



**Agenda  
City Council**

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**Monday, March 18, 2019**

**7:00 PM**

**Council Chambers**

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**MEMORANDUM TO:**

The Honorable Mayor and  
Members of the City Council  
City of Jacksonville Beach, Florida

Council Members:

The following Agenda of Business has been prepared for consideration and action at the Regular Meeting of the City Council.

**OPENING CEREMONIES: INVOCATION, FOLLOWED BY SALUTE TO THE FLAG**

**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF MINUTES**

- 19-037** Council Briefing held March 4, 2019
- 19-038** Regular Council Meeting held March 4, 2019

**ANNOUNCEMENTS**

**COURTESY OF THE FLOOR TO VISITORS**

**MAYOR AND CITY COUNCIL**

**CITY CLERK**

**CITY MANAGER**

- 19-039** Accept the Monthly Financial Reports for the Month of February 2019
- 19-040** Accept the Independent Auditors' Report on the General-Purpose Financial Statements of the City of Jacksonville Beach for the Fiscal Year Ending September 30, 2018

- 19-041** Approve the City Manager's Decision to Appoint Ashlie K. Gossett to the Position of Chief Financial Officer, Effective March 19, 2019
- 19-042** Award Bid Number 1819-03 for the Purchase of Pad Mount Switchgears
- 19-043** Award Bid Number 1819-05 for Tree Trimming and Vegetation Management
- 19-044** Approve the Installation of 4" Natural Gas Mains between 905 Ponte Vedra Boulevard (where our system currently dead-ends) to the Publix at The Shoppes at Palm Valley
- 19-045** Approve the Roof Renovation Project for the Parks Maintenance Building by Weatherproofing Technologies Inc
- 19-046** Authorize Funding and a Modification to the Contract with Petticoat Schmitt for the Reconstruction of 4<sup>th</sup> Street S between 10<sup>th</sup> Avenue S and 12<sup>th</sup> Avenue S in Lieu of Repaving over Existing Unsuitable Base Material

### **RESOLUTIONS**

- 19-047**      **RESOLUTION NO. 2031-2019**

**A RESOLUTION OF THE CITY OF JACKSONVILLE BEACH REQUESTING IMPROVEMENTS TO PENMAN ROAD TO ADDRESS PEDESTRIAN AND BICYCLIST SAFETY, VEHICLE TURNING MOVEMENTS AT VEHICLE/PEDESTRIAN CONFLICT POINTS, DRAINAGE AND AESTHETICS.**

### **ORDINANCES**

### **ADJOURNMENT**

### **NOTICE**

*In accordance with Section 286.0105, Florida Statutes, any person desirous of appealing any decision reached at this meeting may need a record of the proceedings. Such person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.*

*The public is encouraged to speak on issues on this Agenda that concern them. Anyone who wishes to speak should submit the request to the City Clerk or to the recording secretary prior to the beginning of the meeting. These forms are available at the entrance of the City Council Chambers for your convenience.*

*In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk's Office at (904) 247-6299, extension 10, no later than one business day before the meeting.*

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The Council Briefing began at 6:00 P.M.

The following City Council Members were in attendance:

**Mayor:** William C. Latham

**Council Members:** Keith Doherty      Georgette Dumont      Sandy Golding  
Christine Hoffman      Cory Nichols      Phil Vogelsang

Also present was City Manager Mike Staffopoulos.

**Purpose of Briefing**

The purpose of the briefing was to update the Council Members on projects including the following items:

**City Manager**

**Recruitment of City Attorney**

Mr. Staffopoulos stated after speaking with Department heads and City Attorney Susan Erdelyi, it has been suggested to have the new City Attorney on-site for 40 hours a week.

A conversation ensued regarding options for recruiting a new City Attorney. The two primary options discussed were as follows:

- Hiring a full-time City Attorney as an employee of the City of Jacksonville Beach
- Hiring a contractual City Attorney associated with a firm, similar to the current agreement

Council offered direction to Mr. Staffopoulos to move forward on the recruitment process for both options.

**Additional Personnel Updates**

Mr. Staffopoulos stated Budget Officer Ashlie Gossett would be recommended for the position of Chief Financial Officer for the City. The official recommendation would be on the next agenda, March 18, 2019, for a Council vote.

Mr. Staffopoulos stated the recruitment for the Police Chief is currently half way through the advertising process. The position is being advertised through the [Florida Police Chiefs Association's] STARS Program and on the City's website. Mr. Staffopoulos stated once the advertising phase is closed, he would hold a meet and greet event the evening before formal interviews. Mayor Latham asked for Council to be notified and invited to the final interviews of the top candidates.

**Legislative Policies and Procedures**

Mr. Staffopoulos stated he would like to establish a Legislative Policies Manual. The Legislative Policies Manual would be an accumulation of internal policies, typically adopted by resolution, which each Council Member could refer to for direction.

Council agreed having a Legislative Policies Manual would be helpful. Mr. Staffopoulos proposed the following steps to create a Legislative Policies Manual:

- The City Clerk would review historical resolutions for any actions, rules, policies, etc., pertaining to Council Members
- The Council would review existing resolutions, and decide what topics they would like in the updated Legislative Policies Manual (table of contents)
- Staff would propose language for remaining topics in the table of contents
- The Council would review, modify and approve the Legislative Policies Manual

Communication Guidelines

Mr. Staffopoulos stated he would like to establish guidelines for how the City Council and City Manager communicate with one another, as well with the organization. Mr. Staffopoulos stated he would like to continue the conversation regarding communication and transparency with the Council at a later date.

The briefing adjourned at 6:57 P.M.

Submitted by: Jodilynn Byrd  
Administrative Assistant

Approved:

\_\_\_\_\_  
William C. Latham, MAYOR

Date: \_\_\_\_\_

Minutes of Regular City Council Meeting  
held Monday, March 4, 2019, at 7:00 P.M.  
in the Council Chambers, 11 North 3<sup>rd</sup> Street,  
Jacksonville Beach, Florida



**OPENING CEREMONIES**

Council Member Vogelsang provided the Invocation, followed by the salute to the flag.

**CALL TO ORDER**

Mayor Latham called the meeting to order at 7:03 P.M.

**ROLL CALL**

Mayor: William C. Latham

Council Members: Keith Doherty      Georgette Dumont      Sandy Golding  
Christine Hoffman      Cory Nichols      Phil Vogelsang

Also present were City Manager Mike Staffopoulos and City Attorney Susan Erdelyi.

**APPROVAL OF MINUTES**

It was moved by Ms. Hoffman, seconded by Mr. Vogelsang, and passed unanimously, to adopt the following minutes:

- City Council and Community Redevelopment Agency Joint Meeting held February 18, 2019
- Regular Council Meeting held February 18, 2019

**ANNOUNCEMENTS**

**COURTESY OF THE FLOOR TO VISITORS**

- Rick Knight, 827 8<sup>th</sup> Avenue North, Jacksonville Beach, spoke about the paid parking program.
- Donni Welch, 403 12<sup>th</sup> Avenue South, Jacksonville Beach, spoke about the stormwater drainage project construction around her residence. Ms. Welch suggested for future construction projects, Council Members consider safety issues, advance notice to property owners and residents, and project delays.
- Charles Perry, 1672 Upper 4<sup>th</sup> Avenue North, Jacksonville Beach, spoke about construction projects near his home, getting deliveries and starting work before 8:00 A.M. and continuing to work after 6:00 P.M. Mr. Perry would like enforcement of the construction times and suggested printing the hours on the permits.

## **MAYOR AND CITY COUNCIL**

Mayor Latham presented the Florida Department of Environmental Protection 2018 Plant Operations Excellence Award to Public Works Director David Millinor and employees from the Pollution Control Plant.

## **CITY CLERK**

## **CITY MANAGER**

### **Item #19-030 – Accept the Firehouse Subs Public Safety Foundation Grant**

**Motion:** It was moved by Ms. Hoffman and seconded by Mr. Vogelsang, to accept the Firehouse Subs Public Safety Foundation Grant in the amount of \$31,395 for extrication equipment.

Mr. Staffopoulos invited Fire Chief David Whitmill to present the item. Chief Whitmill explained the grant was requested to receive battery powered extrication tools – a spreader, long ram, and cutter. The tools are intended to go on the new fire engine that went into service on February 28, 2019.

**Discussion:** Council Member Vogelsang asked if a thank you letter could be sent. Mayor Latham asked Chief Whitmill to provide the contact information, and he would send them a letter.

**Roll Call Vote:** Ayes – Doherty, Dumont, Golding, Hoffman, Nichols, Vogelsang, Mayor Latham. The motion passed unanimously.

### **Item #19-031 – Award Bid No. 1819-04 for the Installation of Underground Infrastructure to Heart Utilities of Jacksonville, Inc., for a period of three (3) years**

**Motion:** It was moved by Ms. Hoffman and seconded by Mr. Vogelsang, to award Bid No. 1819-04 entitled Installation of Underground Infrastructure to the lowest responsive bidder, Heart Utilities of Jacksonville, Inc., for a period of three (3) years, as explained in the memorandum from the Director of Beaches Energy Services dated February 18, 2019.

Mr. Staffopoulos invited Beaches Energy Director Allen Putnam to present the item. Mr. Putnam explained there are approximately 41 types of underground infrastructure work the underground services contractor does, including underground directional boring, concrete foundations, cable installation, manholes, and bollard installation.

**Roll Call Vote:** Ayes – Dumont, Golding, Hoffman, Nichols, Vogelsang, Doherty, Mayor Latham. The motion passed unanimously.

### **Item #19-032 – Approve \$43,500 to upgrade the existing License Agreement with Schneider Electric and approve a \$115,000 contract change order with Power Engineers to implement the outage management software**

**Motion:** It was moved by Ms. Hoffman and seconded by Mr. Vogelsang, to approve \$43,500 to upgrade the existing licensing agreement with Schneider Electric and to approve a

contract change order with Power Engineers for \$115,000 to configure and implement the Responder outage management software.

Mr. Staffopoulos stated this is a tool Beaches Energy would use to better communicate with our customer base as to what is going on with the system at any given time. Mr. Putnam stated Beaches Energy Services currently does not have an outage management system, but most utilities do. He explained the benefits of having an outage management system.

**Discussion:** Mayor Latham asked who has access to the map. Mr. Putnam stated the map is an outward facing map anyone can see. The map is also proactive, where Beaches Energy can see customer outages. Ms. Hoffman asked if this fully integrates with other Beaches Energy systems or is it a stand-alone system. Mr. Putnam stated this responder is the only system built over GIS. Mayor Latham asked if this would be in the mid-year budget, and Mr. Putnam responded the item is already budgeted.

**Roll Call Vote:** Ayes –Golding, Hoffman, Nichols, Vogelsang, Doherty, Dumont, Mayor Latham  
The motion passed unanimously.

**Item #19-033 – Authorize the City-wide Pavement Inspections and Work Plan Development Services to Jones Edmunds**

**Motion:** It was moved by Ms. Hoffman and seconded by Mr. Vogelsang, to authorize the Pavement Inspections and Work Plan Task Assignment in the amount of \$46,746 to Jones Edmunds, as described in the memorandum from the Public Works Director dated February 26, 2019.

Mr. Staffopoulos stated the roadway infrastructure is one of the most visible assets and maintaining them is a core service we provide. Mr. Staffopoulos invited Public Works Director David Millinor to present the item.

