

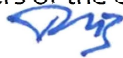


# Interoffice Memorandum

FROM THE OFFICE OF THE  
CITY MANAGER

---

---

TO: The Honorable Mayor and Members of the City Commission  
FROM: Robert J. Bradshaw, City Manager   
RE: Department Activity Report  
DATE: February 7, 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 and Deputy City Manager met with Bill Clancy to discuss City issues.
- The Deputy City Manager attended a meeting regarding Lincoln Park neighborhood infrastructure improvement project.
- The Deputy City Manager attended a meeting to discuss the King Plant cleanup payment process.
- The Deputy City Manager met with both GIS Analysts regarding backup documentation for the CRA Advisory Committee meeting.
- The City Manager met with the City Engineer regarding a complaint concerning a closed lane.
- The Deputy City Manager attended a meeting with State Representative Lee and FDOT Secretary Wolfe regarding legislative issues.
- The City Manager and Deputy City Manager attended a meeting with a potential new employer.
- The Deputy City Manager attended the FPRA CRA Advisory Committee meeting.
- The City Manager and Deputy City Manager met with Commissioner Alexander regarding City issues.
- The City Manager and Deputy City Manager attended a meeting regarding Teamsters negotiation strategy.
- The Deputy City Manager met with the Code Compliance Manager, Finance Director, Chief Accountant and Grants Administrator to discuss CDBG code enforcement accounting.
- The Deputy City Manager met with the City Engineer to discuss the fertilizer ordinance and timed openings of the North Bridge.

**City Manager's Office contd.**

- The City Manager and Deputy City Manager met with the City Attorney to discuss outstanding mortgages.
- The City Manager and Deputy City Manager met with the Planning Manager to discuss annexation and CRA boundary expansion.
- The City Manager and Deputy City Manager met with the City Attorney to discuss multiple legal issues.
- The City Manager attended the Harbour Isle mediation.
- The City Manager, Deputy City Manager and Planning Manager participated in a conference call with the consultant regarding the CRA expansion report.
- The City Manager and Deputy City Manager met with the Golf Course Manager regarding departmental issues.
- The City Manager, Deputy City Manager and City Engineer met with a representative from South Florida Water Management District to discuss assistance for the Indian Hills Recreation Area (FKA Heathcote) project.
- The City Manager attended the FPUA Board meeting on February 4, 2014.
- The Deputy City Manager met with Kimberly Clark and Barbara Copeland regarding utilization of the HDRC gymnasium.
- The City Manager met with the City Attorney and Commissioner Perona regarding legal issues.
- The Deputy City Manager, Chief Accountant and FEMA Project Manager met with four Oaks property owners regarding mortgage issues.
- The Deputy City Manager, City Clerk, Planning Manager and Executive Assistant interviewed 5 candidates for the Marketing Specialist position.
- The Deputy City Manager and Executive Assistant participated in the weekly Fitness Challenge.
- The City Manager and Deputy City Manager met with the Mayor weekly to discuss current City issues.
- The Deputy City Manager attended the pre-proposal meeting regarding RFQ No. 2014-010, website redesign.
- The Deputy City Manager met with the Grants Administrator regarding SHIP program requirements.
- The Deputy City Manager attended a meeting with the City Engineer and Mike Jacquin regarding a ground breaking event for Indian Hills Recreation Area.

**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: 22                      Renewals: 75                      Transfers: 1
- 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: 7
- 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 receipt for check received from United For Animals for animal registrations from Dr. Dan's Animal Hospital.
- On-going updating of contractors' records for current Liability Insurance, Workman Compensation Insurance, and State License information.
- Checked for completeness all paperwork submitted by contractors to go before the Board of Examiners of Contractors on February 11, 2014.
- Prepared all necessary paperwork submitted by contractors into packets for the Board of Examiners of Contractors agenda for the February 11, 2014 meeting.
- 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 February 03, 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.

**City Clerk's Office contd.**

- 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 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.
- Licensing/Permit Clerk Joyce Kobbe, co-chair of the City's Relay for Life Committee, attended staff meeting on February 3, 2014 to talk to department heads concerning the Relay For Life and the City's team.
- Assisted the public with receipting, processing and routing to various departments for approval the necessary paperwork to obtain a seasonal sales permit to sell flowers for Valentine's Day.
- City Clerk attended Economic Development Council Luncheon.
- City Clerk met with Economic Development Council site selector consultant.

