



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: January 15, 2014

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 met with Commissioner Perona to discuss the agenda for the January 6, 2014 City Commission meeting.
- The Economic Development Team met with a potential developer on January 8, 2014.
- The City Manager and Deputy City Manager met with the City Attorney, City Engineer, and Public Works Manager regarding the Savannas Recreation Trail.
- The Deputy City Manager met with the Code Compliance Manager regarding animal control issues.
- The Deputy City Manager met with a representative of ConEdison for an update regarding the energy savings performance contract.
- The Deputy City Manager attended the Communitywide Council Meeting on January 8, 2014.
- The City Manager and Deputy City Manager met with the Mayor weekly to discuss current City issues.
- The Deputy City Manager attended the Economic Development Council Board meeting on January 9, 2014.
- The City Manager and Planning Manager met with Cynthia Angelos and her client regarding the annexation of property.
- The City Manager met with the City Engineer and Building Official regarding the recent flooding event.
- The Deputy City Manager met with Urban Redevelopment staff to discuss departmental issues.
- The Planning Manager and Deputy City Manager met with a potential developer on January 10, 2014.
- The City Manager held a Conference Agenda meeting on January 13, 2014.

City Manager's Office contd.

- The Deputy City Manager held a CRA Advisory Committee meeting on January 13, 2014.
- The City Manager met with the Planning Manager regarding the Okeechobee Road fuel station.
- The City Manager met with the Code Compliance Manager regarding code enforcement issues.
- The Deputy City Manager met with the Marina Manager to discuss a lease agreement.
- The Deputy City Manager attended a Teamsters negotiation meeting.
- The Deputy City Manager attended a Keep Fort Pierce Beautiful Board meeting on January 14, 2014.
- The City Manager, Deputy City Manager and Finance Director met with the Sunrise Theatre Director regarding the departmental quarterly financial report.
- The City Manager and Deputy City Manager met with representatives of the Boys and Girls Club to discuss a lease agreement.
- The Deputy City Manager met with a representative of the Palm Beach County Urban League to discuss a potential partnership with the City of Fort Pierce.
- The City Manager met with the City Attorney to discuss pending litigation/active cases for the first quarter of 2014.
- The Deputy City Manager attended a meeting at the County regarding the Port Master Plan.
- The Deputy City Manager and City Engineer meet with representatives from the Treasure Coast Regional Planning Council, Cardno and the FPUA regarding construction financing strategy for the King plant site.
- The City Manager met with the City Clerk and MIS Director regarding the implementation of the new paperless agenda process for the February 3, 2014 City Commission meeting.

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: 15 Renewals: 78 Transfers: 2
- 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: 5 Renewals: 9
- 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 Acacia Animal Clinic for animal registrations.
- Reviewed all necessary paperwork for completeness submitted by contractors to go before the Board of Examiners of Contractors at the meeting to be held on January 14, 2014.
- 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 January 6, 2014.
- 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.
- 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.

City Clerk's Office contd.

- 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 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.
- License/Permit Clerk Joyce Kobbe assisted the Risk Manager by working the sign-in desk at the City of Fort Pierce 3rd Annual Employee Health Fair held on January 8, 2014 at the Riverwalk Center.
- Deputy City Clerk/License/Permit Specialist and Executive Assistant Angela Wilkinson attended training session held on January 7, 2014 for AgendaQuick.
- City Clerk attended Agenda Quick training sessions.
- City Clerk notified City Departments of expiring Board/Committee terms.
- City Clerk attended Leadership St. Lucie Orientation.
- City Clerk attended Economic Development Team meeting.
- City Clerk met with Village of Tequesta Clerk.

Administrative Services Department

- **Procurement –**
 1. Opened Bid No. 2014-007 ~Janitorial Services for City Owned Buildings (River Walk Center, Garden Club and Maravilla Center).
 2. Renewal of Annual Contracts
 3. Processed purchase orders and fiscal year blanket purchase orders.
 4. Processing and/or completion of awards to vendors/contractors approved by Commission.
 5. Meetings:
 - a) Director of Administrative Services and Purchasing Manager met with City Engineer regarding Bid No. 2014-002 ~ Heathcote Botanical Park Project.
 - b) Purchasing Staff attended the Agenda Quick Training conducted by MIS Department and City Clerk Office.
 - 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 December, 2013 and January, 2014 employee annual evaluations.
 9. Completed Verification of Employment/Loss of Income forms.

- **Risk Management –**
 1. Conducted 3rd Annual Health Fair, January 8, 2014.
 2. Accident and Injury Reviews.
 3. Quarterly Risk Management Meeting, January 8, 2014.
 4. Audited, Closed, and Processed WC Claims.
 5. Processed Insurance Subrogation.
 6. Consulted with the City Carrier Regarding Liability Claims.
 7. Processed day to day Risk Management Duties.

