



INTEROFFICE MEMORANDUM

FROM THE OFFICE OF THE
CITY MANAGER

TO: The Honorable Mayor and Members of the City Commission
FROM: Robert J. Bradshaw, City Manager *RJB*
RE: Department Activity Report
DATE: December 30, 2013

The information that follows is intended to keep the Commission abreast of the on-going activities, issues, programs and services within the City.

City Manager's Office

City Manager

- The City Manager participated in a mediation conference on December 16, 2013
- The Deputy City Manager attended a meeting regarding amending Ordinance No. L-298, pension plan.
- The Deputy City Manager attended a follow-up meeting with Dr. Massey, Mayor Hudson and Representative Lee regarding a maritime training academy.
- The Economic Development Team met with a potential developer.
- The City Manager and Deputy City Manager met with Chris Williams regarding an update of current City issues.
- The City Manager and Deputy City Manager met with the City Attorney and Planning Manager to discuss an annexation issue.
- The City Manager met with the Building Official and Building Administrator for an update on 7131 Okeechobee Road, West Star issues.
- The City Manager met with the Mayor weekly to discuss current City issues.
- The Deputy City Manager participated in AgendaQuick administrative training.
- The City Manager and Deputy City Manager met with the Administrative Services Director and Planning Manager regarding personnel issues.
- The Deputy City Manager participated in a tour of the Old Post Office by representatives of the Highwaymen.
- The Deputy City Manager met with the Marketing Specialist regarding a review of her current projects/tasks.
- The Deputy City Manager met with representatives of SAFE to discuss the use of the old PAL building.

City Clerk's Office

- Gave assistance and answered questions to the walk-in public on various aspects of Business Tax Receipts which included but not limited to:
New Applications: 13 Renewals: 45 Transfer: 0
- Gave assistance and answered questions to the walk-in contractors on various aspects of Contractor's Licensing which included but not limited to:
New Applications: 13 Renewals: 12
- Gave assistance and answered questions from the public who have contacted office by telephone.
- Gave assistance and answered questions received by the public via e-mail through the City's web-page.
- Assisted the public by researching and providing copies of various requested public records.
- Assisted the public, various departments, newspaper and other government entities by providing DVD copies of various commission meetings.
- Assisted public by processing and providing receipt for animal registrations payment.
- Assisted Code Compliance Manager by processing payment and providing a receipt for check received from St. Lucie County Humane Society for animal registration.
- Assisted Code Compliance Manager by processing payment and providing a receipt for check received from St. Lucie County Humane Society for Impound Fees for November 2013.
- Assisted Code Compliance Manager by processing payment and providing receipt for check received from Dr. Dan Animal Hospital for animal registrations.
- On-going updating of contractors' records for current Liability Insurance, Workman Compensation Insurance, and State License information.
- Attended the Special Meeting of the Board of Examiners of Contractors held on December 17, 2013.
- Inputted all necessary data to create an account and issue competency card for contractors approved by the Board of Examiners of Contractors at the Special Meeting on December 17, 2013.
- Preparation of legal advertisements, letters, resolutions, & ordinances for various departments for upcoming City Commission agenda items.
- Preparation of several Proclamations.
- Attended, recorded and transcribed minutes of the Fort Pierce City Commission Meeting held on December 16, 2013.
- License/Permit Clerks contacting businesses who did not renew Business Tax by September 30, 2013 to inquire if still in business and notify that Business Tax has expired and must be renewed.
- Revenue Recovery working with Code Enforcement personnel on new businesses within the city limits that have not applied for a Business Tax Receipt.
- Licensing/Permit Clerks and Licensing Specialist/Deputy City Clerk working on revenue recovery project by checking list obtained from Fort Pierce Utilities of commercial utility customers to make sure have Business Tax Receipt for the City.

City Clerk's Office contd.

