




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 21, 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 held a Conference Agenda meeting on February 10, 2014.
- The City Manager and Deputy City Manager met with Steven Enns regarding his Golf Course concerns.
- The City Manager and Deputy City Manager met with the City Attorney to discuss the Teamsters arbitration.
- The Deputy City Manager attended a meeting regarding Teamster related issues.
- The Deputy City Manager held a grievance hearing regarding a Teamsters matter.
- The City Manager, Deputy City Manager and Planning Manager met with Ben DeVries regarding partnership opportunities with TCERDA.
- The Deputy City Manager attended a CRA Advisory Committee meeting on February 12, 2014.
- The Deputy City Manager and Executive Assistant participated in the City Hall Fitness Challenge.
- The Deputy City Manager attended the Communitywide Council meeting on February 12, 2014.
- The City Manager and Deputy City Manager attended a pre-arbitration meeting regarding a Teamsters grievance.
- The City Manager and Deputy City Manager met with Commissioner Alexander to discuss current City issues.
- The City Manager and Deputy City Manager met with the Mayor weekly to discuss current City issues.

City Manager's Office contd.

- The Deputy City Manager met with representatives of Community Outreach Youth Program regarding their event next month.
- The City Manager and Deputy City Manager met with the department heads to discuss the agenda for the February 18, 2014 City Commission meeting.
- The City Manager met with Commissioner Perona to discuss the agenda for the February 18, 2014 City Commission meeting and current City issues.
- The City Manager and Deputy City Manager attended a meeting regarding the transmittal process.
- The City Manager and Deputy City Manager attended a pre-arbitration meeting with the City Attorney.
- The City Manager attended the FPUA Board meeting on February 18, 2014.
- The City Manager and Deputy City Manager attended the Teamsters arbitration.
- The Deputy City Manager met with the Public Works Manager regarding the Human Development & Resource Center.
- The Deputy City Manager met with Urban Redevelopment staff.
- The City Manager, Deputy City Manager and Executive Assistant met with the Finance Director regarding a Pension Workshop.
- The City Manager met with the City Engineer regarding 1404 Avenue E, One Lord, One Faith Church.
- The City Manager met with the Code Compliance Manager regarding animal control issues and code enforcement issues.
- The City Manager met with the City Attorney regarding numerous legal issues and active litigation.

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: 18 Renewals: 9 Transfers: 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: 10 Renewals: 2
- 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.
- Assisted Code Compliance Manager by processing payment and providing receipt for check received from St Lucie County Humane Society for animal registrations.
- Assisted Code Compliance Manager by processing payment and providing receipt for check received from St Lucie County Humane Society for January 2014 impound fees.
- On-going updating of contractors' records for current Liability Insurance, Workman Compensation Insurance, and State License information.
- Attended and recorded Board of Examiners of Contractors meeting held on February 11, 2014.
- Entered all necessary data into the computer system to create an account and issue a competency card for contractors approved by the Board of Examiners of Contractors at 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.
- Set up portable recording equipment in the 2nd floor conference room on February 10, 2014 for City Manager's Conference Agenda Meeting.
- Attended, recorded and transcribed minutes of the Fort Pierce City Commission Meeting held on February 18, 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.

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 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 Specialist/Deputy City Clerk assisted City Attorney Office by providing certified copies of records for court.
- License Permit Specialist/Deputy City Clerk assisted Purchasing Department by researching and providing copy of Commission Meeting minutes.
- License/Permit Clerk Joyce Kobbe attended lecture presented on February 13, 2014 titled "Learning The Basics: Portion Size and Control.
- City Clerk attended Fort Pierce Area Council meeting.
- City Clerk participated in interview process for Marketing Specialist.
- City Clerk participated as a judge in the STEM Fair at Indian River State College.
- City Clerk attended Economic Development Council Small Business Partners meeting.
- City Clerk attended United Way Board meeting.

