

Special Committee on Safe and Healthy Neighborhoods

AGENDA

Wednesday, March 14, 2018
1:00 PM
Council Chambers 1st Floor, City Hall

Tape No. _____

Carol Owens, Chief of Legislative Services

Reggie Brown, Chair
Lori N. Boyer
Samuel Newby
Garrett Dennis
Bill Gulliford
Anna Lopez Brosche
Katrina Brown

Legislative Assistant: Adri Maguire Segui
Chief Office of General Counsel: Paige Johnston
Research Asst.: Yvonne Mitchell
Administration: Jordan Elsbury

Special Committee Meeting
Meeting Convened:
Meeting Adjourned:

Presentations:

- Utilization of inmates with tipping communities –MCC – Asst. Chief Claude Colvin, JSO
- Neighborhood Bill of Rights, Neighborhood Tool Kit and Matching Grant Application – Stephanie Burch
- Retention Ponds – OGC – Paige Johnston

Period for Questions

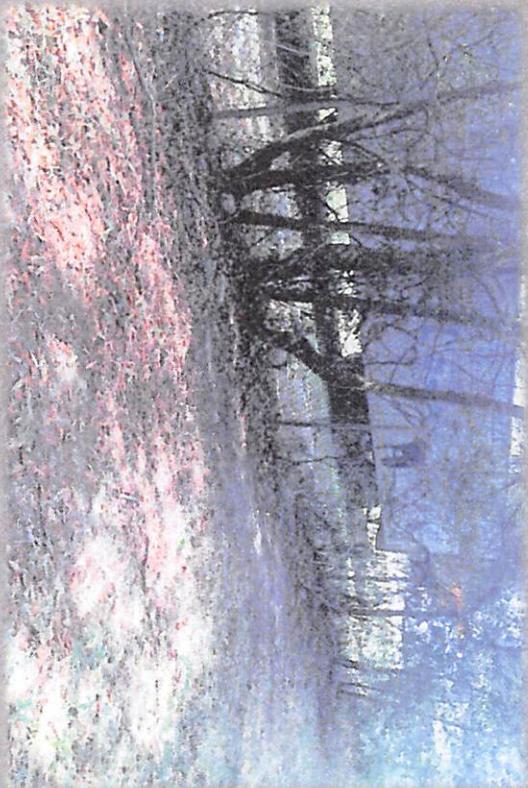
Topic of Discussion in the next meeting:

- Reducing response time for handling issues in CARE System

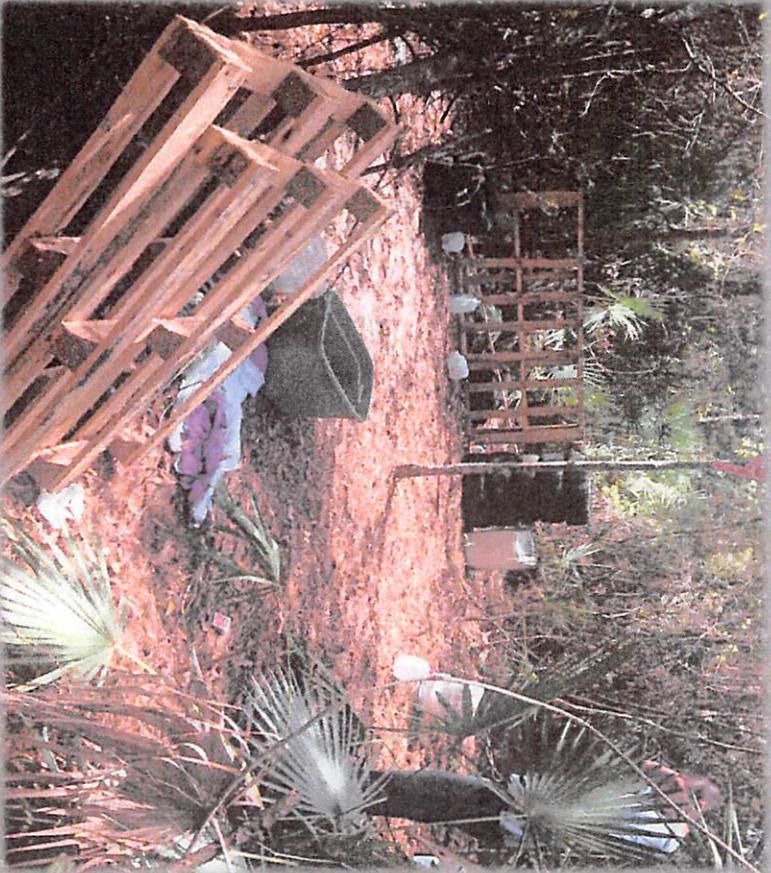
Note: Other Items may be added at the discretion of the chair.

The next special committee meeting will be held Wednesday, March 28, 2018.

Illegal Dumping Riverside - Zone 4



Homeless Camp
Beach Blvd / St. Johns Bluff Rd - Zone 2



Illegal Dumping Leslie Dr / Timnuquana Rd - Zone 4

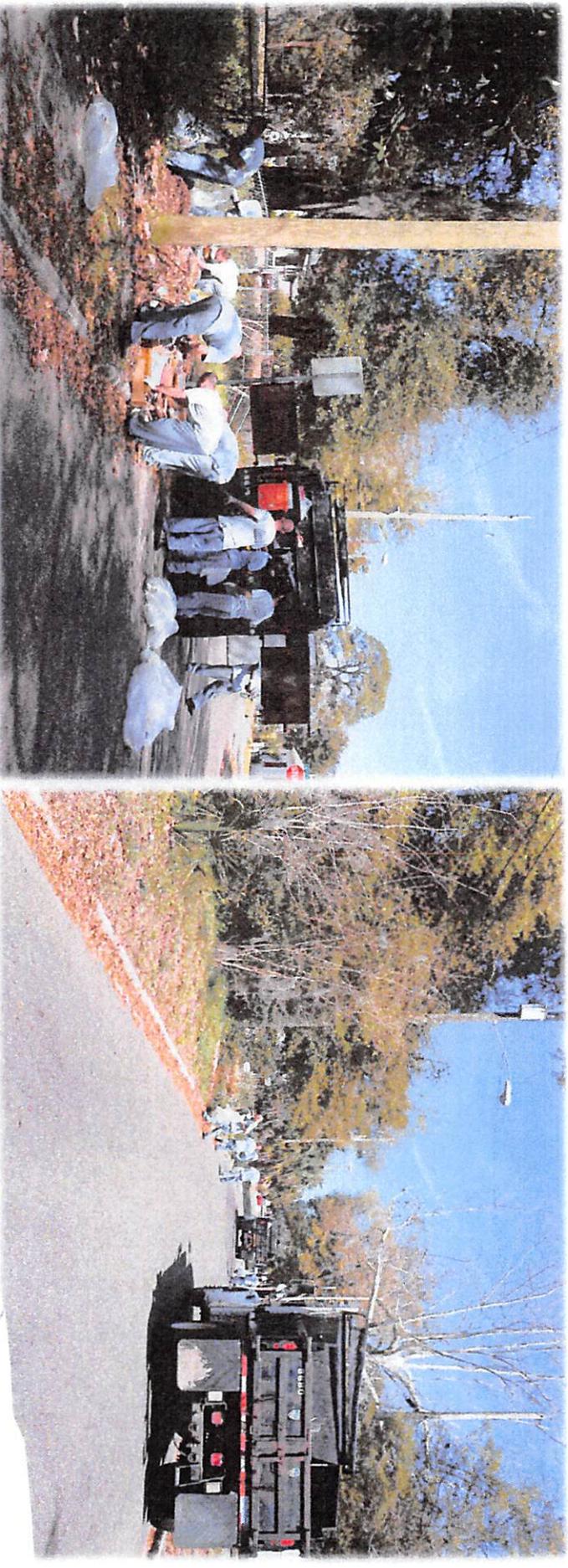
- 34 shopping carts removed from under the Fishing Creek Bridge



Panama Park Community

Sheriff's Neighborhood Walk – Zone 1

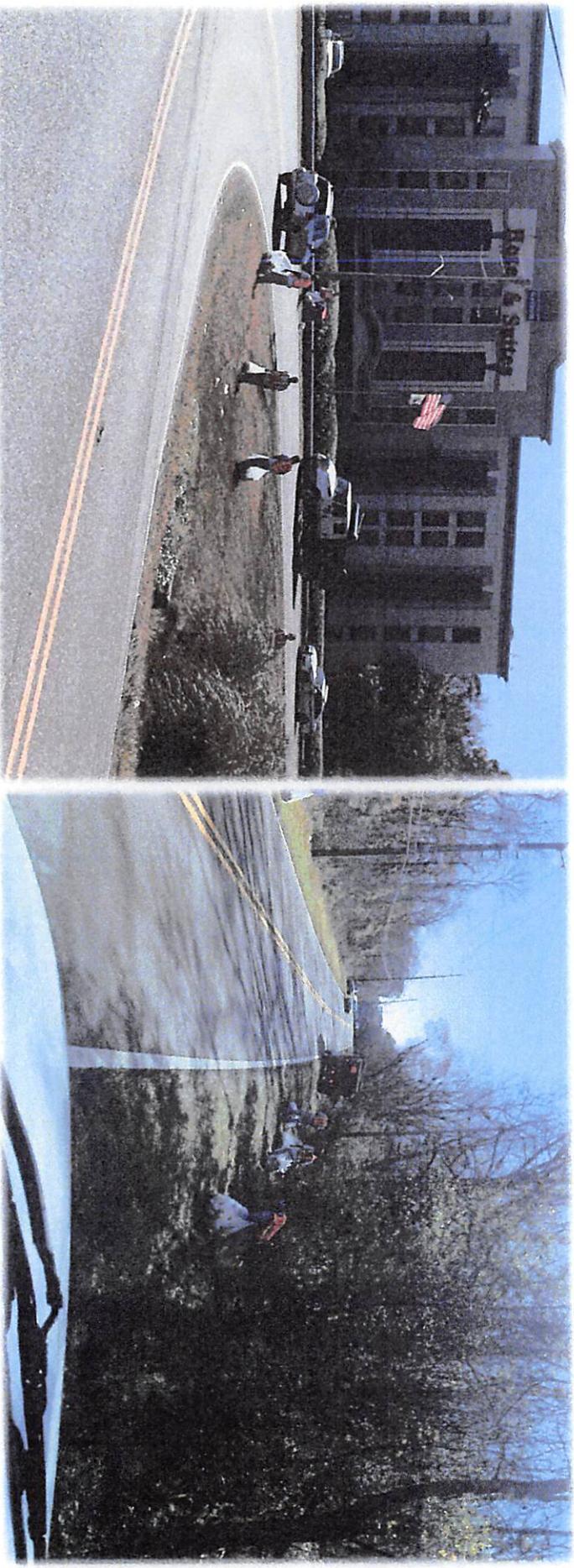
- Neighborhood clean-up prior to the Sheriff's Walk
- We removed six dump trucks full of trash and debris from this neighborhood



Collins Road Clean-up

Zone 4

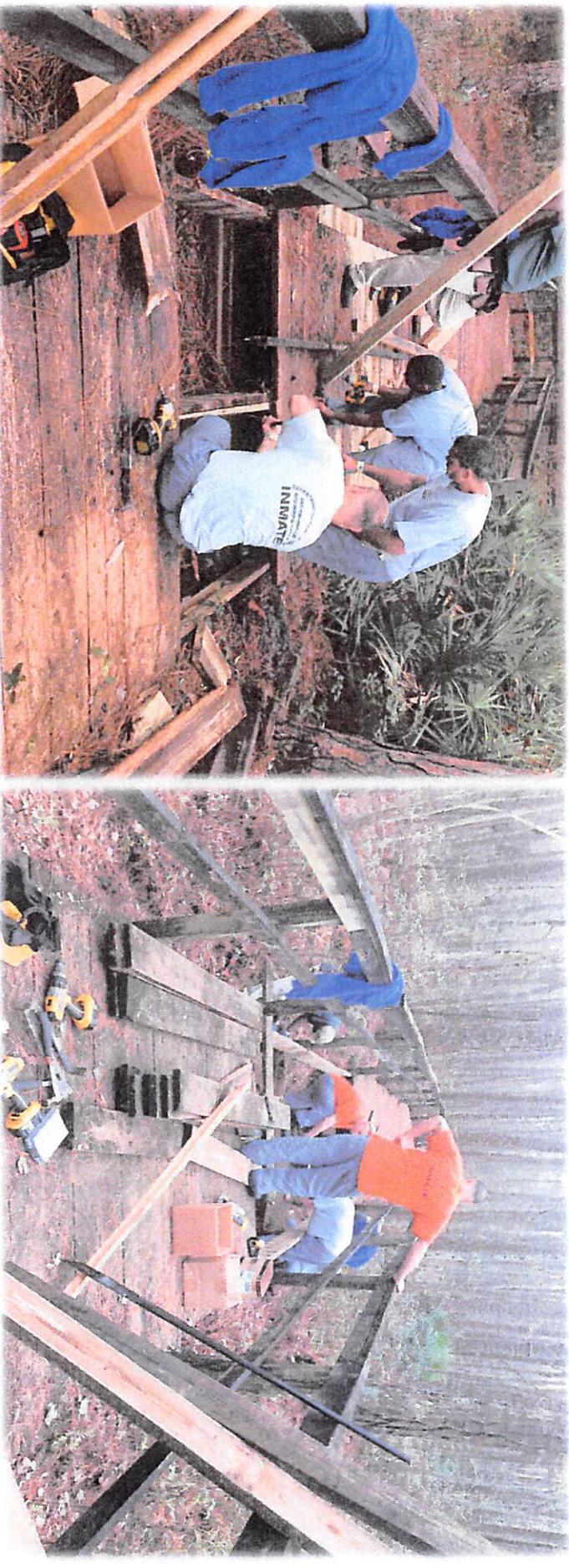
- Special request from Councilman Jim Love
- Inmates picked up trash on both sides of Collins Rd. from Blanding Blvd to US17



Pope Duval Park

-Westside-

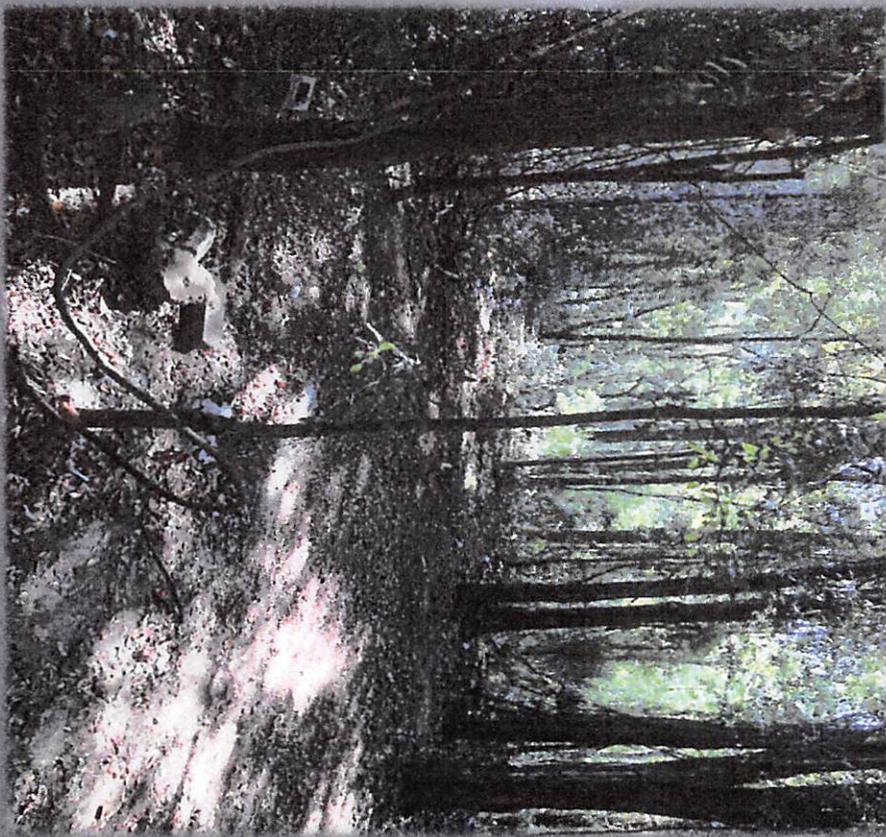
- Inmates repaired several yards of rotted boardwalk and railing
- Inmate crews completed two days of estimated repairs in 1 day