Mr. Millinor explained the City currently does not have a pavement management plan. He said over the next several years, there is a planned increase in the amount of money spent on street maintenance due to the retirement of some debt. He stated prior to embarking on a street maintenance plan, we need to know where to pave. It is proposed to have Jones Edmunds do a citywide pavement condition survey.

**Discussion:** Mr. Millinor answered questions from Mr. Nichols about the staffing cost and how often the information would need to be updated, and from Ms. Dumont about GIS compatibility.

**Roll Call Vote:** Ayes –Hoffman, Nichols, Vogelsang, Doherty, Dumont, Golding, Mayor Latham  
The motion passed unanimously.

**Item #19-034 – Approve funding of \$82,403 for the City Hall Video Management System and Service Agreement as proposed by Siemens under Florida Department of Management Services State Contract DMS-14/15-003C-02**

**Motion:** It was moved by Ms. Hoffman and seconded by Mr. Vogelsang, to approve funding of \$82,403 for the City Hall Video Management System and Service Agreement as proposed

by Siemens under Florida Department of Management Services State Contract DMS-14/15-003C-02 from the Leased Facilities/Technology Fund and authorize the City Manager to execute the agreement with Siemens.

Mr. Staffopoulos stated the City's current video management system, like any other technology, is something that quickly becomes obsolete. Chief Financial Officer Michael Nadeau was invited to present the item. Mr. Nadeau explained the video system installed in 2015 is a little outdated as far as video quality, which is very poor. An outdated browser is currently used to access the program. Employees have to go through hours and days of videos to find what they are looking for. The proposal is to update the system and integrate it with the current Siemens system at the Police Department. There are currently 18 cameras, and we are looking to have 24 cameras, covering areas not currently covered. The video would also be searchable.

**Discussion:** Mr. Vogelsang asked if it was required to use Siemens equipment to tie into the police system. Mr. Nadeau stated the City is trying to standardize all the systems. Deputy City Manager Karen Nelson stated SCADA and the substations also have Siemens systems. Interim Police Chief Mark Evans explained before the current Siemens system at the Police Department, there were too many systems that couldn't work together. The goal at the Police Department, along with IT, was to get a system that would work the entire city. Mr. Nadeau answered questions from Ms. Golding about the warranty, upgrades and what happens to the old equipment. Interim Chief Evans answered a question from Mr. Doherty related to searchability and monitoring of the video. Mr. Nadeau answered a question related to the cost of the service agreement.

**Roll Call Vote:** Ayes –Nichols, Vogelsang, Doherty, Dumont, Golding, Hoffman, Mayor Latham  
The motion passed unanimously.

**Item #19-035 – Appointment of two members to the Planning Commission**

Mayor Latham stated this item is to appoint two members to the Planning Commission. Board Member David Dahl has requested reappointment. Also, a Board position is vacant due to Dr. Georgette Dumont being elected to the City Council. First Alternate Dr. Jon Scott Walker has requested consideration by City Council to fill the unexpired term. There are two recommendations from staff to discuss.

**Discussion:** Mr. Nichols stated it had been brought up in the past to have term limits for these positions. He was concerned other alternatives were not presented to Council and other names listed had not been interviewed by the City. Mr. Nichols believes other people in the community need to have time to serve on our boards. Mr. Nichols suggested consideration of Second Alternate Bill Spann. Mayor Latham advised Mr. Spann had already been selected to serve on the Board of Adjustment. Mr. Nichols suggested a short term extension in order for the City to interview other candidates.

**Motion:** It was moved by Mr. Nichols and seconded by Mr. Vogelsang, to table the item.

**Discussion:** Mayor Latham explained the motion would be to delay this item to give Council the opportunity to get a standard package. Mr. Nichols stated the Planning Commission had issues coming up quickly and asked if the current term could be extended by two months. Mayor Latham advised it is an option. Discussion ensued on the following:

- The process
- Advertising for applicants
- Interviewing qualified candidates
- The value of experienced board members
- Providing a training process for board members
- Re-interviewing board members when their terms are up
- Board attendance

**Roll Call Vote:** Ayes – Vogelsang, Doherty, Nichols  
Nays – Dumont, Golding, Hoffman, Mayor Latham  
The motion to table the item failed 3-4

**Motion:** It was moved by Ms. Dumont, seconded simultaneously by Ms. Hoffman and Mr. Vogelsang, to reappoint Mr. David Dahl to the Planning Commission for a new four-year term expiring on December 31, 2022.

**Roll Call Vote:** Ayes – Dumont, Golding, Hoffman, Mayor Latham  
Nays – Doherty, Nichols, Vogelsang  
The motion for reappointment passed 4-3

**Motion:** It was moved by Ms. Dumont, seconded by Ms. Hoffman, to table the nomination for an individual to fill the remainder of the Planning Commission for the term expiring December 31, 2020.

**Discussion:** Mr. Nichols asked if the current Board alternate is able to vote so there could be a quorum. Ms. Dumont stated yes.

**Roll Call Vote:** Ayes – Dumont, Golding, Hoffman, Nichols, Vogelsang, Doherty, Mayor Latham  
The motion to table the second nomination passed unanimously.

## **RESOLUTIONS:**

### **Item #19-036 – RESOLUTION NO. 2028-2019**

Mayor Latham requested the City Clerk read Ordinance No. 2028-2019 by title only, whereupon Ms. Scott read the following:

**“A RESOLUTION REVISING ELECTRIC RATES FOR BEACHES ENERGY SERVICES.”**

**Motion:** It was moved by Ms. Hoffman and seconded by Mr. Doherty, to adopt Resolution 2028-2019 revising the electric rates for Beaches Energy Services.

Mr. Staffopoulos explained the proposed rate restructuring, part of which can be done administratively, and part requires the authorization of City Council. Mr. Nadeau explained the proposed increase to the operation maintenance portion of the energy rate is offset by the administrative action taken to reduce the kilowatt hour rate.

**Roll Call Vote:** Ayes –Golding, Hoffman, Nichols, Vogelsang, Doherty, Dumont, Mayor Latham  
The motion passed unanimously.

**ORDINANCES:**

**ADJOURNMENT:**

Prior to adjournment, Mr. Staffopoulos asked Council Members if they had any direction for staff related to the processing of board candidates. Discussion ensued related to staff recommendations, candidate qualifications, applicant interviews, and training. City Attorney Susan Erdelyi suggested adding the qualifications, which are listed in the Land Development Code, to the application for board positions.

There being no further business, the meeting adjourned at 8:19 P.M.

Submitted by: Laurie Scott  
City Clerk

Approval:

\_\_\_\_\_  
William C. Latham, MAYOR

Date: \_\_\_\_\_

LS/sg



City of  
Jacksonville Beach

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MEMORANDUM

TO: Michael Staffopoulos, City Manager  
FROM: Ashlie Gossett, Assistant Finance/Budget Officer  
SUBJECT: Monthly Financial Reports for February 2019  
DATE: March 13, 2019

**Action Requested**

Accept the monthly financial reports for the month of February 2019.

**Summary**

The Summary Budget Reports show the cumulative actual revenues and expenditures as compared to the actual amounts at the same point in time as last fiscal year. Exhibit 7 of the Summary Budget Reports compares actual revenues and expenditures to budget in total by fund. The financial reports are prepared on a cash basis.

**Exhibit 1 - General Fund Revenues**

General Fund revenues are slightly ahead of last year on a percentage of budget basis. We received annual ad valorem tax distributions in December, bringing the tax revenue-to-date to 76.3% of the annual budget. Partial permit revenue for a new hotel is included in the current year.

Miscellaneous Revenue in the General Fund includes investment earnings on pooled investments, auction proceeds, facility rental fees, tennis fees, and cemetery lots purchased. Investment earnings on pooled investments are \$257,124 greater than the prior year.

**Exhibit 2 - General Fund Expenditures**

General Fund expenditures are slightly over prior year expenditures on a percentage of budget basis. Total year to date expenditures in the General Fund are under budget by 5.3% and ahead of last year by 3.4%.



Memorandum to Michael Staffopoulos  
February Financial Reports  
March 13, 2019

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**Exhibit 3 - Enterprise Fund Revenues**

Enterprise Fund revenues are 1.5% over prior year revenues on a percentage of budget basis. Total year to date Enterprise Fund revenues are 1.6% over amounts budgeted. Electric revenues vary on a monthly and yearly basis depending on consumption. The Golf Course year-to-year variance is a result of the course closing in January 2018 for renovations.

**Exhibit 4 - Enterprise Fund Expenditures**

Total expenditures in the Enterprise Funds are 10.9% under budget for the current year and 1% over amounts expended in the prior year. The variance from year-to-year in Electric is due primarily to purchased power costs and the variance in Sanitation is related to debris costs for Hurricane Irma in FY2018.

**Exhibit 5 - Special Revenue Fund Revenues**

Revenues in the Special Revenue Funds are 5.7% ahead of last year on a percentage basis. We received the annual tax increment distributions in December, bringing tax increment fund revenue-to-date slightly over the annual budget.

**Exhibit 6 - Special Revenue Fund Expenditures**

In total, Special Revenue Fund expenditures are under budget for the current year and 15.1% lower than last year on a percentage of budget basis. For the Tax Increment Funds, the variance in current year expenditures as a percentage of budget is due to capital projects that are budgeted but not completed. Expenditures in the Community Development Block Grant Fund will be reimbursed by grant funding.

Memorandum to Michael Staffopoulos

January Financial Reports

March 13, 2019

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**Exhibit 7 - Summary Revenues and Expenditures**

- The net income shown for the Electric Fund is overstated because monthly power bills are paid in arrears to FMPA.
- Revenues in the Leased Facilities Fund are less than expenses, due mostly to annual technology maintenance charges that are paid at the beginning of the fiscal year.
- Revenues in the Internal Service Funds are less than expenses due to the upfront payment of the annual general insurance premiums. The monthly internal services charges will recover the annual premiums by the end of the fiscal year.

**Recommendation**

Accept the financial reports for the month of February 2019, as submitted by the Assistant Finance/Budget Officer.