- Licensing/Permit Clerk working with Building Department Permit Specialist to contact business tax applicants to set up appointments for building inspections and other issues associated with a business tax application.
- Daily balancing process of cash receipts and submittal to Finance Department for bank deposit.
- On-going implementation of computerization of deed, alleyway and right-of-way records.
- On-going implementation of computerization of annexation records.
- On-going implementation of scanning City Commission Agenda Packets onto DVD's.
- On-going implementation of scanning City Commission Meeting minutes, ordinances, resolutions, and the Fort Pierce Redevelopment Meeting minutes into the Optiview system.
- Assisting MIS Department in correcting and adding unit numbers to existing address data base.
- Preparation and delivering to St Lucie County Courthouse recording division various paperwork to be recorded.
- Assisting Finance Department by signing and affixing the City Seal to necessary paperwork associated with release of liens.
- Assisting Planning Department personnel answering questions pertaining to business tax applications.
- Assisted Planning Department personnel by researching and providing copies of various ordinances, rezoning, conditional uses and annexations.
- Assisted Planning Department personnel by researching and providing the cost for legal advertising of various projects they are processing.
- Assisted City Attorney Office by doing research on various city issues.
- License/Permit Specialist/Deputy City Clerk working with Assistant City Attorney on reciprocity issue that was discussed at the Board of Examiners of Contractors on December 17, 2013.
- License Permit Specialist/Deputy City Clerk working on an on-going record retention projects.
- On-going implementation of updating various forms and having them accessible through the City of Fort Pierce website.
- City Clerk attended Fort Pierce Area Council meeting.
- City Clerk attended 4 Agenda Quick training sessions.
- City Clerk attended FPUA Rate Workshop.
- City Clerk attended United Way Board meeting.
- City Clerk attended Economic Development Team Meeting.
- City Clerk was Secret Santa for St. Lucie County Community Transit.
- City Clerk processed several public records requests.

Administrative Services Department

- **Procurement –**
 1. Processed Addendum No. 3 for Bid No. 2014-002 ~ Heathcote Botanical Park Project
 2. Processed Addendum No. 1 for Bid No. 2014-007 ~Janitorial Services for City Owned Buildings (River Walk Center, Garden Club and Maravilla Center).
 3. Renewal of Annual Contracts
 4. Processed purchase orders and fiscal year blanket purchase orders.
 5. Processing and/or completion of awards to vendors/contractors approved by Commission.
 6. Meetings:
 - a) Director of Administrative Services and Purchasing Manager met with Deputy City Manager, Chief Accountant, Network Specialist, Planning Systems Analyst to discuss the redesign of City website.
 - b) Purchasing Manager chaired Mandatory-Pre Bid Conference for Bid No. 2014-007, Janitorial Services for City Owned Buildings (River Walk Center, Garden Club and Maravilla Center).
 - c) Director of Administrative Services conducted several meetings with various City staff regarding personnel issues.

- **Human Resources –**
 1. Coordinated Pre-employment physicals and background checks.
 2. Completed several Public Records requests.
 3. Advertised Promotional/Employment Opportunities.
 4. Created several Personnel Action forms for employees.
 5. Distributed monthly Reports to each department such as Accrual Register, Time Sheets and payroll register to Police Department.
 6. Processed Purchase Orders and requisitions.
 7. Verified payroll.
 8. Processed November and December, 2013 employee annual evaluations.
 9. Completed Verification of Employment/Loss of Income forms.

- **Risk Management –**
 1. Met with Personal Trainers for City's 60 Day Fitness Challenge.
 2. 3rd Annual Employee Health Fair - Wednesday, January 8, 2014 at the Riverwalk Center.
 3. Solicited and Confirmed Vendors for On-site Employee Health Fair, January 8, 2014.
 4. Collaborating with Florida Blue regarding on-site Health Fair & Wellness seminars.
 5. Accident and Injury Reviews
 6. Audited, Closed, and Processed WC Claims.
 7. Processed Insurance Subrogation.
 8. Consulted with the City Carrier Regarding Liability Claims.
 9. Processed day to day Risk Management Duties.