Blight / Homeless Camps



Blight / Homeless Camps



Blight / Homeless Camps





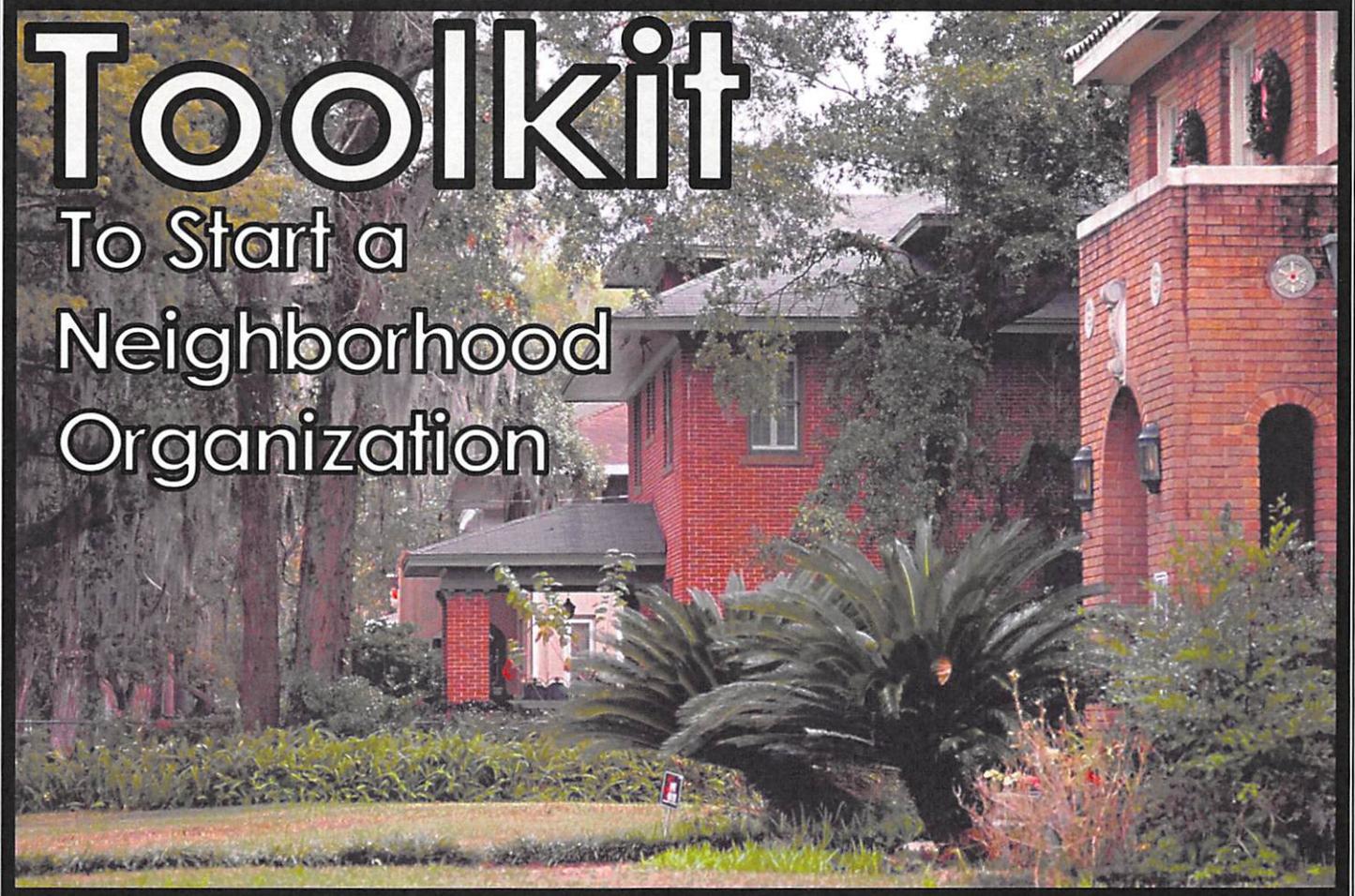
Neighborhood Services Office

214 N. Hogan Street, 5th Floor

Jacksonville, FL 32202

Phone: (904) 255-8250

coj.net/departments/neighborhoods/neighborhood-services-office

A photograph of a large, two-story red brick building with a prominent tower on the right side. The building is surrounded by lush greenery, including large trees and a large, dark green fern in the foreground. The scene is set in a well-maintained neighborhood.

Toolkit

To Start a
Neighborhood
Organization

Last Revised December 2016

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Tools for Neighborhood Organizations

*Serving Jacksonville Block by Block
– beginning with you. . .*

This Neighborhood Organization Toolkit is designed to help neighbors foster a spirit of community and create an association to represent their area.

It includes basic steps to begin and maintain a neighborhood organization. In addition, some hands-on advice and personal assistance is available from the Neighborhood Services Office at 255-8250.

The City of Jacksonville is committed to improving the quality of life in each neighborhood. Through coordinated outreach efforts, it is our goal to open the lines of communication between government and Jacksonville's many diverse neighborhoods. We serve Jacksonville block by block – beginning with you.



Before You Begin

To find out whether an active organization exists in your neighborhood, contact the property developer or management company for a homeowner's/condo association, or check the City's Directory of Neighborhood Organizations. This directory is available at on the Neighborhood

Services Office section of the City's website ([Directory of Neighborhood Organizations](#)) or call 904-255-8250.

The Directory is a voluntary list and is only updated if the new officer contacts the neighborhood coordinator to update the information.

If an organization does exist, it is typically better to join forces rather than start a new group. To help make your case to your neighbors, the following are benefits of forming a neighborhood organization.

Some Benefits of a Neighborhood Organization:

- Preserve and improve the community's overall appearance
- Protect and enhance property values and the integrity of the neighborhood
- Provide services to the residents: newsletters, activities, forum to discuss neighborhood issues and concerns
- Distribute information and literature (e.g. information about the city website, 630-CITY - one-stop call for services, etc.). Nothing can be placed in mail boxes except mail affixed with U.S. Postage.
- Educate and remind homeowners of the requirements mandated by the Declaration of Covenants and Restrictions (applicable for deed-restricted community/homeowner's/condo association)
- Establish committees to ensure that agreed upon neighborhood standards are maintained (this could be listed in the bylaws of mandated documents if this is a homeowner's/condo association)
- Obtain easier access to city government
- Relay neighborhood problems and concerns to the appropriate city departments, public or private agencies when necessary
- Stay informed of various issues, nearby development activities and available funds which could impact your neighborhood
- Provide a voice and united front to communicate with city officials
- Promote fellowship, make new friends, get to know the people who live around you
- Elect a representative to serve on the district CPAC (Citizens Planning Advisory Committee)
- Elect a representative to serve on the Sheriff's Watch



What Can a Neighborhood Organization Do?

- Communicate: Write and distribute neighborhood newsletters and flyers
- Plan activities to build a sense of community and provide opportunities for neighbors to meet each other; such as picnics, block parties, neighborhood cleanups, holiday gatherings
- Sponsor crime prevention programs: Neighborhood Watch, National Night Out
- Plan neighborhood improvement programs: neighborhood cleanups, neighborhood entrance improvements and maintenance, yard of the month contests, common area upkeep or other activities
- Address neighborhood problems such as traffic, trash, and municipal code and zoning enforcement issues
- Develop and maintain relationships with City Council representatives, city staff, non-profit agencies
- Get involved with other organizations focused on neighborhoods: Citizens Planning Advisory Committee (CPAC) and Sheriff's Watch
- Speak with a unified voice to request and secure services from city government



Tools to Help Start a Neighborhood Organization

Depending on the type of organization the neighborhood decides to form, the steps may vary slightly. But for the most part, an organization can get started by following these steps (See: *Organizational Types* p. 10).

WHEN YOU BEGIN

- **Define the boundaries of the neighborhood. Where does it begin and end in relation to adjacent areas? What City Council and Planning Districts is the neighborhood in?**
- **Become familiar with all aspects of the neighborhood. A visual survey or assessment of the area is needed to decide what issues need attention.**
- **If it is a newer community, find out if the developer is ready to turn the neighborhood over to the homeowners association. This is usually done when a certain percentage of the development is complete. Also, find out if there is a property management company working for the neighborhood.**

Step 1: To get started, a small group of committed neighbors is needed to form the organizing committee. The number of people may depend on the size of the area to be organized or the boundaries of the neighborhood. Getting this initial group of people involved may require going door-to-door or creating a flyer stating concerns in the neighborhood and the desire to bring neighbors together to discuss and address those concerns. Make sure to include a name, address and phone number for people who may want to call with questions or to pledge their support.

Step 2: When there is a commitment from a core group (usually five to ten people), set up the first meeting.

- Call the Neighborhood Services Office at 904-255-8250 and ask to speak with a neighborhood coordinator. In some instances there may be an association in existence. It is best to join forces.
- A Neighborhood Coordinator is available to help facilitate the first meeting. Discuss a few dates that would work for the first meeting.
- **Date, time and location of meeting:** with a few dates in hand decide on a location and a time to meet. The first meeting usually takes an hour and a half to two hours. Be sure that the location is convenient, comfortable and open to the public. Consider access issues for individuals with disabilities. Consider a location like a library, school or community center that has adequate parking. Make sure the location has enough chairs and tables for the number of neighbors that are planning to be invited. Do this as soon as possible before the group loses interest. Contact the location and see if the date is available. Book the location.
- For future meetings try to keep the meeting to an hour. Always start on time. Be sure the meeting place is open and ready at least 15 minutes before the meeting is to begin. Explain plans and ideas to the group and solicit their input.

Step 3: Create a flyer explaining to neighbors that a neighborhood organization is being formed with the when, where and time of the first meeting. Include the core group's names and phone numbers to address any questions. Have your core group distribute the flyers to every house in the neighborhood that was determined to be in the initial neighborhood boundary.
(See: Sample flyer p. 11)

TIPS

Weather permitting; an outdoor meeting – even on someone's front lawn can be a good idea. It will attract attention, be more inviting and generate curiosity and interest. Don't forget chairs will be needed.

Step 4: The first meeting is critical in establishing positive support. Make sure to have a sign-in sheet requesting e-mail, home address and phone numbers for future use. Provide an agenda that includes the time the meeting will begin and end. Thank neighbors up front for taking the time to attend the meeting. State the purpose of the meeting and keep the meeting flowing, being conscious of everyone's time. If a neighborhood coordinator is available to help facilitate the first meeting they will assist with some of the following:

- Have everyone introduce themselves and say where they live.
- Review the agenda and ground rules for the meeting.
- Designate someone to take notes or minutes of the meeting.
- Make it clear that you are a temporary chairperson until official elections are held.
- Have an icebreaker to meet the neighbors – (Idea: "Gift List" p. 12).
- Define and come to a consensus on the geographical boundaries of the neighborhood (if not predetermined by developer).
- Take suggestions for a name for the organization (if it has not already been named by the developer). Also check sunbiz.org to see if the name has been taken.
- Have an election for officers. Have the interested neighbors introduce themselves and state why they should be elected.
- Determine what officers and subcommittees the organization will need. Solicit volunteers to work on suggested committees. Set up committees which could include: membership, beautification, safety, hospitality and bylaws subcommittee (See: Officers, Board Members and Committees p. 17,18).
- Determine who will work on completing by-laws by which the organization will be governed by, along with whether Robert's Rules of Order will be followed to run the meetings. Delegate duties where possible.

- Speak about the positive things (strengths) of the neighborhood, keep it upbeat. Discuss possibilities for improvements (common area, entrance, ponds, landscaping) and solicit ideas to make the improvements happen.
- If the meeting has not gone too long, start the process of goal setting by looking at the list of things that need to improve in the neighborhood. By a majority have the members decide on what to work on first. This may help determine the best type of organization to serve the needs of the area. A survey or questionnaire may help determine this - ask neighbors to list their #1 concern or issue and pass this out to each household. At a future meeting a committee may want to work on a neighborhood plan.
- If the neighborhood is deed restricted, make sure everyone has a copy of covenants and restrictions. Also let everyone know if, or when, the developer turns over ownership to homeowners. A website is a very convenient location for locating the documents as well as a survey or questionnaire.
- If this is not a deed restricted community, determine if dues or fees will be voluntary.
- If not a homeowners association, discuss the future possibility of incorporating and becoming a tax-exempt, non-profit 501(c)(3) organization (See: *Advantages/Disadvantages of Incorporation* p. 28).
- Set a date for the next meeting, along with agenda items. Set a regular date, time and location for the monthly meetings.
- Thank everyone for attending the meeting and get permission to copy and distribute sign-in sheet, with names, e-mail and home addresses and phone numbers.

Step 5: Follow up on any decisions, issues or concerns that came out of the meeting with the appropriate person or agency:

- Make sure the meeting notes get distributed to every residence, along with the list of residents who attended the meeting (from the sign-in sheet) or place them on a website for the neighborhood.
- Keep a list of the issues that did not get covered at the first meeting and put them on the agenda for the next meeting.
- After the meeting, make a list of things that worked well at the meeting and things that did not (**See:** *Running Successful Meetings* below).

Step 6: Have fun, thank everyone and make them feel welcomed and special!

Running Successful Meetings

- Plan the meeting and prepare an agenda that includes the end time
- Start on time and keep things moving
- Allow time for people to introduce themselves (30 seconds or less)
- State ideas positively
- End promptly
- Get everyone to contribute
- Make frequent summaries during the discussion
- Assign tasks and delegate responsibility
- Record the minutes and follow up on assignments
- Set the next meeting date before you adjourn

Organizational Types

As defined by Florida Statutes, homeowners association "means a Florida corporation responsible for the operation of a community in which the voting membership is made up of parcel owners or their agents, or a combination thereof, and is authorized to impose assessments that, if unpaid, may become a lien on the parcel."

Homeowners Associations

Homeowner associations are typically created when a residential subdivision is first developed, are private entities with rules defined by Florida Statutes, Chapter 720. The developer usually turns the homeowners association over to the homeowners once a prescribed percentage of units are sold. As a condition of purchasing a home in the subdivision, buyers become members of the homeowners association. They are assessed annual dues or fees, and are required to abide by the covenants, conditions and restrictions that come with the property deed.

Homeowners associations maintain and operate community property, enforce deed restrictions and architectural standards, sponsor recreational activities, and foster communication among members.

When there is a violation of a covenant, condition or restriction, it is up to the officers of the homeowners association to take enforcement action. Usually, the violator receives a notice for the infraction and is given a deadline by which it must be corrected. If the violator refuses, then the homeowners association can initiate a lawsuit to compel compliance.

Neighborhood Associations

Neighborhood associations are voluntary, non-profit membership organizations formed by residents of a subdivision or of a neighborhood. Everyone within the boundary of a neighborhood association is automatically a member. Participation in neighborhood association activities and events are purely voluntary. Unlike homeowners associations, neighborhood association dues are not mandatory.

Neighborhood associations elect their own officers, determine their own priorities and decide how often they want to meet. Typically, neighborhood associations are formed to enhance and preserve the quality of the neighborhood. Neighborhood associations benefit the community by providing a channel through which neighborhood goals can be met. They offer unity and a means of communication, and a neighborhood voice that can influence what happens in surrounding areas. They can also provide an effective link with city government and other groups.

You Are Invited!

Should Liberty Oaks form a
Neighborhood Organization?
Let's meet to discuss the benefits.

DATE: Wednesday, August 7

TIME: 6 – 7:30 p.m.

Place: Liberty Oaks Library
5000 Fernwood Ave.

**A representative from the
Neighborhood Services Office will be
at the meeting to answer questions.**

Please plan to be with us.
We need everyone's ideas!

Light refreshments will be served

Questions? Call Mary Jo Laidlaw at 555-1234

First Organizing Meeting for the Liberty Oaks Neighborhood

Wednesday, Aug. 7, year
7 – 8:30 p.m.
Liberty Oaks Library - 5000 Fernwood Ave.

First Meeting AGENDA

Welcome and Introductions

Gift List

Name of Organization: _____

Boundaries

North:
East:

South:
West:

Leaders – Election of Officers

- President _____
Runs the meeting, represents the organization, selects the subcommittee chairs, arranges for the meeting location and sets up the Board meeting
- Vice President _____
Takes the place of President if unavailable
- Treasurer _____
Collects/deposits money, balances/files reports on all funds of the Assn.
- Secretary _____
Takes the minutes of each meeting and reports back at each meeting
- Can vote on other positions if needed/desired:
2nd Vice President Chaplin Parliamentarian

Meeting DATE, TIME & PLACE

DUES/Membership

SWOT - Strengths, Weaknesses, Opportunities, Threats

Mission – The primary reason to meet is:

Goals - What to work on first?

Subcommittee Chairs:

- Bylaws
- Membership
- Beautification
- Safety/Neighborhood Watch 904-630-2160
- CPAC representative – call coordinator at 904-255-8250
- ShAdCo Representative – depends on the JSO Sector call 904-384-8028

Next Meeting Date:

Time:

Place:

Meeting Adjourned – Refreshments

Neighborhood Gift List

Name:

Phone:

Address:

E-mail:

Please list two to four things in each category – things you wouldn't mind letting your neighbors know about you. Please write clearly.

Gifts of the head

(Things I know something about and would enjoy talking about or teaching - such as movies, birds and history)

- 1.
- 2.
- 3.
- 4.

Gifts of the hands

(Things I know how to do and enjoy doing like gardening, sports, cooking and carpentry)

- 1.
- 2.
- 3.
- 4.

Gifts of the heart

(Things I care deeply about like family, children, church and the neighborhood)

- 1.
- 2.
- 3.
- 4.

Liberty Oaks Neighborhood Meeting

Wednesday, Oct. 16
7 – 8:30 p.m.
Liberty Oaks Library - 5000 Fernwood Ave.

(Typical Monthly Meeting)
AGENDA

Call to Order, Welcome and Introductions	7:00
Minutes	7:15
Treasurer's Report	7:25
Standing Committees Reports	7:30
Beautification	
Membership	
Ad Hoc Committees Reports	7:50
School Bus Stops	
Unfinished Business	8:05
New Business	8:15
Next meeting date? time? place?	8:25
Adjourn (refreshments)	8:30

Robert's Rules of Order – Short Summary

Organizations using parliamentary procedure usually follow a fixed order of business.