Administrative Services Department

- Procurement –
 1. Processed purchase orders and fiscal year blanket purchase orders.
 2. Processing and/or completion of awards to vendors/contractors approved by Commission.
 3. Meetings:
 - a) Director of Administrative Services conducted meetings with the Public Works Manager, and the Deputy City Manager regarding a personnel issue.
 - b) Director of Administrative Services met with City Attorney regarding the Grievance.
 - c) Director of Administrative Services also coordinated and attended Union Grievance meetings with Public Works Manager and representatives from Local 769.

- 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 February, 2014 employee annual evaluations.
 10. Completed Verification of Employment/Loss of Income forms.

- Risk Management –
 1. Upcoming Seminar 5 Secrets to Permanent Weight Loss.
 2. Coordinating with Big Brothers and Big Sister Volunteer Training.
 3. Reviewed Insurance Requirements for Procurement Bids.
 4. Accident and Injury Reviews.
 5. Audited, Closed, and Processed WC Claims.
 6. Processed Insurance Subrogation.
 7. Consulted with the City Carrier Regarding Liability Claims.
 8. Processed day to day Risk Management Duties.

Finance Department

- Met with City Manager and Deputy City Manager to discuss the pension workshop
- 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.
- Submitted work orders to State of Florida to enhance the router speed at City Hall and all remote sites. Completed the router speed for Indian Hills.
- 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 forty (40) new work orders and completed ninety five (95) 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. Minutes for Historic Preservation Board
 5. Pre-Application meeting for proposed 4,000 sq. ft. structure located at parcel# 2422-601-0001-000-4

- Comprehensive Planning, Long Range Planning –
 1. 1110 N 29th Street - Pine Creek Village Apartments - Zoning Atlas & Future Land Use Amendment - City Commission
 2. 4100 Glades Cut-Off Rd. - Diamond R Fertilizer - Zoning Atlas Amendment -- Planning Board
 3. 3700 Okeechobee Road - Annexation - City Commission Presentation
 4. S 25th Street - Dollar General - ZAA/FLUMA - City Commission Scheduling

- Development Review –
 1. 4000 S US Hwy 1- Muslim Friends of Florida
 2. 1167 S US HWY 1 - Easement Abandonment - City Commission Staff Report
 3. Site Plan - Planning Board Scheduling

- GIS/Mapping –
 1. WEB City website edits, updates
 2. GIS Research/analysis for condos GIS data
 3. GIS Research/analysis for address resolution for individual units
 4. 4400 S US Hwy 1 - Acura - Review approved Site Plan for permitting
 5. Savannahs - analysis tree mitigation review for trails and parkway

- Historic Preservation –
 1. 903 Delaware Ave - HPB Staff Report
 2. 102 N 2nd Street - HPB Staff Report
 3. 1404 Avenue E - One Lord, One Faith Site Plan - Meeting with concerned resident

Building Division

- 7131 Okeechobee Rd (West Star) – There has been no change in the status of this permit; we will continue to keep you informed of the progress of this project.

- 4400 S. US Hwy 1 (Acura Dealership) – Revisions were received for this project and are under review. We will keep you informed of the progress of this project.

- Building Department Staffing – Within the past five weeks the Building Department Inspector Staff has been decimated. Brad Leary, our multi-certified inspector resigned after being recruited by an engineering firm. Danny Hawkins, our Deputy Building Official (and one of only 700 Master Code Professionals in the world) resigned after being heavily recruited. In both cases they would have preferred to continue employment with the City of Ft. Pierce but were not being compensated adequately for their licensure and expertise. Although we wish them the best in all of their future endeavors, their departure will negatively impact the service that we render the building community. Unfortunately, Kevin Grant fell through an improperly installed scaffold and was seriously injured. His prolonged absence will also diminish our ability to efficiently complete our inspection load.