Finance Department

- Preparing Financials for Audit
- Attended AgendaQuick training.
- Attended a meeting regarding Sunrise Theatre's budget.
- Day to Day Operations

MIS Department

- Swagit AgendaQuick training for Department Heads and staff has been completed and production site opened to staff.
- Several locations were affected by lightning strikes and we worked with our cabling vendor for re-cabling at those locations. Ninety percent of services have been restored.
- Awaiting arrival of new equipment for Commission Broadcasting Room.
- Working on new servers, racks and Intune software citywide.
- Evaluation of AirWatch mobile device management (MDM) application complete with purchase and working on citywide installation.
- Working with 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 divisions (on-going).
- Upgrading Marina Program.
- Working with vendor Group Business Software and the migration has is fifty percent complete 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 (Lotus Notes email, and Click2Gov Building permits) and the GPS system.
- 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 eighty two (82) new work orders and completed fifty eight (58) 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. Planning Board minutes for 12-10-2013
 4. Zoning Verification Letters for 1182 Binney Drive and 4591 Whispering Pines Lane
 5. Pre-application meeting for Mayfair at Lawnwood PUD – Redevelopment proposal
 6. All of Planning Staff completed training for new paperless agenda software (AgendaQuick).

- **Comprehensive Planning –**
 1. East side of South 25th Street between Ormond Avenue and Mississippi Avenue – Fort Pierce Family Dollar, Future Land Use Map Amendment – Local Planning Agency (Planning Board) Agenda Item
 2. East side of South 25th Street between Ormond Avenue and Mississippi Avenue – Fort Pierce Family Dollar, Zoning Atlas Amendment (Rezoning) –Planning Board Agenda Item

- **Development Review –**
 1. 700 S 29th Street - Abbie Jean Russell - Site Work/Generator Installation
 2. 2050 S US HWY 1 - Checkers - Redevelopment Site Inspections

- **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. 131 N 2nd Street - Appeal of COA - City Commission
 2. 104 N 2nd Street - COA - New Tenant/Signs
 3. 517 S 8th Street - COA - Garage Demo/Reconstruction
 4. 419 N 2nd Street - Building Permit - Rehabilitation

Building Division

- **7131 Okeechobee Rd (West Star)** – This permit is under review, we will continue to keep you informed of the progress of this project.
- **6120 Glades Cut Off Road (St. Lucie Recyclables)** – Drawings have been submitted project. We will keep you informed of their progress.
- **5001 Okeechobee Rd (Center State Bank)** – The building permit for this project has been issued. We will keep you informed of the progress of this project.
- **4400 S. US Hwy 1 (Acura Dealership)** – Plans were submitted for the construction of a new Acura dealership at the above stated address. We will keep you informed of the progress of this project.

Code Enforcement Division

- **Hearings –**
 1. Code Enforcement Board
 - a) 5 violation hearings
 - continued by staff prior to hearing
 - 4 found in violation
 - b) 2 reduction requests
 - lien requests approved by Board and forwarded to Commission for final approval
 2. County Court – Judge Barnes
 - a) COFP v. Drinkwater Allen Matthew: Failure to restrain – guilty – fined \$50 plus \$5 surcharge and all court costs
 - b) COFP v. Kayla Marie Smith: Running at large – dismissed by Judge
 - c) COFP v. Thomas Christian
 - Registration tags required – guilty – fined \$50 plus \$5 surcharge
 - Rabies required – guilty – fined \$100 plus \$5 surcharge and all court costs
 - Public Nuisance – guilty – fined \$50 plus \$5 surcharge
 - Running at large – guilty – fined \$50 plus \$5 surcharge
 - Failure to restrain – guilty – fined \$50 plus \$5 surcharge
 - d) COFP v. Maria Eugenia Clavijo-Valez
 - Animal Abuse / Cruelty / Neglect – continued by Judge to 3/28/2014
 - City registration required – continued by Judge to 3/28/2014
- **Code Enforcement –**
 1. Received 27 complaints
 2. Issued 3 written warnings
 3. Issued 1 citations
 4. Initiated 36 new cases: 30 general violations and 6 lot clearing violations
 5. Conducted 107 follow-up inspections
 6. Closed 43 cases
- **Animal Control –**
 1. Responded to 170 dispatched calls
 2. Conducted 151 self-initiated calls
 3. Conducted 44 follow-up investigations
 4. Issued 12 citations and 12 written warnings
 5. Completed 5 bite reports

Code Enforcement Division contd.

