




# 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:** September 5, 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 Economic Development Team participated in a conference call regarding the redevelopment of the H.D. King Plant site.
- The Marketing Specialist attended the crime prevention meeting with downtown business owners on August 27, 2014.
- The City Manager and Deputy City Manager met with Mayor Hudson regarding current City issues.
- The City Manager met with Commissioner Alexander regarding current City issues.
- The City Manager met with Commissioner Perona regarding the September 2, 2014 City Commission meeting agenda.
- The Deputy City Manager attended a Teamsters negotiation staff meeting.
- The Economic Development Team held a meeting to discuss a potential project.
- The Deputy City Manager participated in negotiations with Teamsters Local 769.
- The Economic Development Team met with A&K Families, Inc.
- The Deputy City Manager attended a pre-meeting with staff regarding a grievance matter.
- The Deputy City Manager attended a grievance hearing regarding a member of a bargaining unit.
- The Deputy City Manager and Public Works Manager met with representatives from the Arts & Cultural Alliance of St. Lucie to discuss the location and maintenance of art in the City.
- The City Manager and Deputy City Manager met with Deputy Chief Amandro to discuss a 30 day operational plan for the Police Department.
- The Deputy City Manager and Marketing Specialist participated in a tour of Virginia College.

**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: 9                      Renewals: 227                      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: 7                      Renewals: 216
- 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 public by processing and providing receipt for animal registrations payment.
- On-going updating of contractors' records for current Liability Insurance, Workers' Compensation Insurance, and State License information.
- Check for accuracy and correctness paperwork submitted by contractors to be presented to the Board of Examiners of Contractors on September 09, 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 September 03, 2014.
- Revenue Recovery working with Code Enforcement personnel on Business Tax renewals that were returned by Post Office as Attempted- Not Known or Undeliverable to see if business is open.
- 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.
- On-going implementation of computerization of annexation records.
- On-going implementation of computerization of annexation records.
- 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.

**City Clerk's Office contd.**

- Preparation and delivery 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 City Attorney Office by doing research on various city issues.
- License Permit Specialist/Deputy City Clerk worked on several 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 Allison Martin assisted the Manager of Fort Pierce Animal Control Department and Grant Writer/Administrator with projects.
- License/Permit Clerk Joyce Kobbe working on various office projects including creating database and scanning into Optiview City Lease Agreements.
- License/Permit Clerks and License Permit Specialist/Deputy City Clerk attempting to contact businesses by telephone of business tax renewals that have been returned by Post Office to determine if still at same location or if business has closed.
- License/Permit Clerks and License Permit Specialist/Deputy City Clerk attempting to contact contractors by telephone of competency card renewals that have been returned by Post Office to determine if address on file is correct or if business has closed.
- City Clerk attended four (4) meetings of Economic Development Team.
- City Clerk attended Lawnwood Breakfast Meeting.

**Administrative Services Department**

- **Procurement –**
  1. Reviewed /processed purchase orders and agenda items
  2. Review and Renewal of Annual Contracts.
  3. Processing and/or completion of awards to vendors/contractors approved by Commission.
  4. Purchasing Manager conducted impromptu trainings for various department staff.
  
- **Human Resources –**
  1. Teamsters Union Negotiations meeting with Deputy City Manager and Union Representative
  2. Complete Teamsters' proposed salary request for Deputy City Manager.
  3. Coordinated Pre-employment physicals and background checks.
  4. Conducted five (5) New Employee Orientations
  5. Distributed monthly Reports to each department such as Accrual Register, Time Sheets and payroll register to Police Department.
  6. Verified car allowance and payroll report.
  7. Processed July and August 2014 employee probation annual evaluations.
  8. Processed July and August 2014 Police Officer mid-term evaluations.
  9. Completed Verification of Employment/Loss of Income forms.
  10. Complete and verify unemployment compensation forms.
  11. Assist in interviews for Public Works, Solid Waste and Planning Department
  12. Review and Revised Personnel Rules and Regulations
  13. Complete the public records request for Police Union/AFL-CIO
  14. Input employees data from Personnel Action forms such as, suspension, Police Officers
  15. Salary incentive pay, resignation, retirement, annual and probation evaluation.
  16. Create and process retirement package for employees.
  17. Create years of service report for Public Works Department.
  18. Review and Approve Personnel Actions Forms
  19. Complete and mailed Family Medical Leave package to four(4) employees
  
- **Risk Management –**
  1. Researched Executive Firms for Chief of Police Search.
  2. Updating City Rules and Regulations.
  3. Accident and Injury Reviews.
  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**

- Met with City Manager, Deputy City Manager and City Attorney regarding bargaining unit negotiations.
  
