

TAYLOR FIELD ROAD REPORT

Peggy Sidman, Office of General Counsel

Land Developer

Solid Waste

Planning & Development Department

JEA

Taylor Field Road Process Improvements

1. Solid Waste Solution:

- Specific to Taylor Field Road – a solid waste area will be developed to allow for a fenced area for garbage and recycle and appropriate ingress and egress for solid waste vehicles. Depending on the final configuration agreed to by the developer, the preliminary dimensions will be approximately 30-wide by 60-feet long.

2. Planning & Development Department Process Improvement:

- Change rezoning and waiver sections of the code to require a statement of how emergency vehicles and solid waste will access the property.

- Suggested change: Add a new subsection (e) to 656.407 to read as follows:

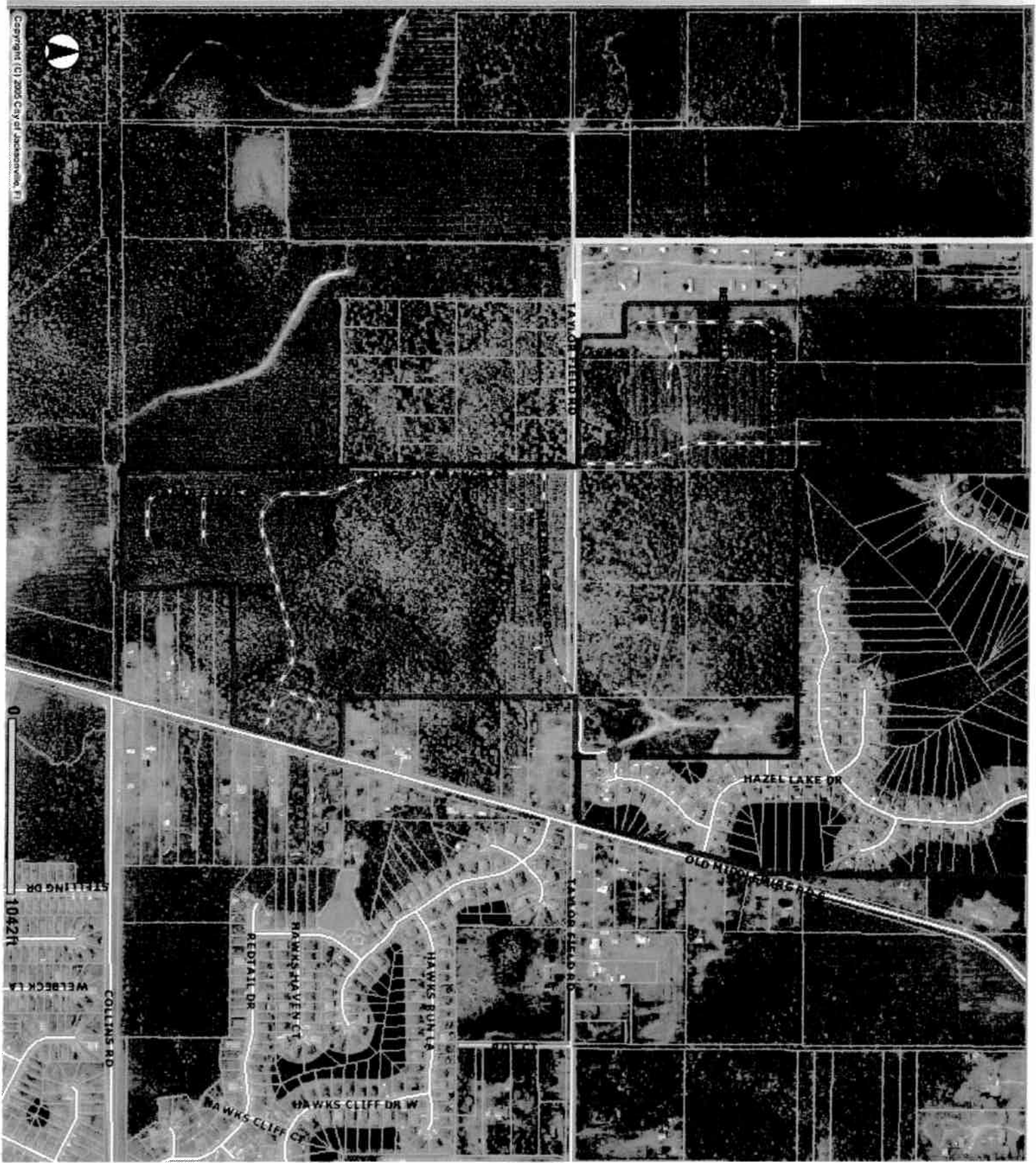
(e) Notwithstanding the foregoing, all properties shall make

provisions for the accessibility for public safety and municipal services vehicles to enter and exit the properties.

