



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: October 10, 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 Deputy City Manager met with the Grants Administrator, Code Compliance Manager and Code officer regarding the availability of CDBG funds for code enforcement.
- The Deputy City Manager participated in a conference call with a representative from the Fort Pierce Housing Authority regarding 16th Street/ G Terrace.
- The Deputy City Manager met with the other members of the Economic Development Team, Building Official and Planning Manager to finalize the presentation for the 10/6/14 City Commission meeting.
- The Deputy City Manager and Public Works Manager met with representatives from Waste Management to discuss the transfer station operations.
- The Deputy City Manager attended a Golf Course Management Evaluation Committee meeting for RFP No. 2014-023.
- The Deputy City Manager attended a pre-deposition meeting regarding VueWorks v. City.
- The Deputy City Manager met with staff and the City Attorney's office regarding public record requests for text messages.
- The City Manager and Deputy City Manager met with representatives from St. Lucie County regarding the port.
- The City Manager and Deputy City Manager attended a standing meeting with Commissioner Alexander regarding current City issues.
- The Deputy City Manager met with the Marketing Specialist to discuss rebranding efforts.
- The City Manager and Deputy City Manager attended standing meetings with Mayor Hudson regarding current City issues.
- The City Manager met with the City Attorney to discuss several legal issues.

City Clerk's Office

- **Business Tax Receipts –**
New: 11 Renewals: 321 Transfer: 2
- **Vendor Permits Issued –**
New: 0 Renewals: 0
- **Contractor Licensing –**
New: 8 Renewals: 81
- **Public Records Requests (not including Building Department) –**
New Requests: 6
- **Animal Registrations –**
New/Renewals/Impound Fees: 1
- **Enterprise Zone Applications –**
Sales Tax Refund Applications: 1
- **Agenda Preparation and Meeting Minutes –**
 1. City Commission – 10/6/2014
- **Special Projects**
 1. Investigating BTR renewals returned by Post Office
 2. Investigating Contractor Competency Card renewals returned by Post Office
 3. Finalized Lease Database including data entry and scanning into OptiView
 4. On-going records retention/destruction project
 5. Assistance to Animal Control with database input
 6. Conducting research on impact fee mitigation program.
- **Meetings/Special Events Attended**
 1. City Clerk participated in Economic Development Team Meetings.
 2. City Clerk attended Lawnwood Breakfast Club
 3. City Clerk attended Treasure Coast Council of local Governments
 4. Joyce Kobbe attended 5210 Obesity Prevention Initiative Meeting.

Administrative Services Department

- **Procurement –**
 1. Processed Informal Bid No. 2015-003 Holiday Lighting for Marina Square
 2. Processed Informal Bid No. 2015-004 Annual Holiday Decorations
 3. Processed Current Cardholder Information for Vendor Visa Pay Program
 4. Processed purchase orders/Fiscal Year 2015 blanket purchase orders
 5. Processing and/or completion of awards to vendors/contractors approved by Commission.
 6. Meetings:
 - a) Director of Administrative Services, Purchasing Manager chaired the Evaluation Committee Meeting for RFP No. 2013-023 ~ Management of Indian Hills Golf Course.
 - b) Director of Administrative Services met with Risk Manager for a debriefing.
- **Human Resources –**
 1. Coordinated Pre-employment physicals and background checks.
 2. Conducted five (5) New Employee Orientations.
 3. Created several Personnel Action forms
 4. Completed Family Medical Leave package for three (3) employees
 5. Salary Report to Mr. Barnes for Indian Hills Golf Course
- **Risk Management –**
 1. Updating City Rules and Regulations.
 2. Audited, Closed, and Processed WC Claims.
 3. Processed Insurance Subrogation.
 4. Consulted with the City Carrier Regarding Liability Claims.
 5. Processed day to day Risk Management Duties.

Finance Department

- Completed 4th Quarter 2014 Financial Report.
- Day to Day Operations

MIS Department

- Meeting with Deputy City Manager, City Attorney, and City Clerk in regards to public records requests.
- Marina VOIP telephone system has been completed.
- Working with Diebold on upgrading hardware and software for Security System for City Hall.
- Installation of Marina new software and hardware almost complete.
- Received and upgrading cell phones for priority staff whose phones are in bad disrepair.
- Staff working with several departments and CivicPlus on City's website upgrade.
- Converting all sites to City Hall with a true WAN with Marina, Indian Hills/Police Department and Public Works completed.
- Mobile devices are in the testing phase for email on the cloud.
- 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 staff 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 WiFi 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.
- 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 eighty eight (88) work orders.