Finance Department

- Preparing Financials for Audit
- Attended Health Insurance Committee meeting.
- Attended a meeting regarding union issues.
- Day to Day Operations

MIS Department

- Swagit Agenda Quick training is ongoing for administrative staff. Department Heads and staff will be scheduled for training in January 2014 with a tentative go live date in February 2014.
- Upgraded IBM Operating System and SunGard HTE applications.
- Several locations were affected by lightning strikes. Working diligently to restore services.
- Commission approved the final phase for upgrading the Broadcasting Room and awaiting arrival of new equipment.
- Working on new servers, racks and Intune software citywide.
- State of Florida and AT&T completed the migration of the demarcation from Police department to Indian Hills Golf Club for voice and data communications.
- Evaluating AirWatch mobile device management (MDM) application.
- Waiting on feedback from Comcast for moving to the new room in the Commission Chambers to house the Broadcasting equipment.
- Exploring cloud based options for different applications.
- Processing new computer equipment for various departments.
- Working on a pilot program with the Police Department.
- Relocation of several departments (on-going).
- Upgrading Marina Program.
- Working with vendor Group Business Software and the migration has begun to move Lotus Notes to the cloud.
- Working on Rights issue with NAS (on-going).
- Installation of the AppAssure Backup and Replication software to be loaded on the City's application server.
- Processing VOIP spread sheets for remaining remote sites (Marina and Sunrise Theatre) and gathering all information required including old numbers to be ported.
- Marina data room is currently being upgraded to handle a new data rack, servers. Transferring data to the new NAS device (on-going).
- Shelter Pro software roll out for Animal Control Officers to be loaded on City's application server.
- Major problems with email due to virus attacks to our system (on-going).
- Servers for Sunrise Theatre and Indian Hills crashed; servers are being processed for distribution.
- Testing iPads for use in current environment (NovusAgenda, Lotus Notes email, and Click2Gov Building permits) and the GPS system.
- Work with IBM staff and completed transfer of six Netfinity servers from the old system and other issues that has been on-going with the Blade Center.
- Software integrations citywide (on-going).
- Working with AT&T and State of Florida on the fiber optic installation preparation for Public Works/Solid Waste (ongoing).
- Lotus Notes IQsuite e-mail spam, and archiving (ongoing).
- Updating MIS documentation and procedural policies (on-going).
- Received sixty two (62) new work orders and completed eighty eight (88) work orders.

Planning Department

- **Administrative/Meetings –**
 1. All Staff members conducted ‘Planner of the Day’ duties on a rotating basis.
 2. Walk-ins/Call-ins.
 3. Board of Adjustment meeting minutes for 11-21-2013
 4. Historic Preservation Board meeting minutes for 11-25-2013
 5. Technical Review Committee meeting minutes for 10-17-2013
 6. Annexation for 3605 River Birch Drive
 7. 308 S 30th Street Zoning Verification Letter.

- **Comprehensive Planning –**
 1. 1110 North 29th Street – Pine Creek Village, Future Land Use Map Amendment – Local Planning Agency (Planning Board) Presentation
 2. 1110 North 29th Street - Pine Creek Village, Zoning Atlas Amendment (Rezoning) – Planning Board Presentation

- **Development Review –**
 1. Lifepoint Daycare Center - Conditional Use - 2730 S US HWY 1 - City Commission Approval
 2. Vital Wellness - Redevelopment - 2624 S US Highway 1 - Final Inspection
 3. Cracker Barrel - Redevelopment - 2550 Peters Road - Plan Review
 4. 810 South US Highway 1 – American Legion Post 40, Alleyway Abandonment – City Commission Item

- **GIS/Mapping –**
 1. GIS/Annexation agreement verification, input December 2013
 2. GIS/Annexed properties input 81 parcels, revision/update to city zoning map, city limits map, annexation agreement map;
 3. Research/analysis regarding CRA data, inter-governmental coordination with SLC Property Appraiser, SLC Tax Collector;
 4. Web edits/updates

- **Historic Preservation –**
 1. COA Applications Preparation

Building Division

- **7131 Okeechobee Rd (West Star)** – Revised drawings were submitted for this project, which may resolve the issues that have halted the progress of the project. We will continue to keep you informed of the progress of this project.
- **3900 Okeechobee Rd. (Dale's Bar-B-Q)** – Permits were issued for the remodeling and repair of fire damage at the above listed address. We will keep you informed of the progress of this project.
- **102 N 2nd Street (711 Convenience Store)** – The C.O. has been issued for this project and the store is open for business.
- **Ft. Pierce Shopping Plaza** – Drawings have been submitted for the remodeling and renovation of the Ft. Pierce Shopping Plaza located at the NW corner of Ohio Ave and US HWY 1. We will keep you informed of their progress.
- **5001 Okeechobee Rd (Center State Bank)** – The building permit for this project is ready for issuance. We will keep you informed of the progress of this project.