3. JEA Process Improvement:

- JEA already confirms that a building permit has been issued prior to meeting a request for electrical service. Additionally, a series of checks and inspections of the site are conducted before electricity is actually provided.

However, there is opportunity to enhance communications between COJ and JEA by having JEA's fraud and tampering office inform COJ code enforcement of cases where attempts were made to obtain unauthorized use of electrical power.



-- Taylor Field Residences

-- Phase I Palm Tree

-- Phase II Longleaf

1 ● Current trash collection site

2 ● Proposed improved trash collection site

Neighborhoods Database Report

Karen Bowling, Chief Administrative Officer
Daphne Colbert, Policy Administrator
May 6, 2014

Neighborhoods Database (Spreadsheet) Information

1. Usage Guidelines

Location

Spreadsheet: Employee Portal (intranet.coj.net) – Departments – Planning and Development
 Manual: Same location

Database (Spreadsheet)

| | |
|-------------------------------------|-------|
| Organization | Total |
| Rotary Clubs | 14 |
| Business Associations | 35 |
| Professional and Trade Associations | 25 |
| Religious (Ministry, Faith-Based) | 1,428 |
| Neighborhood Associations | 1,304 |
| Total Records as of 5/6/2014 | 2,086 |

II. Access Protocol

(Authorized by Calvin Burney and Approved by Karen Bowling)
 Submitted to ITD: In progress

| Name | Permission Level |
|--|------------------|
| Kenny Logsdon, Senior Planner Planning & Development Department | Owner |
| James Reed, City Planner Supervisor Planning & Development Department | Contributor |
| Daphne Colbert, Policy Administrator Planning & Development/Regulatory Compliance | Contributor |
| Internal Staff (Council Members, Mayor's Administration, Directors, Chiefs, PAO, etc.) | Viewer |

Definitions:

Owner – Grants permissions to other users
 Contributor – Access to modify spreadsheet data
 Viewer – Views and manipulates data for own use

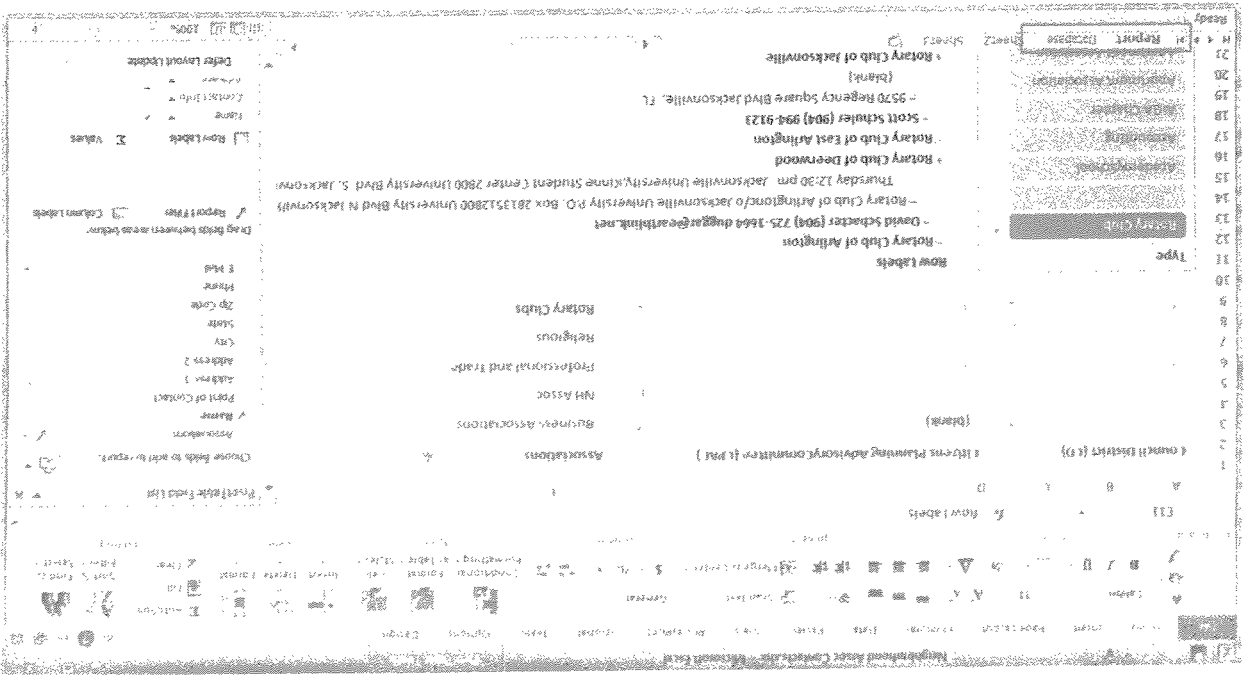
III. Additional Items in Progress

1. Tightening up the "type of organization" on existing data for identifiable purposes
2. Reviewing received forms for missing data
3. Training Session scheduled for Tuesday, May 13th

