12/14/21
- 2nd
16. [2021-0845](#) ORD Approp \$15,000.00 in Grant Funding from the FL Fish & Wildlife Conservation Commission (The "FWC") for Reimbursement of the City of Jax's Costs to Remove 1 Derelict Vessel Located in a Public Waterway in the City of Jax, Purpose of Approp; Providing for Oversight by the Neighborhoods Dept, Environmental Quality Div (B.T. 22-022) (Staffopoulos) (Introduced by CM Newby at Req of Mayor) 11/23/21 CO Introduced: NCSPHS, TEU, F, JWC  
Public Hearing Pursuant to Chapt 166, F.S. & C.R. 3.601-12/14/21
- 2nd
17. [2021-0846](#) ORD Approp \$376,846.00 in Grant Funding from the U.S. Dept of Justice, Bureau of Justice Assistance, Edward Byrne Memorial Justice Assistance Prog, to Fund Various Progs & Activities Aimed at Crime Control & Prevention, Improving the Criminal Justice System, & Improving Public Safety in Duval Co; Purpose of Approp; Providing for a Carryover of Funds into FY 2022-2023; Auth Positions; Providing for Oversight by the Finance & Admin Dept, Office of Grant & Contract Compliance (B.T. 22-016) (R.C. 22-005) (Staffopoulos) (Introduced by CP Newby at Req of Mayor) 11/23/21 CO Introduced: NCSPHS, F  
Public Hearing Pursuant to Chapt 166, F.S. & C.R. 3.601-12/14/21
- 2nd
18. [2021-0847](#) ORD Approp \$415,744.00 in Grant Funding from the U.S. Dept of Justice, Bureau of Justice Assistance, Edward Byrne Memorial Justice Assistance Prog, to Fund Various Progs & Activities Aimed at Crime Control & Prevention, Improving the Criminal Justice System, & Improving Public Safety in Duval Co; Purpose of Approp; Apving Positions & Part-Time Hrs; Providing for Oversight by the Finance & Admin Dept, Office of Grant & Contract Compliance(B.T. 22-015) (R.C. 22-006)(Staffopoulos)(Introduced by CP Newby at Req of Mayor) 11/23/21 CO Introduced: NCSPHS, F  
Public Hearing Pursuant to Chapt 166, F.S. & C.R. 3.601-12/14/21
- 2nd
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19. [2021-0848](#) ORD Apv & Auth the Mayor, or his Designee, & the Corp Sec to Execute & Deliver that Certain Lease btwn the U.S.A. (U.S. Navy) & the City of Jax (The "Lease") for the City's Lease of Certain Real Propty & Improvmnts Located at 7000 Roosevelt Blvd, Jax, FI 32244, Commonly Known As Tillie K. Fowler Regional Park, for the Continued Operation & Maintenance of a Regional Park for the Benefit of the Public, for a 25 Year Term Commencing on the Effective Date of the Lease Through 2046, at a Rental Rate of \$100.00 Per Yr, with the Option to Pay a 1-time, Lump Sum Rental Amount of \$2500.00 for the Entirety of the Lease Term; Providing for Oversight by the Dept of Parks, Rec & Community Svcs(Staffopoulos)(Introduced by CM Newby at Req of Mayor)  
2nd 11/23/21 CO Introduced: NCSPHS, F  
Public Hearing Pursuant to Chapt 166, F.S. & C.R. 3.601-12/14/21
20. [2021-0849](#) ORD Approp \$500,000.00 (\$250,000 from Council President Contingency Expense Acct & \$250,000 from Contingency Find Match) for Funding to Edward Waters University to Provide a Community Wellness & Fitness Center; Providing for Carryover of Funds to FY 2022-2023; Apv & Auth the Mayor, or his Designee, & the Corp Sec to Execute & Deliver an Agreemt with Edward Waters University, Inc; Invoking the Exception of Sec 126.107 (G) (Exemptions), Pt 1 (General Regulations, Chapt 126 (Procurement Code), Ord Code, to Direct Contract Edward Waters University, Inc, for the Provision of Svcs Related to the Community Wellness & Fitness Center, as More Particularly Described Herein; Providing for Oversight by the Dept of Public Works (Sidman) (Introduced by CP Newby)  
2nd 11/23/21 CO Introduced: NCSPHS,F, R  
Public Hearing Pursuant to Chapt 166, F.S. & C.R. 3.601-12/14/21
21. [2021-0850](#) ORD Apv, & Auth the Mayor, or His Designee, & Corp Sec to Execute & Deliver the 1st Amendment to Interlocal Agreemt re Veterans' Suicide Prevention by & Among the City of Jax, Duval Co ("City"), & the Counties of Baker, Clay Nassau, & St. Johns ("Interlocal Agreement"), to Remove the City as the Admin for the Fire Watch Council of NE FL; Providing for Contingency (Hodges) (Introduced by CM Diamond)  
2nd 11/23/21 CO Introduced: NCSPHS, F  
Public Hearing Pursuant to Chapt 166, F.S. & C.R. 3.601-12/14/21

22. [2021-0851](#) ORD-MC re the Public Svc Grant Council; Amend Sec 80.104 (Organization & Proceedings), Chapt 80 (Public Svc Grant Council), Ord Code, to Amend the Quorum Requirements of the Public Service Grant Council; Amend Sec 118.301 (Expenditure of Appropriated Funds), Pt 3 (Admin of City Grants), Chapt 118 (City Grants), Ord Code, to Address Carryover of Residual Funds; Amend Sec 118.802 (Annual Lump Sum Appropriation for Public Svc Grants), 118.805 (Eligibility to Apply for Public Svc Grants), 118.806 (Application Requirements), Pt 8 (Public Svc Grants), Chapt 118 (City Grants), Ord Code, to Allow for Carryover of Funds Appropriated to the Public Svc Grant Council from FY to FY & to Require Requesting Agencies to Provide Additional Financial Documentation & Information re Program Impact & Effectiveness; Providing for Codification Instructions (Hodges) (Introduced by CM Carlucci)  
11/23/21 CO Introduced: NCSPHS, F, R  
Public Hearing Pursuant to Chapt 166, F.S. & C.R. 3.601-12/14/21
23. [2021-0853](#) ORD Declaring that Certain Parcel of Real Prop, a Tax Reverted Parcel, Located at 714 Jessie St (The "Subject Parcel"), to be Surplus to the Needs of the City; Waiving Sec 122.423 (Disposition for Affordable Housing), Pt 4 (Real Propty) of Chapt 122 (Public Propty), Ord Code, to Allow for the Conveyance of the Subject Parcel to in the Word International, Inc., the Neighboring Propty Owners, at no Cost; Auth the Mayor & the Corp Sec to Execute any & all Documents Necessary for Such Conveyance; Providing a Right of Reentry for Failure to use the Subject Parcel for the Operation for Community Service Out Reach Programs; Providing for City Oversight by the Dept of Public Works, Real Estate Div (R.E. #122274-000)(Dist 7-R.Gaffney) (Sidman) (Introduced by CM R. Gaffney)  
11/23/21 CO Introduced: NCSPHS, TEU, R  
Public Hearing Pursuant to Chapt 166, F.S. & C.R. 3.601-12/14/21

**NOTE: The next regular meeting will be held January 3, 2022.**

**\*\*\*\*\*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.