**Summary Budget Revenue Report**  
 February 28, 2019  
 (41.37% of year has elapsed)

**EXHIBIT 1 - GENERAL FUND REVENUES**

Revenue Category	Current Year Revenue to Date	Current Year Revenue As a % of Budget	Prior Year Revenue to Date	Prior Year Revenue As a % of Budget	% Variance (Current Year Less Prior Year)	\$ Variance (Current Year Less Prior Year)
1 Taxes	9,352,581	76.26%	8,932,274	77.50%	-1.24%	420,307
2 Licenses & Permits	484,911	81.40%	283,824	48.75%	32.66%	201,087
3 Intergovernmental Revenue	1,442,563	34.07%	1,441,796	34.78%	-0.71%	768
4 Charges for Services	123,981	31.87%	103,442	27.92%	3.95%	20,539
5 Enterprise Contributions	1,588,800	41.67%	1,576,380	41.67%	0.00%	12,420
6 Miscellaneous Revenue	345,434	83.34%	88,310	21.36%	61.98%	257,124
7 Fines & Forfeitures	38,619	22.65%	34,872	20.45%	2.20%	3,747
8 Interfund Transfers	240,527	47.16%	201,531	38.02%	9.14%	38,996
<b>Total Revenues</b>	<b>\$ 13,617,417</b>	<b>60.82%</b>	<b>\$ 12,662,429</b>	<b>58.84%</b>	<b>1.98%</b>	<b>\$ 954,988</b>

**GENERAL FUND REVENUES TO DATE  
 CURRENT YEAR VS PRIOR YEAR**



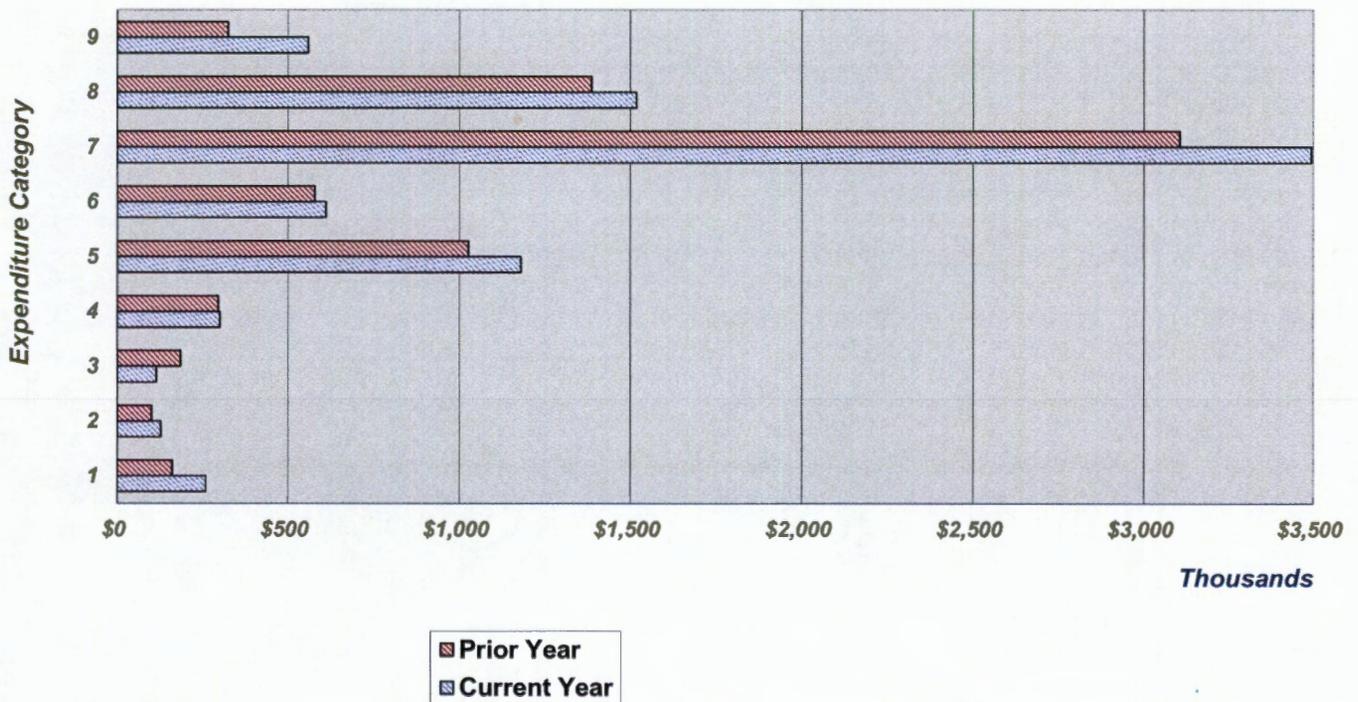


**Summary Budget Expenditure Report**  
 February 28, 2019  
 (41.37% of year has elapsed)

**EXHIBIT 2 - GENERAL FUND EXPENDITURES**

Expenditure Category	Current Year Expenditures to Date	Current Year Expenditures As a % of Budget	Prior Year Expenditures to Date	Prior Year Expenditures As a % of Budget	% Variance (Current Year Less Prior Year)	\$ Variance (Current Year Less Prior Year)
1 City Administration	260,080	51.95%	160,738	33.91%	18.04%	99,342
2 City Clerk	127,819	36.93%	100,942	30.07%	6.86%	26,877
3 Building Maintenance	114,401	28.25%	184,853	43.89%	-15.63%	(70,452)
4 Planning and Development	301,105	33.11%	296,462	32.81%	0.30%	4,643
5 Recreation and Parks	1,179,576	33.72%	1,026,933	29.59%	4.13%	152,643
6 Public Works	610,669	37.01%	577,894	36.23%	0.78%	32,775
7 Police	3,494,095	36.95%	3,105,890	35.11%	1.84%	388,204
8 Fire	1,517,929	36.01%	1,386,599	34.65%	1.36%	131,330
9 Non-Departmental	558,927	33.37%	324,950	17.32%	16.05%	233,978
<b>Total Expenditures</b>	<b>\$ 8,164,601</b>	<b>36.04%</b>	<b>\$ 7,165,261</b>	<b>32.68%</b>	<b>3.36%</b>	<b>\$ 999,340</b>

**GENERAL FUND EXPENDITURES TO DATE  
 CURRENT YEAR VS PRIOR YEAR**

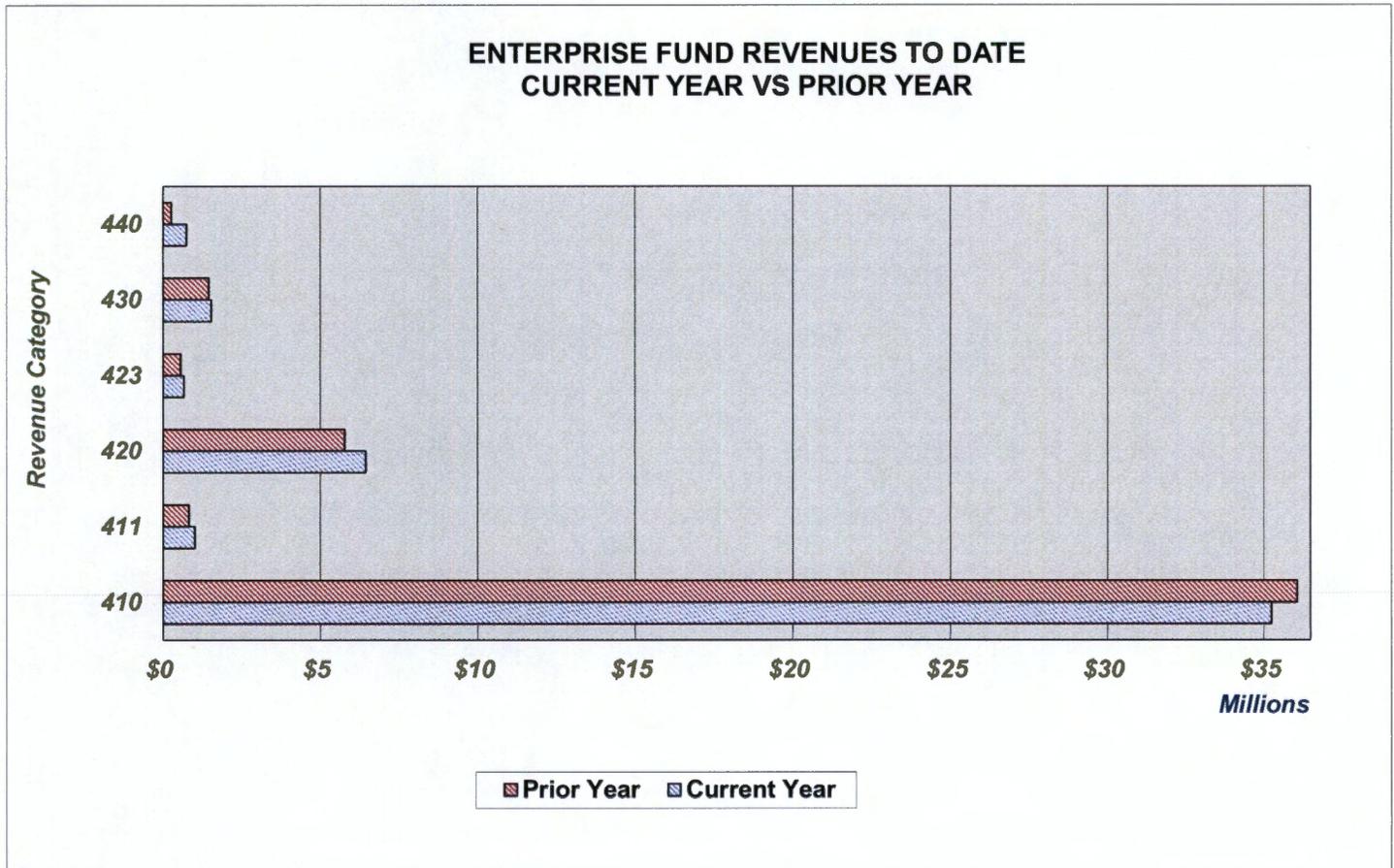




**Summary Budget Revenue Report**  
 February 28, 2019  
 (41.37% of year has elapsed)

**EXHIBIT 3 -ENTERPRISE FUND REVENUES**

Revenue Category	Current Year Revenue to Date	Current Year Revenue As a % of Budget	Prior Year Revenue to Date	Prior Year Revenue As a % of Budget	% Variance (Current Year Less Prior Year)	\$ Variance (Current Year Less Prior Year)
410 ELECTRIC	35,243,708	41.98%	36,060,826	41.53%	0.45%	(817,119)
411 NATURAL GAS	1,008,533	45.17%	817,414	42.57%	2.61%	191,120
420 WATER & SEWER	6,448,647	47.41%	5,776,903	43.40%	4.01%	671,744
423 STORMWATER	656,597	46.99%	552,746	40.15%	6.84%	103,850
430 SANITATION	1,533,626	43.85%	1,456,649	41.98%	1.87%	76,977
440 GOLF COURSE	747,398	48.70%	259,884	18.89%	29.81%	487,514
<b>TOTAL REVENUES</b>	<b>\$ 45,638,509</b>	<b>42.97%</b>	<b>\$ 44,924,422</b>	<b>41.49%</b>	<b>1.48%</b>	<b>\$ 714,087</b>