Neighborhood Database (Spreadsheet) Manual

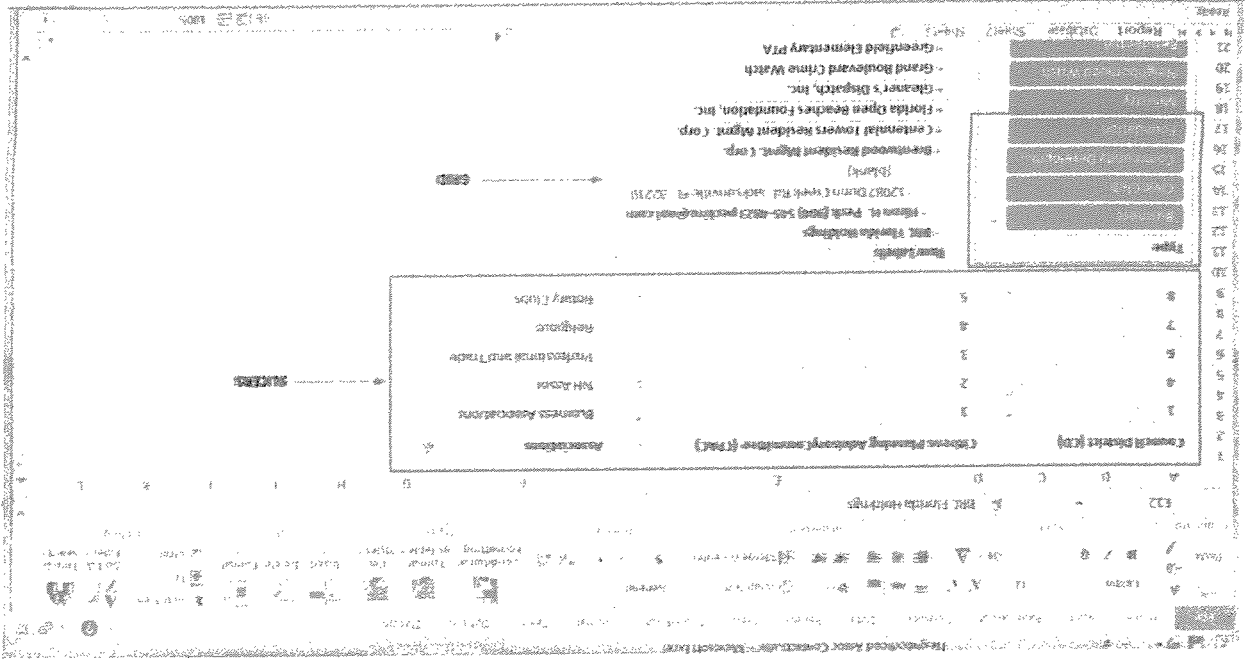
Insook Wallace, Applications Developer
COJ Information Technology Division
March 2014

The Neighborhood Association Contacts database is a Microsoft Excel 2010 workbook. This spreadsheet database consists of two tabs – one tab is used for reporting through the use of a pivot table, the other tab is used for updating the data.



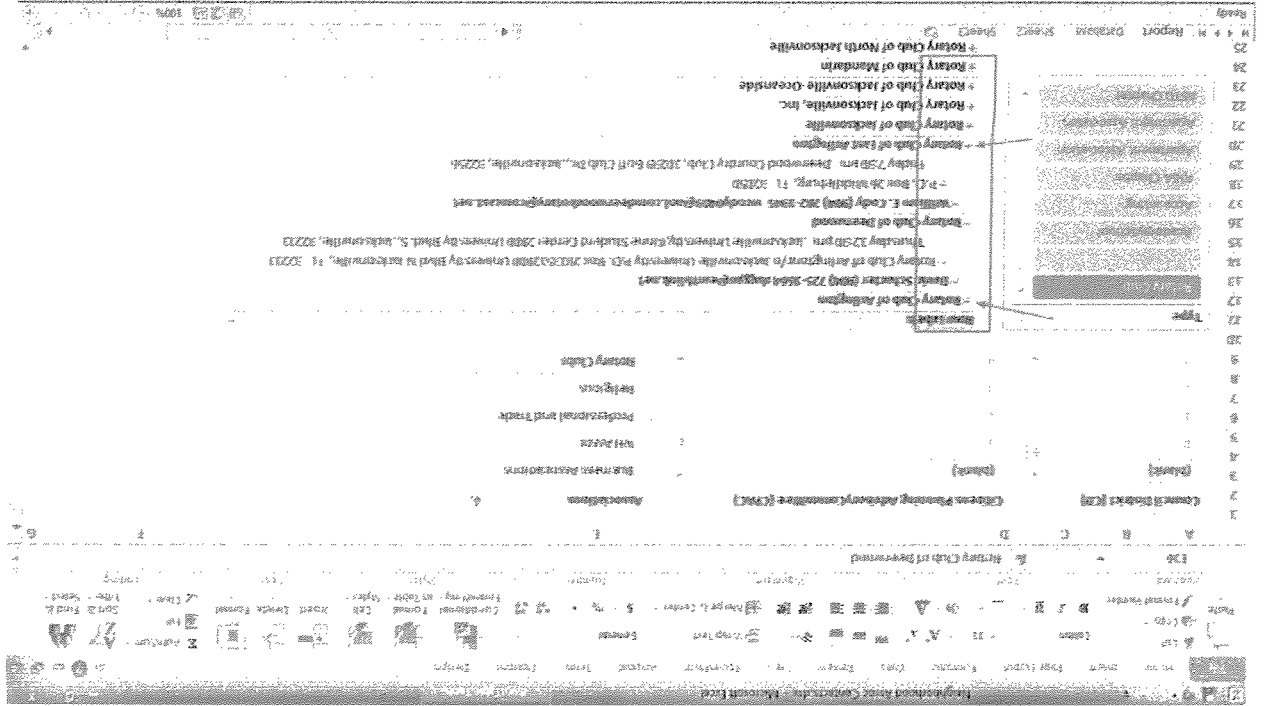
How to Use the Reporting Feature:

First tab of the workbook consists of a pivot table report. There are four (4) slicers on this report which can be used to filter the data shown on the grid.



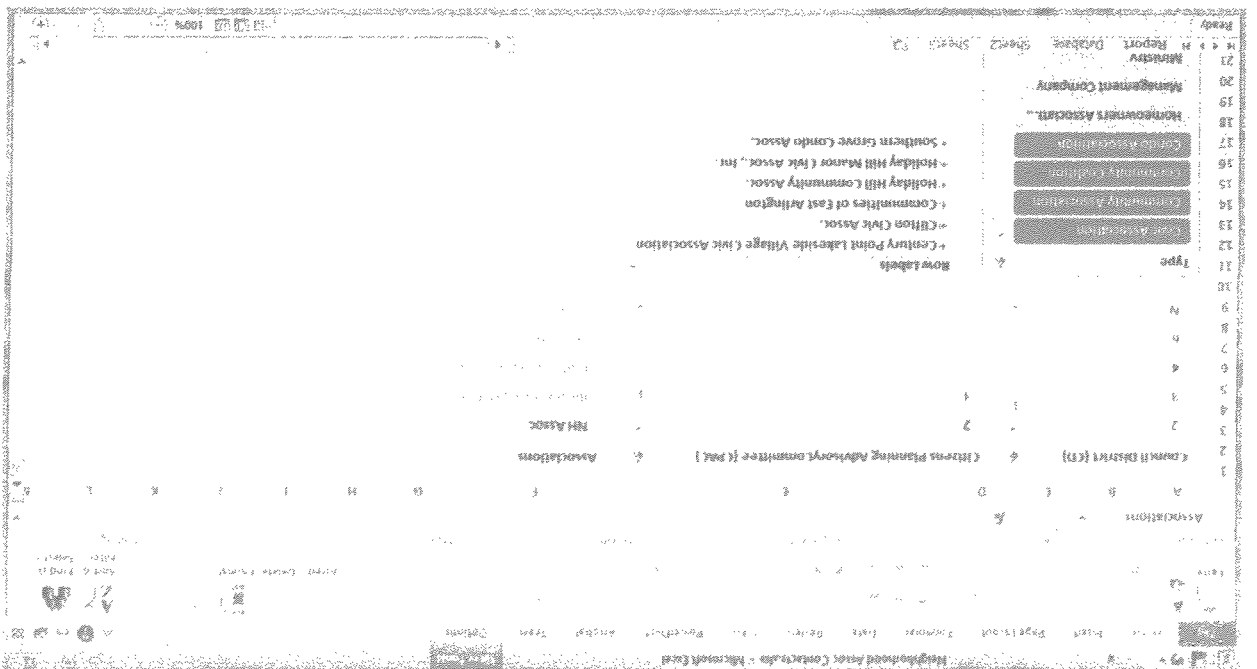
Clicking (selecting) the Business Associations in the Associations slicer will limit the grid data to only business associations type. If a council district is then selected, the data in the grid will reflect business associations within the selected council district. Shown in the example below, only Business Associations for Council District 1 are shown in the grid.

The first line of the row displays the name of the association. The second line displays the contact name, contact number, and email address. The third line displays the address and the fourth line displays any meeting information.