Code Enforcement Division

- **Hearings** – No hearings to report
- **Code Enforcement** –
 1. Received 15 complaints
 2. Issued 6 written warnings
 3. Issued 0 citations
 4. Initiated 14 new cases: 7 general violations and 7 lot clearing violations
 5. Conducted 313 follow-up inspections
 6. Closed 282 cases
- **Animal Control – (only 1 week reported)**
 1. Responded to 113 dispatched calls
 2. Conducted 138 self-initiated calls
 3. Conducted 37 follow-up investigations
 4. Issued 18 citations and 3 written warnings
 5. Completed 2 bite reports
- **Income & Expenses** –
 1. Processed 41 lien / title search requests.
 2. All lien & fine case folders are being manually reviewed and updated to address past due accounts (on-going).
- **Miscellaneous** –
 1. Met with Mr. Bradshaw and Jennifer Robinson to discuss the complaint from Ms. Ursula Freeman
 2. Met with Mr. Mimms, Jack Andrews, Mike Reals, Marc Meyers and Libby Woodruff to discuss the Lincoln Park Neighborhood Improvement Project.
 3. Met with Mr. Lundy, accompanied by ACO Gasparre, ACO Blue, CEO Coss, and two FPPD officers to declare his two dogs dangerous.
 4. Met at the FPPD at the request of Chief Baldwin to meet with other concerned representatives to discuss the Restoring Our Village Initiative.
 5. Attended the monthly TRC Meeting.
 6. Met with Mr. Bradshaw, Mr. Mimms, Paul Bertram and Shaun Coss to discuss how to addressing a case regarding trees being cut without permits.

Engineering Department

- **Development Reviews** – Intake of eight (8) Building Permit, Site Plan, or Certificate of Occupancy reviews.
- **Stormwater Division** – Negotiations being made with FPUA in regards to a joint project for Boston Avenue between 7th Street and 8th Street. FPUA desires to replace water and sewer in this portion of Boston Avenue. SMU division is investigating the feasibility of partnering with the FPUA to construct needed drainage improvement in this block. Currently developing preliminary engineering design and cost estimates.
- **Traffic Control** – FDOT has completed final QA/QC for the new coordination plans on State Corridors. Staff is working with FDOT's contractor to revise the signal timing plans for SR 70 and 25th Street as we have discovered a significant increase in traffic volumes since the incorporation of the current timings. City continues maintenance of all signals.
- **City Marina Reconstruction - Phase I – Islands**- LMAC is at 99% for project completion. LMAC is completing the final construction items need to make substantial completion. Staff continues working with LMAC to resolve potential contractual issues and perceived monetary claims. Staff has initiated dialog with FDEP and Army Corps to help resolve an issue that LMAC has created with installation of non-conforming material on 6 Islands.
- **City Marina Reconstruction – Phase II – Docks** – RFP 2013-021 City Marina Reconstruction- Phase II Staff has completed RFP 2013-021 contract documents in preparation of contract negotiations for the construction phase of the floating docks. City Attorney is reviewing the revised contract documents, staff is currently working towards presenting the finalized contract on the January 20, 2014 Commission agenda for approval.
- **S. 21st Street / Havana Ave. Sidewalk Project** – Project currently under design. Funding has been approved by FDOT for FY 2015. 90% plans have been submitted to the City and FDOT for review.
- **31st Street Sidewalks from Okeechobee Road to Tennessee Avenue** – FDOT is preparing the LAP package for execution. The construction bid documents have been sent to the City Attorney's office for review.
- **5th Street Reconstruction from Orange Avenue to Boston Avenue** – Construction underway. Final completion is scheduled for April 2014.
- **Heathcote Stormwater Improvements** – Bids opened on 12/19. Four bid proposals received. Engineering is currently reviewing bid proposals and plan to have a recommendation for award at the January 21, 2014 City Commission meeting.
- **Veterans Memorial Park** – Project currently under design.
- **Melody Lane Fishing Pier** – Awaiting receipt of design consultant's proposal.
- **H.D. King Power Plant Clean-up** – During soil remediation work at the former power plant site, it was discovered that the tie-backs for the seawall along Moore's Creek in some areas have completely deteriorated. One section of the seawall has shown significant deflection. We have requested a structural engineer to provide the City with a proposal for further evaluation of the seawall and recommended repair alternatives. Expect proposal to be submitted by the second week of January.

