



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: April 25, 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 April 14, 2014.
- The Deputy City Manager met with the Planning Manager regarding FPRA expansion options.
- The Economic Development Team met with Comm. Becht to discuss current City initiatives.
- The Deputy City Manager and Marketing Specialist met with a potential Downtown business owner.
- The City Manager and Deputy City Manager met with the City Engineer regarding the City marina project.
- The City Manager and Deputy City Manager met weekly with Mayor Hudson to discuss current City issues.
- The Marketing Specialist attended Coffee Talk with Pete Tesch on April 16, 2014.
- The Deputy City Manager met with Urban Redevelopment staff regarding departmental issues.
- The Marketing Specialist attended the St. Lucie County Chamber Tourism Committee meeting on April 17, 2014.
- The Deputy City Manager met with the City Engineer, Public Works Manager, Building Official, Code Compliance Manager and Grants Administrator regarding the Lincoln Park neighborhood improvement project.
- The Deputy City Manager met with a City business owner regarding City matters.
- The Deputy City Manager, Planning Manager and Marketing Specialist met with Peter Tesch and Leslie Olson regarding Fort Pierce economic development.

City Manager's Office contd.

- The Deputy City Manager and Marketing Specialist participated in the tour of a local business.
- The City Manager and Deputy City Manager met with the City Auditor regarding the FY2013 Comprehensive Annual Financial Report.
- The City Manager met with all department heads to discuss their presentations for the April 25, 2014 Strategic Planning Workshop.
- The City Manager met with Commissioner Perona to discuss the agenda for the April 21, 2014 City Commission meeting.
- The Marketing Specialist coordinated the April 22, 2014 Community Garden grand opening, which was attended by the City Manager and Deputy City Manager.
- The Deputy City Manager and City Engineer attended a meeting regarding the Port of Fort Pierce/2nd Street with representatives from the County and FDOT.
- The Deputy City Manager attended the CRA Advisory Committee meeting on April 23, 2014.
- The City Manager, Deputy City Manager and Marketing Specialist attended the Arbor Day Event on April 24, 2014.
- The Economic Development Team held a team meeting to discuss potential development.
- The City Manager held a Leadership & Strategic Planning Workshop on April 25, 2014.
- **News Release:**
#10-14 04/22/2014 100% Recycling Participation Increase

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: 6 Renewals: 0 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: 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 and providing a receipt for check received from St Lucie County Humane Society for animal registrations for March 2014.
- Assisted Code Compliance Manager by processing and providing a receipt for check received from St Lucie County Humane Society for animal impound fees for March 2014.
- On-going updating of contractors' records for current Liability Insurance, Workman Compensation Insurance, and State License information.
- Check for completeness and accuracy paperwork submitted by contractors to be presented to the Board of Examiners of Contractors at the May 13, 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 Redevelopment Meeting held on April 21, 2014.
- Attended, recorded and transcribed minutes of the Fort Pierce City Commission Meeting held on April 21, 2014.
- License/Permit Clerks working with Code Enforcement on Business Tax Receipts not renewed by September 30, 2013.
- 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 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 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 Clerk working on preparation of ordinance to increase business tax.
- License/Permit Clerks assisting the Fort Pierce Redevelopment Department and the Planning Department with various projects.
- Executive Assistant Angela Wilkinson and License/Permit Clerk Allison Martin attended manager training class for Agenda Quick.
- License/Permit Clerk Joyce Kobbe assisted Executive Assistant to the City Manager with the set-up of Riverwalk Community Center for the Strategic Planning Session held on April 25, 2014.
- City Clerk attended Fort Pierce Area Council Meeting.
- City Clerk served as a presenter at Young Floridian Awards Ceremony.
- City Clerk attended United Way Board Meeting.
- City Clerk organized Agenda Quick meeting manager training.
- City Clerk prepared for Strategic Planning Session.