- Day to Day Operations

**MIS Department**

- Upgraded the IBM Power 7 Operating System from V6R1 to V7R1.
- Ordered and upgrading cell phones for priority staff whose phones are in bad disrepair.
- Completed Public Records Requests.
- Restored Data from the data outage for Marina with help from State of Florida.
- Staff working with several departments and CivicPlus on City's website upgrade.
- Converting all sites to City Hall with a true WAN with Indian Hills/Police Department and Public Works completed.
- Mobile devices are in the testing phase for email on the cloud.
- Marina VOIP telephone system has been ordered and scheduled for installation.
- Lost phone systems at all sites several times within the last four weeks and all restored with a change out of equipment by AT&T and the State of Florida.
- Working with several departments with laptops and iPads on connectivity issues stemming from the upgrade of the State of Florida DMS VPN procedures.
- Working with Finance and Building Department on several relocations.
- Working with testing PetData software for Animal Control Officers in the field.
- Searching for options for Commissioners to be able to engage in audio or video conferencing when not physically able to attend meetings.
- Awaiting training for Building staff with SmartGov.
- Working with Comcast to Wi-Fi entire City Hall.
- Received quote from Selectron IVR reps for information on sending this function to the cloud or purchasing a new server and keeping the process in house.
- Transferring data to new file servers for several departments.
- Upgrading out of lease copiers for several departments.
- 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 on Rights issue with NAS (on-going).
- Processing VOIP spread sheet for remaining remote site (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 fifty four (54) new work orders and completed one hundred sixteen (116) 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. Historic Preservation Board Meeting
  4. American Planning Association Conference
  5. Fort Pierce CAV Meeting – Flood Plain Committee
  6. ZVL -4892 Okeechobee Road – Pineapple Mini Storage
  7. ZVL – 4591 Whispering Pines Ln, Fort Pierce
  
- **Development Review –**
  1. Bev Smith Toyota Site Plan Extension
  2. Selvitz Crossing Preliminary Plat Resubmittal
  3. Boston Avenue/St. Andrews Abandonment Request - CC Approved
  4. 5001 Okeechobee Rd - CenterState Bank - CO Issued
  5. 975 Seaway Dr. - Cumberland Farms - Interior Expansion / Exterior Improvements
  
- **Historic Preservation –**
  1. 657 N 2nd Street - Fence & Landscaping Improvements - Approved
  2. 102 N 2nd Street - Mural / Architectural Features Coordination - COA Pending
  
- **Economic Development –**
  1. RFQ Drafting - Oaks at Moore's Creek Phase II & 505 N 7th Street

**Building Division**

- **320 S. Indian River Drive (St. Andrews School)** – Certificate of Occupancy was issued for the major renovation.
  
- **Ft. Pierce Marina** – Permit for Phase II Construction, including docks, has been issued.
  
- **5001 Okeechobee Rd (Center State Bank)** – Certificate of Occupancy has been issued.
  
- **1404 Avenue E (One Lord One Faith One Baptism, House of Prayer)** – Certificate of Occupancy has been issued.
  
- **Single Family Homes - Oak Alley Subdivision** – Permit applications for 2 new single family homes have been submitted. Permits for 2 new single family homes are ready to be issued.
  
- **Community Assistance Visit (CAV)** – We met with the Department of Emergency Management (DEM) on 8/29/14, for a Community Assistance Visit. This visit is to the aid local government in their administration of the National Flood Insurance Program (NFIP), to help address any concerns we may have while administrating the program and to verify the community's compliance with the program. The NFIP was established through FEMA and offers flood insurance protection to properties that are in areas where flood insurance protection was previously unavailable and/or unaffordable.