- **Income & Expenses –**
 1. Processed 40 lien / title search requests.
 2. We continue to receive excess revenue from tax sale properties. We have received 52% of our annually budgeted income in Q1 of FY14.
 3. 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 Nick Mimms to discuss the Humane Society contract and lease.
 3. All ACO division staff members met with Mayor Hudson to discuss activities and complaints from volunteers.
 4. Attended training on the agenda software.
 5. Animal Control has declared two dogs dangerous. Both dogs are impounded at the Humane Society until upcoming court hearing on Jan. 22nd. FPPD assisted in this matter including
 6. Attended the City's Health Fair.
 7. Preparing for new hires Isaac Saucedo and Terry Denmark. Both new code officers will start work on 01/21/2014.

Engineering Department

- **Development Reviews** – Intake of six (6) 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. Assessing the effects of the 1-09-14 flooding on the City's infrastructure.
- **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 approval to proceed with construction has been obtained. 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.
- **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 within the next two weeks.
- **Phase II Window Retrofit Project** – The River Walk windows and doors are complete and look fantastic. Work has begun at the PWD compound and once completed the contractor will be going to the Police Department.

Police Department

- **Storm Response** – The police department worked with public works and other emergency response entities in the wake of unexpected flooding from rain on January 9, 2013. The storm caused flooding damage to several structures, vehicles, and roadways throughout the city. Indian River Drive suffered damage to the embankment within the city limits and part of the roadway collapsed further south. The police department's new MRAP vehicle was used to rescue 40-50 people that were stranded in flooded vehicles and houses throughout the city. There were no significant storm related injuries or deaths.
- **Restoring our Village** – Chief Baldwin is working with the Health Department to host a presentation by representatives from Louisville on the strategy that they are using to address violence as a public health issue. This presentation is scheduled for January 17, 9 AM, at the Health Department on Milner Rd.
- **Noise Ordinance** – On January 7, Lt. Curry staged a sound level demonstration that was attended by residents of the Edgartown Community. The draft ordinance is pending review by the City Attorney's office.
- **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)** - On January 7, Chief Baldwin and Planning Manager Rebecca Grohall met with representatives from businesses in this area. Additional input is need from the Division of Alcoholic Beverages and Tobacco, and we are scheduling additional meeting for this purpose.

Urban Redevelopment Department

- **Grants Administrator –**
 1. Coordinated CWC and FPAT meetings (newspaper advertisements, support materials, etc.)
 2. Met w/IRSC on Highwaymen Trail signs and website
 3. Provided oversight and attended meetings with Engineering and Architects on Melody Lane Pier (FIND grant oversight)
 4. Created PowerPoint on Highwaymen Trail project for City Commission
 5. Provided oversight for Community Garden implementation
 6. Provided grant management for FPAT grant awards
 7. Met with Mayor Hudson and presented Highwaymen project overview
 8. Began preparation to write grant applications to Visit Florida and the Florida Inland Navigation District
 9. Provided oversight for Communitywide Council meeting / Scoring PSA grant applications
 10. Provided oversight for FPAT Advisory Board meeting
 11. Attended Health Fair
 12. Attended AgendaQuick Training
 13. Created backup materials for five City Commission agenda items
 14. Assisted Purchasing with FPRA property issues

- **Program Analyst –**
 1. FEMA
 - a) Marina Project
 - Waiting on time extensions for project worksheets 9399 and 438, both Marina related
 - Monitoring funding requests
 2. Windows Expansion Project
 - a) Returned signed period of performance extension and waiting for fully executed copy
 - b) Working on request for modification of scope of work
 - c) Preparing first draw down request
 - a) NSP: Working on insurance amendment for transfer agreement
 3. Enterprise Zone
 - a) Answering emails and phone calls pertaining to tax credits
 - b) Preparing quarterly reports
 4. 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

- Inspected the golf course with the Superintendent to access any damage from the heavy rains.
- Submitted quarterly water report to South Florida Water Management.

River Walk Center

Park Permits	550.00
Programming	395.32
River Walk Center	299.82
Special Events	400.00
Maravilla	100.00
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Total	\$1,745.14

- New windows and doors are completed. Public Works is reinstalling blinds. Public Works will start renovating Pierce Hall to enlarge to have more capacity. Will need to purchase additional/replacement chairs. Programming attendance is increasing due to season.

Sunrise Theatre

- Over the past weeks, the following performances and activities were presented in the Sunrise & Black Box Theatre: Comedy Corner Improv on Saturday, December 28; Two Holiday Movies at 11am and 2pm were shown free of charge as a Community Holiday Outreach event on December 23. Performances on the Sunrise Theatre main stage included the State Ballet Theatre of Russia performed The Nutcracker on December 26; Jack Hanna delighted a full house with his exotic animals on December 29; Neil Sedaka performed to a sell-out crowd on January 3.
- 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; 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 Ron White date was confirmed January 3.
- New shows that have been added to the schedule include Tom Jackson Band performing in the Black Box on January 17 and Bill Cosby on March 18.
- 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.