Public Works Department

- **Energy Efficiency & Conservation** – ConEdison has completed the Investment Grade Energy Audit and is currently working with the Energy Efficiency & Conservation Team (EECT) to determine feasible energy conservation measures for inclusion in the much anticipated energy savings performance contract. A presentation to the commission is expected in the very near future.
- **Single Stream Recycling** – Interest and participation in our program continues to grow! Phase II of our Single Stream Program is complete. The PWD will be implementing a recycling program at the FPUA offices after the first of the year.
- **Phase II Window Retrofit Project** – This project is underway with windows being installed at the River Walk Center. The Public Works Compound and the Police Department will be next. We have received a 6 month extension on the completion of this project.

Police Department

- **Avenue D Christmas Festival** – The police department assisted CYOP with hosting the annual Avenue D Christmas festival on Saturday, December 14.
- **Restoring our Village** – Chief Baldwin attended two meetings to advance the Restoring our Villages movement. A meeting was held on December 17, with officials from the Health Department, School Board, IRSC, Parent Academy, and others to begin drafting a needs assessment report that will form the basis for long term strategic planning. A second meeting was held on December 18, 2013, with several public service agencies to initiate the “Block by Block” initiative, which will focus existing resources in the neighborhoods suffering the most violence. Our law enforcement task force is continuing to have significant success in street patrols and investigations.
- **Noise Ordinance** – Chief Baldwin and Lieutenant Curry met with the City Commission at their Conference Agenda Meeting on Monday, December 9, 2013 to review the draft ordinance. Staff is currently revising the ordinance to retain the 11:00PM restriction on noise in residential areas. This revision will be forwarded to the City Attorney’s office for final review by the first week in January.
- **Saggy Pants Ordinance** - On December 2, 2013, a package of material was submitted through the City Manager to the City Attorney for review in crafting an ordinance for Fort Pierce.
- **Entertainment District (Jetty)** - Chief Baldwin and Planning Manager Rebecca Grohall have scheduled a meeting at the police department for Tuesday, January 7, 2014, at 10:00 a.m. with businesses in the area of Jetty Park to work on the establishment of an Entertainment Zone pursuant to direction provided by the City Commission at their Conference Agenda Meeting on Monday, December 9, 2013.
- **Shop with a Cop** – On December 23, at 10:00 AM the police department will hold its annual Shop with Cop event at Walmart. Every year, Walmart and other community members donate funding to allow officers to give children from our community a shopping spree at Walmart.
- **Santa Cop** – On Friday, December 20, 2013, at 5:30 p.m. the police department will host its annual Santa Cop program, which will provide a full Christmas dinner and toys to 100 families that our officers have identified as having a special need. The event will be held at police department.

Urban Redevelopment Department

- **Grants Administrator –**
 1. Provided oversight for PSA and Commercial Facade grant applicants
 2. Created PSA grant scoring and tracking forms, packets for CWC members, etc.
 3. Provided oversight to Communitywide Council; presentation materials; helped conduct CWC Meeting 12/11
 4. Provided 'pre-review' of PSA grant applications; contacted applicants to provide missing copies, etc.
 5. Created contractual agreements for PSA and Commercial facade grant awards
 6. Met individually with new and existing CWC members regarding FL Sunshine Laws and PSA grant scoring, etc.
 7. Attended webinar on tourism grant opportunities through Visit Florida
 8. Assisted Public Works with shed and well issues pertaining to Community Garden
 9. Extensively reviewed SHIP program requirements, met via phone with FL SHIP program director to establish potential solution to HHR/REACH program issues
 10. Provided grant award oversight for Fort Pierce Authentic Tours (FPAT) program
 11. Created and sent certified letters to previous FPAT members to update membership info
 12. Completed and submitted 2012-2013 CDBG CAPER to HUD
 13. Completed and submitted quarterly FIND report on Moore's Creek Dredge project
 14. Reviewed EPA Brownfield Assessment grant opportunity
 15. Worked extensively on to develop Highwaymen Heritage Trail signage;
 16. Collaborated with HUD/Tallahassee and Finance Dept. to address ongoing issues with CDBG/IDIS reporting system
 17. Assisted citizens by providing information on CDBG, SHIP, NSP programs