### Administrative Services Department

- Procurement –
  1. Purchasing Manager chaired Pre-qualification Conference for RFQ No. 2014-010 King Plant Property Redevelopment.
  2. Purchasing Manager conducted Requisition training for FPRA staff member.
  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 conducted meetings with the Public Works Manager, and the H.R. Manager regarding personnel issues.
    - b) Director of Administrative Services and Chief Accountant conducted a teleconference with Health Equity Inc., regarding the Health Spending Account (HSA) and Flexible Spending Account (FSA).
    - c) Director of Administrative Services met with Union representatives from Teamsters Local No. 769 regarding Union negotiations.
  
- Human Resources –
  1. Coordinated Pre-employment physicals and background checks.
  2. Conducted New Employee Orientations
  3. Completed several Public Records requests.
  4. Advertised Promotional/Employment Opportunities.
  5. Created several Personnel Action forms for employees.
  6. Distributed monthly Reports to each department such as Accrual Register, Time Sheets and payroll register to Police Department.
  7. Processed Purchase Orders and requisitions.
  8. Verified payroll.
  9. Processed January and February, 2014 employee annual evaluations.
  10. Completed Verification of Employment/Loss of Income forms.
  
- Risk Management –
  1. Collaborated with Florida Blue to present "Portion Control" Seminar slated for February 13, 2014.
  2. Accident and Injury Reviews.
  3. Audited, Closed, and Processed WC Claims.
  4. Processed Insurance Subrogation.
  5. Consulted with the City Carrier Regarding Liability Claims.
  6. Processed day to day Risk Management Duties.

### Finance Department

- Met with Insurance Committee
- Attended Teamsters meeting
- Meeting with Deputy City Manager, Chief Accountant, Code Compliance Manager, and Grant Writer to discuss funding
- Met with homeowners on mortgage issues
- Completing Financials for Audit
- Day to Day Operations

**MIS Department**

- QRepWeb installed and ironing out different problems with SunGard.
- Transferring data to new file servers for several departments.
- Upgrading out of lease copiers for several departments.
- Checking State of Florida prices to enhance the router speed at City Hall and submitted work orders for all remote sites.
- Worked with Mayor and Commissioners on accessing the AgendaQuick Software via laptops and iPads.
- Instituted a new procedure to be used when new staff comes aboard or employees are given updated equipment.
- Deploying AppAssure Imaging, Backup, and de-duplication Citywide.
- Working with Facility Maintenance crew on room upgrades.
- Re-cable the Golf Course site and upgraded all POS stations. Also working with the State of Florida to upgrade the bandwidth to this site
- Awaiting arrival of new equipment for Commission Broadcasting Room.
- Working on new servers, racks and Intune software citywide.
- Working on citywide installation of AirWatch mobile device management (MDM) application.
- Working with Comcast and SLCTV Manager 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 WorkOptiFlow pilot program with the Police Department.
- Upgrading Pervasive application for Marina Program.
- Working with vendor Group Business Software and the migration is seventy percent complete to move Lotus Notes to the cloud.
- Working on Rights issue with NAS (on-going).
- 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 are being processed for distribution.
- 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 thirty two (32) new work orders and completed seventy two (72) 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. Minutes for Planning Board
  4. ZVL for 604-610 Ixoria Avenue
  5. Pre Bid Meeting for the HD King RFQ site
  
- Comprehensive Planning, Long Range Planning –
  1. 1110 N 29th Street - Pine Creek Village Apartments FLUA and Rezone
  2. 4100 Glades Cut-Off Road - Diamond R. Fertilizer – Rezone
  3. Annexation Strategy Report for the 2/10 Conference Agenda
  4. FPRA Expansion Report for the 2/10 Conference Agenda
  
- Development Review –
  1. Graceway Village - Site Plan Extension
  2. 3700 Okeechobee Road - Annexation - City Commission
  3. 25th St & Mississippi Ave - Family Dollar Site Plan - TRC Comment Coordination
  
- GIS/Mapping –
  1. Web edits/uploads
  2. GIS finalized Annexation Agreements (non-issue)
  3. GIS generated FLU map
  4. GIS analysis PASLC data
  5. Review tree removal analysis
  
- Historic Preservation –
  1. 219 N 2nd Street - HPB Meeting - Project Approved
  2. 104 N 2nd Street - HPB Meeting - Project Approved
  3. 517 S 8th Street - HPB Meeting - Project Approved

