

# CITY OF FORT PIERCE

## CITY COMMISSION AGENDA

Regular Meeting - Monday, November 3, 2014 - 6:30 p.m.

City Hall - City Commission Chambers, 100 North U.S. #1, Fort Pierce, Florida

1. **CALL TO ORDER**
2. **OPENING PRAYER** - Rev. Willie Kitt, 2nd Change Church of God in Christ
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL**
5. **APPROVAL OF MINUTES**
  - a. Approval of Minutes from the October 20, 2014 meeting.
6. **PROCLAMATIONS**
  - a. Proclamation posthumously recognizing Judge Ralph Flowers. Being accepted by Alpha Phi Alpha Fraternity, Inc.
  - b. Proclamation supporting the Florida Surgeon General's Healthiest Weight Florida Initiative. Being received by Arlease Hall, St. Lucie County Health Department.
7. **LETTERS TO COMMISSION**
8. **COMMENTS FROM THE PUBLIC**

Any person who wishes to comment on any subject which is not under Public Hearings on the Agenda may be heard at this time. Please limit your comments to three (3) minutes or less, as directed by the Mayor, as this section of the Agenda is limited to thirty minutes. The City Commission will not be able to take any official actions under Comments from the Public. Speakers will address the Mayor, Commissioners, and the Public with respect. Inappropriate language will not be tolerated.

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ANY PERSON SEEKING TO APPEAL ANY DECISION BY THE CITY COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING IS ADVISED THAT A RECORD OF PROCEEDINGS IS REQUIRED IN ANY SUCH APPEAL AND THAT SUCH PERSON MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE INCLUDING THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

9. **CONSENT AGENDA**

- a. Approval to award contract for Bid No. 2014-026 Landscape Maintenance of Medians to Mr. B Lawn Service in an amount not to exceed \$35,460.00 for one year with two one-year renewal options at no increase in price.
- b. Approval to purchase Christmas tree and ornaments from Clark Sales Display, Inc. in the amount of \$9,350.00 for the Avenue A/Indian River Drive round-a-bout and to award contract for Bid No. 2015-003 to Let There Be Lights, Inc. to provide Holiday Lights at Marina Square in the amount of \$63,440.00 for three years.
- c. Approval to piggyback National Intergovernmental Purchasing Alliance Contract No. 120576 for the acquisition of refuse containers from Toter, Inc., Statesville, NC, in accordance with the attached quote, for the amount not to exceed \$71,431.00.
- d. Approval of Travel for Commissioner Sessions to attend the Florida League of Cities 54th Annual Legislative Conference in Orlando, FL on November 13-14, 2014 in the amount of \$753.43.
- e. Approval of Travel for Commissioner Alexander to attend the Florida League of Cities 54th Annual Legislative Conference in Orlando, FL on November 13-14, 2014 in the amount of \$753.43.
- f. Waive interest, penalties, administrative fees for Demolition Lien totaling \$11,275.46 against 703 N 23rd Street, Ft. Pierce, FL, owned by Milagros Suarez and contingent upon payment of \$7,644.50 with a payment plan.

10. **PUBLIC HEARINGS**

11. **MISCELLANEOUS REPORTS & REQUESTS**

- a. Discussion of proposal to construct raised medians within US 1 right-of-way to eliminate left turns onto US 1 from Old Dixie Highway.

12. **CITY COMMISSION**

- a. Appointment/Reappointment of a regular member and an alternate member to serve on the Treasure Coast Regional Planning Council for a one-year term.
- b. Approve Resolution No. 14-R34 reappointing Frank M. Blandino, Esq. as a Special Magistrate for a two-year term.
- c. Approve Resolution No. 14-R35 reappointing Fran O. Ross, Esq. as a Special Magistrate for a two-year term.

13. **COMMENTS FROM THE CITY MANAGER**

- a. City Manager's Departmental Activity Report

14. **COMMENTS FROM THE COMMISSION**

15. **ADJOURNMENT**

**City Commission Regular Meeting**

**Agenda Item # 5. a.**

**Meeting Date:** 11/03/2014

**Re:** Minutes 10/20/2014

**Submitted For:** Linda Cox, City Clerk, City Clerk

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**SUBJECT:**

Approval of Minutes from the October 20, 2014 meeting.