The Chair sets the meeting agenda, including when members may speak and for how long. A member may only speak when recognized by the Chair to do so. Note: any complaints or questions must be made after the Chair recognizes a member. Most issues should be held until the end of the meeting.

The method used by members to express them is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can call to order, second motions, debate motions and vote on motions.

There are four basic types of motions:

1. Main motions: the purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary and incidental motions.
2. Subsidiary motions: the purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. Privileged motions: the purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. Incidental motions: the purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How is a motion presented?

1. Obtaining the floor:
 - a. Wait until the last speaker has finished.
 - b. Rise and address the Chair or President by saying, "Mr./Madam Chair or Mr./Madam President."
 - c. Wait until the Chair/President recognizes you.
2. Make your motion:
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively. Say, "I move that we..." rather than, "I move that we do not..."
 - c. Avoid personalities and stay on your subject.
3. Wait for someone to second the motion.
4. Another member will second the motion or the Chair/President will call for a second.
5. If there is no second to the motion, it is lost.

6. The Chair/President states the motion.
7. The membership then either debates the motion or moves directly to a vote.
8. Once the motion is presented to the membership by the Chair/President, it becomes "assembly property," and cannot be changed by the maker without the consent of the members.
9. Expanding a motion:
 - a. The time for one to speak in favor of the motion is at this time, rather than at the time it was presented.
 - b. The mover is always allowed to speak first.
 - c. All comments and debate must be directed to the Chair/President.
 - d. Abide by the established time limits for speaking.
 - e. The mover may speak again only after other speakers are finished, unless called upon by the Chair/President.
10. Putting the question to the membership:
 - a. The Chair/President asks, "Are you ready to vote on the question?"
 - b. If there is no more discussion, a vote is taken.
 - c. A motion to move the previous question may be adapted.
11. Voting on a motion: Most motions voted on at the CPAC are by hand vote, or voice vote. If a ballot vote is taken, the ballots must show the name of the member and the organization represented on the ballot. Each member organization and each charter member have only one vote on all CPAC matters. If both the member and the alternate are present, only one may vote.
12. Two other motions:
 - a. Motion to Table: this motion is often used to put a matter aside. If a vote is successful, the matter may only be brought up again by another motion to "take from the table."
 - b. Motion to Postpone Indefinitely: this is often used as a means to allow an opponent of a motion to postpone a vote on the matter being discussed for a vote.

Parliamentary Procedure is the best way to get things done at meetings. But, it will only work if it used properly.

1. Allow motions that are in order
2. Have members obtain the floor properly
3. Speak clearly and concisely
4. Obey the rules of debate
5. Most importantly, be courteous

Tools for Developing and Maintaining the Organization

People get involved in neighborhood organizations for a variety of reasons. Some want to focus on improving the livability of their neighborhood (housing, parks, and beautification) while others may join because they have an issue or concern they want addressed (crime, code enforcement or nuisance issues). Regardless of the reason, it is important and necessary to develop and maintain a healthy organization.

Here are some ideas on how to keep the organization strong through the various "involvement cycles" that will occur over time. While neighborhood organizations are independent, autonomous groups, the people who live or own property in the area are the ones in control and responsible for charting the course for the organization. This includes selecting the leaders and determining the group's activities and, ultimately, the effectiveness of the group.

Some important factors (the tools) to developing and maintaining the organization:

- **Choose strong leadership** – especially the chair/president.
- **Be inclusive of everyone** – It is vital for everyone to feel welcome to join the organization. Celebrate the diversity of your neighborhood. Continually work to add new people.
- **Develop a neighborhood plan** – Map out what is to be accomplished within a certain time frame. Having tangible goals (increased membership, beautification improvements, new parks or equipment) allows the outcomes to be measured.
- **Be creative** – Have fun, parties and celebrations. Make sure to involve the kids and senior citizens from the neighborhood; honor volunteers. Make sure the neighborhood is identifiable or distinguishable from another (entrance sign, publicize events and activities). Continually brainstorm and share ideas within the group for creative ways to get others involved.
- **Consider starting** – A newsletter, neighborhood website or using social media.
- **Establish partnerships** – Enlist the help and support of nearby businesses, churches and other community organizations.
- **Evaluate your organization and efforts over time** – Discuss what has worked and what hasn't. Celebrate successes, acknowledge failures, but do not dwell on them. Don't be too hard on yourselves; remember you are volunteering your time to make your community better.

See: *How to Maintain Participation and Motivation* p. 20 – 21.

Officers, Board Members and Committees

Association **Sample** Job Descriptions:

Chair/President:

The chair/president of the association serves as the chief executive officer of the association. If there is a board of directors the chair/president serves at the will of the board and can be removed with or without cause at any time by a majority of vote by the board of directors. The chair/president should not allow personal feelings or outside pressures to influence his/her actions. Examples of the duties and responsibilities of the President are:

1. Presides at all meetings of the association, including helping the secretary prepare the meeting agenda, and to begin and close the meeting. ALWAYS introduce one self at the beginning of the meeting. Don't assume people know who you are.
2. Appoints chair members of all committees and task forces. Also serves as an ex-officio member of all committees, except the nominating committee. Serving as ex-officio does not mean the president has to attend the committee meetings. The chair/president should not serve as a committee chair person.
3. Assumes general charge of the day-to-day administration of the association.
4. Has the authority to authorize specific actions in promoting the board's policies.
5. Leads orderly discussions by tactfully and politely enforcing rules that offer every member a chance to speak for or against a motion. (See Robert's Rules of Order)
6. Determines whether or not enough members (a quorum) are present to conduct business.
7. Informs people as to how the meeting will proceed. Review the agenda and explain each motion before it is voted upon.
8. Votes to break a tie.
9. Can serve as spokesperson for the board of directors in most matters relating to general association business.
10. The chair/president cannot, without specific board approval, borrow funds in the name of the association or otherwise act beyond the scope of the authority established by the association documents and or board of directors.

Vice Chair/President:

The vice chair/president of the association is responsible for performing the duties of the chair/president in the absence of the chair/president. Examples of the type of duties and responsibilities the vice chair/president may perform are:

1. Perform the duties of the chair/president in the absence of the chair/president.
2. Coordinate committee chair members and report status to the board.
3. Assume duties as defined or assigned by the chair/president and/or board of directors.

Secretary:

The secretary is responsible for maintaining the records of the association, including preparing the notice for all meetings of the board and the membership and authenticating the records of the association. Examples of the type of duties and responsibilities the secretary may perform are:

1. Take the minutes of meetings and keep a permanent, accurate record of what has taken place in meetings
2. Read the minutes at every meeting and may want to prepare written minutes for the board of directors if applicable
3. Be familiar with previous minutes in order to provide needed information to the chair/president
4. Receive and handle all correspondence addressed to the association
5. Prepare meeting notices of all association meetings
6. Keep an accurate list of members' names, addresses, telephone numbers and e-mail addresses

Treasurer:

The treasurer is the custodian of the association's funds and financial records. Examples of the type of duties and responsibilities the treasurer performs are:

1. Coordinate the development of the proposed annual budget for the association.
2. Keep account of all revenues and expenditures, usually signs all checks or vouchers.
3. Pay all the expenses, upon authorization of the board and or the association.
4. Present a written report each month to the board of directors and/or association of the month's disbursements and the balance on hand.
5. Prepare all financial reports in accordance to applicable Florida law and IRS Codes.

Committees:

Committees play an important and vital role in associations. They help distribute the work load and provide an opportunity for members to get involved. The chair/president and/or the board of directors have the authority to establish committees and task forces needed to carry out the functions of the association. Standing committees continue from year to year. Special committees are appointed or elected for specific assignments.

Examples of standing committees many associations utilize include: Nominating, Social, Welcome, Beautification, Grievance, Safety, etc. A special committee, or task force, may be set up to coordinate a neighborhood picnic or special event or to address an issue affecting the neighborhood, such as lighting, traffic issues, etc. The role of the committee chair is to head a small group that reports, makes recommendations and/or acts on a specific issues. The committee chair:

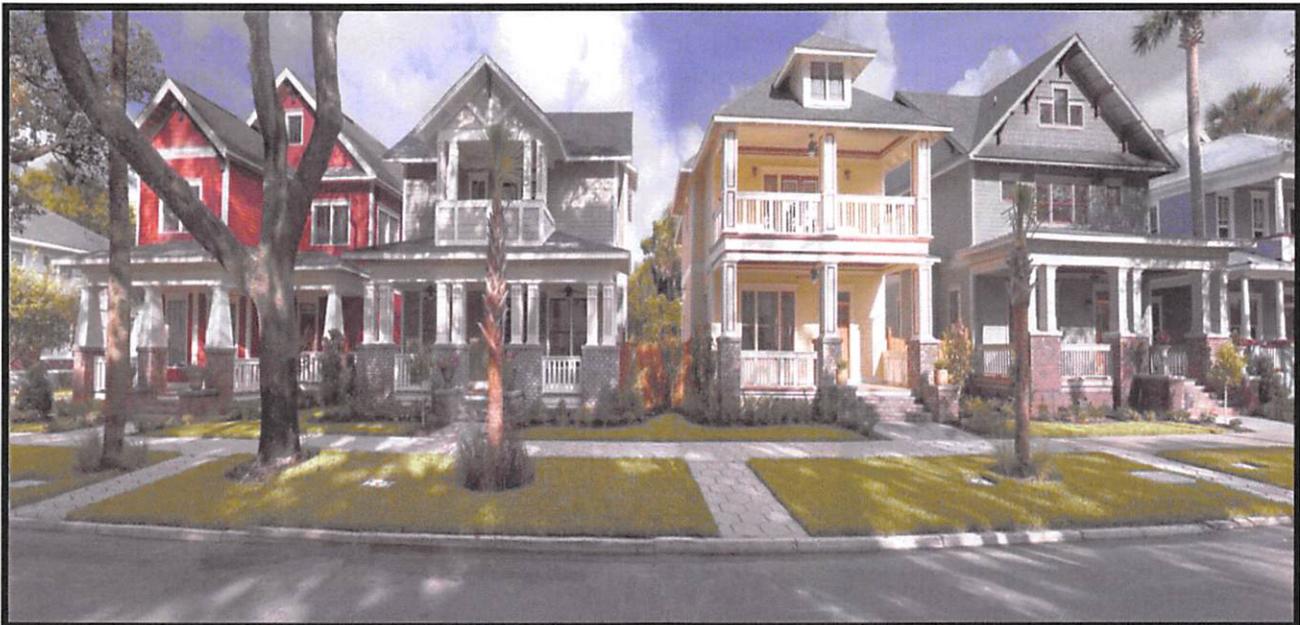
1. Is usually the first person appointed to the committee
2. May be appointed by other committee members or by the president
3. Meets regularly with his/her committee and reports its activities

A Good Neighbor

Our homes are usually the largest purchase we make in our life time. A good neighbor helps makes your neighborhood a better place to live and in turn helps maintain the property value. A good neighbor means is someone who respects the property of others as well as their own by maintaining it. Respect others by not bothering or disturbing your neighbors, but by looking out for them.

Top 10 things to consider on being a good neighbor:

- Take out the trash on time and bring the can in that same day
- Keep pets in the yard or on a leash
- Keep your animals and music quiet
- Drive it, sell it or tow it away – don't let old cars sit in the yard
- Mow it, trim it or pay to have the yard done
- It's a home not a business
- It's your neighbor, not some stranger – get to know them – a good neighbor cares
- Decorations go down when the holiday ends
- Be respectful and not a nuisance
- Be nice, really, really nice!



How to maintain participation and motivation

Why People Get Involved

Typically people get involved with groups out of self-interest; this could include a variety of reasons:

- To solve a problem that directly affects them
- To make a difference; to feel a sense of power in their life
- To meet new people and make new friends
- To use their skills and talents
- To feel appreciated
- To be part of a community; to get a sense of belonging
- To learn and develop new skills and abilities

People may join your group to address a pressing neighborhood problem, such as rehabbing an abandoned building. But the reasons they will stay involved once that problem is solved is more complex. Senior citizens may enjoy getting out of the house and being with younger people. Young people may want to gain experience that will help them get a job. An office worker may enjoy learning carpentry and doing physical work. Don't assume you know why someone has joined your group. If you want to keep them active and involved get to know them.

Find the right role

The best way to make someone feel like a valuable part of an organization and ensure their continued participation is to give them a job that addresses their self-interest. You need to match people with roles that feel meaningful. Some feel they have made an important contribution by stuffing envelopes, while other people may want to chair committees. The better you know people the easier it will be to find the right role for them. Give people a choice of different things to do with different levels of responsibility. Here are some guidelines for finding the right niche for people:

ASK THEM TO HELP. This may seem obvious, but if you don't ask, they won't know that you need help and that you want *their* help.

FIND OUT WHAT THEY LIKE TO DO. You won't get much help if you ask someone to do something they hate. People like to be asked what they prefer to do.

GIVE PEOPLE A CHOICE. When you ask them to help, be ready with a list of roles or tasks they can take on.

BE OPEN TO NEW IDEAS. Offer people a range of options, be open to their ideas for involvement. They may want to get involved in a way you never thought of before.

KNOW WHAT YOU NEED. Before recruiting, take time to determine what roles and tasks exist within your organization and what roles and tasks could be created for a new person to take on.

FIND SOMETHING FOR EVERYONE. Offer everyone a chance to get involved – even if it is only a very small task. If someone doesn't want to do something on their own, ask them to help someone else.

PROVIDE A CONTEXT FOR THEIR JOB. Make sure people understand the importance of their job and how it fits into the organization as a whole.

BE CLEAR AND SPECIFIC ABOUT WHAT YOU ARE ASKING. Be clear about how much you are asking: "Can you call ten people?" instead of "Can you make some phone calls?" Be clear about how long you need them: "Can you work at the bake sale on Saturday from noon until 2 p.m.?"

THANK THEM. Express your gratitude for their getting involved and volunteering.

Activities

In order to give everyone a choice of roles and activities and to provide for growth and development in their roles and responsibilities, be creative and open about the different activities people can do. Here are some to consider:

Community Building

- Organizing social events such as cookouts, block parties, festivals or sporting events to foster stronger ties between neighbors
- Making room for new neighbors through welcome wagon programs
- Forming collaborative relationships with other community groups and institutions – coordinating activities and working collectively to solve local problems

Outreach and Communication

- Conducting continuous outreach to new members through door knocking and hosting small house meetings
- Networking with other community groups and institutions to identify and recruit new members
- Writing, producing and/or distributing a newsletter about community activities

Neighborhood Improvement Projects

- Home improvement projects – repairs, painting, etc.
- Landscaping and beautification
- Clean-ups
- Street improvements – sidewalks, lighting, roads, etc.
- Vacant lot improvements- clean-ups, in-fill projects, etc.
- Street and subdivision signage upgrades

Public Awareness Advocacy

- Monitoring zoning or other types of city ordinances
- Organizing against the closing of libraries, schools, fire/police stations
- Providing input regarding public policy decision-making processes

Crime Prevention

- Organizing against crime/drugs/gang activity through block watches or other strategies
- Forming collaborative relationships with local police; advocating for community-oriented policing or other relevant programs

Youth or Elderly Activities

- Organizing recreational, social, educational, entrepreneurial, leadership/skill building activities for youth, elderly and other populations
- Identifying activities currently available for youth and elderly
- Researching grant opportunities for youth or elderly
- Establishing youth leadership councils
- Creating youth employment programs

Administrative / Organizational Development

- Conducting public relations efforts in the wider community through community contacts, social media, media and places of employment
- Organizing and participating in grassroots fundraising efforts
- Assisting in foundation and corporate fundraising through grant writing and presentations
- Assisting with office administrative duties
- Assisting in organizational planning and evaluation process; assisting in annual goal setting and planning board training and retreats

50 GREAT Neighborhood Event Ideas

This may seem like a very long list of activities, but it is common for organizations to lack a variety to keep everyone involved. Don't limit participation by limiting activities and the roles people can play. It is also important to provide activities that range from simple to difficult and short to long-term commitment.

Allow people to start out with small, simple tasks and work their way up to more responsibility and involvement as they feel more confident.

You can provide a variety of activities by breaking down large, complex tasks into smaller, easy-to-tackle sub-tasks.

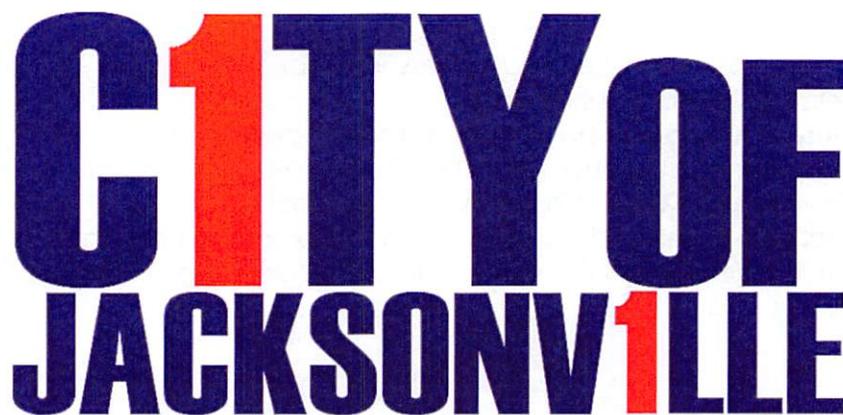


50 GREAT Neighborhood Event Ideas Used in the City of Jacksonville...

1. **50/50/50 BINGO:** Breakfast Split 50/50 between the association and the winner.
2. **Address Number Painting Drive:** Get a local hardware store to donate black, white, and fluorescent spray paint. Get several sets of number stencils and have volunteers get to work!
3. **Adopt a Road:** Four times a year- show your pride and get a sign placed for recognition.
4. **Antique Fair Garage Sale:** Make it an entire neighborhood event.
5. **Back of the Yard Bash:** Rotate Back Yard BBQ's.
6. **Beautification and Renovation Awards:** Give out gift certificates to home improvement outlets.
7. **Bike Out:** Ask neighbors to bike to nearby groceries during one weekend every few months to promote a bike friendly neighborhood.
8. **Block Party:** Borrow the NPO's tent, cooler, tables and chairs.
9. **Botanical Garden Day:** Ask your local botanical garden for a tour of the gardens. Inquire about group discounts.

