



20 N. Swinton Avenue  
Delray Beach, FL 33444

Agenda Item #  
November 9, 2017

SB

**~ CRA BOARD SUMMARY ~  
CITY OF DELRAY BEACH – CLEAN AND SAFE PROGRAM  
SEPTEMBER 2017 UPDATE**

The CRA approved FY 16-17 funding of \$2,512,905 for the City's FY 16-17 Clean and Safe Program. The funding includes:

Police/Safe section

- 1 Sergeant
- 10 Police officers
- 1 Community Service Officer

Clean section

- 1 Downtown Manager
- 2 Code Enforcement Officers
- 3 Maintenance Workers (1 Supervisor & 2 General)
- 2 General Landscape/ Litter Maintenance Workers
- 1.625 Electricians
- Parking Garage Maintenance Staff- portion of salary
- Park Maintenance Staff- portion of salary
- 1 Sanitation Officer

Funding is also included for the following:

- Trash can liners
- Pressure cleaning
- Street sweeping
- Gardening and other supplies
- Decorative lighting maintenance
- Electricity for decorative street lights
- Street lighting bucket truck expense
- Libby Wesley Plaza Maintenance

Attached is the September Clean and Safe Program report from the Downtown Manager. The Police Department's September report will be included with the October monthly report.

The following is available upon request:

- Clean and Safe Organizational Chart (Police/Safe)
- Clean and Safe Organizational Chart (Clean)
- Clean and Safe Budget
- Job descriptions

**Submitted By:** Lori Hayward, Finance & Operations Director

Attachment(s): Clean and Safe Report

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## Clean & Safe Administrator *AS*

### September Monthly Report

#### Meetings

- Weekly meetings: with Community Improvement (CI) managers and Mr. Stewart; with Assistant City Manager Caryn Gardner-Young, Mr. Coleman, Mr. Stewart and CI managers
- SETAC (1): attended with Code Officers (CO) Darcy Tyson and Thomas Story.
- Hurricane meetings: multiple meetings were held within Community Improvement to discuss pre- and post-storm roles and responsibilities.
- DDA Agenda Meeting
- Delray Beach Rotary Meeting: Director Coleman was the Guest of Honor. He introduced Community Improvement staff who then explained their roles.
- Purchasing Overview: attended with other department staff and Procurement Agent Natasha Tucker to discuss current purchasing procedures.
- DDA Merchant Meeting: first meeting for the event season.
- CRA Reports Meeting: met with Ms. Hayward, Ms. Walker, Ms. Freddy and Assistant Director Stewart regarding report content and deadlines.

#### Updates (from previously mentioned events):

- Uber/Lyft: currently awaiting an update from Parking Administrator Alarcon on this process.
- "Doggie Dining": meeting held with Lynn Gelin 09/18. She is in the process of drafting an ordinance that outlines establishment's responsibilities when allowing dogs in outdoor dining areas.
- Code Enforcement Volunteer: Mr. Marcus was approved and has begun to familiarize himself with the C & S area by completing ride-alongs. He was also given an ID card and key card. I am in the process of building an introductory packet.

#### Noteworthy Events

- Hurricane Irma: Officer Story and myself completed pre- and post-storm "assessments". The General Maintenance crew and Electricians also made necessary preparations. The GM crew returned to work a day earlier than other city employee's to clear vegetation from the Clean & Safe area. See attached document.