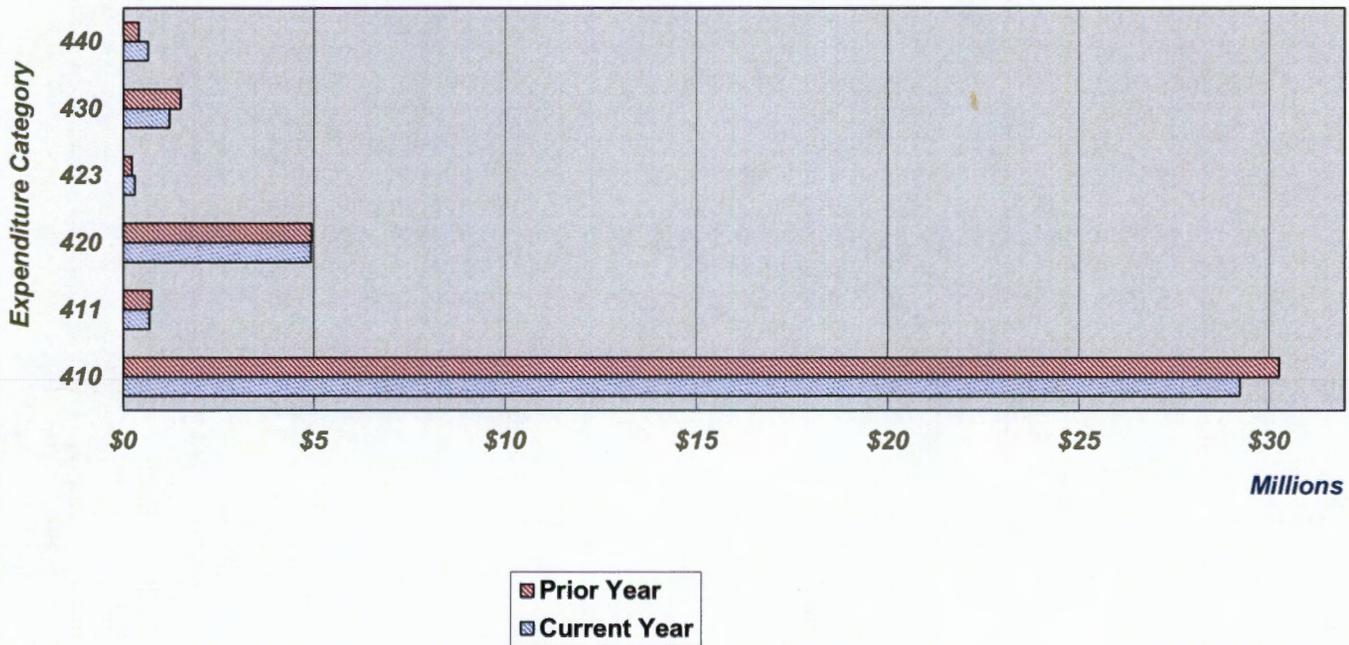


**Summary Budget Expenditure Report**  
 February 28, 2019  
 (41.37% of year has elapsed)

**EXHIBIT 4 - ENTERPRISE FUND EXPENDITURES**

Expenditure Category	Current Year Expenditures to Date	Current Year Expenditures As a % of Budget	Prior Year Expenditures to Date	Prior Year Expenditures As a % of Budget	% Variance (Current Year Less Prior Year)	\$ Variance (Current Year Less Prior Year)
410 ELECTRIC	29,234,878	30.10%	30,262,191	31.32%	-1.22%	(1,027,313)
411 NATURAL GAS	689,264	35.07%	740,036	36.42%	-1.34%	(50,771)
420 WATER & SEWER	4,932,452	31.84%	4,941,178	22.37%	9.48%	(8,726)
423 STORMWATER	292,275	19.53%	227,312	12.04%	7.49%	64,963
430 SANITATION	1,213,325	32.62%	1,506,907	30.42%	2.21%	(293,582)
440 GOLF COURSE	648,116	44.66%	409,637	29.12%	15.54%	238,479
<b>TOTAL EXPENDITURES</b>	<b>\$ 37,010,310</b>	<b>30.52%</b>	<b>\$ 38,087,260</b>	<b>29.52%</b>	<b>1.00%</b>	<b>\$ (1,076,950)</b>

**ENTERPRISE FUND EXPENDITURES TO DATE  
 CURRENT YEAR VS PRIOR YEAR**

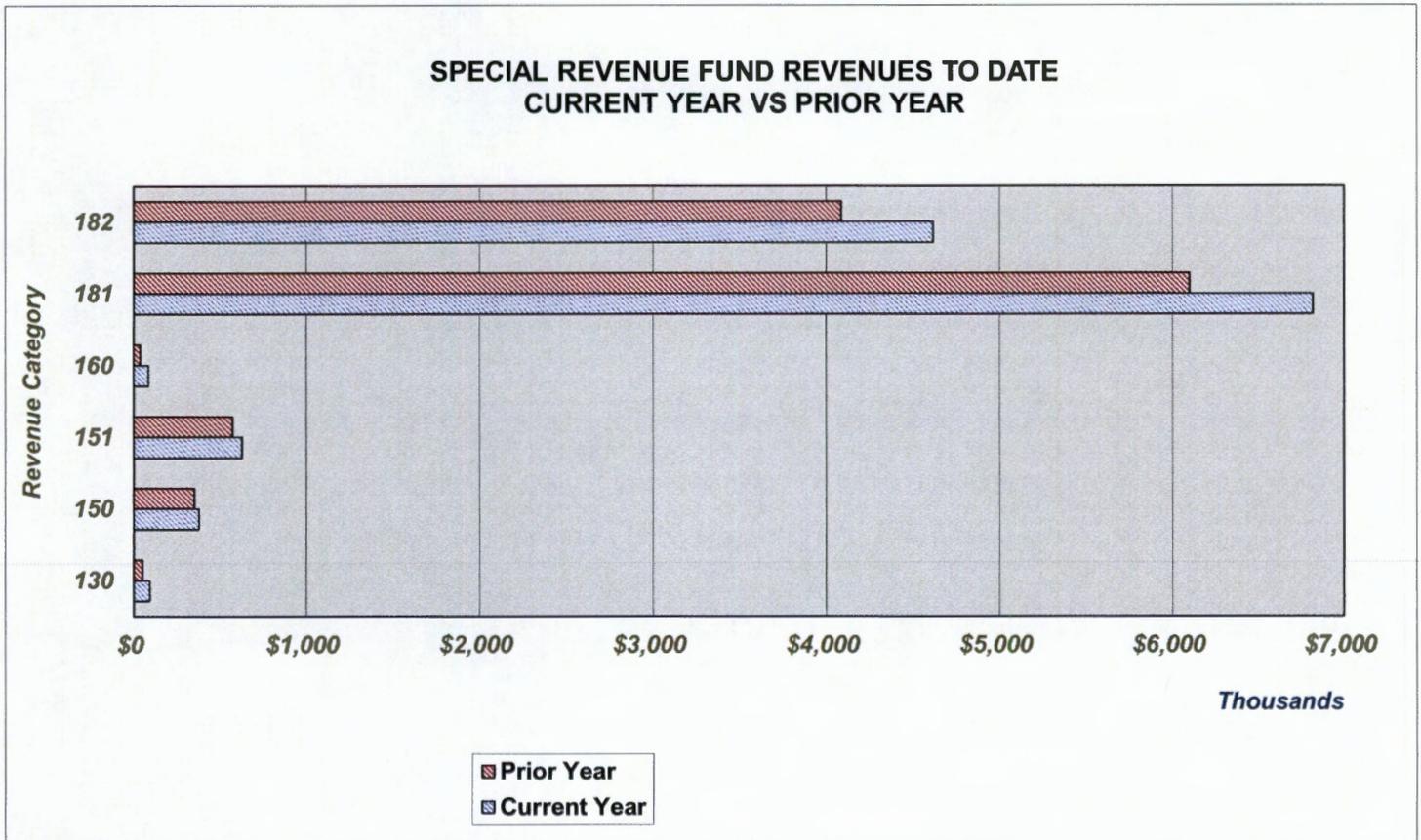




**Summary Budget Revenue Report**  
 February 28, 2019  
 (41.37% of year has elapsed)

**EXHIBIT 5 -SPECIAL REVENUE FUND REVENUES**

Revenue Category	Current Year Revenue to Date	Current Year Revenue As a % of Budget	Prior Year Revenue to Date	Prior Year Revenue As a % of Budget	% Variance (Current Year Less Prior Year)	\$ Variance (Current Year Less Prior Year)
130 CONVENTION DEV. TAX	93,450	26.09%	51,959	16.76%	9.33%	41,491
150 LOCAL OPTION GAS TAX	378,516	46.49%	352,961	44.91%	1.58%	25,555
151 INFRASTRUCTURE SURTAX	628,432	46.07%	573,691	44.08%	1.99%	54,741
160 COMMUNITY DEV. BLK. GRANT	85,527	61.98%	38,198	27.68%	34.30%	47,329
181 DOWNTOWN INCREMENT FUND	6,816,079	102.07%	6,099,571	95.90%	6.16%	716,508
182 SOUTHEND INCREMENT FUND	4,615,792	102.77%	4,086,515	96.81%	5.96%	529,277
<b>TOTAL REVENUES</b>	<b>\$ 12,617,797</b>	<b>91.14%</b>	<b>\$ 11,202,895</b>	<b>85.41%</b>	<b>5.73%</b>	<b>\$ 1,414,901</b>



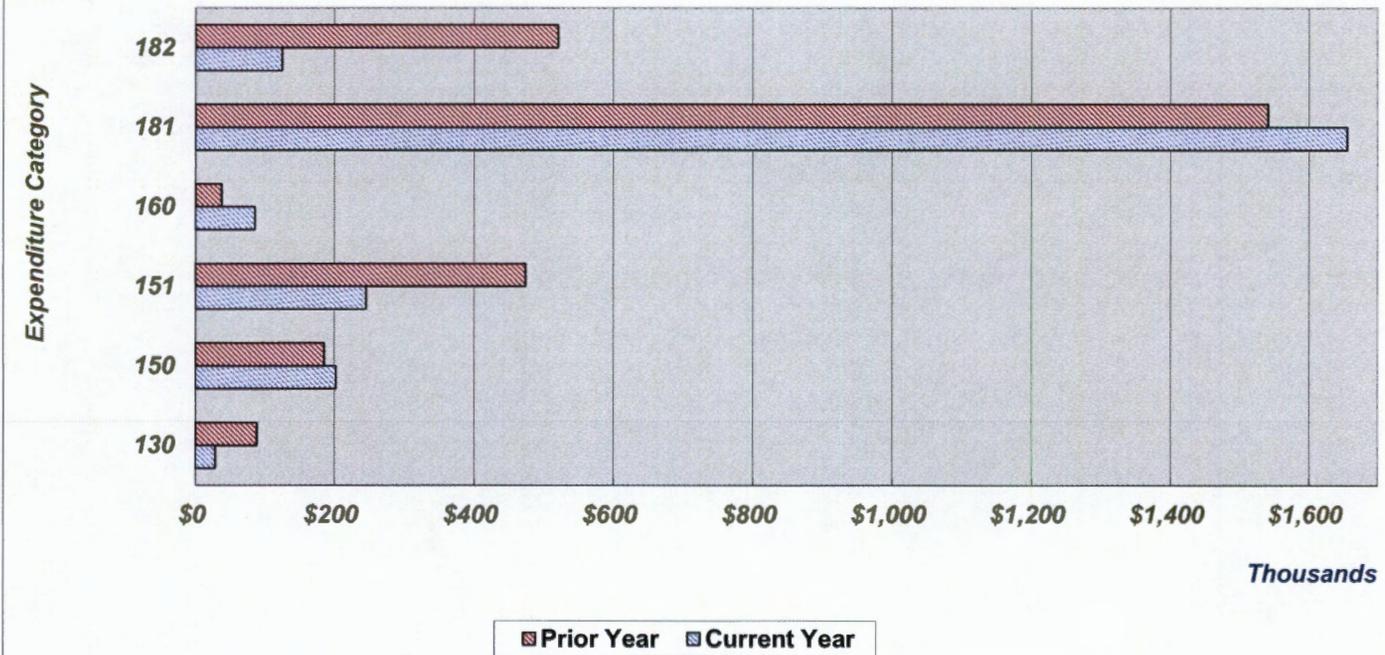


**Summary Budget Expenditure Report**  
 February 28, 2019  
 (41.37% of year has elapsed)

**EXHIBIT 6 - SPECIAL REVENUE FUND EXPENDITURES**

Expenditure Category	Current Year Expenditures to Date	Current Year Expenditures As a % of Budget	Prior Year Expenditures to Date	Prior Year Expenditures As a % of Budget	% Variance (Current Year Less Prior Year)	\$ Variance (Current Year Less Prior Year)
130 CONVENTION DEV. TAX	28,705	10.49%	88,574	53.09%	-42.60%	(59,868)
150 LOCAL OPTION GAS TAX	202,218	25.33%	185,265	24.09%	1.24%	16,953
151 INFRASTRUCTURE SURTAX	245,412	27.26%	474,210	40.12%	-12.85%	(228,798)
160 COMMUNITY DEV. BLK. GRANT	85,527	61.98%	38,198	27.68%	34.30%	47,329
181 DOWNTOWN INCREMENT FUND	1,655,678	13.24%	1,540,585	30.45%	-17.20%	115,094
182 SOUTHEND INCREMENT FUND	124,759	29.72%	521,111	26.61%	3.10%	(396,351)
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,342,299</b>	<b>15.58%</b>	<b>\$ 2,847,941</b>	<b>30.71%</b>	<b>-15.13%</b>	<b>\$ (505,642)</b>