10. **Children's/Family Book Fair:** Partner with a school or book fair company like Scholastic.
11. **Comedy Night/Talent Show:** Take entries a few months in advance and plan a talent show at your next neighborhood meeting.
12. **Community Cooking Class:** Have a great chef in your neighborhood? Ask him or her to put on a FREE demo.
13. **Community Veggie Co-op:** Partner with a local organic produce distributor to start a neighborhood co-op.
14. **Crime Walk:** Get together and walk the neighborhood with flashlights and bright clothing. Bike the neighborhood too! Provide stickers to people out and about so that they can put them in their homes as part of an anti-crime campaign.
15. **Donation Drive:** Collect prom dresses for girls in need or suits for boys in need for prom, donate baskets of beauty kits.
16. **Earth Day Celebration:** Celebrated annually on April 22; visit earthday.org/ for ideas and news events.
17. **Eat Out - Night Out:** Have a night out at a local restaurant!
18. **Family Day:** Invite a clown or performers and do a kids juggling, cartwheel or comedy training workshop.
19. **Game Night:** Host a neighborhood game night.
20. **Gutter and Curb Cleanup:** Organize a community wide event; everybody clears out the gutters in front of their property.
21. **Health Fair:** Get the local hospital, walk-in clinics and doctors to volunteer to do blood pressure checks, body fat calculations and health checks.
22. **Holiday Bazaar:** Have tables set up with holiday décor. Each booth can have a different theme.
23. **Holiday Festival of Lights Contest:** Get neighbors to vote on their favorite decorated house or lawn.
24. **House Walk & Tour:** Take a walk through the neighborhood to get ideas on renovations, restoration and improvements.
25. **Household Chemical Round-Up:** Dispose of Hazardous household waste and plan for providing information about safe alternatives.
26. **Ice Cream Social:** Ice cream and topping in the park.
27. **Icebreakers:** Order a block of ice and bring cool drinks like lemonade and iced tea. Have guests chip their ice themselves as a part of the theme.
28. **Landlord Training Certification:** Work with your Neighborhood Office to get this accomplished.
29. **Landlord Training Program:** Teaches good management to benefit landlords and the community.
30. **Lecture Series:** Invite area professors to speak on history, art, public relations or communications.
31. **Library Awareness Day:** Have a librarian come to your meeting and speak about new programs. Ask if the Library can provide a Mobile Library Card Drive and a Mobile Library in your neighborhood.
32. **Mailbox Drive:** Trade out run down mailboxes for new ones. Ask a local mailbox company if they provide a discount for a group rate. Take pre-orders.

33. **Music's in the Air Festival:** Partner with several local churches, youth groups, high school choirs, or musical theater groups to put on a music fest. Work with different styles, creeds, races, ethnicities and spiritual backgrounds to ensure everyone is involved.
34. **National Night Out:** Safety event to counteract crime in your area.
35. **Operation Brightside:** Clean-Up your neighborhood. Get neighbors to assist elderly or those in need to catch up on code enforcement issues.
36. **Outdoor Film Festival:** Blankets and popcorn while you show a recent film on the back of a church, school, or local meeting site's wall. Ask permission from the property owner first.
37. **Paint Out:** Get volunteers together to help spruce up the neighborhood.
38. **Partner with Community Colleges :** Ask area community colleges to sponsor a neighborhood training day for computer programs.
39. **Plant Sale:** Get neighbors to prepare cuttings a few months in advance and then sell them for a profit.
40. **Prom to Remember:** Have a mock prom and invite guests to relive their yesteryears, DJ and all!
41. **Rockin' de Mayo:** Host a Cinco de Mayo themed a block party.
42. **Sand Sculpture:** Have a sand sculpting day to promote team work and creativity on your board.
43. **Senior/Senior Fashion Show:** High School Seniors and Seniors from the area present the latest styles.
44. **Spay Day:** Get an animal services department or a veterinary clinic to come out for a mobile spay and neuter clinic.
45. **Spring Seed Sprinkles:** Plant flowers, sprinkle wildflower seeds and leave potted plants on your doorsteps.
46. **Sustainable Saturday:** Have an event that features City and County organizations that provide information on energy efficiency, landscape tips, composting information and uses for recycled materials.
47. **Taste of the Neighborhoods:** Each neighborhood provides a few dishes that reflect the neighborhood's favorite recipes.
48. **Traffic Teach-In:** Brush up on traffic safety tactics for all drivers in the community.
49. **Tree Dedication:** Have a tree planting party.
50. **Voter's Registration Drive:** Drop by your Supervisor of Election's office for materials and set-up at a park, farmer's market or church on a weekend.



Follow Up on 50 GREAT Neighborhood Event Ideas:

One of the most important things you and your organization can do to ensure continued participation is follow-up. Make sure after a person assumes the responsibility for a task, that someone from the organization checks in with him/her. Don't assume that everything is going well. Often people won't ask for help.

- Follow-up can be done through phone calls, personal visits or a brief check-in after a meeting or right after the person has performed a new task.
- Leaders or active members of your group should "buddy-up" with new people as they become active.
- Provide technical assistance or training to people who are willing to take on difficult tasks such as chairing meetings, public speaking, mediating conflicts, etc.
- If someone is doing a good job, find out if they are willing to take on more responsibility and encourage them to do so.
- Give people the chance to make changes in their role or task.
- Thank people! Make sure they know that you and your organization appreciate the work they are doing.

Choosing Issues and Projects

What issues or events your organization decides to work on and how it makes those decisions has a profound effect on who is motivated to participate. If your organization finds itself constantly short of people willing to work on issues or events, maybe it is because they are the wrong issues or events. A small group of leaders should not decide what issue or event the entire group will work on. Take the time to build a strong base and a democratic structure will pay off. A bottom-up decision-making process with strong lines of communication from membership to the leadership can help to ensure that as many people as possible have "ownership" in the project. Making sure that everyone has input and a voice in these decisions is time-consuming and hard work, but not as hard as pulling off a neighborhood cleanup with only five people. If your organization finds itself in this position, maybe it would be better to take a few steps back; cancel the clean up and put your energies into building your base.

Before undertaking projects or campaigns that require a large amount of work from the members of your organization, take time to think about how this undertaking will benefit your organization. Some important questions to ask:

- Do enough members care strongly enough about this project or issue to commit to working on it?
- Is this project or issue divisive? Will undertaking this project pit one part of our membership against the other?
- Will this project, issue or event strengthen our organization? Will it attract new members? Will it get the organization good publicity? Will it make us more visible?
- Will this project build leadership? Are there a variety of tasks and roles for members to work on?

Barriers to Involvement

In order to make it easy for people to get and stay involved with your organization, think about how the group looks and feels to new people.

- **Languages:** Are flyers, newsletters and brochures printed in the languages of the people you want to participate? Are there translators at meetings and events so that everyone can participate? Do people use technical jargon and acronyms at meetings? Can a new person understand what is being discussed?
- **Location:** Are meetings and events held in places that are accessible to everyone? Can people get there via public transportation? Do you offer rides? Is the space accessible to people with disabilities? Do people feel comfortable coming to the area or building? Is it welcoming?
- **Scheduling:** Are your meetings and events held at times that are convenient for people? Do you schedule things so that parents, working people and seniors can attend? A different time may be best for each group. Can you schedule meetings at different times? Can you provide child care?
- **Inclusiveness:** Does your group make new people feel welcome? Are the mission and structure of the group clear and easy to understand? Is your group democratic? Are there clear avenues for new people to get involved and grow into leadership roles? Are new people offered meaningful roles?

Once you've identified barriers to involvement, the organization must make a commitment to remove those barriers. That could mean making dramatic changes in the way the organization functions. The group may have to spend more time on decision-making processes in order to involve more members. Meeting times may need to be changed or varied so that more people can attend. Trainings may need to be arranged so more people have the necessary skills to participate fully.

Incentives to Involvement

Some other ways your group can encourage participation include:

- **Show Appreciation.** People like to be appreciated. Recognize and reward people publicly for their work. (This is especially important for people who work behind the scenes, whose contribution may not be visible.) Recognize people's work in your newsletter. Have an awards ceremony at events. Display pictures of people (especially people at work) in the office and in your newsletters. Send thank-you cards.
- **Celebrate!** Celebrate the group's achievements and victories, even the smallest ones. Celebrate the anniversaries of the organization. Celebrate people's birthdays.

- **Eat!** If possible, every meeting should include something to eat. Every celebration should include food. Sharing food is an important part of building relationships.
- **Have fun!** Make sure you take the time for people to relax, laugh and get to know each other. Do some things that are just for fun, no work.

There are no secret tricks to keeping people active in your organization. It is something you have to work at all the time. Ongoing outreach, building relationships, offering your members meaningful roles and an opportunity to grow and develop should be part of the mission of your organization.

It's hard work to ensure that your organization is open, participatory and democratic. The staff, board and members of your organization should all agree about why the organization is doing this work. Is it only because they think they *should* have more people participating? Or because they know in the long run, they will be building a stronger organization?

Tools for Creating a Formal Organization

Each neighborhood should be organized in a way that best suits the needs of the people who live there. There are certain requirements for Florida homeowners associations according to Florida Statutes and based on the covenants and deeds particular to their neighborhood. However, most neighborhoods have a number of options open to them in the way they organize. Here are some of the options to consider:

MUST DO: (Homeowners Associations)

- Have Articles of Incorporation filed with the Florida Secretary of State.
- Have declaration of covenants and restrictions on file with the association.
- Have bylaws that control how the organization will be operated, managed and maintained.
- Have membership mandatory for all property owners.
- Follow the Florida Statutes, Chapter 720 for operation of the association.

(See: *Instructions for Not for Profit Articles of Incorporation and Sample By-Laws*)

SHOULD DO: (Voluntary Organizations)

- Establish by-laws by which the organization will operate.
- Have a bookkeeping system in place when dealing with any amount of money.
- Apply for a Tax ID number.
- Hold open meetings. Keep records of all meetings and any actions voted on.
- Register with the City of Jacksonville's Neighborhood Services Office and become acquainted with staff.
- Establish a formal name for your organization if not already established.

- Become acquainted with your City Council representative (call 630-1377 to find out who represents your neighborhood) and inform him or her of your intentions.
- Get involved with the Citizens Planning Advisory Committee (CPAC) in your area. Find out which planning district your neighborhood is in and when that district's CPAC meets (Call 904-255-8250).
- Become a member of the [Sheriff's Watch](#) in your area (Call 630-2160).

MIGHT WANT TO DO:

- Incorporate. You can incorporate with the state as a non-profit organization
- Apply for tax-exempt status. The Internal Revenue Service allows neighborhood organizations to apply for tax-exempt status.
- Create a neighborhood newsletter to be distributed to all residents.
- Establish block captains. Assign a certain number of blocks to certain neighbors and make them responsible for delivering flyers, newsletters or other literature to the houses on their assigned blocks and for getting to know everyone in their assigned areas.
- Create a website and update members via social media.

ADVANTAGES and DISADVANTAGES OF INCORPORATING:

ADVANTAGES	DISADVANTAGES
<ul style="list-style-type: none"> • A corporation is treated, by law, as an individual rather than a group of individuals. • Protection from individual liability for group's debts, negligence, etc. • More likely to qualify for tax-exempt status • More likely to qualify for grants and other funding • Can own property in corporation's name • Can enter into contracts, borrow money, etc. in corporation's name 	<ul style="list-style-type: none"> • Increased government regulations and reporting requirements • Increased paperwork • More formal procedures required • Financial requirements: \$122.50 (\$35.00 and \$87.50) State of Florida sunbiz.org form.sunbiz.org/cor_form.html \$400 or \$1000 to IRS (if tax- exempt status is pursued) irs.gov Annual Renewal Fees (to State of Florida, currently \$61.25) sunbiz.org

THE BENEFITS OF NON-PROFIT STATUS – 501(c)(3)

Not-for-profit status simply means none of the income or funds received by the organization can be distributed to any member, officer or director of the organization.

Although neighborhood organizations are not required to apply for non-profit status, it will be necessary in order to solicit tax-deductible donations and to apply for certain grants.

A group must first form a corporation with the state before filing for non-profit status. See Instructions For Not-For-Profit Articles of Incorporation.

Once the corporation is formed the group can file for tax exemption with the Internal Revenue Service and receive tax-exempt status.

After the corporation is formed and not-for-profit status achieved, it will be necessary to create the bylaws under which the organization will operate.

Jacksonville Area Legal Aid, Inc.: jaxlegalaid.org

The following are some Legal Aid brochures that may be helpful:

- [Chapter 617 Corporations Pamphlet.pdf](#)
- [Directors Liability Insurance Pamphlet.pdf](#)
- [How to Start a Non-Profit Pamphlet.pdf](#)
- [Life After 501\(c\)\(3\) Pamphlet.pdf](#)
- [Solicitation Guidelines Pamphlet.pdf](#)

SAMPLE BY-LAWS

Article One Introduction

These by-laws constitute the code of rules adopted by the corporation for the regulation and management of its affairs.

Article Two Service Area

The service area of the corporation is Duval County.

Article Three Nonpartisan Activities

This corporation has been formed under the Corporations Not-For-Profit Law of the State of Florida for the charitable and educational purposes described above, and it shall be nonprofit and nonpartisan. No substantial part of the activities of the corporation shall consist of the publication or dissemination of materials with the purpose of attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office.

Article Four Dedication of Assets

The properties and assets of this non-profit corporation are irrevocably dedicated to charitable and educational purposes. No part of the net earnings, properties, or assets of this corporation, on dissolution or otherwise, shall inure to the benefit of any private person or individual, or any member, director or officer of this corporation. On liquidation or dissolution, all remaining properties and assets of the corporation shall be distributed and paid over to an organization dedicated to charitable and educational purposes which has established its tax-exempt status under Internal Revenue Code Section 501(c)(3).

Article Five Membership

Members

Any individual 18 years of age or older who resides in the service area is eligible for membership in the corporation.

Rights of Members

Each member of the corporation shall be entitled to one vote on each matter submitted to a vote at a meeting of the members, except to the extent that the voting rights are limited or denied by the Articles of Incorporation. No member shall be entitled to any dividend or any part of the income of the corporation or to share in the distribution of the corporate assets upon dissolution.

How the Membership can Legally Act

The membership may act only at a properly called meeting of the membership where a quorum is present. At such a meeting, a vote of a majority of the members in attendance shall be an act of the membership

Annual Membership Meetings

The annual meeting of the membership shall be held once a year during the month of _____, or as soon as practical thereafter, at a time and place designated by the board of directors for the purpose of electing directors and transacting any other business as may properly come before the meeting. The meetings shall be adequately publicized throughout the service area by such methods as a newspaper notice, flyers, church bulletins, public service radio announcements, and other means.

Enrollment of Members

The board of directors shall adopt a membership application form. The application form shall require the name, address, telephone number and e-mail if applicable of each applicant. There shall be a space for the secretary to sign certifying that the secretary believes the applicant to be over the age of 18 and living in the service area.

All persons wishing to become members shall fill out an application form. The secretary shall examine each application sign in the place indicated if the applicant appears to be over the age of 18 and reside in the service area. The applicant becomes a member upon the secretary's signature of the application form. The secretary shall keep an up to date membership list in the back of the minute book.

Article Six **Directors**

Definition of Board of Directors

The Board of Directors is that group of persons vested with the management of the business and affairs of this Corporation subject to the law, the Articles of Incorporation, and these by-laws.

Qualifications

Directorships shall not be denied to any person on the basis of race, creed, sex, religion, or national origin.

Number of Directors

The board of directors will consist of ____ directors.

Terms and Election of Directors

Directors shall be elected by the members at the annual meeting of the membership. Directors shall serve terms of three years unless re-elected to succeeding terms. The results shall be recorded in the minutes.

To avoid having the terms of every board member end at the same time, the following procedure shall be followed at the first annual meeting of the membership following the adoption of these Bylaws (and only at that meeting): __ directors shall be elected. One third of these board members shall serve three year terms, one third of the board members shall serve two year terms, and the remaining one third of the board members shall serve one year terms (if the number of board seats does not evenly divide into thirds, the number of board members serving one year terms shall be reduced). Following the election of the number of directors previously stated in this article of the bylaws, the term of each shall be determined by drawing lots on which shall be written his or her prescribed term. This drawing of lots shall occur at the annual meeting of the board of directors (or at a subsequent meeting of the board as soon thereafter as is practical) and the results shall be recorded in the minutes. At subsequent annual meetings of the membership, all directors shall be elected to three year terms.