Building Division

- 116 No. 2nd St. Subway Commercial Renovation – Permit application is being processed.
- 1703 Frances Ct. New Home Construction – Permit is ready to be issued.
- 2300 Virginia Ave. St Lucie County Drainage Improvement – Permit has been issued.
- Single Family Homes - Oak Alley Subdivision – Final permit issued.

Planning Department

- **Administrative/Meetings –**
 1. All Staff members conducted ‘Planner of the Day’ duties on a rotating basis.
 2. Walk-ins/Call-ins.
 3. “Reasonable Accommodation” Ordinance discussion – Staff Meeting with Legal
 4. Hartman & White Way Dairy Roads – Rezoning for a Shopping Center –
 5. Pre- Application Meeting

- **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
 6. SAEA Developer's Agreement - Draft Revisions
 7. K-Mart/Gateway Plaza Redevelopment - Pre-Application Meeting
 8. Artistry in Mosaic Expansion - Pre-Application Meeting
 9. 2496 Edwards Road – Collins Commercial Rezoning – Pre-Application Meeting
 10. PUD Zoning District rewrite – Citizen Input meeting
 11. 901 S. Third Street – Artistry in Mosaics – Pre-Application Meeting
 12. Family Dollar – Site Plan Application – Orange Avenue & 17th Street 975 Seaway Drive - Cumberland Farms Renovation - Conditionally Approved
 13. Selvitz Crossing - Preliminary Plat - CC Presentation
 14. Artistry in Mosaic - Proposed Land Purchase Review & Coordination – Approved
 15. Selvitz & Ralls Roads – Carriage Pointe Estates Rezoning – City Commission
 16. 3204 Ohio Avenue – Americast Conditional Use – Intake Meeting
 17. 2496 Edwards Road – Rezoning – Intake Meeting
 18. 2496 Edwards Road – Land Use Amendment – Intake Meeting

- **Historic Preservation –**
 1. 218 N 2nd Street - Adaptive Reuse/New Business - Approved
 2. Old Fort Park - Informational Sign Ordered in Coordination with FP Lion's Club

- **Economic Development –**
 1. City Commission Presentation

- **GIS/Mapping –**
 1. Zoning GIS updates and maintenance
 2. Annexation GIS map updating for 2012-2014
 3. All aboard Florida Research and Coordination within department, other departments and county
 4. Map preparing for various projects
 5. Updating Naviline

Code Enforcement Division

- **Hearing –**
 1. Special Magistrate Blandino
 - a) 14 regular violation hearings
 - 2 complied prior to hearing
 - 2 stipulations signed (admitted guilt)
 - 4 continued by staff
 - 6 found in violation
 - b) 1 Massey Hearing
 - US Bank, N.A. – Fine reduced to \$4250 payable within 30 days
 2. St. Lucie County Court – Judge Cliff Barnes
 - a) 3 Code Enforcement cases on the docket, 22 Animal Control cases on the docket.
 - 5 cases paid prior to the hearing for a total of \$250
 - 8 cases adjudicated guilty and fined a total of \$550
 - 12 cases dismissed
- **Code Enforcement –**
 1. Received 14 complaints
 2. Issued 2 written warnings
 3. Issued 0 citations
 4. Initiated 51 new cases: 38 general violations, 13 lot clearing violations
 5. Conducted 298 follow-up inspections
 6. Closed 73 cases
- **Animal Control –**
 1. Responded to 133 dispatched call
 2. Conducted 150 self-initiated calls
 3. Conducted 46 follow-up investigations
 4. Completed 2 bite reports
 5. Processed 3 sterilization vouchers.
- **Revenue –**
 1. Processed 26 lien / title searches
- **Miscellaneous –**
 1. Code Manager and Code Officer Coss met with Deputy City Manager Mimms and Libby Woodruff to discuss the Communitywide Council recommendations to the City Commission regarding amending the 2014-2015 CDBG Action Plan.
 2. Code Manager attended the Golf Course Management Evaluation Committee Meeting.
 3. Code Officer Coss met with Deputy Chief Amandro and Planning Manager Grohall to discuss the Entertainment District.
 4. Continued training for all animal control officers for new ShelterPro software.
 5. Bids for the first large lot clearing packet for FY 2015 were awarded.
 6. Code Officer Coss worked with Assistant City Attorney McCain to update the Violation Hearing Notices.
 7. Code Officers Coss, Avery, Singer and Saucedo attended the TCACE meeting held at the Fenn Center.