## Code Enforcement Division

- **Hearing –**
  1. Special Magistrate Blandino
    - a) 15 regular violation hearings
      - 4 complied prior to hearing
      - 2 continued by staff
      - 9 found in violation
    - b) 3 Lien Reduction Request Hearings
      - 1 fine reduced to the excess tax sale proceeds and forwarded to Commission for final approval
      - 2 (same owner / same property) – waived all fines on from both cases and reduced to filing fees only of \$40 and forwarded to Commission for final approval.
- **Code Enforcement –**
  1. Received 30 complaints
  2. Issued 6 written warnings
  3. Issued 0 citations
  4. Initiated 61 new cases: 23 general violations, 38 lot clearing violations
  5. Conducted 361 follow-up inspections
  6. Closed 119 cases
- **Animal Control –**
  1. No report data available at this time.
  2. Mid-transition from old computer system to new system.
  3. Anticipate all activity to be processed in the new system starting October 1, 2014.
  4. Processed four sterilization vouchers.
- **Revenue –**
  1. Processed 14 lien / title searches
  2. All Income categories continue to meet or exceed budgeted amount.
    - a) Property Code Violations – more than double budgeted income.
    - b) Animal Control Violations – more than double budgeted income.
    - c) Animal Licenses:
      - In house collections – more than double budgeted income.
      - PetData collections – approximately an additional 50% more income.
    - d) Lot Clearing Charges – more than double budgeted income.
    - e) Admin Charges – met our budget income with \$200 overage
  3. PetData continues to improve the revenue generated by animal licenses.
- **Miscellaneous –**
  1. Code Manager met with Lara Amyx, new Code Board member, to review Board policies and procedures.
  2. Prepared Resolution to accompany the 2nd reading of the vendor ordinance.
  3. Prepared training manual and prepared for training of all animal control officers on the new ShelterPro software.
  4. Conducted training for all animal control officers for new ShelterPro software.

**Engineering Department**

- **Development Reviews** – Intake of three (3) Building Permit, Site Plan, or Certificate of Occupancy reviews.
- **Stormwater Division** – Submittal of grant application to St. Lucie Rivers Issue Team on August 31, 2014.
- **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 working with FDOT on the development of the new Phase 2 Signal Maintenance JPA requirements for FY 2015/16 which will look at increased performance requirements and adjusted reimbursement increase.
- **City Marina Reconstruction – Phase II – Docks** – Bellingham Marine continues the submittal process for approval of construction elements. Bellingham continues float construction and has started barge loading operations for delivery to the Marina. Construction schedule reflects an onsite construction start of September 12, 2014.
- **Moore’s Creek Dredging** – Gator Dredging has completed the spoil removal portion of the Moore’s Creek Project. Gator dredging is completing the haul off portion of the contract is anticipating completion of the project early next week.
- **S. 21st Street / Havana Ave. Sidewalk Project** – FDOT has approved final plans and is in the process of preparing the LAP Agreement. Funding has been approved by FDOT for FY 2015.
- **31st Street Sidewalks from Okeechobee Road to Tennessee Avenue** – Construction underway. Project completion proposed for October 2014.
- **Indian Hills Recreation Area - Stormwater Improvements** – Construction continues ahead of schedule. Meeting held last week with representatives from the City and County to discuss additional work on the south side of Savannah Road. St. Lucie County desires to move ahead with this work and possibly add to existing construction contract. Kimley Horn and Associates to provide proposal for plan preparation. Follow-up meeting scheduled for next week.
- **Veterans Memorial Park** – The contractor has completed the framing, plumbing and electrical work. Modifications to the HVAC layout have caused some delays in the progress with the interior work. The exterior electrical relocation work has been completed as has the sanitary sewer work. Construction completion scheduled for November 2014. Phase II has been reviewed and comments provided to the consultant. This phase will go out to bid once we are in receipt of the FDEP 319 Grant which is expected October 2014.
- **Melody Lane Fishing Pier** – Final plans under review.
- **H.D. King Power Plant Clean-up** – The area designated as the 2014 Work has been completed at this time. Eleven monitoring wells have been installed around the perimeter of the site. Additional exploratory test pits have been done in the 2015 work area and it has been determined that additional contamination has been encountered below the water table. Cardno has provided a cost proposal for the balance of the work, \$1.97 million. Engineering report for the condition of the seawall has been received from consultant. Recommendation is for the replacement of seawall on both sides from 2nd Street to Indian River Drive. Estimated replacement cost is \$1.5 million.
- **Park Trail Subdivision** – Contractor is addressing punch list items.
- **Georgia Avenue Drainage Basin Outfall** – Slip lining of the 980 LF of 60” outfall pipe that runs from the golf course to the Indian River Lagoon is proposed. Construction to start in next week and will be completed in a week’s time.
- **Fairway Emergency Drainage Repair** – The construction consists of slip lining 427 LF of 36” RCP with one storm structure replacement and pavement repair is underway. Final completion the end of September.