**Building Division**

- 7131 Okeechobee Rd (West Star) – The plan review has been completed for this project and we are waiting for the design professional to submit revisions.
- 1309 & 1311 Avenue E (Demolition) – The buildings at the above stated address have been demolished. It is noteworthy that these buildings were first condemned in 2000; thus, 14 years have passed since the beginning of this process. This speaks to the willingness of the Building Official and Staff to patiently work with property owners to help them explore all available remedies in order to bring their properties into compliance. Demolition is the last resort and is only authorized when the property owners refuse to take action to bring their properties into compliance.
- 2000 Hartman Rd (Hartman Medical Center) – This project is under construction.
- 8th Street and Moore's Creek (Moore's Creek Community Garden) – Final inspections were approved for this project and the garden is open for public use.
- 1001 N US Hwy 1 (Bowen Medical Center) – This project is under construction.
- 110 S Ocean Drive (Inlet Bar and Grill) – We are still waiting for the contractor to submit plans that will address the existing life safety issues. We will keep you informed of our progress in assisting them to bring this project to completion.

### Code Enforcement Division

- Hearings – Special Magistrate Blandino
  1. 5 violation hearings
    - a) 1 complied prior to hearing
    - b) 4 found in violation
  2. 3 penalty reduction requests
    - a) 1 fine reduction approved
    - b) 2 lien reductions forwarded to Commission for final approval
  
- Code Enforcement –
  1. Received 11 complaints
  2. Issued 14 written warnings
  3. Issued 0 citation
  4. Initiated 19 new cases: 13 general violations and 6 lot clearing violations
  5. Conducted 215 follow-up inspections
  6. Closed 200 cases
  
- Animal Control –
  1. Responded to 109 dispatched calls
  2. Conducted 173 self-initiated calls
  3. Conducted 58 follow-up investigations
  4. Issued citations and 6 written warnings
  5. Completed 5 bite reports
  
- Income & Expenses – All lien & fine case folders are being manually reviewed and updated to address past due accounts (on-going).
  
- Miscellaneous –
  1. All Code Officers working with the City Clerk's office to follow up on businesses that did not renew their Business Tax Receipts.
  2. Met with Gelencia Carter to discuss finalizing the PetData contract to outsource the animal licensing.
  3. Met with Mr. Mimms, Ms. Johnson, Johnna Morris and Libby Woodruff to discuss current year CDBG funds transfer and plan for next budget year.
  4. Met with Assistant City Attorney McCain, Special Magistrate Ross and Special Magistrate Blandino to discuss any procedure changes and discuss if any changes are anticipated for upcoming year.
  5. Met with the Lincoln Park Neighborhood Infrastructure Improvement Project team to discuss what steps have been taken and review upcoming items.
  6. Continued training Code Officers Saucedo and Denmark. We anticipate that their weekend assignments will begin March 2nd.

**Engineering Department**

- Development Reviews – Intake of five (5) Building Permit, Site Plan, or Certificate of Occupancy reviews.
- Stormwater Division – Negotiations being made with FPUA in regards to joint projects for Boston Avenue between 7th Street and 8th Street, and Avenue C between 7th Street and 10th Street. Currently developing preliminary engineering design and cost estimates.
- Traffic Control – 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. Staff has started a refurbishment program on City maintained signals to rewiring the existing signal mast arms; the existing wiring is degrading rapidly due to heat and age causing significant issues with traffic signal reliability.
- City Marina Reconstruction - Phase I – Islands – LMAC has submitted their claim to substantial completion of the project. Staff continues working with LMAC to resolve potential contractual issues and perceived monetary claims. Staff has submitted the engineering evaluation and cure report 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 construction contract will be on the February 18, 2014 Commission Agenda for approval. Staff is working with Siver Insurance Consultants, Risk Management, Bellingham Marine and the City Attorney’s office on issues with Article 17.
- 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 will be advertised for bid as soon as the City is in receipt of the executed Agreement.
- 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. Construction contract award being presented to the City Commission on February 18, 2014. Groundbreaking event to take place on February 25, 2014 @ 10:00 am.
- Veterans Memorial Park – Phase I of the construction is being funded with SLC Grant CDBG Disaster funds and is currently being advertised for bids. Proposed improvements for this phase include ADA upgrades such as bathroom expansion and a rear patio expansion with sliding doors. Phase II is currently in the design and permitting phase and is expected to go out to bid in March.
- Melody Lane Fishing Pier – Under design.
- H.D. King Power Plant Clean-up –Structural evaluation of seawall to begin within two weeks. Cardno TBE, to submit proposal for remediation work for 2014.
- Park Trail Subdivision – Drainage improvements are underway.

**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. Implementation of Single Stream Recycling at the Fort Pierce Utilities Authority is complete and we have received a request for more dumpsters. Our four (4) solar powered compactors are in transit and will be placed as soon as we get them.
- 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.
- Get Fit Challenge II – Round II of our PWD fitness challenge has begun! To date the PWD has lost 59lbs.