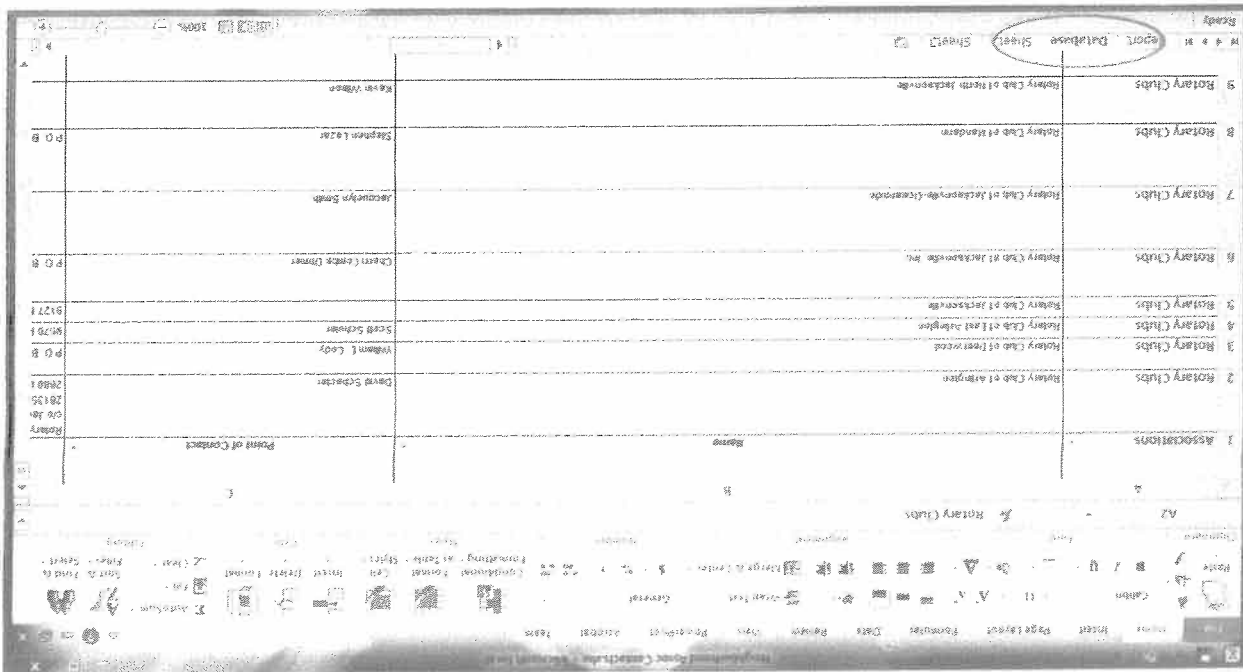
Each row in the data grid contains information about the Neighborhood Association. We can expand each row to display more information about each association.

The Data Grid:



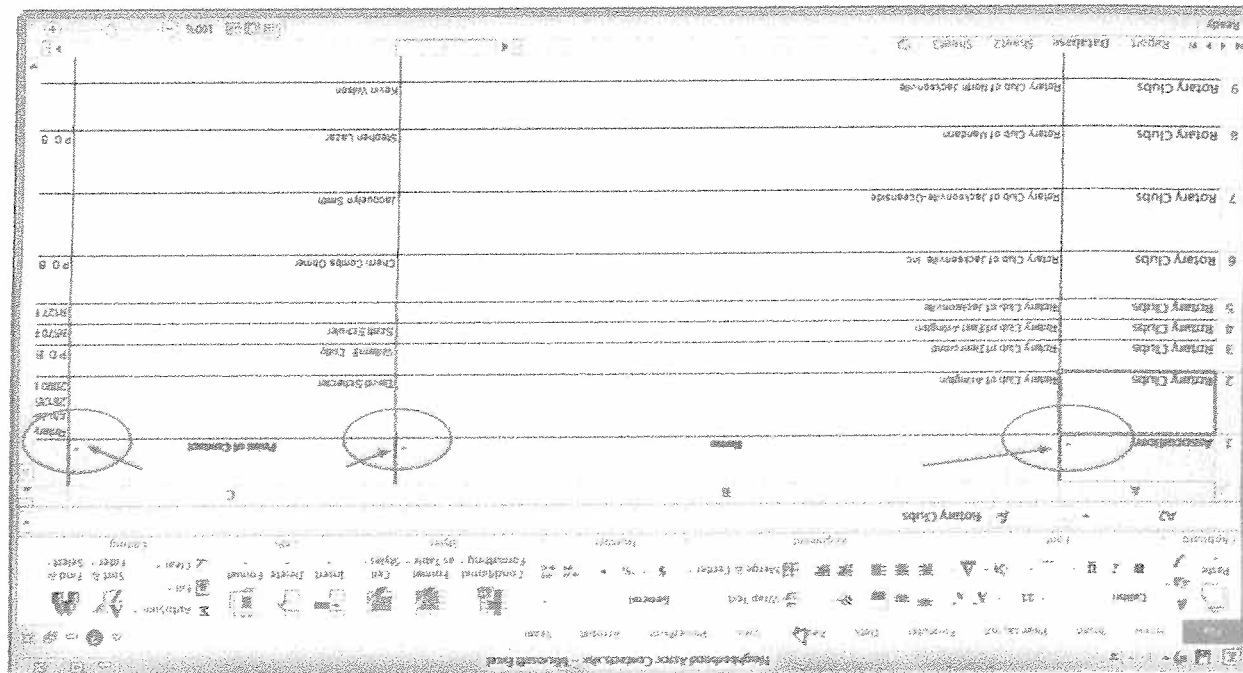
How to Enter, Edit Data in the Database:

The data for the Neighborhood Associations is simply maintained as an Excel spreadsheet. The data can be accessed on the second tab of the workbook which is titled "Database".