Administrative Services Department

- **Procurement –**
 1. Contract negotiations with BGA Inc.- ConEdison Solutions, RFQ No. 6052 Energy Savings Performance
 2. Processed RFP No. 2014-017 ~ Alternative Plans Examiners and Building Inspectors; Advertisement dates: 4/24 & 5/1.
 3. Processed purchase orders.
 4. Processing and/or completion of awards to vendors/contractors approved by Commission.
 5. Meetings:
 - a) Purchasing Manager held a Mandatory Pre-Bid Meeting /Site Visit on Thursday, April 24, 2014 and Friday, April 25, 2014, 10:00 A.M. for Bid No. 2014-018 Housing Rehabilitation Project for 1113 Soltman Avenue & Bid No. 2014-019 Housing Rehabilitation Project for 305 North 31st Street, CDBG Projects.

- **Human Resources –**
 1. Coordinated Pre-employment physicals and background checks.
 2. Conducted New Employee Orientations
 3. Created several Personnel Action forms for employees.
 4. Distributed monthly Reports to each department such as Accrual Register, Time Sheets and payroll register to Police Department.
 5. Verified payroll.
 6. Processed March and April, 2014 employee annual evaluations.
 7. Completed Verification of Employment/Loss of Income forms.
 8. Pick-up and distribute mail to each department
 9. Assist in interviews for the Human Resources Department
 10. Cleaned and organized Human Resources Files
 11. Organized and remove 2011 Employment Applications
 12. Process Non- Bargaining pay increase and retro pay for current payroll.
 13. Input employees data from Personnel Action forms such as, suspension, Police Officers salary incentive pay, resignation, retirement, annual and probation evaluation.
 14. Create and process retirement package for employees.
 15. Create years of service report for City Manager's office.
 16. Handle complaints and concerns
 17. Review and Approve Personnel Actions Forms.

- **Risk Management –**
 1. Attended OSHA General 10 Hour Training.
 2. Concluded 6 Week Walking Program April 22, 2014
 3. Florida Blue Conducted Diabetes ABCs Seminar April 23, 2014 at City Hall & Public Works.
 4. Began Small Group Training at Anytime Fitness Thursday, April 24, 2014 (4 Weeks)
 5. Upcoming Wellness Activities:
 - a) National Walk at Lunch Wednesday, April 30, 2014 from 11:30am - 12:30pm
 - b) 6 Week Nutrition for You Program (May - June 2014)
 6. Accident and Injury Reviews.
 7. Audited, Closed, and Processed WC Claims.
 8. Processed Insurance Subrogation.
 9. Consulted with the City Carrier Regarding Liability Claims.
 10. Processed day to day Risk Management Duties.

Finance Department

- Completed 2nd Quarterly Financial Report
- Attended Strategic Planning Workshop
- Day to Day Operations

MIS Department

- Rolling new Cisco routers between all remote sites. Indian Hills, Public Works and Marina completed.
- Indian Hills switch was destroyed by Lightning and it was replaced.
- IPad training 95% complete with pending schedule for the final 2 individuals.
- Shelter Pro training has been scheduled.
- Completed preparations of Strategic Planning sessions.
- GIS, Vantage Point and GEO Max installations and configurations are ready for on-site training.
- Website redesign Phase I delegated tasks to the Website team has been completed.
- QRepWeb installed and ironing out different problems with SunGard.
- Ongoing maintenance support for Marina Wi-Fi and camera system due influx of crime.
- 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 installation for Indian Hills, River Walk Center, Sunrise Theatre, and City Hall. Public Works department in the only one remaining.
- Deploying AppAssure Imaging, Backup, and de-duplication Citywide.
- Working on new servers, racks and Intune software citywide.
- Exploring cloud based options for different applications.
- Processing new computer equipment for various departments.
- Working on a WorkOptiFlow pilot program with Indian Hills Department.
- Working with vendor Group Business Software and the migration is eighty 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).
- 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 four (34) new work orders and completed sixty seven (67) 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. TRC Board Meeting – April 17th
 4. Board of Adjustment Meeting – April 24th
 5. Two Pre-Application Meetings