**Police Department**

- Accreditation – On February 6, 2013, Chief Baldwin attended the Commission on Florida Accreditation conference and accepted the police department's award of reaccreditation, which is valid for three years. The department received remarkably high scores in the assessment process with no corrective actions required.
- Radio Show – On February 7, Sheriff Mascara and Chief Baldwin participated to WFLM's Hot Talk to discuss our responses to violence in our community.
- Restore our Village / Violence Prevention Plan – Chief Baldwin is working with community partners and the Roundtable of St. Lucie County to advance a comprehensive strategic plan for the reduction of violence in Fort Pierce. The Roundtable of St. Lucie County has agreed to coordinate this effort as part of their existing comprehensive planning process. Representative Larry Lee, Jr. has been invited to sit as a member of the Roundtable in order to facilitate this partnership.
- Office of Juvenile Justice and Delinquency Prevention (OJJDP) Gang Program – OJJDP is offering technical assistance to 10 communities that will be selected to implement an OJJDP model for a comprehensive gang violence reduction plan. Chief Baldwin has submitted an application requesting that Fort Pierce be selected as one of these communities. Selection will provide valuable training and technical support for our community.
- Community Forum – In cooperation with the Fort Pierce Central Student Council, Chief Baldwin and members of the police department's crime prevention unit will be hosting a parent and student community forum on violence prevention at Central High School on February 11, at 6:00 PM.

**Urban Redevelopment Department**

- Grants Administrator –
  1. Completed PSA grant contractual agreements and submitted them to Legal for review
  2. Writing the following grant apps:
    - a) Dr. Pepper/Snapple Park Recycle Bin
    - b) Visit Florida
    - c) Florida Inland Navigation District - Melody Lane Pier Construction
    - d) Brownfields Assessment Grant for 301 Florida Avenue
  3. Completed and submitted quarterly report for Land and Water Conservation Fund grant award
  4. Updated and submitted weatherization advertisement to Hometown News and Scripps
  5. Completed extensive work in HUD IDIS system to address some of the City's compliance issues
  6. Attended Lincoln Park Revitalization meeting
  7. Attended meetings w/ staff and worked with Rebecca Grohall on updating retail space in parking garage
  8. Designed and printed poster for parking garage windows
  9. Wrote and submitted press release for PSA grant awards
  10. Prepared meeting materials for FPAT and CWC meetings; placed advertisements, etc.
  11. Attended training on creating PO's and Requisitions w/Genny in Purchasing
  
- Program Analyst –
  1. FEMA
    - a) Marina Project
      - Monitoring time extension
      - Monitoring funding requests
  2. Windows Expansion Project
    - a) Received letter of approval regarding modification of scope of work
    - b) Waiting on actual modification # 2 documents
    - c) Received first draw from State
  3. NSP: Working on insurance amendment for transfer agreement - waiting on response from DEO
  4. Enterprise Zone: Answering emails and phone calls pertaining to tax credits
  5. SHIP
    - a) Went on two site visits with building inspectors to applicants home
    - b) Met with four homeowners from the Oaks, along with Nick Mimms and Johnna Morris, for mortgage repayment solutions

**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 third 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. Contract in City Attorney's office.
- Working with City staff on installing a Seacoast National Bank ATM machine at City Marina. Contract in City Attorney's office.

**Golf Course**

- Met with City Manager and Deputy City Manager to discuss golf course issues.
- Completed the applications for the City Championship to be held March 8th and 9th.

**River Walk Center**

Park Permits	650.00
Programming	776.89
River Walk Center	2,108.47
Special Events	1,655.00
Maravilla	500.00
<hr/>	
Total	\$5,690.36

### 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 January 21 and 28; Comedy Corner Improv on Saturday, January 25; Late Nite Catechism January 31 – February 2. Performances on the Sunrise Theatre main stage included Teatro Lirico D'Europa performed L'Elisir D'Amore on January 23; KC & The Sunshine Band on January 25; Opera singer Franco Corso on January 26; The Fab Four on January 29; The Spencers: Theatre of Illusion on January 30; The Orchestra on February 1.
- An in-service presentation was held by The Spencers Theatre of Illusion where they held a workshop at Lawnwood Medical Center Rehab on Thursday, January 30, working with therapists with their healing through magic program.
- 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 and Robert Navarro on March 21; Family Meals, Inc. McCartney Mania on March 28; Richard Nader's Doo Wop & Rock n Roll on March 29.
- New shows that have been added to the schedule include Eddie Money on March 9.
- 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.