Code Enforcement Division

- Hearings – Special Magistrate Blandino
 1. Special Magistrate Ross
 - a) 7 violation hearings - 7 found in violation
 - b) 1 request for extension of time - Request approved
 2. St. Lucie County Court – Judge Barnes
 - a) COFP v. James R. Lundy III
 - 7 counts – all continued due to Mr. Lundy being incarcerated.
 - Next hearing scheduled for March 28, 2014
 - b) COFP v. Curtis Boyd
 - Running at large – paid before hearing started \$105.00
 - Failure to restrain animal – paid before hearing started \$55.00
 - c) COFP v. Jimmy Plain
 - Registration required – 2 counts – dismissed by Judge
 - Rabies vaccination required – dismissed by Judge
 - Failure to restrain animal – dismissed by Judge
 - Running at large – dismissed by Judge
 - d) COFP v. Sylvia Caratachea
 - Registration required – guilty – fined \$55.00 plus court costs
 - e) COFP v. Mike Long
 - Animal abuse/cruelty/neglect – guilty – fined \$255.00 plus court costs
- Code Enforcement –
 1. Received 37 complaints
 2. Issued 8 written warnings
 3. Issued 2 citations
 4. Initiated 83 new cases: 67 general violations and 15 lot clearing violations
 5. Conducted 220 follow-up inspections
 6. Closed 78 cases
- Animal Control –
 1. Responded to 105 dispatched calls
 2. Conducted 171 self-initiated calls
 3. Conducted 44 follow-up investigations
 4. Issued 3 citations and 5 written warnings
 5. Completed 2 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 continue to work with the City Clerk's office to follow up on businesses that did not renew their Business Tax Receipts.
 2. Invited MetLife representatives to come in and speak with our department members. Staff was given the opportunity to meet one on one with the representative.
 3. Met Libby Woodruff to discuss the Florida Animal Friend grant and discuss issues with United for Animals.
 4. Attended the annual South Beach Association meeting.
 5. Met with Mr. Bradshaw to review a flyer submitted by United for Animals and provided comments via memo.
 6. Continued training Code Officers Saucedo and Denmark. We anticipate their weekend assignments will begin March 2nd.

Engineering Department

- Development Reviews – Intake of three (3) Building Permit, Site Plan, or Certificate of Occupancy reviews.
- Stormwater Division – Annual individual SMU billings currently being prepared for Federal, State and local agencies, schools and churches. These property owners are billed individually as opposed to being included on the tax bill.
- 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 – Construction contract approved. Setting up pre-construction meeting with contractor.
- S. 21st Street / Havana Ave. Sidewalk Project – Project currently under design. Funding has been approved by FDOT for FY 2015. 90% plan review comments have been submitted to the consultant.
- 31st Street Sidewalks from Okeechobee Road to Tennessee Avenue – Awaiting delivery of FDOT executed LAP Agreement. Upon receipt the project will be advertised for construction bids.
- 5th Street Reconstruction from Orange Avenue to Boston Avenue – Construction underway. Final completion is scheduled for April 2014.
- Heathcote Stormwater Improvements – Contract awarded to Paul Jacquin and Sons. Pre-construction meeting being set for the next 2 weeks. 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. Bid opening is scheduled for the first week in March. 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 April.
- Melody Lane Fishing Pier – Under design.
- H.D. King Power Plant Clean-up –Structural evaluation of seawall to begin within two weeks. Cardno TBE has submitted proposal for 2014 clean-up. Fill material to be supplied from Heathcote Stormwater Improvement project for a cost savings for both projects.
- 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 is wrapping up at the PWD compound and work is scheduled to begin at the Police Department the first week of March.
- Get Fit Challenge II – Round II of our PWD fitness challenge has begun! To date the PWD has lost 59lbs.

Police Department

- Violence Prevention Community Outreach – On February 11th, Chief Baldwin and members of the police department hosted a violence prevention seminar at Fort Pierce Central High School. On February 13th, Chief Baldwin and members of the police department appeared on the Anthony Chamber's Show (WFLM and WIRA) for violence prevention.
- Staffing – Victim Advocate Sonjia Philpart has resigned in order to relocate to Palm Beach. Officers Nelson Mondragon and Alexander Quiles began employment on February 16th. The department currently has 11 vacancies for police officers and 1 vacancy for civilian positions (victim advocate).
- Upcoming Events:
 - a) February 26, at 4PM – Scott Vanduzer (Big Apple) is hosting a fundraiser for Officer Sena's child who is suffering a serious medical condition.
 - b) March 3-6, Chief Baldwin and a team from the Roundtable of St. Lucie County will be in Dallas attending training provided by the Office of Juvenile Justice and Delinquency Prevention on their Comprehensive Gang Model.
 - c) March 11, at 5:30PM – The Hundred Club of St. Lucie County is hosting a Cocktail Party to raise funding to support families in the event of a line of duty tragedy. The event will be held at Tradition Town hall.