- **Comprehensive Planning, Long Range Planning –**
 1. TRC Review - Zoning Text Amendment - Schools in the C-4, Central Business District as Conditional Use
 2. PUD Zoning District Rewrite

- **Development Review –**
 1. Boston Avenue/St. Andrews Abandonment Request - TRC Review
 2. 1001 N US HWY 1 Bowen Medical Center - Revisions Review
 3. 1998 N US HWY 1 – Variance
 4. 712 N. 7th Street – Conditional Use
 5. 4760 S. US HWY 1 - Variance

- **GIS/Mapping –**
 1. GIS annexation maps edit/update
 2. GIS zoning/FLUS update
 3. GIS Historic data Rivers Edge
 4. Web edits/updates
 5. Web Domain/Hosting services transfer to MIS

- **Historic Preservation –**
 1. 901/915 S Indian River Drive - Old Fort Park - Lion's Club Donation & Improvements Plan - Phase 1 Improvements Partially Completed
 2. 508 Means Court - HPB Staff Report
 3. Florida Trust for Historic Preservation Grant Research

Building Division

- **7131 Okeechobee Rd (West Star)** – The Owner/Contactor has applied for a demolition permit to abate the current unsafe situation.

- **4898 Okeechobee Road (Applebee’s)** – Permit for major renovation is ready to be issued.

- **4200 S US Highway 1 (formerly Bill Schultz now Dyer Chevrolet)** – Owner will be doing a number of renovation projects. Commercial repair permit was issued for the Body Shop.

- **City of Fort Pierce (ESCO)** – Con-Ed electrical sub-contractor has applied for permits to retrofit lighting for 9 City owned buildings. Permits are ready to be issued at all 9 locations.

Code Enforcement Division

- **Hearings – Special Magistrate Ross**
 1. 11 violation hearings
 - a) 2 continued by staff
 - b) 1 complied prior to hearing
 - c) 8 found in violation
 2. 1 penalty reduction request: 1 fine reduction: continued to June hearing
 3. 1 extension of time request: request denied

- **Code Enforcement –**
 1. Received 19 complaints
 2. Issued 5 written warnings
 3. Issued 0 citation
 4. Initiated 45 new cases: 35 general violations, 10 lot clearing violations
 5. Conducted 224 follow-up inspections
 6. Closed 105 cases

- **Animal Control – Unable** to report due to computer problems.

- **Income & Expenses –**
 1. Completed 29 lien / title searches.
 2. All lien & fine case folders are being manually reviewed and updated to address past due accounts (on-going).

- **Miscellaneous –**
 1. Prepared for and attended the Strategic Planning Workshop.
 2. Met with SLC Commissioner Dzadovsky, SLC Animal Control Supervisor, SLC Code Enforcement Supervisor and 3 residents regarding animal control issues along the SLC and City of Fort Pierce border. Developed a trial strategy to handle the feral chickens. If successful, we will try in other areas of the City.
 3. Attended monthly Technical Review Committee meeting.
 4. Attended additional training with Agenda Quick for individual department meetings.
 5. Attended the Lincoln Park Neighborhood Improvement team meeting.
 6. Met with representatives from Captain Jax, Tracy Telle, Rebecca Grohall, Cory Benton, Assistant City Attorney Steve McCain to discuss code violations and potential solutions to the parking lot / parking problems.