Nomination Process

The President, prior to an election, may appoint a Nominating Committee. The Nominating Committee, if so appointed, may, if it so chooses, to present a slate of candidates from which the members may fill vacant directorships. The members may either fill such vacancies from this slate of candidates or they may make additional nominations from the floor of the membership meeting just prior to the election.

Election Process

All membership meetings at which elections for vacant board seats are to occur shall be adequately publicized within the Corporation's service area. An ample opportunity shall be given to all service area residents to become members of the corporation and, thus, participate in the election process.

At all membership meetings, each member shall have the right to vote for as many nominees as there are vacancies on the board of directors. The top vote getters shall fill the vacant seats (e.g. if there are five vacancies, the top five vote getters shall serve on the board). Selection in the case of a tie shall be by a run-off between the individuals who ended up tied.

Resignations

Any Director can resign at any time by delivering a written resignation to the Chairperson of the board or to the Secretary of the Corporation.

Removal

Any director may be removed at any time (with or without cause) by a vote of the membership at a meeting of the membership properly called in accordance with the terms of these bylaws.

Directors may be removed from office by a vote of the board of directors when he or she misses three consecutive regular meetings.

Vacancies

Resignations of directors shall become effective immediately or on the date specified therein and vacancies will be deemed to exist as of such effective date. Any vacancies on the Board of Directors shall be filled by a majority vote of the remaining Directors, though less than a quorum, and such director so appointed shall serve for the remainder of the term of the directorship so vacated. Annual Meeting of the Board

Immediately following each annual meeting of the membership, the board of directors shall have a meeting at such location. At such meeting, the Chairperson shall report on the election results of the annual membership meeting and any new members to the board shall be immediately sworn in. Also at this meeting, the board shall elect the officers for the upcoming year and shall conduct whatever other business may be appropriate. No prior notice for this meeting shall be required to be given.

Article Seven **Officers**

Roster of Officers

The Corporation shall have a President, Vice President, Secretary, Treasurer, and Executive Director.

Selection and Removal of Officers

All officers shall serve one year terms. Officers shall be elected by the Board of Directors at the board's annual meeting (immediately following the annual meeting of the membership as is provided for earlier in these bylaws) or as soon as practical thereafter. Officers shall remain in office until their successor has been selected.

The Board of Directors may elect a single person to any two or more offices simultaneously, except that the offices of President and Secretary must be held by separate individuals.

President

The President will perform all duties incident to such office and such other duties as may be provided in these bylaws

Vice President

The Vice President shall act in place of the President in the event of the President's absence, inability, or refusal to act, and shall exercise and discharge such other duties as may be required by the board.

Secretary

The Secretary shall have custody of, and shall maintain, all corporate records, except the financial records. The secretary shall record all the minutes of the Board of Directors and the corporation meetings and will give all notices as are required by law or these by-laws, and generally, will perform all duties incident to the office of Secretary and such other duties as may be required by law, by the Articles of Incorporation, or by these by-laws.

Treasurer

The Treasurer shall have custody of all corporate funds and financial records of the corporation and shall keep full and accurate accounts of receipts and disbursements to be presented to the corporation at its monthly meeting and will render reports and accounting to the Directors as required by the Board of Directors, and will perform in general all duties incident to the office of Treasurer and such other duties as may be required by law, by the Articles of Incorporation, or by these by-laws or which may be assigned from time to time by the Board of Directors.

Election and Term

The officers are elected as provided for in Article 7, Section 10 and shall serve a term of one year. No officer shall serve in the same office for more than two consecutive terms; however, officers shall continue to serve until their successors are elected and installed.

Removal of Officer

Any officer may be removed from office by the corporation upon the recommendation of the Executive Committee for good cause. The Executive Committee may determine good cause for removal under the following circumstances:(i) absence from three consecutive meetings without good cause; (ii) conduct not in support of the purposes of the corporation; (iii) failure to perform duties and responsibilities of office to which elected; or (iv) to serve the best interest of the corporation.

Vacancies

In the event an officer is no longer able to serve, for whatever reason, the Executive Committee will appoint an interim officer to serve until an election for that office may be held.

Executive Director

The Board of Directors, may, upon resolution, appoint an Executive Director to serve at the board's discretion and to carry out whatever tasks the board from time to time resolves. The Executive Director, if so appointed, shall be the chief executive officer of this Corporation and will, subject to the control of the Board of Directors, supervise and control the affairs of the Corporation and actively manage its business. The Executive Director shall report to and advise the Board of Directors on all significant matters of the Corporation's business. The Executive Director shall see to it that all orders and resolutions of the Board of Directors are carried into effect. The Executive Director shall generally be expected to attend all meetings of the Board of Directors and to preside at all meetings of the general membership.

Article Eight **Informal Action**

Section 1. WAIVER OF NOTICE. Whenever the law, the Articles of Incorporation, or these bylaws, require the Board to give notice, a waiver of such notice in writing signed by the person or persons entitled to notice, whether before or after the time stated in such waiver, is sufficient. Such waiver must, in the case of a special meeting of members, specify the general nature of the business to be transacted.

Section 2. ACTION BY CONSENT. Any action required by law or under the Articles of Incorporation or by these bylaws, or any other action which the members or board of directors may take at a meeting, they may also take without a meeting if all of the persons entitled to vote on a subject sign a consent in writing, setting forth the action so taken, and file the consent with the secretary of the Corporation.

Article Nine **Committees**

Section 1. STANDING COMMITTEES. The standing committees of the corporation shall be the Executive Committee, the Recruiting Committee and the Communications Committee.

Section 2. EXECUTIVE COMMITTEE. The Executive Committee shall consist of the four officers of the Corporation. The executive committee shall have the authority to act on behalf of the Corporation in between regular Board of Director meetings. The Board of Directors must validate the actions of the executive committee at its next regular or special meeting. Any such action not so validated will not be legally binding on the Corporation. The President shall act as chairperson of the executive committee.

Section 3. DUTIES OF STANDING COMMITTEES. It will be the duty and responsibility of the Communications Committee to distribute personally and via telephone notice of monthly and special meetings as set forth in Article 6, Section 8 above.

It will be the duty and responsibility of the Recruiting Committee to recruit and recommend new members to the corporation.

The President shall be responsible for appointing members and chairperson(s) to each standing committee.

Section 4. APPOINTMENT OF COMMITTEES. The Board of Directors may from time to time designate and appoint one or more standing committees as it sees fit. Such committees shall have and exercise such prescribed authority as is designated by the Board of Directors. The President of the corporation shall have power of appointment of chairperson(s) of these committees.

Article Ten **Operations**

Section 1. FISCAL YEAR. The fiscal year for this Corporation will be ____ to _____ .

Section 2. EXECUTION OF DOCUMENTS. Except as otherwise provided by law, all checks, drafts, promissory notes, and other evidences of indebtedness of this Corporation shall be signed by whomever the Board designates by separate Resolution. All Contracts, leases, or other instruments executed in the name of and on behalf of the Corporation shall be signed by the Secretary and countersigned by the President and will have attached copies of the resolutions of the Board of Directors certified by the Secretary authorizing their execution. The President will report back to the board concerning such transaction.

Section 3. INSPECTION OF BOOKS AND RECORDS. All books and records of this Corporation may be inspected by any Director for any purpose at any reasonable time on written demand.

Section 4. LOANS TO MANAGEMENT. This Corporation will make no loans to any of its Directors or Officers.

Section 5. AMENDMENTS. The Board of Directors may adopt a resolution setting forth the proposed Articles of Amendment (amending the Articles of Incorporation) and directing that it be submitted to a vote at an annual or special meeting of Members entitled to vote. Articles of Amendment must be adopted in accordance with Florida Law. The bylaws may be amended at anytime by a vote of the majority of directors at a meeting where a quorum is present.

Article 11 **Code of Ethics**

It is imperative to the success of the Corporation that there be a fully informed, responsive, and reasonable Executive Committee and Board. To

accomplish this end each Board member shall conduct themselves at all times in the best interest of the Corporation. In this regard each Board member shall abide by the following "Code of Ethics". No code or set of rules can be framed which will particularize all the duties of a Board member. The following code of ethics as adopted by the Executive Committee as a general guide, yet the enumeration of particular duties should not be construed as a denial of the existence of others equally imperative, though not specifically mentioned.

- 1) Board Members shall put forth their best effort to attend all meetings and constructively participate in the same.
- 2) Board Members shall be responsible for insuring that adequate and correct information is presented to their particular constituents.
- 3) Board Members shall neither by commission or omission foster false or misleading rumors within the community about the corporation.
- 4) Board Members shall exercise good judgment in the control and use of confidential information that may from time to time come into their possession.
- 5) Each Board Member shall serve as a public relations agent for the Corporation and therefore shall work diligently and properly to promote its goals and objectives while keeping abreast with its overall progress.
- 6) Except for voting at properly called meetings of the Board of Directors, board members shall refrain from entering into the direct day to day administration of the program unless they are doing so upon express authority given to them by properly adopted Resolution of the Board of Directors.
- 7) Conflict of Interest and Nepotism. Board Members shall fully disclose at a meeting of the entire Board any and all family and/or financial relationship in regard to "any matter" which is recommended to the board which the Board must vote upon. "Any matter" includes but is not limited to (a) the purpose of rental of goods; (b) to provide direct or indirect financial assistance through investments, grants, loans or loan guarantees; "Financial relationship" but is not limited to: any direct or indirect financial interest in the specific sale or transaction, including a commission or fee, or share of the proceeds, the prospect of promotion, a profit, repayment or funds owed the individual by an assisted business, or any other form of financial reward.
- 8) Hiring of personnel. It shall be the policy of this Corporation that members of an immediate family shall not serve as staff concurrently. "Family relationship" means immediate family which includes:

Husband
Father
Wife
Mother
Brother
Sister
Son

Daughter
Father-in-Law
Mother-in-Law
Brother-in-Law
Sister-in-Law
Son-in-Law
Daughter-in-Law

The Executive Committee shall be charged with the responsibility of reviewing any allegations Board members violating this code or acting in any way which is detrimental to the success of the Corporation and make recommendations to the full Board for final action.

Article 12

Public Statements

Section 1. AUTHORITY TO MAKE STATEMENTS. No person, except for the President or the Executive Director (if one has been appointed by the Board of Directors) shall be authorized to make any public statements, whether written or oral, purporting to represent the official policy, position, or opinion of this Corporation, without first having obtained the approval of the Board of Directors.

Section 2. LIMITATION ON STATEMENTS. Any person who is authorized to make any public statement, whether written or oral, purporting to represent the official policy, position, recommendation or opinion of the Corporation, shall first make it clear that he or she is representing the Corporation. Thereafter, throughout the entire presentation, he or she shall confine his/her presentation only to those matters which have been properly approved by the Corporation. He or she shall not at the same time present any statement purporting to represent any other firm, group, or organization or purporting to represent his or her own personal views.

Article 13

Indemnification

Any person (and the heirs, executors and administrators of such person) made or threatened to be made a party to any action, suit or proceeding by reason of the fact that he is or was a Director or Officer of the Corporation shall be indemnified by the Corporation against any and all liability and the reasonable expenses, including attorney's fees and disbursements, incurred by him (or by his heirs, executors or administrators) in connection with the defense or settlement of such action, suit or proceeding, or in connection with any appearance therein, except in relation to matters as to which it shall be adjudged in such action, suit or proceeding that such Director or Officer is liable for negligence or misconduct in the performance of his duties. Such right of indemnification shall not be deemed exclusive of any other rights to which such Director or Office (or such heirs, executors of administrators) may be entitled apart from this Article.

We, the undersigned, consent to, execute and adopt these Bylaws of _____ at a meeting duly held and called on the ____th day of _____, _____.

President

Vice-President

Secretary

Treasurer

CERTIFICATION

I hereby certify that I am the currently elected and acting Secretary of _____, and the above Bylaws, consisting of ___ pages, are the Bylaws of this corporation as adopted by the Board of Directors at their meeting held on _____, 20 __, and that they have not been amended or modified since that date.

Secretary

More Helpful Information...

- CPACs (Citizen Planning Advisory Committees) were set up by Mayor Ed Austin in 1993 as a way local government could get citizens involved. The purpose is to maintain open and effective lines of communication between residents, businesses, neighborhoods and community organizations, educational institutions and government. The meetings are held monthly. For information contact a neighborhood coordinator in the Neighborhood Services Office at 904-255-8250.
- City Council Meetings are on the second and fourth Tuesday, 5 p.m. City Council Chambers, City Hall at St. James, 117 W. Duval St., for information please call 630-1377.
- Duval County School Board Meetings are on the 1st Tuesday of each month at 6 p.m., School Board Building Cline Auditorium, 1701 Prudential Dr., for information please call 390-2000.
- JSO Substations and Sheriff's Watch information:
 - JSO Zone 1 924-5361 Gateway Shopping Center
 - JSO Zone 2 726-5100 Regency Square Mall
 - JSO Zone 3 828-5463 7100 Powers Ave.
 - JSO Zone 4 573-3165 Cedar Hills Shopping Center
 - JSO Zone 5 384-8028 Edwards Waters College, 1767 Kings Road
 - JSO Zone 6 696-4335 Highlands Shopping Center, 936 Dunn Ave.
- Police emergency 911
- Police non-emergency 630-0500
- Police Neighborhood Watch 630-2160
- First Coast Crime Stoppers 1-866-845-TIPS
- JEA – 665-6000 – If a street light is out please get the number on the pole to report it.
- JTA (Jacksonville Transportation Authority) – Customer Service information (Buses and Trolleys) 630-3100
- City of Jacksonville's Website is coj.net – through the search bar or site index you can access different departments and divisions like: Neighborhood Services Office, Jacksonville Public Library and Parks
- Property Appraiser's page on property search, locate your address and "map it"
- On the JAX GIS map page under "My Neighborhood" there is information for your address such as garbage and recycling day.

For City Services call 630-CITY (630-2489) Please have the exact address and get a tracking number and estimated date of completion or you can enter it yourself at 630city.coj.net

Solid Waste Service Standards

Mission Statement:

The Solid Waste Division's mission is to provide environmentally sound and cost effective solid waste and recycling services for the City of Jacksonville that exceed our customers' expectations.

Frequently Asked Questions

Residential Garbage, Yard Waste and Recycling

When?

- Separately place your garbage, recycling or yard waste curbside no later than 6 a.m. on your scheduled collection day.
- Wastes should not be placed curbside earlier than 5 p.m. on the day before collection day.
- All inappropriate waste and empty containers should be removed from the curb no later than 6 a.m. the day after scheduled collection.

Where?

- All residential waste must be placed at curb or roadway within 5 feet of the edge of the traveled portion of the street.
- Garbage and yard waste must not be stacked over water or gas meters, under low hanging tree limbs or utility wires, or beside mailboxes.

How?

- Residential garbage and yard waste must be in standard 20-32 gallon cans or sealed plastic bags with each container weighing no more than 40 pounds.
- Garbage cans must be free of sharp and jagged edges and the bottom intact.
- For the safety of our collection crews, all broken glass must be wrapped and sealed in newspaper or in some other protective covering and placed only in the garbage.

How much?

- Collection of building material is limited to one cubic yard weekly, not to exceed five feet in length (filling approximately two construction wheelbarrows) and only if the work is performed by the homeowner. Building material is collected on the same day as household garbage, but should be separated from the garbage.

What?

- Place furniture and other bulky items (excluding used appliances) curbside separately from your household garbage. Furniture items are collected on the same day as household garbage.
- Fluorescent Bulbs and tubes are considered hazardous materials. Residents can dispose of these items at the Household Hazardous Waste Facility at no charge. The Facility is located at 2675 Commonwealth Avenue.
- Bio-Medical Waste is not recyclable. Place small amounts of needles, lancets, etc. in a hard plastic or metal container (detergent bottle, coffee can). Do not use a clear container or a glass container. Secure the lid with heavy-duty tape. Discard the container in the middle of your garbage receptacle. For proper disposal of any bio-medical waste other than

- properly containerized needles, lancets, etc., please consult with your health care provider or the Duval County Health Department at 253-2572.
- Oil drums, 55 gallon drums, and 200 gallon drums are collected curbside only when emptied and punctured to prevent fire hazard.
 - Used oil is prohibited by law in landfills. Never pour used motor oil in the garbage, on the ground or down street drains. It can poison drinking water. One gallon of improperly disposed waste oil could pollute one million gallons of fresh water. Many local oil retailers accept used motor oil for recycling from residents at no charge (maximum five gallons per consumer per trip). Arrange pick up of major used appliances by calling 630-CITY prior to placing them at the curb. Remove or secure any doors.

Accommodations for the Disabled Community can be found on: TTY call 630-7240

- Household hazardous wastes cannot be collected curbside. Residents may take items to the City's Household Hazardous Waste Facility at 2675 Commonwealth Avenue. Collection Event Schedule.
- Arrange pick up of up to four passenger car tires by calling 630-CITY prior to placing them at the curb. Once scheduled, place them at the curb on the pre-arranged collection day by 6 a.m. Auto parts will not be collected.

For Garbage Disposal Information, call Trail Ridge Landfill at 255-7355.

It is illegal to dump trash and debris on vacant land, roads, streets, drains and ditches. To report illegal dumping call 630-CITY.

For accommodations for those with limited mobility, contact the City's Disabled Services Division.