Urban Redevelopment Department

- Grants Administrator –
 1. Received grant award from Florida Humanities Council to complete Highwaymen Heritage Trail project
 2. Completed and submitted grant application to Visit Florida for the design, printing and distribution of brochures for Fort Pierce Authentic Tours (FPAT)
 3. Collaborated with Workforce Solutions (new name - Career Source Research Coast) to implement youth intern work program for City
 4. Researched and documented funding opportunities and suggestions for funding for Untied for Animals nonprofit
 5. Provided continual assistance and information to onsite auditors
 6. Collaborated with Tracy (Engineering) to develop strategy and budget for Florida Inland Navigation District grant application to complete fishing pier on Melody Lane
 7. Collaborated with Craig Mundt (St. Lucie County Art and Cultural Alliance) to develop public art maintenance plan and payment schedule
 8. Collaborated with external vendors and Public Works to design sign for Jetty Park to recognize grant award from Land and Water Conservation Fund
 9. Prepared materials for and provided oversight for Communitywide Council February meeting
 10. Created backup materials for City Commission review and approval of Commercial Facade grants
 11. Provided oversight for housing issues pertaining to Ms. Luella Anderson
 12. Created contractual agreement for commercial Facade grant recipients
 13. Provided project oversight and extensive review and detailed recommendations for FPAT website to IRSC website designer
 14. Began developing promotional strategy for Lincoln Park Improvement Project community meeting
 15. Researched possibilities for NSP-rehabbed apartments on Orange Avenue
 16. Met with numerous citizens regarding various issues including housing, nonprofit support, economic development initiatives, etc.

- Program Analyst –
 1. FEMA
 - a) Marina Project
 - Monitoring time extension
 - Monitoring funding requests
 - Made several phone calls to State regarding time extension and funding reimbursement
 2. Windows Expansion Project
 - a) Received modification # 2 from State, forwarded to legal and prepared for agenda item
 - b) Preparing second pay application
 - c) Received first draw from State
 - d) Preparing second draw request to State
 3. Enterprise Zone: Answering emails and phone calls pertaining to tax credits
 4. SHIP
 - a) Waiting on work write ups from Building Department to prepare RFPs
 - b) Researching home education classes for home owners
 - c) Prepared templates for housing rehabilitation and forwarded to legal for approval
 - d) Following up on home repair complaints with two applicants
 - e) Reviewing rehab specifications and SHIP policies

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

- Finished ordering trophies and prizes for City Championship.
- Met with Superintendent and Mechanic to review proposal for new golf car lease.
- Met with Superintendent and Mechanic to discuss leasing maintenance equipment.

River Walk Center

Park Permits	2,050.00
Garden Center	200.00
Programming	1,049.93
River Walk Center	685.55
Special Events	3,495.00
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Total	\$7,480.48

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 February 4 and 11; Comedy Corner Improv on Saturday, February 8; BlueBird Productions presented Selwyn Birchwood February 7; Fort Pierce Jazz and Blues Society & Sunrise Theatre co-presented Society Variety Show; Rico Monaco Band February 15. Performances on the Sunrise Theatre main stage included A sold-out performance by Kenny Rogers on February 7; Alan Parsons Live Project on February 15.
- Assistance continues with future rental events and co-presentations with various community groups including, but not limited to: Kyman Entertainment's The Ultimate Oldies Concert on March 7; Plastered Touring's Ron White on March 15-16; BlueBird Educational Productions 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 Charlie Worsham on March 7.
- 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.