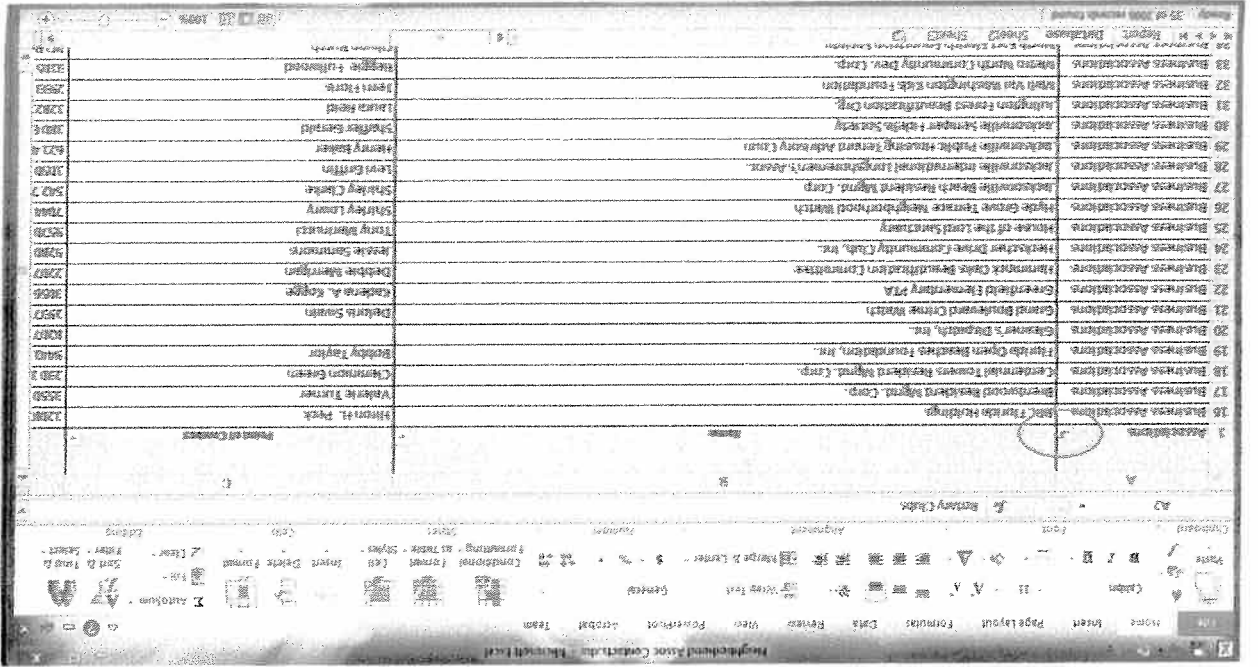
To edit the data on the worksheet, simply modify the information in the columns as you would any Excel spreadsheet. To add a new association, scroll to the bottom of the worksheet and enter a new row of information.

You will notice that row 1 is the header row and is shaded in grey. You will also notice that each column header has a down arrow at the right bottom corner. These arrows are filters and can be used to filter your data for ease of retrieving the row for which you are looking.