Yard Waste

- Yard waste is collected separately from garbage. Yard waste includes only vegetative matter such as grass clippings, leaves, shrub trimmings, palm fronds and tree limbs. Any limbs must be cut five feet or shorter, no larger than six inches in diameter, and stacked in piles parallel to the curb. Please do not include lawn furniture, fencing, garden hoses or treated landscape timber or rocks.
- Collection of yard waste is limited to five cubic yards weekly-- approximately a standard pickup truck load or 30 bags.
- **Note: Tree removal and trimming services are responsible for the removal of any yard waste they produce.**

Curbside Recycling

Single-family residents can recycle all of these items curbside:

- Glass bottles and jars
- Metal and aluminum cans
- Newspapers and inserts (on rainy days, please hold until next collection day)
- Magazines, catalogs and telephone books
- Shredded paper must be bagged
- Brown paper bags (can also be used to hold excess recyclables)
- Corrugated cardboard (flattened and cut in pieces two inches by three inches or smaller)
- **No plastic bags**
- **No pizza boxes**

***Note:** Blue carts with yellow lids are provided to new residential property owners (apartment/condo dwellers please contact your property management company for recycling options), and available to new program participants.

Call 630-CITY for the waste hauler in your area or check online for your collection days and waste hauler.

City of Jacksonville
Solid Waste Division
Collection & Sanitary Services
1031 Superior Street
Jacksonville, FL 32254
630-CITY

Local Waste Haulers are:

Advanced Disposal Services (ADS)
7915 Baymeadows Way, Suite 300
Jacksonville, FL 32256
737-7900

Waste Pro of Florida
2940 Strickland St.
Jacksonville, FL 32243
731-7288

Southland Waste Systems (SWS)
218 Morgan Ave.
Jacksonville, FL 32254
384-2567





DOWNLOAD THE MyJax APP



Jax is Our City, Don't Trash It!

- ✓ Know your collection dates for trash, yard waste and recycling
- ✓ Schedule pick-up of tires, appliances and bulk items
- ✓ Report litter, abandoned homes, overgrown yards and medians
- ✓ Download the MyJax app and select Fight Blight



For additional information go to:

WWW.COJ.NET/BLIGHT

OR CALL 904-630-CITY (2489)

Help **JAXCAN**

**FIGHT
BLIGHT**

in Jacksonville



Scan QR Code
to download
MyJax App

Condensed information from brochures:



Jacksonville Sheriff's Office (JSO)

- **Neighborhood Watch Program** – is a program designed to help individual citizens help themselves prevent crime. It works through mutual aid – neighbors watching out for neighbors. Neighbors know who you are and they type of car you drive. They may be the first to notice a burglar at your window/door or a strange car in your driveway. Therefore; they can call the police if they see something out of the ordinary.
 - **Neighborhood Watch Tips: What to Watch For**
 - Suspicious persons or activities
 - Someone screaming or shouting for help
 - Anyone being forced into a vehicle
 - Property being taken out of houses or buildings where no one is home, or the business is closed
 - A stranger running through private yards or alleyways
 - Vehicles passing by numerous times, suspiciously parked or traveling alleyways with no lights or apparent destination.
 - **Protect Yourself By:**
 - Use good lighting.
 - Use good lock security.
 - Keeping shrubs trimmed.
 - Locking all doors and windows whenever your house is unoccupied.
 - Letting a trusted neighbor know when you are on vacation. Don't advertise!! Stop deliveries and have all mail picked up.
- **To order brochures call the Neighborhood Watch Office at 630-2161 or JSOcommunityaffairs@jaxsheriff.org**

Sheriff's Watch

- **What is Sheriff's Watch?**

Sheriff's Watch demonstrate a partnership between law enforcement and the community. They illustrate Jacksonville's commitment to community policing. Sheriff's Watch serve as information exchanges between citizens and the police. Regularly scheduled meetings give citizens an opportunity to communicate directly with command staff and police officers on issues of importance to their communities.
- **How Does Sheriff's Watch Work?**

The City of Jacksonville is divided into six police zones. Each zone has a substation that provides basic police services for members of the surrounding community. Each zone is subdivided into sectors. The sectors have are composed of law enforcement officers and citizens from each area. Each Sheriff's Watch has an elected chair-person to manage the program. The zone commander works actively with the councils but do not chair the meetings. The groups meet once a month (call the substation to determine the date, time and location of the meeting) to discuss issues pertaining to a specific area of the city and to plan for solutions. Topics of discussion can include but are not limited to eliminating drug houses, vehicular traffic, home security, and community education.

JSO Offender Watch

sheriffalerts.com/cap_main.php?office=54115

- The Jacksonville Sheriff's Office maintains this sex offender registry as a public service tool. Individuals listed on this registry have been convicted of an offense that requires them to meet a number of local, state and federal mandates. This registry is designed to increase community education, safety and awareness.

First Coast Crime Stoppers

fccrimestoppers.com/unsolved.aspx

- Crime doesn't pay, but they do – no names, no faces, no hassles – If you have information about a crime, you can call the Tips Line and remain completely anonymous. If the information leads to an arrest you could receive a reward of up to \$1000. Call **1-866-845-TIPS (8477)**



What's Your One Thing, Jacksonville?

With the My One Thing campaign, citizens in neighborhoods across our city are encouraged to share one thing they love about Jacksonville. Whether it's the treasured river, pristine beaches, unspoiled woodlands, great arts and culture scene, the business-friendly environment, or our neighborly people – Jacksonville has a lot to love.

Take a look at what your neighbors had to say:

<http://www.coj.net/departments/public-affairs/my-one-thing>



We challenge you to name the
ONE THING
you love most about Jacksonville!

With the #MyOneThing campaign, citizens in neighborhoods across our city are encouraged to share one thing they love about Jacksonville. Whether it's your favorite neighborhood park, restaurant, museum, sports team, or annual event – Jacksonville has a lot to love.

WHAT'S YOUR ONE THING? Use the hashtag #MyOneThing on Facebook, Twitter and Instagram to share what you love about Jacksonville.

#MyOneThing

HOW TO PARTICIPATE:

1. Grab a marker and write down one thing you love about Jacksonville on this page.
2. Take a selfie or short video with your #MyOneThing and share it on social media -- Twitter, Facebook, Instagram.
3. Remember to include the hashtags #MyOneThing and #ilovejax in your post, and don't forget to give your neighborhood a shout-out (example: #Avondale, #Downtown, #Northside).
4. Challenge a friend or colleague to do the same.
5. Visit our website to view other Jacksonville residents' stories, photos and videos.

WWW.COJ.NET/MYONETHING

Thanks to Our Partners

The Neighborhoods Department is grateful to the many people and organizations that provided sources and resources, samples and examples, inspiration, bright ideas and practical models to follow when forming a neighborhood organization. To these toolkit partners and to any others that we may have unintentionally missed – we thank you all!

City of Sarasota, Neighborhood Partnership Office

College of Public Affairs and Community Service
University of Nebraska at Omaha

Community Affairs Department
Irving, Texas

Department of Housing and Community Development
Neighborhood Planning Section
Houston, Texas

Department of Neighborhoods
Louisville, Kentucky

Department of Planning and Development
Madison, Wisconsin

Division of Public Information
Lexington-Fayette Urban County Government
Lexington, Kentucky

Hillsborough County

Jacksonville Area Legal Aid, Inc.
Jacksonville, Florida

Jacksonville Community Council, Inc. (JCCI)
Jacksonville, Florida

Neighborhood Reinvestment Corporation
Washington, D.C.

Office of Neighborhood Associations
Portland, Oregon

National Training and Information Center
Chicago, Illinois

Useful Web Sites

City of Jacksonville
coj.net

Mayor's Office
coj.net/Mayor.aspx

City Council
coj.net/City-Council.aspx

Neighborhood Services Office
coj.net/Departments/Housing-and-Neighborhoods.aspx

Jacksonville Public Libraries
jaxpubliclibrary.org

Jacksonville Parks
jaxparks.com

Clerk of the Courts
duvalclerk.com/ccWebsite

Duval County Public Records Search for deeds and covenants
duvalclerk.com/oncoreweb/Search.aspx

Downtown Vision, Inc.
downtownjacksonville.org/Downtown_Vision_Inc_Home.aspx

Duval County Extension Office
duval.ifas.ufl.edu

Duval County Health Department
dchd.net

Duval County Property Appraiser's Office
apps.coj.net/pao_propertySearch/Basic/Search.aspx

Duval County Public Schools
duvalschools.org

Duval County Tax Collector
coj.net/departments/tax-collector.aspx

Duval Supervisor of Elections
duvalelections.com

Florida Department of State
myflorida.com



Florida Department of State – Division of Corporations – Registered homeowner/condo associations can be viewed at this site
sunbiz.org

Florida Department of Transportation – FDOT
dot.state.fl.us/publicsyndication/PublicMeetings.aspx/publicmeetings_district2

Florida Fish and Wildlife Conservation Commission
myfwc.com

Florida Statute Chapter 119 – Public Records
leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=Ch0119/tit10119.htm&StatuteYear=2007&Title=-%3E2007-%3EChapter%20119

Florida Statute Chapter 286 – Sunshine Law – Public Business
leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=Ch0286/tit10286.htm&StatuteYear=2008&Title=-%3E2008-%3EChapter%20286

HUD – Housing and Urban Development – www.hud.gov
portal.hud.gov/portal/page/portal/HUD

HUD – Jacksonville office information
hud.gov/local/index.cfm?state=fl&topic=offices#jacksonville

IRS
irs.gov

IRS – Publication 557 – Tax Exempt Status for your Organization
irs.gov/uac/Publication-557,-Tax-Exempt-Status-for-Your-Organization-1
irs.gov/pub/irs-pdf/p557.pdf

Jacksonville Area Legal Aid, Inc.
jaxlegalaid.org

Jacksonville Aviation Authority – JAA
flyjax.com/Content.aspx?id=67&sMP=JIA

JEA – Jacksonville Electric Authority
jea.com

Jacksonville Port Authority – JaxPort
jaxport.com

Jacksonville Regional Chamber of Commerce
myjaxchamber.com

Jacksonville Transportation Authority – JTA
jtafla.com

JSO – Jacksonville Sheriff's Office
coj.net/departments/sheriffs-office.aspx

Neighborhood Link - build a web page for your neighborhood organization free through this service
neighborhoodlink.com

Nonprofit Center of Northeast Florida
nonprofitctr.org

North Florida Transportation Planning Organization (TPO)
northfloridatpo.com

NUSA – Neighborhoods, USA
nusa.org

Riverside Arts Market
riversideartsmarket.com

Social Security
socialsecurity.gov

Veterans Affairs
va.gov

Visit Jacksonville Convention and Visitors Bureau
visitjacksonville.com

1 Introduced by the Special Committee on Safe and Healthy
2 Neighborhoods:
3
4

5 **ORDINANCE 2018-**

6 AN ORDINANCE AMENDING CHAPTER 126 (PROCUREMENT
7 CODE), PART 6B (JACKSONVILLE SMALL EMERGING
8 BUSINESS PROGRAM), SECTION 126.609 (JSEB
9 PROGRAM ADMINISTRATION), AND SECTION 126.610
10 (JACKSONVILLE SMALL EMERGING BUSINESS GOALS)
11 *ORDINANCE CODE*; PROVIDING FOR CODIFICATION
12 INSTRUCTIONS; PROVIDING AN EFFECTIVE DATE.
13

14 **WHEREAS**, the City of Jacksonville ("City") determined in
15 2004 that growing Jacksonville Small and Emerging Businesses
16 ("JSEBs") was beneficial to the City and its individual residents;
17 and

18 **WHEREAS**, to that end, the City devised the Jacksonville Small
19 Emerging Business Program (the "Program") to address several
20 concerns that were found to impede the growth of small businesses,
21 including bonding issues, access to capital, training, city
22 procurement barriers, and lack of resources for growth; and

23 **WHEREAS**, the City desires to further improve the certain
24 aspects of the Program to better assist Jacksonville small
25 businesses in growing and graduating from the Program; now
26 therefore

27 **BE IT ORDAINED** by the Council of the City of Jacksonville:

28 **Section 1. Amending Chapter 126 (Procurement Code), Part**
29 **6B (Jacksonville Small Emerging Business Program), Section 126.608**
30 **(Jacksonville Small Emerging Businesses defined), Ordinance Code.**
31 Chapter 126 (Procurement Code), Part 6B (Jacksonville Small

1 Emerging Business Program), Section 126.608 (Jacksonville Small
2 Emerging Businesses defined), *Ordinance Code*, is hereby amended to
3 read as follows:

4 **CHAPTER 126. PROCUREMENT CODE**

5 * * *

6 **PART 6B. JACKSONVILLE SMALL EMERGING BUSINESS PROGRAM**

7 * * *

8 **Sec. 126.609. - JSEB Program administration.**

9 * * *

- 10 (5) Establishing the mandatory Project
11 Specific Goals set forth in Section
12 126.610 ~~after ensuring that adequate~~
13 ~~JSEBs are available to do the work.~~

14 * * *

15 **Sec. 126.610. - Jacksonville Small Emerging Business goals.**

16 * * *

- 17 (a) The overall small business goal is at
18 least 20 percent, such that the City
19 shall award at least 20 percent of total
20 City contracts to JSEBs; provided that
21 such awards do not violate state or
22 federal law and provided further that
23 there are certified JSEBs to perform the
24 work. The mandatory Project Specific
25 Goals (i.e., the mandatory goals for each
26 City contract) shall be 10 percent JSEB
27 participation per contract; provided that
28 such awards do not violate state or
29 federal law and are not inconsistent with
30 applicable state or federal contract or
31 procurement requirements. To the extent a

1 contractor is unable to meet the Project
2 Specific Goals under this Section, such
3 contractor shall demonstrate Good Faith
4 Efforts in lieu of achieving the goal
5 pursuant to Section 126.612. The Director
6 shall award at least 50 percent of the
7 JSEBs contracts through direct
8 contracting.

9 * * *

10 **Section 2. Codification Instructions.** The Codifier and
11 the Office of General Counsel are authorized to make all chapter
12 and division "tables of contents" consistent with the changes set
13 forth herein, including renumbering of sections and changing the
14 term "Council" in Chapter 126, *Ordinance Code*, to be "City Council"
15 where such provision is referring to the City Council of
16 Jacksonville. Such editorial changes and any others necessary to
17 make the *Ordinance Code* consistent with the intent of this
18 legislation are approved and directed herein, and changes to the
19 *Ordinance Code* shall be made forthwith and when inconsistencies are
20 discovered.

21 **Section 3. Effective Date.** This Ordinance shall become
22 effective upon signature by the Mayor or upon becoming effective
23 without the Mayor's signature.

24
25 Form Approved:

26
27 _____
28 Office of General Counsel

29 Legislation Prepared by: Lawsikia J. Hodges

30 C:\Users\LHodges\AppData\Roaming\OpenText\DM\Temp\GC-#1196293-v1-

31 Special_Committee_on_Safe_and_Healthy_Neighborhoods_(JSEB_Program).doc



2519





Brookview Park Neighborhood

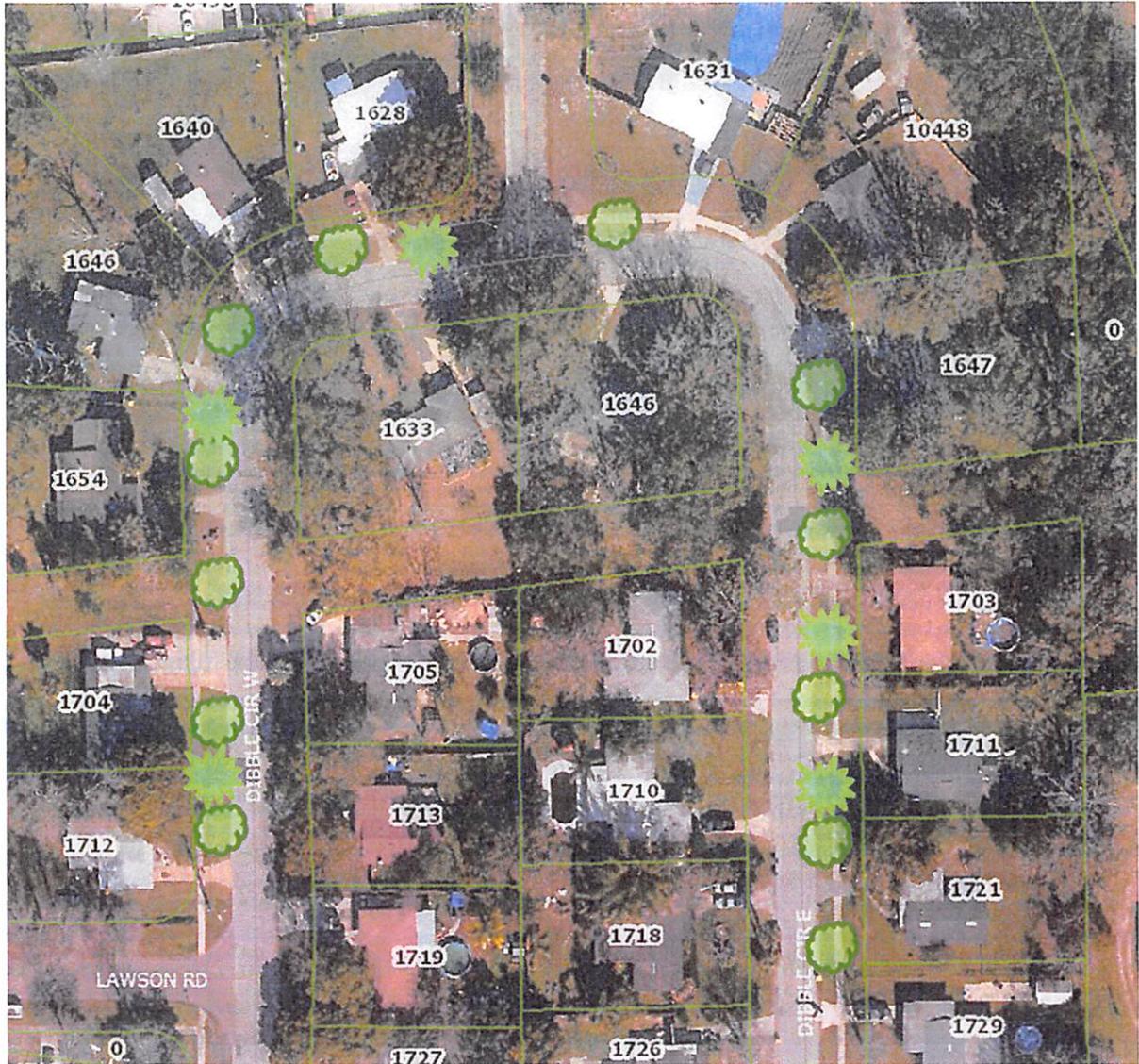


Brookview Park Neighborhood

Preliminary Cost Assessment –

60 proposed trees at \$450 each (includes planting plus one year contractual maintenance per Davey Tree contract) **\$27,000**