- **Program Analyst –**
 1. FEMA
 - a) Marina Project
 - Quarterly report filed
 - Preparing requests for reimbursements
 - Monitoring funding requests
 2. Windows Expansion Project
 - a) Quarterly report filed
 - b) Working on request for modification of scope of work
 - c) Preparing first pay application
 3. NSP
 - a) Filing monthly reports
 - b) Working on insurance amendment for transfer agreement
 - c) Transferred phone lines at Orange Avenue to Housing Authority
 4. Enterprise Zone - Answering emails and phone calls pertaining to tax credits
 5. SHIP - Preparing 2 applicants for program

Marina

- Oversee daily operations for City Marina and Fisherman's Wharf Marina.
- Working with seasonal dockage and events (see weekly email "Marina Happenings" newsletter for updates).
- Marina Island Construction estimated completion unknown.
- Consulting on Marina Project.
- Commission approved the rights to negotiate with Bellingham Marine for the new dock system at the City Marina. City Attorney and Engineering Dept. working out contract language.
- Attended first meeting of Waterway Steering committee for Martin and St. Lucie Counties.
- Working with marina staff and MIS department relating to the new marina operating program.
- Dredging time frame of Moore's Creek is undetermined. Awaiting Engineering Dept. for date certain.
- Upgrading camera security system throughout marina facility.
- Working with St. Lucie County Tourism Department on the contract for 3 web cams.
- Working with City staff on installing a Seacoast National Bank ATM machine at City Marina.

Golf Course

- Met with Assistants to set rates for season.
- Changed newspaper advertising for January rates.
- Met with Superintendent to discuss on-going projects.

River Walk Center

Park Permits	375.00
Programming	558.50
River Walk Center	399.75
Garden Club	420.00
Special Events	375.00
Maravilla	200.00
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Total	\$2,328.25

Sunrise Theatre

- Over the past weeks, the following performances and activities were presented in the Sunrise & Black Box Theatre: Fort Pierce Jazz and Blues Society and the Sunrise Theatre co-presented Tuesday Night Jazz Jam evenings on December 3, 10, & 17; Comedy Corner Improv on Saturday, December 14; treasure Coast Veterinary Association held a seminar in the Black Box On December 4, from 6 – 9pm; BK Jackson on December 6. Performances on the Sunrise Theatre main stage included the Hungarian State Folk Ensemble School Time Performance at 10:30am and evening at 7pm on December 4 ; Sounds of The Season, a free community event presented by Children’s Services Council of St. Lucie County & Sunrise Theatre/City of Fort Pierce on December 6; Comedian Sinbad on December 7; The Nutcracker by St. Lucie Ballet on December 13 & 14 at 7:30pm, with a School Time Performance at 10:30am on December 13; A Christmas Carol presented by South Florida Dance Company, load-in and rehearsal on December 20, and performance on December 21.
- Assistance continues with future rental events and co-presentations with various community groups including, but not limited to: BlueBird Educational Productions Selwyn Birchwood on February 7; Rusty Young The Summer of Love Concert on January 16 and Chris MacDonald’s Memories of Elvis on January 18. A March 15 booking for Ron White went on sale December 2 and sold-out within one week. A second show was added and is also approaching sell-out. A third date is anticipated.
- Marketing and show sponsorship negotiations for the 2013/14 Season are ongoing. Booking negotiations and event commitments for the 2013/14 Season continue.
- Budget projections and adjustments for this and next year’s fiscal year continue to be reviewed and implemented.