**SPECIAL REVENUE FUND EXPENDITURES TO DATE  
 CURRENT YEAR VS PRIOR YEAR**





**Summary Budget Report**  
 February 28, 2019  
 (41.37% of year has elapsed)

**EXHIBIT 7 - SUMMARY REVENUES AND EXPENDITURES**

Fund Name	Budgeted Revenues Fiscal Year 2019	Budgeted Revenues To Date	Actual Revenues To Date	Variance Favorable/ (Unfavorable)
001 General Fund	22,390,353	9,262,858	13,617,417	4,354,559
130 Convention Development Tax	358,235	148,201	93,450	(54,751)
150 Local Option Gas Tax	814,267	336,861	378,516	41,654
151 Infrastructure Surtax	1,364,089	564,322	628,432	64,110
160 Community Dev. Blk. Grant	138,000	57,090	85,527	28,436
181 Downtown Increment Fund	6,678,011	2,762,684	6,816,079	4,053,395
182 Southend Increment Fund	4,491,223	1,858,013	4,615,792	2,757,780
410 Electric Utility	83,956,489	34,732,684	35,243,708	511,023
411 Natural Gas Utility	2,232,672	923,653	1,008,533	84,880
420 Water & Sewer Utility	13,601,950	5,627,108	6,448,647	821,539
423 Storm Water Management	1,397,278	578,052	656,597	78,545
430 Sanitation Fund	3,497,483	1,446,904	1,533,626	86,722
440 Golf Course Fund	1,534,839	634,961	747,398	112,438
460 Leased Facilities Fund	656,212	271,474	290,730	19,256
500 Internal Service Funds	12,593,930	5,210,092	4,993,802	(216,289)
<b>Total Revenues</b>	<b>\$ 155,705,031</b>	<b>\$ 64,414,958</b>	<b>\$ 77,158,255</b>	<b>\$ 12,743,297</b>

Fund Name	Budgeted Expenditures Fiscal Year 2019	Budgeted Expenditures To Date	Actual Expenditures To Date	Variance Favorable/ (Unfavorable)
001 General Fund	22,655,582	9,372,583	8,164,601	1,207,982
130 Convention Development Tax	273,639	113,204	28,705	84,499
150 Local Option Gas Tax	798,412	330,302	202,218	128,085
151 Infrastructure Surtax	900,197	372,410	245,412	126,998
160 Community Dev. Blk. Grant	138,000	57,090	85,527	(28,436)
181 Downtown Increment Fund	12,501,097	5,171,687	1,655,678	3,516,008
182 Southend Increment Fund	419,830	173,683	124,759	48,924
410 Electric Utility	97,128,346	40,181,864	29,234,878	10,946,985
411 Natural Gas Utility	1,965,201	813,001	689,264	123,737
420 Water & Sewer Utility	15,491,202	6,408,689	4,932,452	1,476,237
423 Storm Water Management	1,496,690	619,178	292,275	326,903
430 Sanitation Fund	3,719,126	1,538,597	1,213,325	325,273
440 Golf Course Fund	1,451,159	600,343	648,116	(47,773)
460 Leased Facilities Fund	679,362	281,051	300,571	(19,520)
500 Internal Service Funds	12,664,558	5,239,310	5,577,906	(338,595)
<b>Total Expenditures</b>	<b>\$ 172,282,401</b>	<b>\$ 71,272,993</b>	<b>\$ 53,395,688</b>	<b>\$ 17,877,306</b>

Fund Name	Net Income (Loss)	Net Variance Favorable/ (Unfavorable)
001 General Fund	5,452,816	5,562,541
130 Convention Development Tax	64,745	29,748
150 Local Option Gas Tax	176,298	169,739
151 Infrastructure Surtax	383,020	191,109
160 Community Dev. Blk. Grant	-	-
181 Downtown Increment Fund	5,160,401	7,569,404
182 Southend Increment Fund	4,491,033	2,806,703
410 Electric Utility	6,008,829	11,458,009
411 Natural Gas Utility	319,269	208,616
420 Water & Sewer Utility	1,516,195	2,297,776
423 Storm Water Management	364,322	405,448
430 Sanitation Fund	320,302	411,995
440 Golf Course Fund	99,282	64,664
460 Leased Facilities Fund	(9,841)	(264)
500 Internal Service Funds	(584,103)	(554,885)
<b>Total</b>	<b>\$ 23,762,568</b>	<b>\$ 30,620,603</b>



**Cash and Investments by Fund**  
February 28, 2019

INVESTMENT HOLDER	TYPE	FACE AMOUNT	MARKET VALUE
Salem Trust Treasury Strip	TS	3,076,950	3,076,950
<b>TOTAL UTILITY FUNDS 410 and 420</b>			<b>\$3,076,950</b>
Salem Mutual Fund	Portfolio	45,157,102	45,157,102
Sawgrass Asset Management	Portfolio	24,519,738	24,519,738
Wells Capital	Portfolio	14,488,824	14,488,824
MD Sass	Portfolio	4,401	4,401
JPMCB - Strategic Property Fund	Portfolio	5,016,303	5,016,303
<b>TOTAL PENSION FUNDS 611, 612 and 613</b>			<b>\$89,186,368</b>
<b>TOTAL INVESTMENTS</b>			<b>\$92,263,317</b>
State Board of Administration	Pool	18,610,669	18,610,669
Florida Trust	Pool	18,611,690	18,611,690
FMIT 0-2 Yr High Quality Bond Fund	Pool	12,174,860	12,174,860
Bank of America	Cash	7,708,843	7,708,843
Sawgrass Asset Management	Portfolio	44,817,238	44,817,238
Galliard Capital Management	Portfolio	41,697,466	41,697,466
Garcia Hamilton & Associates	Portfolio	42,426,610	42,426,610
Salem Trust: Goldman Sachs Treasury	MM	11,287	11,287
<b>TOTAL EQUITY IN POOLED CASH</b>			<b>\$186,058,663</b>
Petty Cash	Cash	6,525	6,525
<b>TOTAL CASH AND INVESTMENTS</b>			<b>\$278,328,505</b>

**Attorney Fees Paid During the Month**

NAME	DESCRIPTION	CHECK DATE	CHECK AMOUNT
Bell & Roper, P.A.	Las Olas vs COJB	02/14/19	277.75
Marks, Gray, PA	General Matters	02/14/19	15,892.50
Sugarman & Susskind, P.A.	Monthly Retainer - Dec & Jan	02/14/19	5,100
<b>TOTAL ATTORNEY FEES</b>			<b>\$21,270</b>

City of Jacksonville Beach, 11 North Third Street, Jacksonville Beach, FL 32250

[www.jacksonvillebeach.org](http://www.jacksonvillebeach.org)



**Cash and Investments by Type**  
 Fiscal Year to Date  
 February 28, 2019

Type of Investment	Beginning Balance 10/1/2018	Investment Earnings	Realized Gain/(Loss)	Unrealized Gain/(Loss)	Fees	Net Investment Income	Net Deposits (Withdrawals)	Ending Balance 2/28/19	Weighted Net Return*
State Pooled Investment Fund	14,966,730	212,832	0	0	0	212,832	3,431,107	18,610,669	0.13%
Money Market: Goldman Sachs Treasury	11,503	91	0	0	(306)	(216)	0	11,287	0.00%
U.S. Treasury Stripped Coupons	3,035,428	0	0	41,522	0	41,522	0	3,076,950	0.02%
Florida Municipal Investment Trust 0-2 Yr HQ Bond Fund	12,059,542	115,318	0	0	0	115,318	0	12,174,860	0.06%
Sawgrass Asset Management	44,007,963	433,833	(99,725)	523,381	(42,963)	814,525	(5,250)	44,817,238	0.44%
Insight Asset Management	29,483,930	(76,247)	(26,302)	0	(16,008)	(118,558)	(29,365,373)	0	0.00%
Galliard Capital Management	29,195,370	453,599	(133,181)	251,448	(26,159)	545,706	11,956,390	41,697,466	0.34%
Garcia Hamilton & Associates	29,630,798	539,252	(384,004)	353,528	(30,817)	477,959	12,317,853	42,426,610	0.30%
Florida Trust	0	111,690	0	0	0	111,690	18,500,000	18,611,690	0.12%
Operating Cash: Bank of America	8,055,737	7,467	0	0	(40,759)	(33,292)	(313,602)	7,708,843	-0.02%
Petty Cash	6,725	0	0	0	0	0	(200)	6,525	0.00%
<b>TOTAL CITY MANAGED INVESTMENTS AND CASH</b>	<b>170,453,724</b>	<b>1,797,834</b>	<b>(643,213)</b>	<b>1,169,879</b>	<b>(157,013)</b>	<b>2,167,487</b>	<b>16,520,926</b>	<b>189,142,137</b>	<b>1.21%</b>
Pension Fund: Salem Mutual Fund	33,858,339	904,998	0	(1,895,642)	0	(990,644)	12,289,406	45,157,102	-1.25%
Pension Fund: Sawgrass Asset Mgt	23,857,182	326,115	(15,526)	388,395	(36,427)	662,556	0	24,519,738	0.76%
Pension Fund: Wells Capital	15,788,041	48,323	494,835	(1,099,237)	(43,138)	(599,217)	(700,000)	14,488,824	-0.63%
Pension Fund: MD Sass	12,762,897	46,482	(405,789)	(74,500)	(35,282)	(469,089)	(12,289,406)	4,401	0.00%
Pension Fund: JPMCB - Strategic Property Fund	4,937,925	0	0	78,378	0	78,378	(0)	5,016,303	0.09%
<b>TOTAL PENSION INVESTMENTS</b>	<b>91,204,384</b>	<b>1,325,918</b>	<b>73,520</b>	<b>(2,602,607)</b>	<b>(114,848)</b>	<b>(1,318,016)</b>	<b>(700,000)</b>	<b>89,186,368</b>	<b>-1.45%</b>
<b>TOTAL CASH AND INVESTMENTS</b>	<b>261,658,108</b>	<b>3,123,752</b>	<b>(569,693)</b>	<b>(1,432,728)</b>	<b>(271,861)</b>	<b>849,470</b>	<b>15,820,926</b>	<b>278,328,505</b>	

\*Fiscal year to date

City of  
Jacksonville Beach  
City Hall  
11 North Third Street  
Jacksonville Beach  
FL 32250  
Phone: 904.247.6274

**MEMORANDUM**

**TO:** Michael Staffopoulos, City Manager  
**FROM:** Ashlie Gossett, Assistant Finance/Budget Officer  
**SUBJECT:** Audit Report for the Fiscal Year Ending September 30, 2018  
**DATE:** March 7, 2019

**ACTION REQUESTED**

Accept the independent auditors' report on the general-purpose financial statements of the City of Jacksonville Beach for the fiscal year ending September 30, 2018.