Engineering Department

- **Development Reviews** – Intake of twelve (12) Building Permit, Site Plan, or Certificate of Occupancy reviews.
- **Stormwater Division** – Preparing report on properties with delinquent stormwater utility fees.
- **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. 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 also continues float construction. We have started onsite construction activities. Bellingham Marine staff has completed assembly and installation for 385LF of L-Dock's main walkway. The Pile driving crew is working on the first of 2 observation decks on the south side of the marina. The second barge load of floats is due to arrive October 11th.
- **Moore's Creek Dredging** – Gator Dredging has completed the Moore's Creek Dredging Project.
- **S. 21st Street / Havana Ave. Sidewalk Project** – FDOT has forwarded the LAP Agreement which will be present to the commission for approval on October 20th. Once FDOT issues a Notice to Proceed will begin the construction bidding process.
- **31st Street Sidewalks from Okeechobee Road to Tennessee Avenue** – Construction complete. Awaiting close-out documents from the contractor and FDOT.
- **Indian Hills Recreation Area - Stormwater Improvements** – Progress has been slowed due to excavation contractor piercing newly installed 20" water main boring. FPUA evaluating possible solutions. Overall progress is still ahead of schedule and the completion date of March 2015 should not be effected. Seventy-five percent of the floating vegetative mats have been installed. Work on pervious paver parking area to begin by end of month.
- **Veterans Memorial Park** – Construction completion for Phase I 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 November 2014.
- **Melody Lane Fishing Pier** – Final review comments have been submitted to the consultant for addressing.
- **H.D. King Power Plant Clean-up** – Remaining work being split between 2015 and 2016 to take full advantage of the Voluntary Cleanup Tax Credit (VCTC). Cardno has presented a proposal for the remaining work that we are currently evaluating.
- **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 has been completed. Restoration work is underway.
- **Fairway Emergency Drainage Repair** – Construction complete.

Police Department

- **Staffing** – The police department has three (3) vacancies as of this report. However, our Public Information Officer has tendered her resignation effective October 11th. Sgt. Jason Braun has been appointed as the police department's new Public Information Officer. The police department will be Celebrating Chief R. Sean Baldwin's retirement on Wednesday, October 15, 2014, from 5:00 PM to 7:00 PM at the main station.
- **Entertainment District** – The police department, code enforcement and the planning department met to discuss the proposed ordinance changes to create an entertainment district on South Beach. The police department met with Donna Burke, the spokesperson for the businesses, who reaffirmed their desire to move forward with the proposed changes.
- **Restoring the Village Youth Initiative** – The Restoring the Village Youth Initiative community forum was held on September 30, 2014, as well as the daylong training session (at Indian River State College, Treasure Coast Public Safety Complex, Bailey Auditorium, from 8:30 AM to 4:30 PM). The training session was well attended with stakeholders from the Roundtable, the Steering Committee, and most importantly members from the Lincoln Park Community (Leaders, Ministers, and Activists). The discussions during the training sessions were excellent and I believe that everyone left with a better understanding of the Initiative. The Community Forum held at the Lincoln Park Academy Auditorium was also well attended. There were some insightful questions but our young people and from the community.
- **EEOC Training** – The police department will be providing EEOC training to our staff in December 2014 over 4 sessions. Each session will be 1.5 hours in length. All staff will attend the first hour on EEOC and then supervisors will remain for the last .5 hour for supervisor specific training.
- **Million Father March** – October 7th was the Million Father March Day. The St. Lucie County School Board reported that the attendance at all schools was exceptional. I attended the Million Father March at Lincoln Park Academy where my children attend school; there were about 200 fathers and male role models in attendance. Please remember the Dr. Perry's initiative was to make this a yearlong pledge for fathers and male role models to become involved and engaged with their children, not just one day.
- **7th Annual Community Youth Team Rally** – The police department's Crime Prevention and the Explorer Post will be participating in the 7th Annual Community Youth/Teen Rally, which is being held at the Boys & Girls Club - Williams Center on October 18th from 11:00 AM to 6:00 PM.
- **Farm City Barbeque Luncheon** – The Fort Pierce Police Department's Police Athletic League (PAL) is hosting the annual Farm City BBQ Luncheon on October 29, 2014, @ 12:00 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 (1934 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 currently being replaced.
- **Phase II Window Retrofit Project** – The City Marina building has been added to the project and widow replacement will begin soon. The generator installation at the Police Department is nearing completion and the generator for City Hall has arrived.
- **HDRC Recreation** – 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. Received notice of grant award from FIND for Melody Lane Public Fishing Pier; collaborated w/Legal Dept. with contractual agreement, etc.
2. Worked toward closing out FIND grant award to dredge Moore's Creek
3. Formally closed out 2013-2014 Public Service grant awards
4. Created CDBG Sub-Award contractual agreements for both Main Street organizations
5. Provided oversight to wrap up 2013-2014 commercial facade grant awards
6. Completed the design and submittal of 3 promotional rack cards for FPAT
7. Worked extensively on Highwaymen Heritage Trail project
8. Assisted in updates with FPAT and Visit Florida websites
9. Collaborated with FPUA for Weatherization program closeout
10. Worked with Margaret Benton toward the creation of a federal grant award contractual agreement for Lincoln Theatre
11. Researched and provided listings of potential City & FPRA properties for Habitat for Humanity
12. Created informational materials for Highwayman Mary Ann Carroll's book signing to promote Highwaymen Trail
13. Updated Public Service grant RFP and instructions; created and submitted advertisements for City's TV station, newspaper, and website.
14. Meetings:
 - a) Code Enforcement 9-29
 - b) Treasure Coast Sailing Foundation - 10-1
 - c) Visitor Center & Backus Museum - 10-2
 - d) City Commission - 10-6 (10pm)
 - e) HUD - Conference Call Meeting 10-7 (2.5 hours)
 - f) Communitywide Council - 10-8 (7pm)
 - g) Manatee Center - 10-9
 - h) Riverwalk Center - 10-9
 - i) Jetson's - Mary Ann Carroll's book signing - 10-10 (3:30pm-6:30pm)
 - j) Various mtgs w/potential 2014-2015 Public Service grant applicants