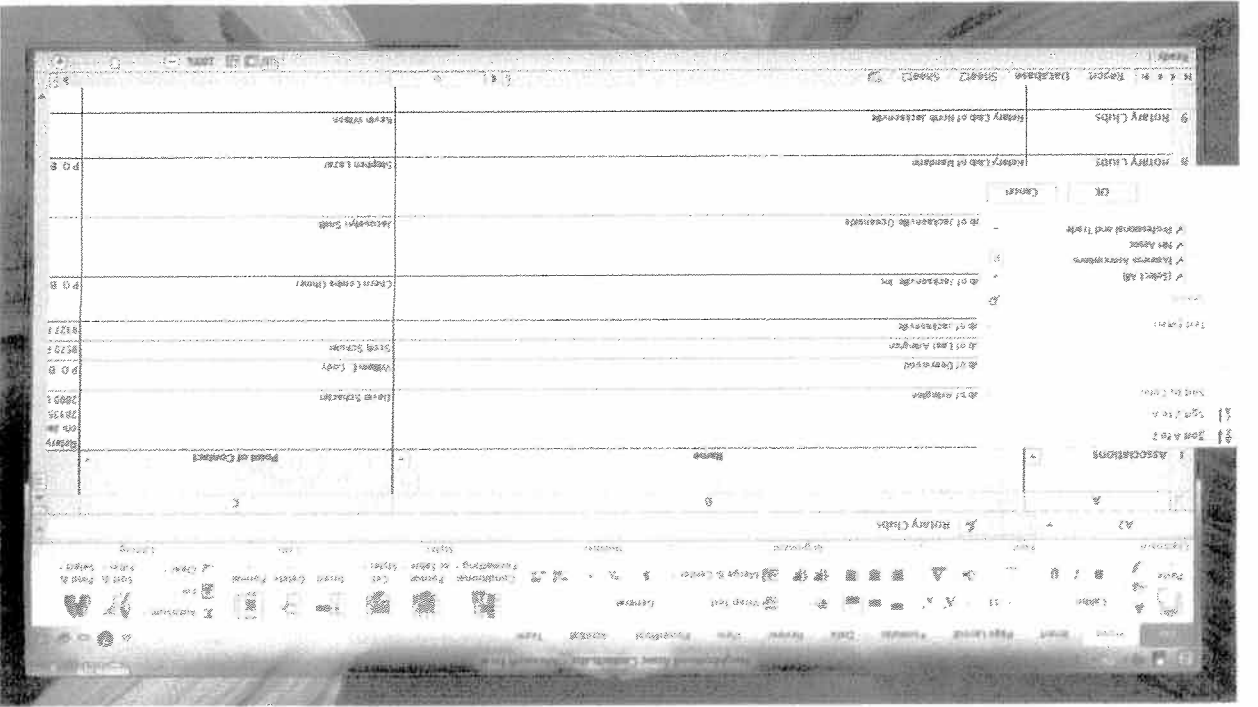


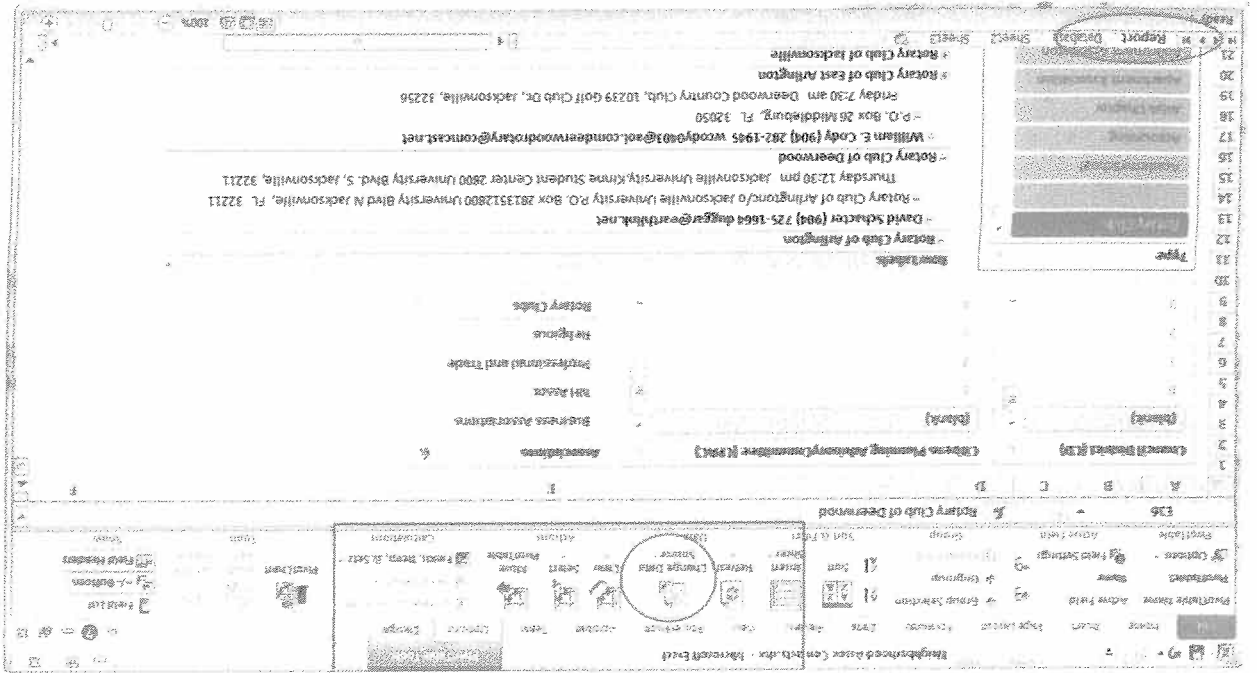
worksheet and will automatically update as you update the other columns. Finally, to the far right of the worksheet, there are 2 columns that are concatenated columns and require no maintenance. The columns are "Contact Info" and "Address". These 2 columns are comprised of other columns in the

You can eliminate the filter by clicking on the funnel and checking the (Select All) box.