**BACKGROUND**

We are providing a copy of the City's Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2018 for your review. A briefing is scheduled for 6:00 PM on March 18, 2019 to discuss the report with the City Council. The City again received an unqualified audit opinion on our annual financial report. In addition, the auditors found no major deficiencies in internal controls or compliance violations of any laws or regulations. We will submit this report to the Government Finance Officers' Association for the Certificate of Achievement Award for Financial Reporting.

**RECOMMENDATION**

Accept the Comprehensive Annual Financial Report for the fiscal year ending September 30, 2018.





City of

Jacksonville Beach

City Hall

11 North Third Street

Jacksonville Beach

FL 32250

Phone: 904.247.6268

Fax: 904.247.6169

[www.jacksonvillebeach.org](http://www.jacksonvillebeach.org)

**MEMORANDUM**

**TO:** The Honorable Mayor and Members of the City Council  
**FROM:** Mike Staffopoulos, City Manager  
**SUBJECT:** Appointment of the Chief Financial Officer  
**DATE:** March 18, 2019

**ACTION REQUESTED**

Approve the City Manager's decision to appoint Ashlie K. Gossett to the position of Chief Financial Officer, effective March 19, 2019.

**BACKGROUND**

The City's Chief Financial Officer, Michael Nadeau tendered his resignation effective March 8, 2019. For this reason, I have decided to appoint Ashlie K. Gossett to the Chief Financial Officer position. Pursuant to Chapter II, Section 14 of the City Charter, the City Finance Officer is appointed by the City Manager, and the appointment must be approved by the City Council before it becomes effective.

Ashlie has been employed by the City in the Finance Department for over seventeen years and is currently serving as the Assistant Finance Officer/Budget Officer. She received a Bachelor of Science in Management from Purdue University and a Master of Business Administration from the University of North Florida. She is a Florida Certified Public Accountant. Ashlie was also recognized as the City's Employee of the Quarter for 2018.

Ashlie is highly respected within the City. Her professional qualifications and extensive experience with the City makes her the



Memo

Page 2

ideal candidate for the Chief Financial Officer position. Attached is her resume for your information.

RECOMMENDATION

Approve the City Manager's decision to appoint Ashlie K. Gossett to the position of Chief Financial Officer, effective March 19, 2019.

**Ashlie K. Gossett, CPA**

8771 Brighton Hill Circle E, Jacksonville FL 32256

agossett@jaxbchfl.net

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**EDUCATION AND CERTIFICATION**

- Certified Public Accountant (CPA), Florida license number AC39671
- Master of Business Administration - University of North Florida, Jacksonville, FL
- Bachelor of Science in Management - Purdue University, West Lafayette, IN

**PROFESSIONAL EXPERIENCE****Assistant Finance/Budget Officer**

November 2014 - Present

*City of Jacksonville Beach, Florida*

Plans, directs, and compiles the City's annual budget document and capital improvement plan for City Council approval. Assists with financial statement preparation and external audits. Assists in the supervision of finance department staff. Regularly communicates and collaborates with executive level personnel throughout the City and professional level employees of local, state, and federal agencies.

*Key Responsibilities & Accomplishments:*

- Coordinated the \$162 million budget development process from departmental requests through to Council approval of both the budget and millage rate.
- Prepared annual adopted budget documents; all of which received the GFOA award for Distinguished Budget Presentation.
- Organized council tours and budget previews in advance of annual workshops to highlight major budget and project initiatives.
- Developed and updated revenue, expense, and debt service projections; statistical data, and other fiscal information in support of the budget process.
- Reviewed, verified and approved requisitions and budget modifications.
- Coordinated and prepared mid-year and yearend budget adjustments for City Council approval.
- Prepared cash flows and monitored spending for tax increment funds and periodically briefed Community Redevelopment Agency on matters of budget and fund balance.
- Served on capital projects team to provide financial and budgetary input on matters such as strategic goals and long-term budgetary planning.
- Worked with utility departments to revise utility rates, analyzed utility rates for revenue sufficiency, and recommended rate changes.
- Established both a natural gas and electric rate review committee.
- Managed FEMA reimbursement grant process for both Hurricanes Matthew (2016) and Irma (2017) which recovered more than \$3 million in costs incurred by the City.
- Served as ERP steering committee member and actively participated in the configuration of the new financial software.

**Ashlie K. Gossett, CPA**

Resume, page 2

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**Accounting Supervisor**

May 2011 – November 2014

*City of Jacksonville Beach, Florida*

Coordinates, oversees, and prepares financial statements for a City with a net position of over \$300 million. Organizes and directs accounting and financial functions that require the exercise of considerable judgment related to accounting technical issues and matters. Plans and supervises the work of one professional and two para-professional employees.

*Key Accomplishments:*

- Modernized cemetery operations by researching and implementing a new comprehensive system including digital record keeping for historical documents and GIS mapping.
- Aided in the development of a credit card acceptance system affecting multiple business units by researching fees, building a detailed financial model, and projecting operating costs.
- Advanced the City Council objective of paid parking by analyzing the impact of several proposals then recommended a new vendor as member of the selection committee.
- Added two new managers and updated the City's investment policy by serving as member of the operating funds investment committee with the Finance Officer.
- Achieved three successful year-end closes with record low audit adjustments and recognized by GFOA with CAFR award every year.
- Improved efficiency and simplified finance operations by redesigning a cost allocation and eliminating the need for a radio internal service fund.

**Accountant**

June 2001 – May 2011

*City of Jacksonville Beach, Florida*

Prepares and maintains complex financial records for a City of over 20,000 residents that also operates an electric utility serving about 34,000 customers. Responsibilities include fixed asset management, tax reporting and compliance monitoring, general ledger account analysis, job costing oversight, and query writing for data analysis.

*Key Accomplishments:*

- Improved golf course sales and inventory reporting and advanced PCI compliance by leading the Vermont Systems GolfTrac software conversion project.
- Identified long term cost savings for City by performing a comprehensive lease versus build analysis and recommending that a new radio tower be constructed.
- Expanded fixed asset reporting by leading the implementation of work order job costing system.
- Increased accuracy and consistency in special events billing by converting its operations to the SunGard Miscellaneous Receivables application.
- Successfully managed a sales tax audit conducted by FL Department of Revenue with a zero liability outcome by demonstrating a strong command of statutory requirements and the City's consistent compliance.
- Increased data analysis capabilities City-wide by developing expertise with Cognos query software and writing reports to assist departments with financial reporting or budgeting needs.

**Ashlie K. Gossett, CPA**

Resume, page 3

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**Staff Accountant**

October 1999 – March 2001

*USA Floral Products Inc., Miami, FL*

Prepares and analyzes financial statements for a large import company. Responsibilities include inventory management, communication with consignment vendors, fixed asset management, bank reconciliations, general ledger account analysis, and daily sales posting.

*Key Accomplishments:*

- Served as accounting project lead in converting all subsidiary companies to one uniform business software system.
- Trained accounting counterparts in subsidiary companies in inventory management and monthly report generation.

**Tax Collection Representative**

May 1998 – July 1999

*Municipality of Monroeville, PA*

Process earned income, real estate, and business tax payments and update account information for a municipality of 30,000 residents. Responsibilities include communication with taxpayers, tax billing and receipting, and account auditing.

*Key Accomplishment:*

- Assisted with audit of 3,000 business tax accounts which generated previously uncollected revenues.

**PROFESSIONAL AFFILIATIONS**

- Government Finance Officers Association
- Florida Government Finance Officers Association
- Florida First Coast Chapter of the Florida Government Finance Officers Association



Beaches Energy  
 Services  
 1460-A Shetter Ave  
 Jacksonville Beach  
 FL 32250  
 Phone: 904.247.6281

[www.beachesenergy.com](http://www.beachesenergy.com)

**MEMORANDUM**

**TO:** Mike Staffopoulos, City Manager  
**FROM:** Allen Putnam, Director of Beaches Energy Services  
**SUBJECT:** Bid Number 1819-03, Pad Mount Switchgear  
**DATE:** March 5, 2019

**ACTION REQUESTED**

Award Bid Number 1819-03 for the purchase of pad mount switchgears

**BACKGROUND**

To enhance reliability and improve restoration times, Beaches Energy Services utilizes equipment that allows field employees to isolate and reconfigure the primary distribution system through the operation of switches. In the event of a major circuit fault, Beaches Energy Services must have the ability to sectionalize the affected area to minimize the number of customers without power until permanent repairs are completed.

Bid Number 1819-03 establishes the specifications for the type 12 three-phase and single phase vacuum fault interrupters (VFIs) pad mount switchgears. The solicitation was advertised and we received the following four (4) responses:

<b>Item: Type 12 Three Phase - 600 Amp 4 Way</b>			
<b>Rank</b>	<b>Bidder Name</b>	<b>Price</b>	<b>Delivery</b>
1	Trayer Engineering Corp	\$42,998	112-140 Days
2	G&W Electrical Co.	\$45,555	27 Weeks
3	Gresco	\$54,190	140 Days
4	Irby	\$76,970	140-196 Days

Item: Single Phase VFI			
Rank	Bidder Name	Price	Delivery
1	Trayer Engineering Corp	\$14,955	112-140 Days
2	Irby	\$15,084	140-196 Days
3	G&W Electrical Co.	\$24,672	27 Weeks
4	Gresco	\$25,345	140 Days

Trayer Engineering Corporation was the low bidder. We anticipate installing one (1) type 12 three-phase pad mount switchgear and three (3) to four (4) single phase VFIs per year. Funding for this purchase is included in the Beaches Energy Services budget for capital outlay.

**RECOMMENDATION**

Award Bid Number 1819-03 to Trayer Engineering Corporation. In the event the low bidder cannot meet the delivery schedule or the City's demand, the next qualified low bidder will be utilized.



Beaches Energy

Services

1460-A Shetter Ave

Jacksonville Beach

FL 32250

Phone: 904.247.6281

[www.beachesenergy.com](http://www.beachesenergy.com)

## MEMORANDUM

**TO:** Mike Staffopoulos, City Manager  
**FROM:** Allen Putnam, Director, Beaches Energy Services  
**SUBJECT:** Bid Number 1819-05 Tree Trimming and Vegetation Management  
**DATE:** March 5, 2019

### ACTION REQUESTED

Award Bid Number 1819-05 for Tree Trimming and Vegetation Management

### BACKGROUND

This bid covers the trimming of trees, limbs, and brush and vegetation spraying and/or removal on utility easements and rights of way along Beaches Energy Services overhead and underground transmission and distribution lines. The bid requires trained, qualified and experienced staff consisting of two (2) three-man crews to include the equipment necessary for vegetation trimming and removal, vegetation management and the disposal of debris.

The contract term is for a period of one (1) year, with an option to renew for up to three (3) additional one-year periods, upon approval of the City Manager.