Engineering Department

- **Development Reviews** – Intake of four (4) Building Permit, Site Plan, or Certificate of Occupancy reviews.
- **Stormwater Division** – Notices being sent to property owners who are behind in stormwater fee payments.
- **Traffic Control** – City continues maintenance of all signals. Staff is continuing 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. Staff is creating a cost estimate for budget purposes.
- **City Marina Reconstruction - Phase I – Islands** – Staff has completed discussions for final contract change order; Staff should have Change Order No. 2 completed for City Attorney review by May 2, 2014. LMAC has commenced Moore's Creek boat ramp restoration it is anticipated that they will complete work on or about May 8, 2014. Staff continues to work on Phase I project closeout documentation.
- **City Marina Reconstruction – Phase II – Docks** – Bellingham Marine continues the submittal process for approval of construction elements and it is anticipated that they will be ready for building permit submission in the next 2 weeks. Construction completion is anticipated May 2015.
- **S. 21st Street / Havana Ave. Sidewalk Project** – 100% plans have been sent to FDOT for review and approval. Funding has been approved by FDOT for FY 2015.
- **31st Street Sidewalks from Okeechobee Road to Tennessee Avenue** – Bid opening was held on April 2, 2014 with three bidders submitting prices. Upon conferring with FDOT we have opted to go out for a re-bid due to some requested clarifications to the Bid Form. Request for rebid was forwarded to Purchasing.
- **5th Street Reconstruction from Orange Avenue to Boston Avenue** – Final walk-thru is scheduled for April 29, 2014.
- **Heathcote Stormwater Improvements** – Contractor to begin installation of erosion protection measures this week. Excavation to begin first week of May.
- **Veterans Memorial Park** – McTeague Construction was awarded the Phase I contract by SLC. A pre-construction meeting was held on April 24, 2014. Anticipated construction commencement is mid-May. Proposed improvements for this phase include ADA upgrades such as bathroom expansion and a rear patio expansion. Phase II is currently in the design and permitting phase and is expected to go out to bid once we are in receipt of the FDEP 319 Grant.
- **Melody Lane Fishing Pier** – Under design. A design progress meeting is scheduled for April 29, 2014.
- **H.D. King Power Plant Clean-up** – Cardno has begun remediation work on April 1st. Approximately 8,100 cubic yards of material have been hauled to date. RLF loan closing scheduled for May 1, 2014. Additional contaminated soil found, extents to be determined this week.
- **Park Trail Subdivision** – Drainage improvements are underway. Completion expected in May.

Public Works Department

- **Energy Efficiency & Conservation** – Staff is awaiting final approval on a bond issue and we are ready to issue a notice to proceed. Contractors are standing by and are ready to begin work.
- **Phase II Window Retrofit Project** – The Police Department window and door replacement project is completed. Work has begun on the St. Anastasia building and will take approximately 90 days to complete.
- **HDRC Recreation** – Staff has begun creating a Summer Youth Basketball League that we hope to start beginning in June.

Police Department

- **PAL** – The first-ever Country Fest and Carnival was held on Thursday, April 17 through Sunday, April 20, 2014, which featured rides, midway games, prizes and entertainment for the whole family. The Fort Pierce PAL raised over \$6,500.00, which will be used to fund future programs.
- **Staffing** – Officers Cory Collier, Doug McNeal, and Nicolas McWilliams began their career with the department and were sworn in on April 17th. The department currently has 11 vacancies for police officers and 2 vacancies for civilian positions.
- **Downtown Issues (Parking and Homeless)** – On April 17, Chief Baldwin met with City Manager Robert Bradshaw and Deputy City Manager Nick Mimms regarding complaints about parking and homeless people in the downtown area. Complaints about parking at special events will require additional enforcement, and the police department will work on this effort over the next few weeks. Complaints about homeless people begging visitors for money have increased sharply over the last few weeks. The police department has implemented a comprehensive plan to address this issue. Officers have received advanced training on applicable ordinances and laws, a resource guide has been published to educate the public about available assistance, and we are currently organizing a meeting for downtown merchants. Over the last three weeks officers have made 13 arrests for panhandling, trespassing, and indecency offenses.