Brookview Park Neighborhood



(12) – *Ulmus chinensis* 'Allee' Elm



(6) – *Prunus umbellata* Flatwoods Plum

Brookview Park Neighborhood



-  (13) – *Ulmus chinensis* 'Allee' Elm
-  (7) – *Chionanthus virginicus* Fringetree

Brookview Park Neighborhood



(6) – *Acer rubrum* 'Armstrong' Red Maple

Brookview Park Neighborhood



Community Park Tree Plantings

-  (1) - *Diospyros kaki* 'Fuyu' Persimmon
-  (2)- *Carya illinoensis* 'Elliott' Pecan
-  (5) - *Prunus umbellate* Flatwoods Plum

Ulmus parvifolia 'Allee' Elm



Acer rubrum 'Armstrong' Red Maple





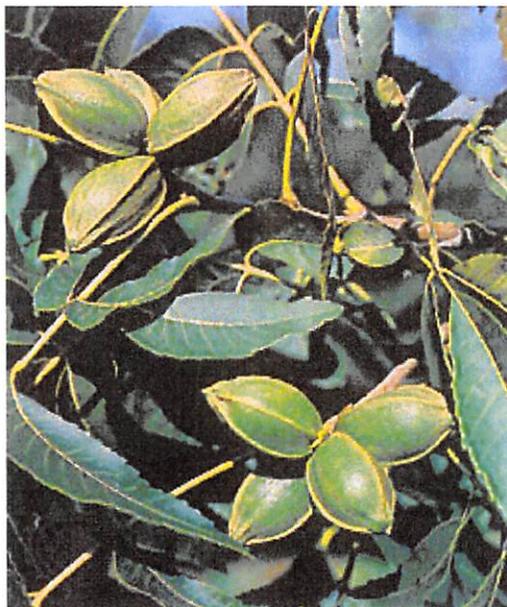
Prunus umbellata Flatwoods Plum



Chionanthus virginicus Fringetree



Carya illinoensis Pecan



Diospyros kaki Persimmon



1995 Neighborhood Bill of Rights

Introduced by Council Members Smith, Overton, Davis, Crescimbeni, Leggett, Dale, Reagan, Kravitz, Tullis, Brown, Draper, Fields, Griffin, Jones, Lee, Miller, Soud and Wood:

ORDINANCE 95-247-106

AN ORDINANCE ESTABLISHING THE CITY OF JACKSONVILLE'S "NEIGHBORHOOD BILL OF RIGHTS; DECLARING A CITY POLICY OF IMPLEMENTING THE PROVISIONS OF THE "NEIGHBORHOOD BILL OF RIGHTS' AS THE REGULAR COURSE OF BUSINESS IN CITY GOVERNMENT; REQUESTING THE MAYOR'S OFFICE TO TAKE IMMEDIATE STEPS TO ENSURE UNDERSTANDING OF AND COMPLIANCE WITH THE "NEIGHBORHOOD BILL OF RIGHTS" BY ALL CITY ADMINISTRATIVE DEPARTMENTS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, Jacksonville's many and varied neighborhoods are the lifeblood of the community, providing most residents with their clearest sense of identity with and participation in the communal life of the City; and

WHEREAS, Jacksonville has scores of organized neighborhood, civic and homeowners groups, all of which serve to connect residents with their geographic neighborhoods and with each other for purposes of self-identification, solidarity, community improvement, and the expression of communal opinions and preferences; and

WHEREAS, the City deals with the problems of individuals and neighborhoods on a daily basis through a variety of mechanisms, some directly targeted to neighborhoods but most directed to the public at large; and

WHEREAS, the City should take better advantage of the opportunity offered by its official neighborhood organizations to facilitate communications between the City and its residents; and

WHEREAS, citizens and taxpayers should have the right to expect prompt, fair, courteous, and well informed treatment from the City at all times in their transactions; and

WHEREAS, the establishment of a formal policy statement regarding City interaction with neighborhood organizations will clearly set out the standard of conduct that should be upheld by all City employees and agencies in dealing with organized neighborhood groups and inform the public about the manner of treatment they should expect to be accorded; now therefore

BE IT ORDAINED by the Council of the City of Jacksonville:

Section 1. The City Council hereby establishes the following "Neighborhood Bill of Rights" to govern the relationship between the personnel and agencies of City government and the City's numerous organized neighborhood associations and groups:

Consolidated City of Jacksonville Neighborhood Bill of Rights

Every organized, officially-recognized neighborhood in the City of Jacksonville has the right to expect and receive the following from the officials, employees and agencies of the City of Jacksonville:

- * Prompt, courteous, informed responses to all questions regarding City business. Replies, if only to report that inquiries or research are underway and a full response will be forthcoming at a later time, should be made within one working day of the original neighborhood contact.
- * Advance notification of any City-related public works or utility project taking place within or adjacent to a neighborhood (e.g. road paving; water, sewer or drainage work; traffic signal installation or removal; park renovation or substantial maintenance; land purchases, etc.), including the day(s) and probable length of any street closures, utility interruptions, or other adverse impacts on the neighborhood, and the name and phone number of the City representative most knowledgeable and able to immediately answer questions during the course of the work.
- * Notification of the submission of any application for rezoning, zoning or land use variance or exception, Development of Regional Impact (DRI) or Planned Unit Development (PUD) application, or other significant land use action; a clear explanation of the date, time and place of all applicable public hearings and other opportunities for public input on the application; and a clear explanation of the type of testimony that is allowable and relevant from neighborhood organizations and residents.
- * Opportunity for formal input into the annual budget process, including the opportunity to express preferred City government priorities, suggested capital improvement projects, and other statements that fairly represent the opinion of a majority of the neighborhood's residents.
- * A timely personal response from its district councilperson or that councilperson's aide to questions directed to the City Council office.
- * The opportunity to participate in the design of publicly-funded projects within or adjacent to the neighborhood, including the opportunity early in the planning process to express neighborhood preferences about choice of location, materials, orientation, size, land use intensity, and other features.

Section 2. The Council hereby declares that the "Neighborhood Bill of Rights" shall constitute a part of the standard operating procedures of all City offices and agencies, and shall be observed to the greatest extent possible by all City officers, employees and agencies as the formal expression of the City's duty to serve the public effectively, responsibly, and courteously through its relationships with citizens' formal neighborhood organization representatives.

Section 3. The Council hereby requests the Mayor to circulate a copy of the "Neighborhood Bill of Rights" to all City employees and officials and to take appropriate steps to see that the "Neighborhood Bill of Rights" is understood and complied with by all representatives of the City who deal with the public.

Section 4. This ordinance shall become effective upon signature by the Mayor, or upon becoming automatically effective without the Mayor's signature.

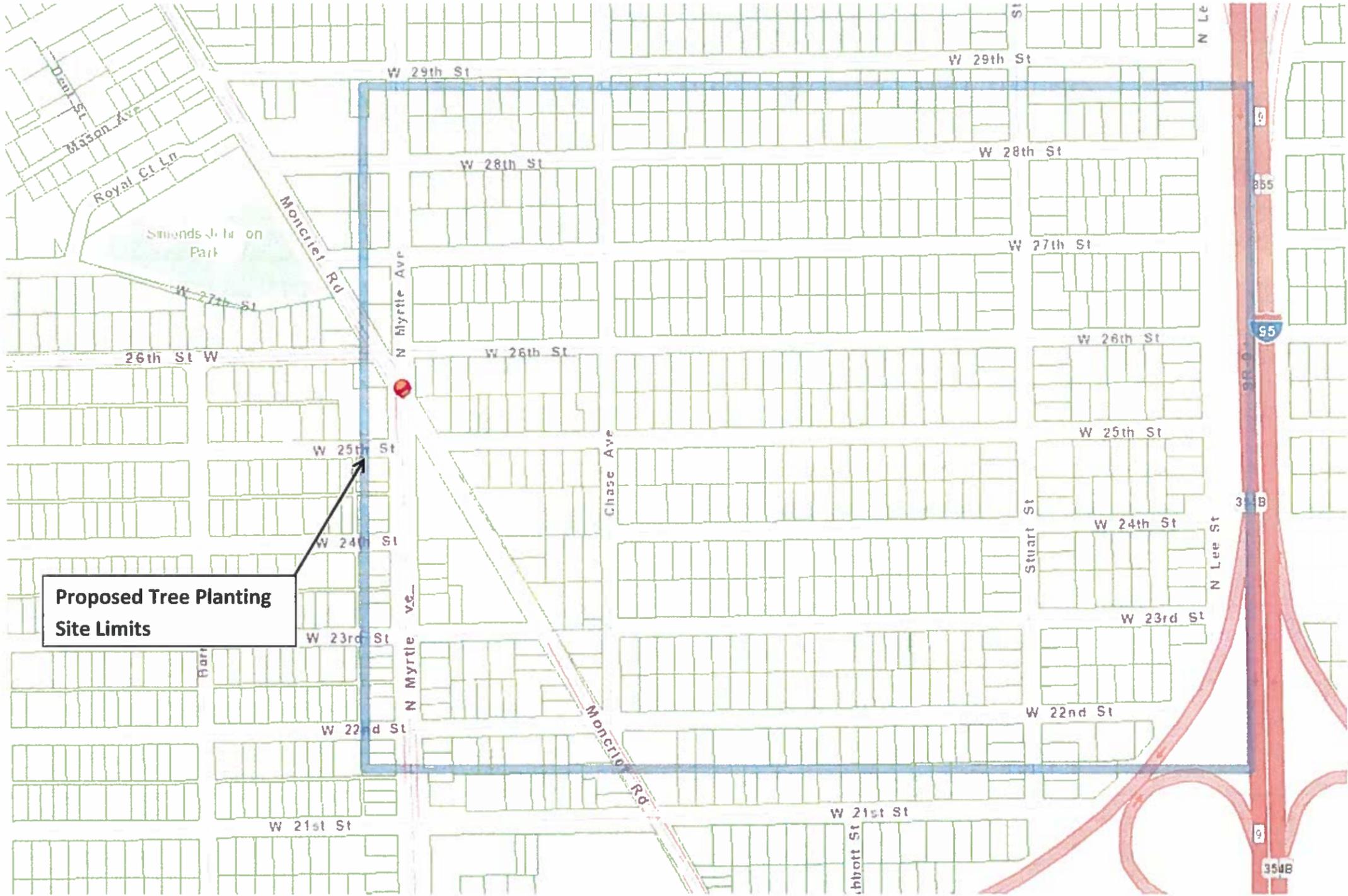
(3/29/95)

Citizen Information - Business Information - Visitor Information
Site Index - City of Jacksonville

Status Date	Status	Association Name	Award Amount	Scope of Project	Council District	Summary:
2/20/18	Awaiting association signature	Royal Lakes	5,000.00	entrance sign rehab	11	1 Fully Executed Contract
2/22/18	Awaiting association signature	Durkeeville	4,275.00	parking lot repair, landscaping and fence	8	10 Contract in Mayor's Office for signature
2/22/18	Awaiting association signature	Heckscher Drive	5,000.00	driveway and building repair	2	6 Sent to association for signature
3/6/18	Awaiting association signature	Secret Cove	5,000.00	install and replace fencing along roadway and other areas	4	8 Pending OGC approval for permit insurance coverage
3/6/18	Awaiting association signature	The Arc	5,000.00	beautifying the entrance	3	1 Sent to OGC for contract review/approval
3/6/18	Awaiting association signature	Riverchase	5,000.00	landscape and fence repair	6	1 Disqualified awardee
2/12/18	Contract in Mayor's Office for signature	Eastside C.C.	2,973.79	neighborhood banners	7	2 Requested items to complete application
2/12/18	Contract in Mayor's Office for signature	Mandarin Community Club	3,037.50	fence repair and paint	6	
2/28/18	Contract in Mayor's Office for signature	Southside Estates	596.86	memorial plaque	4	
2/28/18	Contract in Mayor's Office for signature	Kappa Alpha Psi	5,000.00	entrance sign	9	
3/2/18	Contract in Mayor's Office for signature	Eagle Bend	5,000.00	replace/repair landscape (hurricane erosion)	2	
3/5/18	Contract in Mayor's Office for signature	Crystal Creek	5,000.00	transform vacant lot within their community into a park	12	
3/5/18	Contract in Mayor's Office for signature	Hampton Glen	5,000.00	irrigation and landscape islands	11	
3/8/18	Contract in Mayor's Office for signature	Hawks Point	4,765.00	playground	12	
3/8/18	Contract in Mayor's Office for signature	Downtown Vision	5,000.00	downtown clean up and equipment	7	
3/8/18	Contract in Mayor's Office for signature	St. James Place	5,000.00	install security lights within the community	8	
1/17/18	Disqualified awardee	Colony Cove	0.00	completed the project outside MG process against our advisory. (completed on Jan. 8 th)	1	
2/12/18	Fully Executed Contract	Brotherhood of Firefighter	5,000.00	window replacements and landscaping	7	
3/1/18	Pending OGC approval for permit insurance coverage	Marietta Forest	5,000.00	entrance sign, solar powered sign and landscaping	12	
3/1/18	Pending OGC approval for permit insurance coverage	University Park	5,000.00	install lights, poles & repair entrance wall	1	
3/1/18	Pending OGC approval for permit insurance coverage	Murray Hill	5,000.00	install of art in median island	14	
3/1/18	Pending OGC approval for permit insurance coverage	NW Jax CDC	5,000.00	neighborhood sign with potential electrical installation	8	
3/1/18	Pending OGC approval for permit insurance coverage	Charter Point	5,000.00	entrance landscape	1	
3/1/18	Pending OGC approval for permit insurance coverage	Spanish Point	5,000.00	repair sign and electrical work	2	
3/1/18	Pending OGC approval for permit insurance coverage	Sherwood Forest (CN)	5,000.00	install neighborhood sign	10	
3/1/18	Pending OGC approval for permit insurance coverage	Moncrief Springs	5,000.00	install neighborhood sign	8	
3/6/18	Requested items to complete application	Royal Terrace	0.00	install neighborhood sign	8	
3/6/18	Requested items to complete application	Harborview	0.00	paint mural and landscape	10	
2/26/18	Sent to OGC for contract review/approval	2nd Mile	5,000.00	community Garden	7	