Bid Number 1819-05 establishes the specifications for tree trimming and vegetation management. The solicitation was advertised and we received the following four (4) responses:

MEMORANDUM

Tree Trimming and Vegetation Management

March 5, 2019

Page 2 of 2

Bid 1819-05	Trees LLC		The Davey Tree Expert Company		ABC Professional Tree Services		Marathon Resource Management Group	
	Regular Hour	Overtime Hour	Regular Hour	Overtime Hour	Regular Hour	Overtime Hour	Regular Hour	Overtime Hour
Working Foreman	\$34.89	\$47.10	\$32.88	\$46.03	\$45.00	\$67.50	\$95.00	\$145.00
Tree Trimmer	\$27.86	\$37.61	\$28.50	\$39.90	\$40.00	\$60.00	\$75.00	\$115.00
Ground man	\$23.61	\$31.87	\$24.90	\$34.86	\$40.00	\$60.00	\$55.00	\$85.00
50' Aerial Lift*	\$14.08	\$13.38	\$17.37	\$17.37	\$30.00	\$30.00	\$150.00	\$225.00
70' Aerial Lift*	\$18.87	\$17.93	\$23.47	\$23.47	\$45.00	\$45.00	\$200.00	\$300.00
70' Aerial Lift (4x4)*	\$23.17	\$22.01	\$32.32	\$32.32	\$65.00	\$65.00	\$200.00	\$300.00
Brush Chipper	\$5.11	\$4.85	\$5.79	\$5.79	\$14.00	\$12.00	\$125.00	\$190.00
<b>Total</b>	<b>\$147.59</b>	<b>\$174.75</b>	<b>\$166.71</b>	<b>\$201.22</b>	<b>\$283.00</b>	<b>\$343.50</b>	<b>\$975.00</b>	<b>\$1,475.00</b>

Trees LLC was the lowest responsive bidder at \$147.59 per hour. We do not utilize these services outside of regular hours except for emergency situations.

RECOMMENDATION

Award Bid Number 1819-05 for Tree Trimming and Vegetation Management to Trees LLC.

**Beaches Energy Services**

**Response Summary**

**Bid No. 1819-05 Tree Trimming and Vegetation Management**

**Form**

**Hold Pricing**

Vendor	1	2	3	4	5	6	7	8	9	Meet Specs.	2nd	3rd	4th	W-9	Addendu m 1	Addendum 2	Notes
Trees LLC	x	x	x	x	x	x	x	a	a	Yes	N	N	N	x	x	x	
Marathon Resource Management Group	x	x	b	b	b	c	c	a	a	Yes	Y	Y	Y	d	e	e	
The Davey Tree Expert Company	x	x	x	x	x	c	x	a	a	Yes	Y	N	N	x	x	x	Provided storm and ememrgency supplimental rates
ABC Professional Tree Services	x	x	x	x	x	c	x	a	a	Yes	N	N	N	d	x	e	

Notes:

- a - Provided at delivery of executed contract
- b - Did not sign form
- c - Form not completed
- d - Did not include W - 9
- e - Did not acknowledge Addendum

Beaches Energy Services

Bid 1819-05 Tree Trimming and Vegetation Management

BID ITEM	ITEM DESCRIPTION	Trees LLC		Marathon Resource Management Group		The Davey Tree Expert Company		ABC Professional Tree Services	
		Regular Hour	Overtime Hour	Regular Hour	Overtime Hour	Regular Hour	Overtime Hour	Regular Hour	Overtime Hour
1	Working Foreman	\$ 34.89	\$ 47.10	\$ 95.00	\$ 145.00	\$ 32.88	\$ 46.03	\$ 45.00	\$ 67.50
2	Tree Trimmer	\$ 27.86	\$ 37.61	\$ 75.00	\$ 115.00	\$ 28.50	\$ 39.90	\$ 40.00	\$ 60.00
3	Groundman	\$ 23.61	\$ 31.87	\$ 55.00	\$ 85.00	\$ 24.90	\$ 34.86	\$ 40.00	\$ 60.00
4	50' Aerial Lift*	\$ 14.08	\$ 13.38	\$ 150.00	\$ 225.00	\$ 17.37	\$ 17.37	\$ 30.00	\$ 30.00
5	70' Aerial Lift*	\$ 18.87	\$ 17.93	\$ 200.00	\$ 300.00	\$ 23.47	\$ 23.47	\$ 45.00	\$ 45.00
6	70' Aerial Lift (4x4)*	\$ 23.17	\$ 22.01	\$ 200.00	\$ 300.00	\$ 32.32	\$ 32.32	\$ 65.00	\$ 65.00
7	Brush Chipper	\$ 5.11	\$ 4.85	\$ 125.00	\$ 190.00	\$ 5.79	\$ 5.79	\$ 14.00	\$ 12.00
8	Two Gas Saws	\$ -	\$ -	\$ 75.00	\$ 115.00	\$ 1.48	\$ 1.48	\$ 4.00	\$ 4.00
	<b>Total</b>	\$ 147.59	\$ 174.75	\$ 975.00	\$ 1,475.00	\$ 166.71	\$ 201.22	\$ 283.00	\$ 343.50 *
	Herbicide per gallon		\$ 106.00 *		\$ 110.00		\$ 4.20		Cost + 10%
	Herbicide Brand		Garlon 3 w/ Agri-		Round-up		4% Rodeo...		
	Cut Stump Treatment per gallon		\$ 123.00		\$ 110.00		\$ 43.70		Cost + 10%
	Cut Stump Treatment Brand		Garlon 4		Garlan		20% Garlon		
	Herbicide Treatment cost-per-		\$ 3,389.25		\$ 65.00		\$ 2,537.00		Cost + 10%

\* Price adjusted after follow-up email sent post bid opening



City of  
 Jacksonville Beach  
 Property and  
 Procurement Division  
 1460A Shetter Avenue  
 Jacksonville Beach  
 FL 32250  
 Phone: 904.247.6229  
 Email: purchasing@jaxbchfl.net  
 www.jacksonvillebeach.org

*This is the only recommendation notice you will receive. If there are other representatives in your firm working on this project, please forward to their attention.*

**BID AWARD NOTICE**

Date: February 25, 2019  
 From: Luis F. Flores, Property and Procurement Officer  
 RE: **Bid No. 1819-05 Tree Trimming and Vegetation Management**  
 Recommendation will be presented to the City Manager for:  
 Bid Number: 1819-05  
 Title: Tree Trimming and Vegetation Management

Following is the bid tabulation sheet:

Bid Item	Item Description	Trees LLC		The Davey Tree Expert Company		ABC Professional Tree Services		Marathon Resource Management Group	
		Regular Hour	Overtime Hour	Regular Hour	Overtime Hour	Regular Hour	Overtime Hour	Regular Hour	Overtime Hour
1	Working Foreman	\$ 34.89	\$ 47.10	\$ 32.88	\$ 46.03	\$ 45.00	\$ 67.50	\$ 95.00	\$ 145.00
2	Tree Trimmer	\$ 27.86	\$ 37.61	\$ 28.50	\$ 39.90	\$ 40.00	\$ 60.00	\$ 75.00	\$ 115.00
3	Groundman	\$ 23.61	\$ 31.87	\$ 24.90	\$ 34.86	\$ 40.00	\$ 60.00	\$ 55.00	\$ 85.00
4	50' Aerial Lift*	\$ 14.08	\$ 13.38	\$ 17.37	\$ 17.37	\$ 30.00	\$ 30.00	\$150.00	\$ 225.00
5	70' Aerial Lift*	\$ 18.87	\$ 17.93	\$ 23.47	\$ 23.47	\$ 45.00	\$ 45.00	\$200.00	\$ 300.00
6	70' Aerial Lift (4x4)*	\$ 23.17	\$ 22.01	\$ 32.32	\$ 32.32	\$ 65.00	\$ 65.00	\$200.00	\$ 300.00
7	Brush Chipper	\$ 5.11	\$ 4.85	\$ 5.79	\$ 5.79	\$ 14.00	\$ 12.00	\$125.00	\$ 190.00
8	Two Gas Saws	\$ -	\$ -	\$ 1.48	\$ 1.48	\$ 4.00	\$ 4.00	\$ 75.00	\$ 115.00
	<b>Total</b>	<b>\$147.59</b>	<b>\$ 174.75</b>	<b>\$166.71</b>	<b>\$ 201.22</b>	<b>\$283.00</b>	<b>\$ 343.50</b>	<b>\$975.00</b>	<b>\$ 1,475.00</b>
	Herbicide per gallon		\$ 106.00		\$ 4.20		Cost + 10%		\$ 110.00
	Herbicide Brand		Garlon3 w/Agri-Dex		#1				Round-up
	Cut Stump Treatment per gallon		\$ 123.00		\$ 43.70		Cost + 10%		\$ 110.00
	Cut Stump Treatment Brand		Garlon 4		#2				Garlan
	Herbicide Treatment cost-per-		\$ 3,389.25		\$2,537.00		Cost + 10%		\$ 65.00

Note:  
 #1 - 4% Rodeo, 0.75% Polaris, 0.5% Milestone, 3 oz. Escort/100 gallons, 1 % Surfactant  
 #2 - 20% Garlon 4 Ultra, 2% Polaris, 1 % Milestone, 77% Aquimix Oil Plus

Award to: **Trees, LLC**

In accordance with the procedures set forth in Section XII K. of the City of Jacksonville Beach Purchasing Manual, a written notice of intent to file a protest must be filed with the Property and Procurement Officer within three (3) business days, Monday through Friday, 8:00 AM – 4:00 PM, after receipt by the respondent of the Bid Award Notice from the Property and Procurement Officer.



If awarded, please do not proceed with any work prior to receiving an official City of Jacksonville Beach Purchase Order and/or Notice-to-Proceed letter.

We would like to thank each respondent for their submittal.

Luis F. Flores

Luis F. Flores, Property and Procurement Officer  
1460A Shetter Avenue, Jacksonville Beach, FL 32250



Beaches Energy

Services

1460-A Shetter Ave

Jacksonville Beach

FL 32250

Phone: 904.247.6281

[www.beachesenergy.com](http://www.beachesenergy.com)

## MEMORANDUM

TO: Mike Staffopoulos, City Manager  
FROM: Allen Putnam, Director of Beaches Energy Services  
SUBJECT: Natural Gas Infrastructure - Main Extension  
DATE: March 5, 2019

### ACTION REQUESTED

Approve the installation of 4" natural gas mains between:

- 905 Ponte Vedra Boulevard (where our system currently dead-ends) to the Publix at The Shoppes at Palm Valley

### BACKGROUND

We have been in discussions with the Publix located at 3777 Palm Valley Rd. in Ponte Vedra Beach regarding providing natural gas service to this location. This is the only Publix location within the Beaches Energy service territory that is not served with natural gas.

Gas service will allow their generator to power the entire store, including all needed refrigeration and air conditioning. This will allow them to preserve product through extended outages and quickly be able to begin serving the public post-event.

This project allows us to gain significant additional gas load with revenues conservatively estimated at \$59,242 annually. In addition, the extension of the main between 905 Ponte Vedra Blvd. and the Shoppes at Palm Valley builds on our strategic plan to eventually connect to TECO Energy Partners near the Palm Valley Bridge on State Rd. 210. This would also provide the opportunity to extend natural gas service to other customers in Palm Valley.

We have received verbal commitments from the three (3) restaurants at the Shoppes at Palm Valley. We also expect additional customers to request natural gas service once they become aware that it is available to their homes or businesses along this main extension (as experienced while previously installing the main extension along Ponte Vedra Blvd.).