- Gun Show: due to zoning restrictions, the Elk's Lodge will no longer be hosting the gun show. See attached letter.
- 90-Day Plan: at the request of Director Coleman, I completed a 90-day plan that outlines the necessary preparations for the upcoming event season to include cleanliness, expedited repairs, compliance with ordinances and communication with ALL city Clean & Safe personnel all the while meeting (and exceeding) departmental goals. The plan outlines objectives/tasks to be completed for the months of October-December. See attached document.
- CRA lot tour and updates: I met with Mr. Lee on 09/27 to tour the CRA lots within the C & S area. Most notable were the lots where the invasive trees are being removed as there is still a large amount of vegetation that has yet to be removed by the contractor. Mr. Lee advised that the contractor was given a deadline of 10/06 to have the vegetation piled for removal.
- Libby Wesley Park and Fire Station 1: GM Supervisors McCellion and Rolle, Assistant Director Stewart, PD Officer Lugo, FD Division Chief Anderson and myself met to discuss recent issues with litter and camping. Plant overgrowth in both areas has provided concealment for illegal activity and camping, compromising the safety for both citizens and employees. With a collaborative effort by Clean & Safe staff to trim landscaping and remove trash, FD to replace broken light bulbs and rearrange signs, and PD's zero tolerance policy for COVs and trespassing, safety and the overall appearance should improve greatly. Superintendent Frantz is also looking into having "Dusk to Dawn" signs placed in the park area. This area will continue to be monitored for improvements as progress is made.
- NE 4<sup>th</sup> Ave: in preparation for the Howard Alan Craft Festival on 09/23, I asked for NE 4<sup>th</sup> Ave to be cleared of all vegetation piles and trash. This was completed by communicating with Superintendent Frantz as well as the GM crew.
- Training: training opportunities for all Clean & Safe staff are being explored as many have not had training since being hired. Through communication with Parks Director Suzanne Fisher, the General Maintenance crew attended a "sharps" refresher course along with other Parks personnel. Director Fisher will continue to include Clean & Safe staff in all future training opportunities. In addition, Supervisor Rolle has been enrolled in the last Supervisor Skills module (October 13<sup>th</sup>) and General Maintenance Worker Marrero, who is considered a "Crew Leader", started the modules. ALL C & S employees are now up to date on City mandated training as well.

#### **Upcoming Tasks/Events:**

- 90-Day Plan: completion of October tasks which include thorough clean-up, addressing obvious code violations (overgrowth, vehicles parked on property, etc.) and beautification.
- All inclusive event calendar: information will be gathered and distributed to C & S staff so that advance preparations can be made for events, to include routine clean up and overtime hours. This will also allow us to place the City Street Sweeper on advance notice for weekend clean up as he currently works part time, Monday-Friday.

- Facility inspections: to ensure compliance with ordinances such as BTRs, signage, etc. – moved to November per 90-Day Plan.
- Private auto-booting inspections: to ensure compliance with ordinances such as BTRs, signage, etc.

**Electrician Report**

DESCRIPTION	NUMBER SERVICED*
Yellow globe replacement	10
Glass globe replacement	3
Bulb replacement	6 – pulse start 20 – metal halide
GFI replacement	25
GFI covers replacement	15 – metal 12 – accordion
Ballast replacement	10
Junction box replacement	1
Floor box replacement	1

\*includes replacements due to Hurricane Irma

**Sanitation Report**

No major issues to note. Most of the month was spent preparing for and recovering from Hurricane Irma. Leniency was permitted due to debris and garbage removal being dependent upon outside contractors.

*New reporting procedures for quantifiable date are being explored at this time.*

**General Maintenance Report**

In addition to routine maintenance of the Clean & Safe district, the following special projects were completed:

- Pre-storm preparations – removed large debris and garbage receptacle lids
- Post-storm cleanup – removed vegetation from parking spaces and right of ways, piling large debris for FEMA contractor removal, staking leaning trees (minor), and blowing leaves in coordination with the street sweeper for removal.
- Artist Alley – relocated vegetation piles from sidewalks, raking and removal of leaves
- La Rosa Market on NW 5<sup>th</sup> Ave – lot clean-up (for a second month)
- W Atlantic CRA lots – piling of storm vegetation on swales to clear the lots

*New reporting procedures for quantifiable date are being explored at this time.*

### Code Enforcement Report

In addition to routine enforcement duties, the follow special project was completed:

- Damage Assessment Team (DAT): CO Story and Duncan were called in post-Irma to conduct damage assessments.

(Code Enforcement continued)

<i>DESCRIPTION</i>	<i>NUMBER</i>
General Code Violations	4
Door Hangers	7
Civil Violations – Warnings	3
Civil Violations – Fines	1
Right of Way	0
Housing Code	2
Nuisance Abatement	1
Rental Housing Inspection	3
Facility Inspections	4

# AFTER ACTION REPORT

## EXECUTIVE SUMMARY

This report outlines the preparations completed by the Clean & Safe Division for Hurricane Irma on September 6<sup>th</sup>-15<sup>th</sup>, 2017, as well as future recommendations for an incident of this nature. The Clean & Safe division is comprised of code enforcement officers, general maintenance workers and electricians. The target capabilities included creating an open dialogue with members of the district regarding preparedness and recovery, taking appropriate action for negligent preparations and implementing storm preparation plans. The objectives completed by performing these capabilities included pre- and post-storm "assessments", imposing penalties for negligent preparations, and securing City property.