**Police Department**

- **Staffing** – The police department currently has eight (8) vacancies for police officers. The department has six (6) police officers starting on September 24, 2014.
- **Vendor Ordinance** – On September 2, 2014, the Peddlers, Solicitors and Canvassers Ordinance, Ordinance No. 14-019 passed the first reading with some minor revisions. The second reading will be held at the next Commission Meeting, Monday, September 15, 2014.
- **Downtown Business Crime Watch** – The police department, Main Street, and Lincoln Park Main Street hosted a meeting with the downtown businesses on August 27, 2014. The meeting was well attended. Indian River State College's Business Incubator Coordinator, Tom Kindred also attended the meeting to present the downtown businesses with some practical business classes that the college is offering. Officer Cheryl Glenn-Reed and Officer Damian Spotts presented the plan to start a Business Crime Watch in downtown. It was agreed that we would continue these meetings quarterly.
- **Williams Center Open House** – The Boys and Girls Club and the Police Department held the open house on August 27, 2014. The open house was well attended; there were over 50 Boys and Girls Club youth in attendance with numerous community leaders visiting the center. The Police Department's Crime Prevent Unit: Officer Glenn-Reed and Officer Spotts, Juvenile Specialist: Officer Dani Dreizehnter, Bike Unit: Officer Guy Montgomery and Officer Doug Brown along with their supervisor, Sergeant John Schramm is located in the center.
- **Restoring the Village Youth Initiative** – The Roundtable is hosting two events related to the Comprehensive Gang Model on September 30, 2014. There will be a daylong training session conducted by representatives from the National Gang Center (at Indian River State College, Treasure Coast Public Safety Complex, Bailey Auditorium, from 8:30 AM to 4:30 PM). Following the training session, there will be a Community Forum held from 5:30 PM to 7:30 PM, at the Lincoln Park Academy Auditorium.
- **Scout Troop 772** – Troop 772 received a very generous donation of fourteen (14) computers and was in need of additional space. The police department was able to give the Troop a second office that will serve as a computer lab for the scouts.
- **Diversity Centered Leadership Training** – The police department has arranged for the Covey Institute to host Diversity Centered Leadership Training classes for staff on September 17 & 18, 2014. The training will be held at the Indian River State College, Treasure Coast Public Safety Complex, Bailey Auditorium, from 8:30 AM to 5:00 PM.

**Public Works Department**

- **Energy Efficiency & Conservation** – The interior lighting retrofit is progressing rapidly with only City Hall remaining to do. Installation of the LED street lights has begun (1172 installed so far) and both chillers at City Hall and the PD have been replaced. The plumbing retrofits have been completed at City Hall and the HVAC controls are next on the agenda.
- **Phase II Window Retrofit Project** – Work has begun on the St. Anastasia building is nearing completion. The new windows are in and look fantastic. The PD generator replaced is scheduled to take place within the next two weeks with City Hall following shortly after.
- **HDRC Recreation** – The Summer Youth Basketball League has completed their summer program. Open gym nights are still being held during the week. Staff is still working on adding to our programming with quality activities for the youth and young adults of our community.