TOTAL 120,648.15

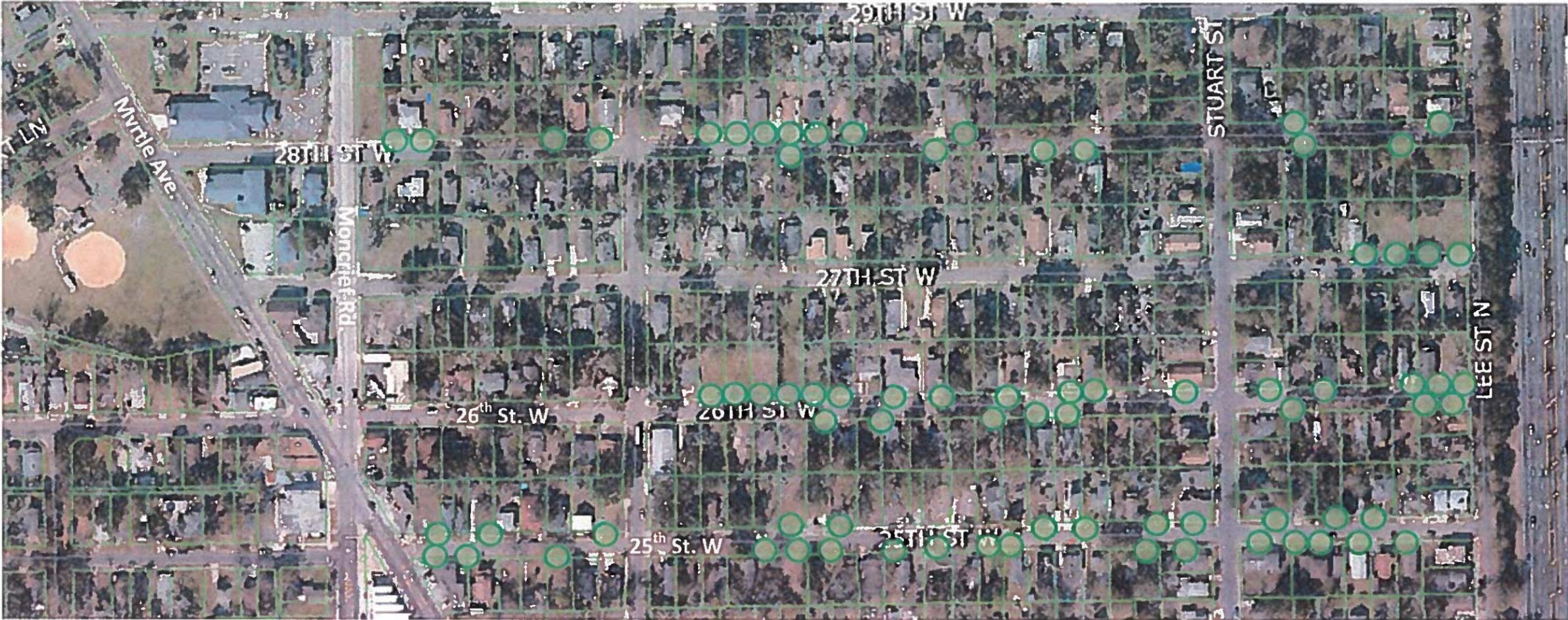
Myrtle/Moncrief Neighborhood



Myrtle/Moncrief Neighborhood



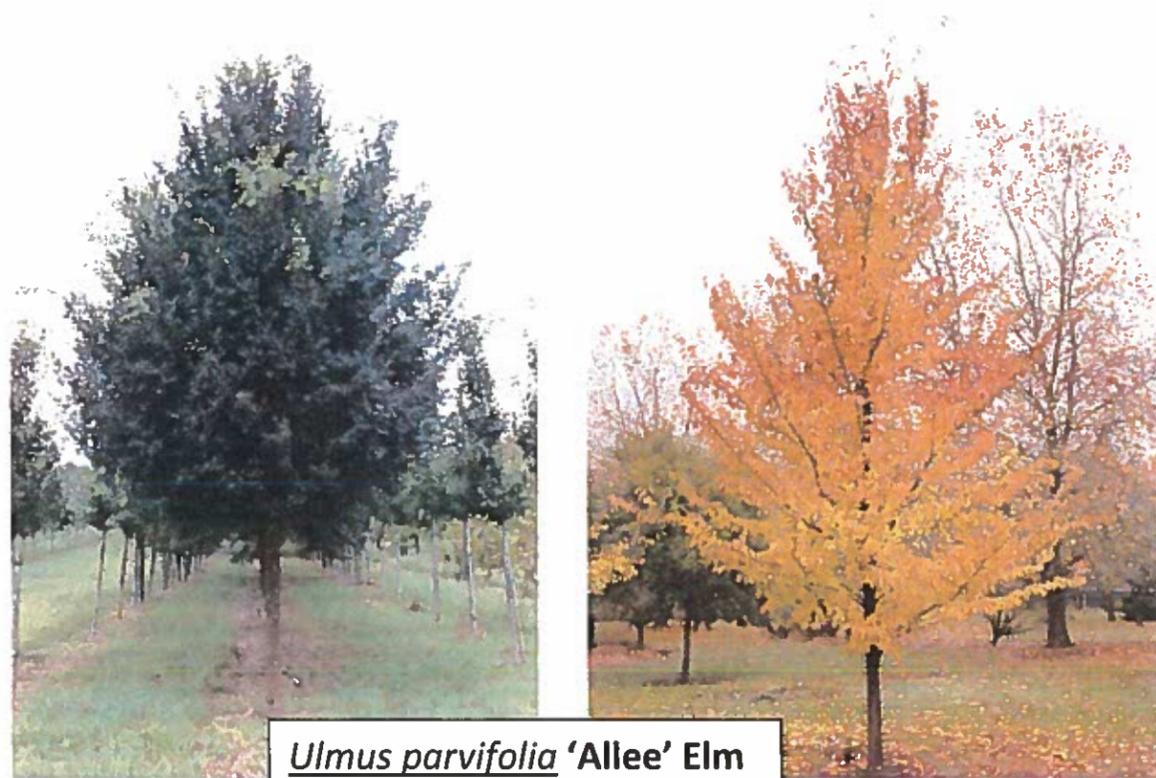
Myrtle/Moncrief Neighborhood



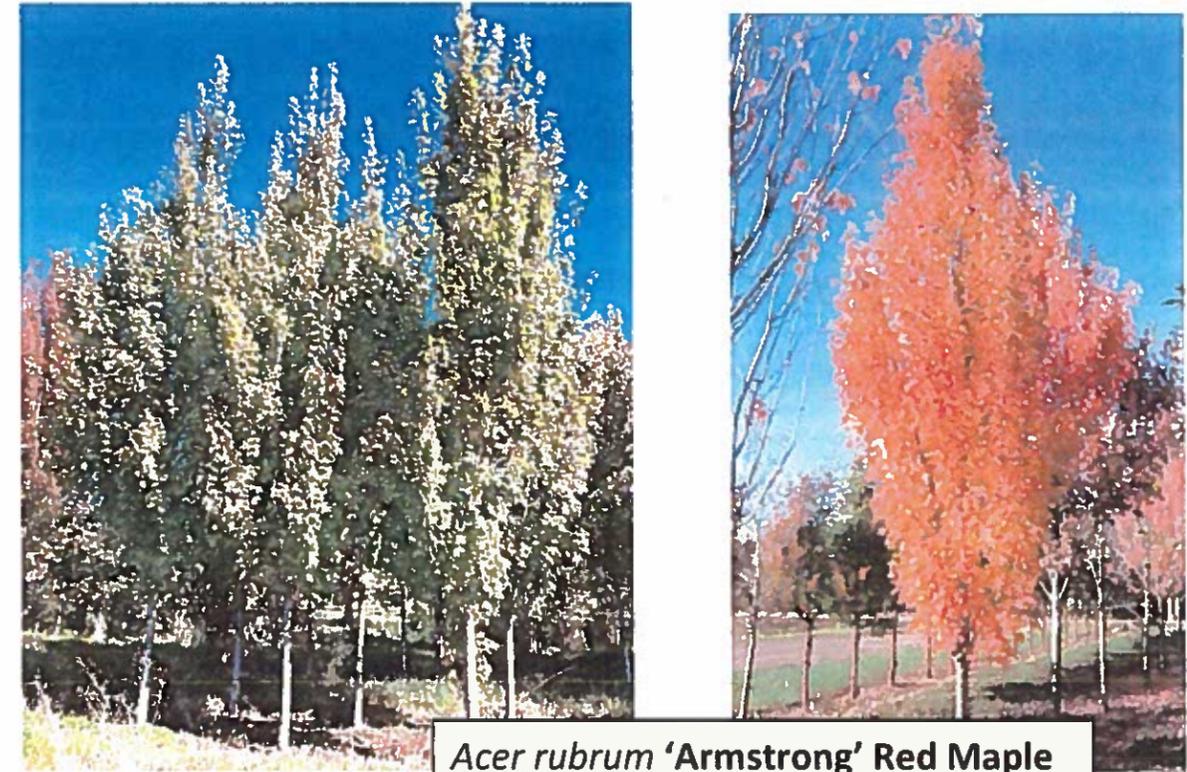
Preliminary Cost Assessment -

180 proposed trees at \$450 each (includes planting plus one year contractual maintenance per Davey Tree contract)

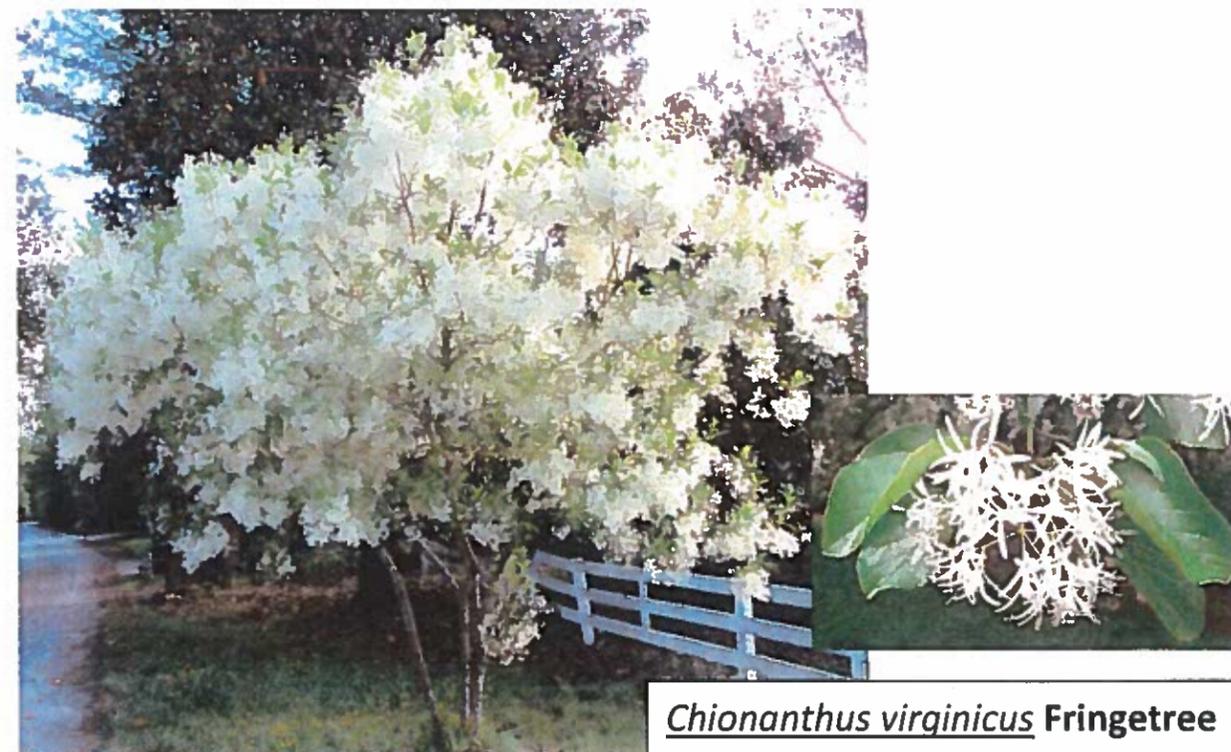
\$81,000



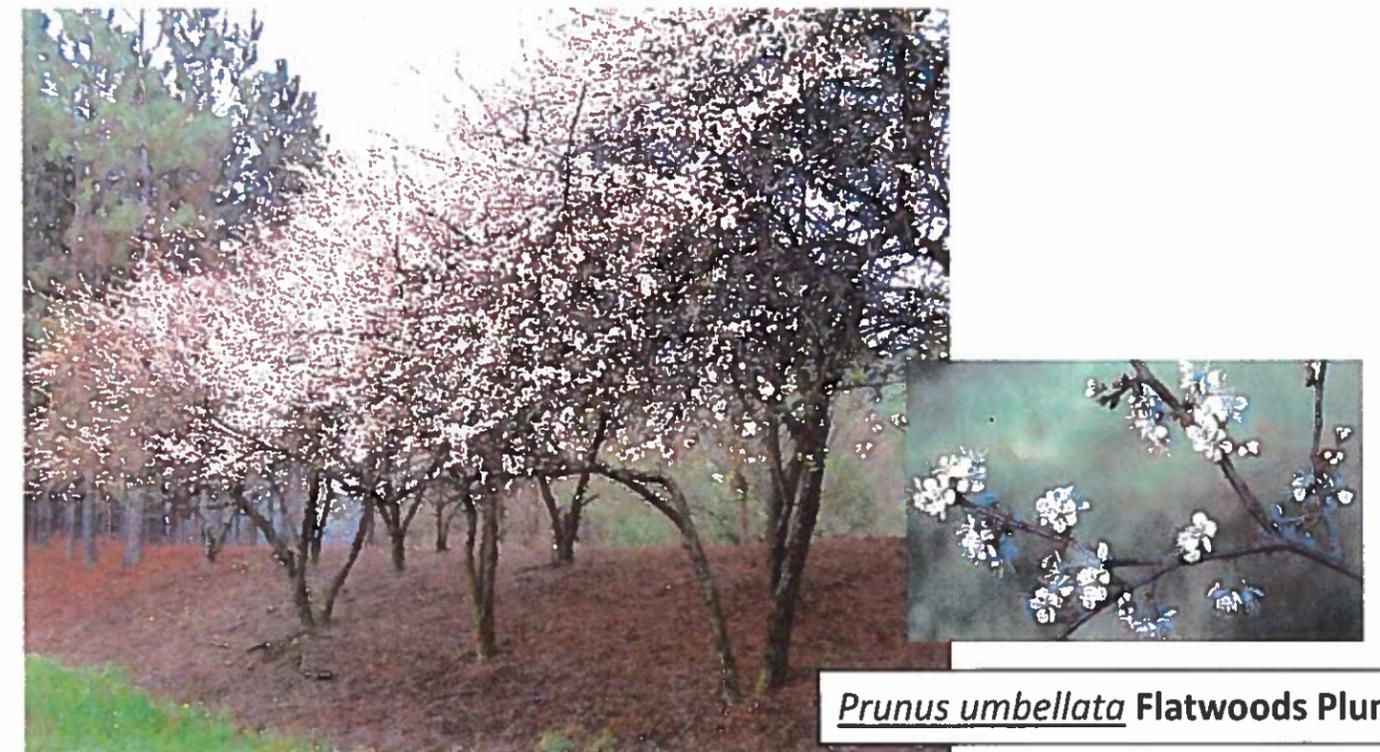
Ulmus parvifolia 'Allee' Elm



Acer rubrum 'Armstrong' Red Maple



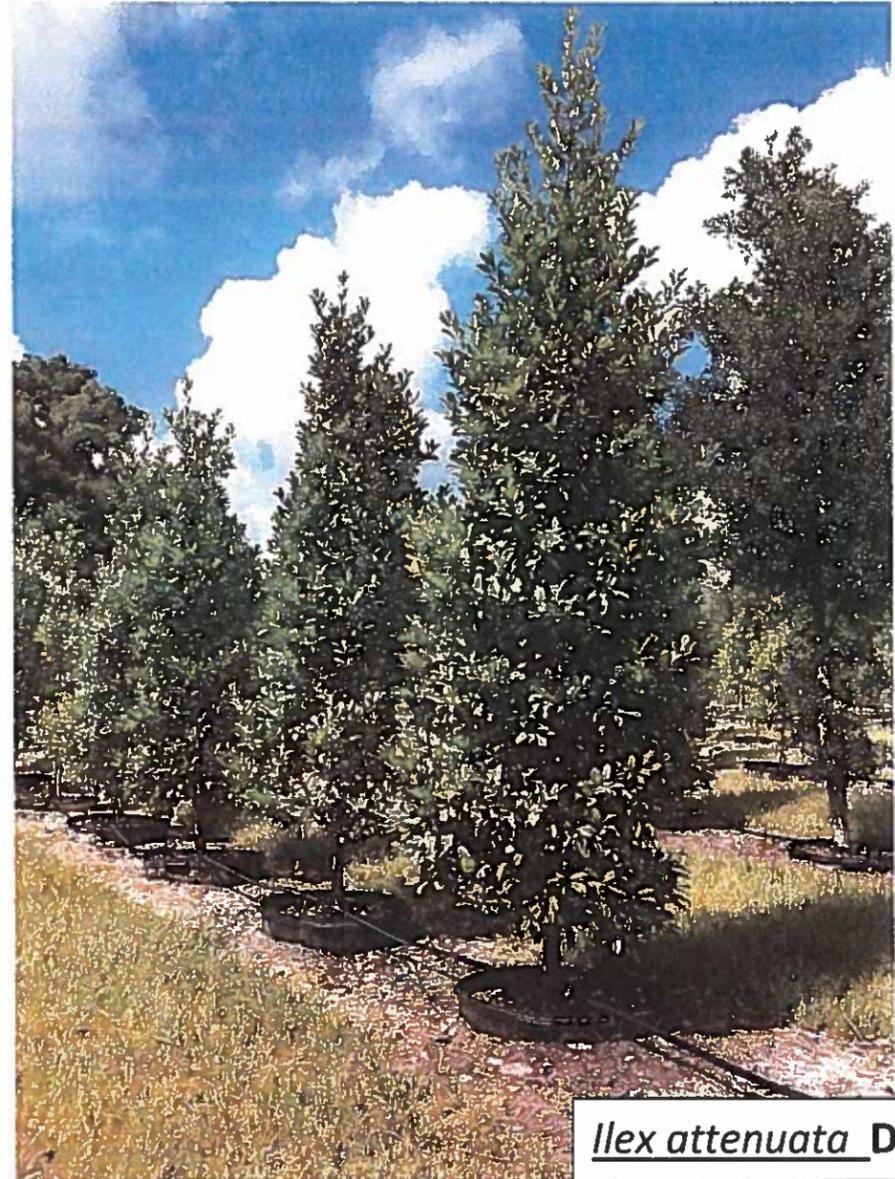
Chionanthus virginicus Fringetree



Prunus umbellata Flatwoods Plum



Halesia caroliniana Silverbell



Ilex attenuata Dahoon Holly

Juniperus silicicola Southern Redcedar