Within the Clean & Safe division, the target capabilities were to create an open dialogue with members of the district regarding preparedness and recovery, take appropriate action for negligent preparations and implementing storm preparation plans. These capabilities were used to complete the following objectives:

### **Code Enforcement**

- Pre-storm "assessments": met with various merchants, construction sites and residents to ensure a plan for pre-storm preparations was in place with a focus on securing loose items (such as those in outdoor dining areas and construction materials) and educating those that did not have one.
- Penalties: a \$5,000 Civil Violation was issued to the Metropolitan construction site for lack of hurricane preparations.
- Post-storm "assessments": open, informal dialogue was had with the same aforementioned groups regarding the degree of damage (if any), power restoration timeframes and business re-openings.

### **General Maintenance**

- Garbage receptacles: removed liner lids to prevent them from becoming airborne and lost during high winds.
- Litter abatement: removed litter and debris, especially large pieces, from the district.

### **Electricians**

- Reassignment: from 08/06-08/07, Clayton Gilbert asked to utilize David and Bleus to assist with shutter installation on City buildings.

Communicating with members of the Clean & Safe district demonstrated the City's concern that preparations were in place in addition to a concern for the welfare of its citizens. This contact was made face to face to allow for a more personable exchange. Communicating with members of the district

both pre- and post-storm seemed to be well received and had an overall positive impact. Pre-storm "assessments" were completed over two days and post-storm "assessments" in one day.

Securing City property took approximately two days to complete. These measures have been in place for some time and the employees responsible for completing these tasks did not require direction for doing so.

### **MAJOR STRENGTHS**

The major strengths identified during this exercise are as follows:

- Making pre-storm contact with district members to ensure storm preparations were in place.
- Making post-storm contact with district members to inquire of damage, power restorations, re-openings and general well-being.
- Having a team that is well-informed on what their responsibilities entail, both as a part of their normal job duties and as members of Damage Assessment Teams.

### **PRIMARY AREAS FOR IMPROVEMENT**

The primary areas for improvement, including recommendations, are as follows:

- **Recording post-storm feedback.** None of the answers regarding damages, power restorations or re-openings were recorded as it was more of an informal conversation. Businesses that never lost power or had their power restored quickly as well as those that had generators could be partnered with for resources. Recording these results would have been beneficial as it would have allowed the team to identify these potential resources for future plans.
- **In-depth tree trimming.** This should be completed at the onset of hurricane season to minimize the debris and vegetation left afterwards as well as the damages caused by it. Should the City decide to proceed with hiring an outside contractor to maintain City owned lots, this is a stipulation that could be included in the RFPs. City departments could complete this for their assigned areas if/when staffing allows for it. Or, if the Clean & Safe budget allows for it, an outside contractor could be hired to complete this task for areas within the Clean & Safe district. While it is important to have preventative measures in place throughout the entire city, emphasis should be placed on having the CBD in Clean & Safe functional and safe. This area quickly became populated as soon as curfews were lifted and power was restored to that area as citizens sought entertainment, food and an overall distraction from the storm. The hotels in the Clean & Safe district were also at capacity during this time.
- **Securing garbage receptacles.** Removing and storing the green garbage receptacles in the district as some of them came loose and were found unsecured
- **Supplies.** 13 globes (3 LED, 10 plastic) have been replaced due to Hurricane Irma, depleting the supply of spares. Currently we are waiting for a new shipment which can take up to 30 days to

arrive. This can also be said for ballasts, light bulbs, junction boxes, GFIs and covers, etc. Going forward, supply inventory should be evaluated prior to hurricane season to ensure there is an adequate amount for replacement after a storm, eliminating the wait time for deliveries which affects the turnaround repair time.

## **CONCLUSION**

Overall, the Clean & Safe Division performed well both independently and as a part of the Community Improvement Department in ensuring the appropriate preparations were completed. Creating an open dialogue with members of the district regarding preparedness and recovery, taking appropriate action for negligent preparations and securing City property were the target capabilities performed. Formal documentation of potential resources should be completed in future incidents. The Clean & Safe Division was appreciative of the hurricane preparation meetings as it kept them informed of what to expect with their job duties and what preparations to make for those assigned to Damage Assessment Teams. The Clean & Safe Division was also extremely grateful for the concern on Staff's behalf, whether it was allocating time for employees to make personal preparations (pre- and post-storm), allowing for personal vehicles to be fueled at the Shell gas station or the general understanding that even though everyone had to return to work, home life was still being affected by the aftermath.