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**Attachments**

10.20.2014

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MINUTES OF A REGULAR MEETING OF THE CITY COMMISSION OF THE CITY OF FORT PIERCE, FLORIDA, HELD IN THE CITY HALL COMMISSION CHAMBERS, 100 NORTH U.S. #1, FORT PIERCE, FLORIDA, AT 6:30 P.M. ON MONDAY, OCTOBER 20, 2014.

1. **CALL TO ORDER** - Mayor Hudson called the meeting to order at 6:31 p.m.
2. **OPENING PRAYER** - Rev. Eddie Oliver of Neighborhood Bible Way Revival Center offered the opening prayer.
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL**

Present: Mayor Linda Hudson; Commissioner Rufus Alexander; Commissioner Edward Becht; Commissioner Thomas Perona; Commissioner Reginald Sessions

Staff Present: City Clerk Linda Cox  
City Manager Robert Bradshaw  
City Attorney Robert Schwerer

5. **APPROVAL OF MINUTES**

- a. Approval of minutes from October 6, 2014 meeting.

Motion was made by Commissioner Thomas Perona, seconded by Commissioner Edward Becht to approve the Minutes of the Regular Meeting on October 6, 2014.

AYE: Mayor Linda Hudson, Commissioner Rufus Alexander, Commissioner Edward Becht, Commissioner Thomas Perona, Commissioner Reginald Sessions

Passed

6. **PROCLAMATIONS**

- a. Mayor Hudson issued a Proclamation declaring October, 2014 as Arts and Humanities Month.
- b. Mayor Hudson issued a Proclamation recognizing National Hispanic Heritage Month. It was received by Jose Cabriales, Latin-American Coalition.
- c. Mayor Hudson issued a Proclamation recognizing the retirement of Police Chief R. Sean Baldwin. It was received Police Chief R. Sean Baldwin.
- d. Recognition of employees with 25, 30 and 35 years of dedicated service to the City of Fort Pierce. The names were read to honor their service.

7. **LETTERS TO COMMISSION**

8. **COMMENTS FROM THE PUBLIC**

**Ms. Dodi Spence**

**Mr. Roy Darby**, 619 South 6th Street

**Mr. Patrick Henry**, 1123 Granada Street

**Mr. Paul Pearson**, South 21st Street

**Mr. Cleaver Hayling**  
**Rev. John Lee**  
**Ms. Annette Brown**  
**Mr. Richard Price, 1711 Avenue F**

**9. CONSENT AGENDA**

- a. Reduce Code Enforcement Lien in the amount of \$109,540.00 against 2729 S US Highway 1, owned by Juan E. Garcia to \$2,500.00 payable within 30 days.
- b. Request for approval for an extension of time to pay reduced demolition and lot clearing liens totaling \$7,099.78 against 715 N 20th Street by current owner Jeremy Castell.
- c. Request authorization to award RFP 2014-017 Alternative Plans Examiners and Inspectors to GFA International, Port St. Lucie, FL, for a term of one year with the option to be renewed on a yearly basis not to exceed two yearly renewal periods in the amount not to exceed \$120,000 annually.
- d. Approval of \$15,000 payment to VUEWorks, LLC in settlement of software contract claim.
- e. Approval of the City's payment of \$16,748.85, which is the employer portion of the cost, for Commissioner Perona to buy back 3.5833 years of prior service in the City of Fort Pierce Retirement and Benefit System.
- f. Approval of the City's payment of \$21,675.53, which is the employer portion of the cost, for Commissioner Sessions to buy back 14.25 years of prior service in the Fort Pierce Retirement and Benefit System.
- g. Request approval of a change order to Purchase Order # 140045 in the amount of \$58,300.00 for Wind Tech Products, Inc. to abate all lead and asbestos found at St. Anastasia during window removal and installation.
- h. Request to transfer \$200,000 from Solid Waste to the Golf Course to fund operations for FY 2014.
- i. Approval to transfer \$150,000 from FPRA to Sunrise Theatre to fund operations for FY 2014.