MEMORANDUM

Natural Gas

March 5, 2019

Page 2 of 2

**Total project cost - \$491,309**

**Less contribution in-aid of construction (Publix) - \$100,000**

**Beaches Energy Natural Gas Division - \$391,309**

**Total estimated revenues (annually) - \$59,242**

**Estimated pay back (in years) – 6.6**

This project will be funded by the Beaches Energy Services Natural Gas Division. The project is contingent upon our receiving the required \$100,000 payment from Publix as a contribution in aid of construction.

RECOMMENDATION

Approve the installation of additional 4" natural gas main by TECO People's Gas in the amount of \$391,309 as described in the memorandum from the Director of Beaches Energy Services dated March 5, 2019.

City of

Jacksonville Beach

2508 South Beach

Parkway

Jacksonville Beach

FL 32250

Phone: 904.247.6236

Fax: 904.247.6143

[www.jacksonvillebeach.org](http://www.jacksonvillebeach.org)

## Memorandum

TO: Michael J. Staffopoulos, City Manager  
FROM: Jason Phitides, Director Parks and Recreation  
SUBJECT: Roof Renovation – Parks Maintenance Building  
DATE: March 06, 2019

### ACTION REQUESTED

Approve the roof renovation project for the Parks Maintenance Building by Weatherproofing Technologies, Inc.

### BACKGROUND

The Parks Maintenance Building was constructed in 1987 and contains approximately 8,000 square feet of warehouse space for storage of equipment and supplies, and includes a mechanic's workshop. It is located at the golf course and usage is shared between golf maintenance staff and parks maintenance staff for the upkeep of the golf course and City parks.

The roof is in need of immediate maintenance in order to preserve the building envelope and extend its useful life. Weatherproofing Technologies, Inc., can provide a complete roof renovation that encompasses the following scope of work:

- Pressure wash the roof system to remove all dirt, debris and algae.
- Remove eight (8) skylights and close openings with matching gauge metal panels (including additional support purlins).
- Reinforce all seams in the existing roof assembly with high tensile strength polyester reinforcement and 3-course Geogard Seam Sealer.
- Seal all exposed fastener heads with Geogard Seam Sealer and fully encapsulate all fastener heads.



MEMORANDUM

Roof Renovation – Parks Maintenance Building

March 6, 2019

Page 2 of 2

- Apply a fluid metal roof coating for the entire roof assembly at two (2) gallons per one hundred (100) square feet.

The useful life of the restored roof is between twelve (12) and fifteen (15) years. The total cost to complete this project is \$29,870 and includes a comprehensive warranty covering both labor and materials for twelve (12) years.

The cost to renovate after twelve (12) to fifteen (15) years should be approximately \$12,000 as there would be no need to reinforce seams and seal exposed fasteners.

Pricing provided by Weatherproofing Technologies, Inc., is according to the competitively bid solicitation by the Association of Educational Purchasing Agencies (AEPA), contract number IFB #017-F. AEPA is a cooperative multi-state non-profit organization made up of educational and government agencies to leverage purchasing power in order to provide all participants the ability to purchase at equal buying levels.

Funding for this project was included in the 2019 Capital Improvements Plan in the amount of \$30,000.

RECOMMENDATION

Approve the roof renovation project for the Parks Maintenance Building by Weatherproofing Technologies, Inc., as described in the memorandum from the Director of Parks and Recreation, dated March 6, 2019.

March 08, 2019

**TO:** Michael Staffopoulos, City Manager

**FROM:** David Millinor, Public Works Director

**SUBJECT:** Authorize Contract Modification to Reconstruct 4<sup>th</sup> St S between 10<sup>th</sup> Ave S and 12<sup>th</sup> Ave S.

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**ACTION REQUESTED:**

Authorize funding and a modification to the contract with Petticoat Schmitt for the reconstruction of 4<sup>th</sup> St S between 10<sup>th</sup> Ave S and 12<sup>th</sup> Ave S in lieu of repaving over existing unsuitable base material.

**BACKGROUND:**

Under the current contract with Petticoat Schmitt, the contractor is tasked with regrading and repaving 4<sup>th</sup> St S between 10<sup>th</sup> Ave S and 12<sup>th</sup> Ave S. During the grading it was noticed that there was very little existing base material underneath the asphalt. Lab testing results of the base material show that the existing material is unsuitable and would not provide the proper support for the roadway. Further research coupled with the lab results and visual inspection have confirmed that this section of 4<sup>th</sup> St S was a paved dust control road where the asphalt was placed on approximately less than 1 inch of limestone over the existing dirt road. Core samples for this portion of roadway were not taken during the design phase of the contract so the existing condition of the base material was unknown. The City staff has determined that the prudent course of action is to reconstruct this section of the road by installing suitable base material prior to repaving.

Using the previously agreed upon unit prices for the overall project, City staff estimates that the cost to rebuild the roadway base using crushcrete is approximately \$60,000. The overall project is predominantly funded with CRA funds with a small portion being City-funded. Due to prior unforeseen conditions and needed minor field changes, the limited amount of prior approved City contingency funds are not sufficient to fund this change order. Funds for this contract modification are available from the infrastructure surtax fund and the budget will be adjusted at yearend.

**RECOMMENDATION:**

Authorize a contract modification with Petticoat Schmitt and funding in the amount of \$60,000 from the infrastructure surtax fund for the reconstruction of 4<sup>th</sup> St S between 10<sup>th</sup> Ave S and 12<sup>th</sup> Ave S using crushcrete base material in lieu of repaving over existing unsuitable base material.

City of  
Jacksonville Beach  
Operations &  
Maintenance Facility  
Department of Public  
Works  
1460-A Shetter Avenue  
Jacksonville Beach  
FL 32250  
Phone: 904.247.6219  
Fax: 904.247.6117  
[www.jacksonvillebeach.org](http://www.jacksonvillebeach.org)





Areas where unsuitable base material  
needs to be removed and replaced  
with crushcrete prior to repaving

Photos of the unsuitable fill material



City of  
Jacksonville Beach  
City Hall  
11 North Third Street  
Jacksonville Beach  
FL 32250  
Phone: 904.247.6274  
Fax: 904.270.1642

[www.jacksonvillebeach.org](http://www.jacksonvillebeach.org)

## MEMORANDUM

**TO:** Mayor and City Council

**FROM:** Michael Staffopoulos, City Manager

**SUBJECT:** Resolution Number 2031-2019, Requesting Improvements to Penman Road to Address Pedestrian and Bicyclist Safety, Vehicle Turning Movements at Vehicle/Pedestrian Conflict Points, Drainage and Aesthetics

**DATE:** March 18, 2019

### ACTION REQUESTED

Adopt Resolution Number 2031-2019, requesting improvements to Penman Road to address pedestrian and bicyclist safety, vehicle turning movements and vehicle/pedestrian conflict points, drainage and aesthetics. This resolution has no financial impact to the City of Jacksonville Beach.

### BACKGROUND

Penman Road is a major collector road, owned and maintained by the City of Jacksonville, which runs north/south from Atlantic Boulevard to Beach Boulevard, servicing all three beach communities. The road consists of three lanes of travel (north, south and center turning), and provides ample vehicular capacity. The roadway corridor, however, is not conducive to any other form of transportation than automobile.

Pedestrians and bicyclists have difficulty crossing the roadway (east/west), and accommodations parallel to the road (north/south) are not ideal for either as well. Penman Road is in close proximity to San Pablo Elementary School, Duncan U. Fletcher Middle School, and Duncan U. Fletcher High School, and is used as a school walking route.

This Resolution requests the City of Jacksonville schedule improvements to the Penman Road corridor in concert with "complete street" concepts. Complete streets are designed for multiple modes of transportation to co-exist rather than place a priority on one form of transportation over another. Given the Jacksonville



Metropolitan Statistical Area's standing as nationally ranked dangerous area for pedestrians, these concepts should be embraced.

Adoption of this Resolution would result in staff preparing a transmittal letter for the Mayor's signature to the City of Jacksonville. The City's of Atlantic Beach and Neptune Beach will be considering similar resolutions to show unified support for commencement of planning and design, and scheduling of improvements, to the Penman Road corridor by the City of Jacksonville.

#### RECOMMENDATION

Adopt Resolution Number 2031-2019, requesting improvements to Penman Road to address pedestrian and bicyclist safety, vehicle turning movements and vehicle/pedestrian conflict points, drainage and aesthetics.

Introduced by: \_\_\_\_\_

Adopted: \_\_\_\_\_

## **RESOLUTION NO. 2031-2019**

### **A RESOLUTION OF THE CITY OF JACKSONVILLE BEACH REQUESTING IMPROVEMENTS TO PENMAN ROAD TO ADDRESS PEDESTRIAN AND BICYCLIST SAFETY, VEHICLE TURNING MOVEMENTS AT VEHICLE/PEDESTRIAN CONFLICT POINTS, DRAINAGE AND AESTHETICS.**

**WHEREAS**, Penman Road is classified as a “major collector road”, owned and maintained by the City of Jacksonville, running from Atlantic Boulevard (State Road 10) to the north to Beach Boulevard (State Road 212) to the south, and

**WHEREAS**, Penman Road consists of three lanes of travel (north, south, and center turning) between the cities of Atlantic Beach, Jacksonville Beach and Neptune Beach, providing adequate vehicular capacity in both directions to all three communities, and

**WHEREAS**, Penman Road provides relief to traffic on State Road A1A by providing a means for north/south travel within and among the beach communities away from the State highway system, and

**WHEREAS**, Penman Road is used as a school walking route by students within a two-mile radius of San Pablo Elementary School, Duncan U. Fletcher Middle School, and Duncan U. Fletcher High School, and

**WHEREAS**, Penman Road lacks sufficient crossings for pedestrians to traverse safely from the east or west side of the road to the other, and

**WHEREAS**, Penman Road lacks sufficient bicycling lanes for the safe sharing of the road by both automobiles and bicycles, and

**WHEREAS**, Penman Road contains open drainage swales on both sides of the roadway, contributing to difficulties for both pedestrians and bicyclists, and

**WHEREAS**, the City of Jacksonville Beach procured the services of Glatting-Jackson in 2007 to develop a concept rendering of improvements to Penman Road to improve pedestrian and bicyclist safety, roadway drainage systems, and the general aesthetics of the roadway corridor, and

**WHEREAS**, on the 4th day of September, 2018, the City of Neptune Beach adopted via Resolution 2018-07 a Complete Streets Policy to prioritize safe, convenient, and accessible transportation for all users, and

**WHEREAS**, the Jacksonville Metropolitan Statistical Area (MSA) remains one of the country's most dangerous areas for pedestrians, ranking No. 6 nationally on a "pedestrian danger index" according to the 2019 Dangerous By Design report published by Smart Growth America

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, THAT:**

**SECTION 1.** The City requests that the City of Jacksonville employ "complete streets" concepts for improvements to Penman Road, and that the project address safety improvements for pedestrians and bicyclists; turning movements at vehicle/pedestrian conflict points; drainage; and aesthetics.

**SECTION 2.** The City requests that the City of Jacksonville begin planning and designing for improvements to Penman Road in Fiscal Year 2020.

**SECTION 3.** The City requests that the City of Jacksonville place funds for construction of improvements to Penman Road into its 5-year Capital Improvement Plan document no later than Fiscal Year 2022.

**SECTION 4.** This Resolution shall become effective immediately upon its adoption.

**AUTHENTICATED** this \_\_\_ day of \_\_\_\_\_, 2019.

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William C. Latham, MAYOR

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Laurie Scott, CITY CLERK