Urban Redevelopment Department

- **Grants Administrator –**
 1. Worked extensively to research, compile info, gather photos, etc., then write essays for website and trail markers for Florida Highwaymen Trail project
 2. Collaborated with IRSC to complete design of billboard to promote Fort Pierce Authentic Tours program
 3. Researched and prepared to write grants to Florida's Boating Infrastructure Grant (BIG) opportunity for dinghy dock at City Marina and to Florida Department of State's Historic Preservation Program for Youth Historic Preservation Educational Project
 4. Provided oversight for 11 PSA and 8 Commercial Facade grant awards
 5. Provided direct project oversight for the Fort Pierce Authentic Tours Program
 6. Prepared and initiated drawdowns to HUD/IDIS to reimburse City for 2nd quarter CDBG-funded expenditures
 7. Meetings:
 - a) Staff Meeting
 - b) Lincoln Park Improvement Project
 - c) Finance Dept. - HUD IDIS drawdowns
 - d) Tracy Telle - Melody Lane Pier project
 - e) Attended Community Garden Ribbon cutting
 - f) Sharon Robinson - Commercial Facade Grant issues
 - g) AgendaQuick Training
 - h) FPAT Marketing
 - i) Stephanie Werner - Highwayman Trail - Obelisk on Avenue D
 - j) Anita Prentice - Highwaymen Trail - Transit Station
 - k) Stacy Givens (2 meetings) - FPAT website
- **Program Analyst –**
 1. FEMA
 - a) Marina Project
 - Monitoring time extension
 - Submitted funding request for reimbursement
 - Making phone calls to State to keep updated on funding
 - b) Windows Expansion Project
 - Specific Authorization No. 1 approved
 - Preparing pay applications and requests for reimbursements
 - Modification # 3 signed and returned to State
 2. Enterprise Zone: Answering emails and phone calls pertaining to tax credits
 3. SHIP
 - a) Attended two site visits for contractor bid meeting
 - b) Researching credit reporting and collection agencies
 - c) Answering phone calls and questions from citizens
 4. NSP
 - a) Completed monthly report
 - b) Communications with Housing Authority regarding unit rentals at Orange Avenue
 - c) Attended webinar for close out information

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 fourth meeting of Waterway Steering committee for Martin and St. Lucie Counties.
- 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. Awaiting Seacoast review of the contract.

Golf Course

- Met with David O'Kelly, Golf Course Manager at the Saints to discuss reciprocal arrangements for his members when they close this Summer to redo their greens.
- Had a follow-up meeting with Golf Now.com to discuss arrangements for our guests to book their tee times on line.
- Met with Superintendent to set dates for aerification.

River Walk Center

- We are beginning preparations for the HDRC and are excited in our new venture.
- Hosted the Strategic Planning Workshop at the RWC
- Rented all three facilities for numerous events as well a "free" luncheon for the Navy Submarine Organization.

Park Permits	2000.00
Programming	747.34
River Walk Center	849.53
Special Events	450.00
Garden Center	100.00
Maravilla	400.00
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Total	\$4,546.87

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 April 1 & 8; Comedy Corner Improv on Saturday, April 12; John Carroll High School held their Prom for the 4th consecutive year on April 5; MusicWorks Inc. presented Trampled Under Foot on April 10; Performances on the Sunrise Theatre main stage included; Lily Tomlin on April 4; A sold-out performance by Three Dog Night on April 5; The theatre is busy with on-going registrations for the four week long summer camps with Missoula Children's Theatre.
- Assistance continues with future rental events and co-presentations with various community groups including, but not limited to: Family Meals, Inc. McCartney Mania on April 25. St. Lucie County Public Schools STEM Rap Battle on May 9. This will also include a School Time Performance, Mental Time Travel Through Hip Hop Education with motivational speaker Dr. Christopher Emdin, the morning of May 9; St. Andrew's Spring Musical on May 15 & 16; John Carroll High School Graduation on May 23.
- On a daily basis offers and contracts continue to be negotiated with artists and their representatives for the 2013/14 Season and the 2014/15 Season. The Membership campaign for the coming season is about to kick-off; Both new and renewed memberships continue to come in regularly.
- Marketing and show sponsorship packages are being put together to solicit for the coming season's shows. Foundation grant opportunities are being researched and grant applications are being written and submitted. 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.