**Urban Redevelopment Department**

- **Grants Administrator –**
  1. Developed CDBG subaward contracts for Lincoln Park and Fort Pierce Main Streets
  2. Created maps and other support materials for Florida Boating Infrastructure Grant application (BIG) submittal (dinghy docks - City Marina)
  3. Provided project oversight for Public Service Agency and Commercial Facade grant awards
  4. Developed New FPAT Membership Criteria to Include All Fort Pierce Businesses that provide services to travelers/visitors to Fort Pierce and other various materials for Fort Pierce Authentic Tours Advisory Board meeting
  5. Closed-out grant award from Children's Services Council of St. Lucie County for Youth Fishing Clinic
  6. Collaborated with Ampersand Graphics to continue development of Highwaymen Heritage Trail signs
  7. Used emails from Solar & Energy Loan Fund to create tri-fold; printed, folded and distributed throughout City Hall
  8. Began design of rack card for Highwaymen Heritage Trail project
  9. Collaborated with IRSC on design of three (3) rack cards for FPAT (paid for via Visit Florida Grant). Cards will be printed then distributed to EVERY Florida Visit Center for a full year.
  10. Transcribed minutes from August Communitywide Council meeting.
  11. Meetings:
    - a) Pastor Shaw - World Changers' reimbursement
    - b) Main Street Fort Pierce - Business Crime Watch
    - c) Mayor Hudson - Highwaymen Trail project
    - d) Madison (TC Newspapers) - Highwaymen Trail project
    - e) Gloria Johnson - HUD IDIS Drawdowns
    - f) Walter Shaw & Pamela Caruthers - Highwaymen Movie
    - g) Camie Sellin - FPAT Membership Revamp
    - h) Sharon Robinson - Commercial Facade Grant closeout
    - i) Kathleen Frederick - Backus Trail Stop for Highwaymen Trail
    - j) Duke Evans - IRSC SBDC - Business Training Opportunities
    - k) City Commission - Highwaymen Trail Sign Purchase
    - l) FPAT - Monthly Meeting
  
- **Program Analyst –**
  1. FEMA
    - a) Marina Project
      - Monitoring funding requests
      - Preparing requests for reimbursements
    - b) Windows Expansion Project
      - Preparing pay applications and requests for reimbursements
      - Received approval for Marina building windows to be replaced
  2. SHIP – Conducted intake appointments on applicants, 45 total for SHIP 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).
- Consulting on Marina Project.
- Dredging of Moore's Creek was incomplete. Contractor to come back to site to complete. Awaiting F.I.N.D. extension.
- Bellingham Marine contracts complete. Contractor to be on site between August 18th and the 30th. (Estimated)
- Web Cam at the marina to be installed by August 20, 2014.
- Seacoast National Bank ATM machine at City Marina to be completed by August 30, 2014.
- Working with MIS to purchase and install a POS and dockmaster computer system. Ordered 7/10/14.
- New Dockmaster program arrived - awaiting MIS department to install.

**Golf Course**

- Met with Golf Pipeline representative to discuss booking on-line tee times.
- Made final preparations to have the Georgia Avenue Outflow pipe slip lined.
- Day-to-day operations.

**River Walk Center**

Park Permits	525.00
Programming	131.74
River Walk Center	714.70
Special Events	200.00
Maravilla	200.00
<b>Total</b>	<b>\$1,771.44</b>

**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 August 19; Comedy Corner Improv on Saturday, August 23; Performances on the Sunrise Theatre main stage included; The final week of the Sunrise Theatre/Missoula Children's Theatre Summer Workshops was held August 11-15. The title for the fourth week was Treasure Island, the Missoula Children's Theatre campers gave a public performance of Treasure Island on Friday, August 15 at 7PM. The last of six Free Summertime Movies, Cocoon, which is sponsored by Humana was screened on Sunday, August 17 at 3pm.
- Tickets for the 2014/15 Season went on sale to the two different levels of membership on Monday, August 11 & August 18.
- Assistance continues with future rental events and co-presentations with various community groups including, but not limited to: Fort Pierce PAL "Dancing With Our PAL's" on September 20; Grace Way Village "Are You Smarter Than A 5th Grader" on September 26th ; MusicWorks "Dave Mason" on November 20; South Florida Dance Company's "A Christmas Carol", St. Lucie Ballet's "Nutmcracker" on December 11 & 12; Kyman Entertainment, Richard Nader Entertainment on March 19, various shows with BlueBird Entertainment.
- Various meetings have been held and are scheduled with potential renters to schedule rental of the facility.
- Booking and event commitments for the 2014/15 Season continues and will, up to the publication of the Sunrise, the City/Sunrise's program/playbill which will come out the second week of September.
- Marketing and Box Office information for the 2014/15 Season is being compiled and disseminated by and to appropriate staff to prepare for the season. This includes all marketing assets for the Sunrise Playbill and website. Show setup in Choice Ticketing for all 2014/15 shows is ongoing in anticipation of going on-sale to members.
- Marketing and show sponsorship packages continue to be put together to solicit for the coming season's shows. Foundation grant opportunities continue to be researched and grant applications continue to be written and submitted.
- Budget projections and adjustments for this and next year's fiscal year continue to be reviewed and implemented.