Uncheck the (Select All) box and check Business Associations. This will filter your worksheet to show only Business Associations. You can now edit any of the columns in the worksheet. You will also notice that the filter arrow has changed to a funnel.

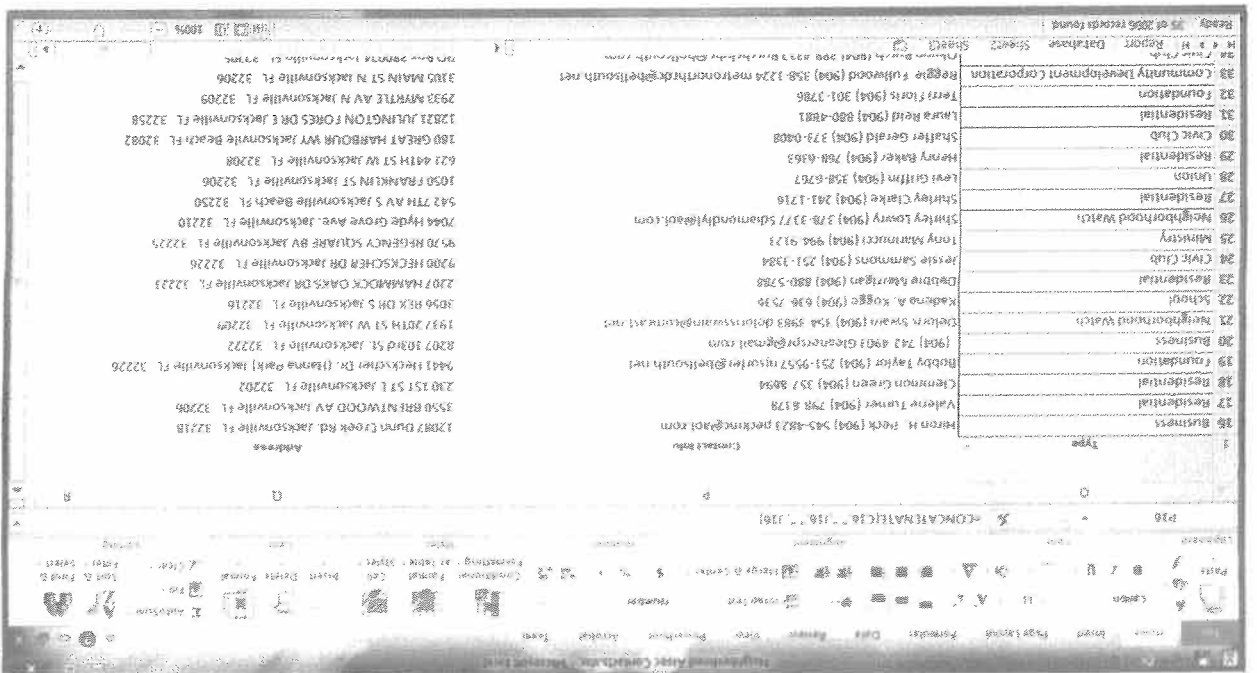




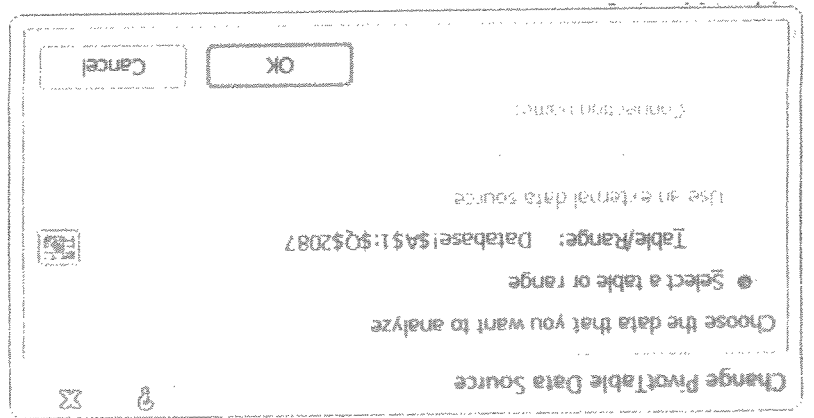
How the Report tab and the Database tab Work Together:

The Report tab is connected to the Database tab and will reflect any changes in the data on the Database tab. If you add columns or rows to the Database worksheet, you must update the connections information in order for the Report tab to "see" the new information.

To update the connection information, click on the Report tab. Click on the PivotTable Tools... Options... Change Data Source... Change Data Source...



in the Table/Range column, update the column and row designations as required.



For more information on how to create Excel pivot tables, refer to:

<http://office.microsoft.com/en-us/excel-help/pivottable-reports-101-HA001034632.aspx>