• Program Analyst –

1. FEMA
 - a) Marina Project
 - Monitoring funding requests
 - Communicating with State to reconcile payment requests
 - Preparing requests for reimbursements
 - Filed quarterly reports
 - b) Windows Expansion Project
 - Preparing pay applications and requests for reimbursements
 - Modification No.5 approved by City Commission on Oct. 6
 - Specific Authorization No. 2 approved by City Commission on Oct 6
 - Submitted request to DEM to add repair of pillars at St. Anastasia to the expansion project
 - Filed quarterly report
2. SHIP
 - a) Meeting with applicants to receive documentation for their files
 - b) Performing verifications on applicants information
 - c) Meeting with owner of 305 N. 31st and contractor to sign documents so rehab could be started
 - d) Attended SHIP training in Orlando
 - e) Working with finance on Annual Reports
 - f) Reviewing and organizing files

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.
- Bellingham Marine on site. Assembling new floating docks.
- Web Cam installation on Jetty estimated completion date of October 14, 2014.
- Marina staff working on loading docks and store inventory into new marina program.

Golf Course

- Slip lining of the Georgia Avenue outflow pipe is finally completed.
- Filmed a television commercial for the Golf Channel about Indian Hills.
- Completed processing of all blanket purchase orders for FY 2015
- Day-to-day operations.

River Walk Center

Park Permits	875.00
Programming	138.05
River Walk Center	759.16
Garden Center	250.00
Special Events	1125.00
HDRC	400.00
Maravilla	600.00
Total	\$4,147.21

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 September 16; Comedy Corner Improv on Saturday, September 13; Performances on the Sunrise Theatre main stage included; Fort Pierce Police Athletic League & Sunrise Theatre presented Dancing With The PAL'S with a rehearsal on Friday, September 19, and performance on Saturday, September 20, along with an after-party in the Black Box. In addition to our previously announced season six new shows have been added to the 2014/15 Season schedule. The new shows include; Olivia Newton-John, Jay Leno, Scotty McCreery, Southside Johnny & The Asbury Jukes, Night Fever – A Tribute To The Bee Gees and ABBAmania, an ABBA tribute band. Tickets for these performances went on sale to members beginning on September 11, 15, & 18th depending on membership level.
- Tickets sales for the 2014/15 Season are very good with some shows already close to being sold-out.
- Assistance continues with future rental events and co-presentations with various community groups including, but not limited to: Grace Way Village “Are You Smarter Than A 5th Grader” on September 26th ; Pharus Group’s “Breaking The Chains” Event on October 15; Muse Entertainment’s Christian Comedian Chonda Pierce on November 1; MusicWorks “Dave Mason” on November 20; South Florida Dance Company’s “A Christmas Carol”, St. Lucie Ballet’s “Nutcracker” on December 11 & 12; Richard Nader Entertainment on March 19, various shows with BlueBird Entertainment.
- The Sunrise Theatre’s Season Brochure, The Sunrise, has been delivered to the theatre. Members’ copies have been mailed and copies have been distributed to businesses throughout the Treasure Coast.
- On a daily basis offers and contracts are still being negotiated with artists and their representatives to add to the 2014/15 Season. The Membership campaign for the coming season continues. Both new and renewed memberships continue to come in regularly.
- 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.