Motion was made by Commissioner Thomas Perona, seconded by Commissioner Rufus Alexander that the following items on the Consent Agenda be approved - **9a, 9b, 9c, 9d, 9g, 9h, 9i**. Commissioner Perona pulled item **9e**. Commissioner Sessions pulled item **9f**.

AYE: Mayor Linda Hudson, Commissioner Rufus Alexander, Commissioner Edward Becht, Commissioner Thomas Perona, Commissioner Reginald Sessions

Passed

**As to item 9e.**

Motion was made by Commissioner Edward Becht, seconded by Commissioner Rufus Alexander to approve item **9e**.

Commissioner Perona abstained due to approval resulting in personal benefit and gain and filed Form 8B as required.

AYE: Mayor Linda Hudson, Commissioner Rufus Alexander, Commissioner Edward Becht, Commissioner Reginald Sessions

Passed

**As to item 9f.**

Motion was made by Commissioner Edward Becht, seconded by Commissioner Rufus Alexander to approve item **9f**.

Commissioner Sessions abstained due to approval resulting in personal benefit and gain and filed Form 8B as required.

AYE: Mayor Linda Hudson, Commissioner Rufus Alexander, Commissioner Edward Becht,  
Commissioner Thomas Perona

Passed

**10. PUBLIC HEARINGS**

- a. Ordinance No. 14-022 - Correcting Scrivener's error in Ordinance No. K-308; Correcting zoning status of annexed property and changing same from R-1 (Single Family Low Density) to PUD (Planned Unit Development). **SECOND READING**

City Clerk Linda Cox introduced the ordinance, read by title only, into the record.

Senior Planner Sandy Ramseth was available for questions.

Mayor Hudson opened the Public Hearing.

Seeing no one, the Mayor closed the Public Hearing.

Motion was made by Commissioner Edward Becht, seconded by Commissioner Thomas Perona to approve Ordinance No. 14-022 on second and final reading.

AYE: Mayor Linda Hudson, Commissioner Rufus Alexander, Commissioner Edward Becht,  
Commissioner Thomas Perona, Commissioner Reginald Sessions

Passed

- b. Public Hearing on Application for Conditional Use submitted by Hoyt C. Murphy, Inc. Realtors for construction of a Spin to Win Adult Arcade to be located at 511/513 Georgia Avenue in the existing Sunrise Plaza Shopping Center; said property zoned C-3, General Commercial.

Senior Planner Sandy Ramseth appeared with a presentation. Staff recommends Commission approval with the following conditions; all landscaping, lighting and payment in lieu of sidewalks are completed prior to final inspection. Ms. Ramseth clarified this is a non-smoking establishment with 50 machines, the patrons will be provided with pre-packaged snacks and non-alcoholic beverages only.

Mayor Hudson opened the Public Hearing.

Mr. Mike Menard of Cook & Menard Architecture, stated this is not the Italian restaurant location; this is the where the Eagles Bar had been for 20 plus years. The unit is currently gutted and the electric and air conditioning are being upgraded in preparation for the proposed new tenant. He stated there will be upgraded site lighting and with the additional landscaping the whole plaza will be up to today's code.

Seeing no one else, Mayor Hudson closed the Public Hearing.

Motion was made by Commissioner Thomas Perona, seconded by Commissioner Edward Becht to approve with discussion Application for Conditional Use with staff conditions for construction of Spin Win Arcade.

Commissioner Becht questioned the fiscal impact of the arcade for the City and asked to be provided with the costs and annual fees to obtain and retain the required City licensing. Ms. Ramseth will forward an email to the Commission with the requested information.

AYE: Mayor Linda Hudson, Commissioner Rufus Alexander, Commissioner Edward Becht, Commissioner Thomas Perona, Commissioner Reginald Sessions

Passed

## 11. MISCELLANEOUS REPORTS & REQUESTS

- a. Veterans Memorial Park design and construction update.

City Engineer Jack Andrews appeared and stated the City met with some of the veterans that were concerned with the design aspects of the park. If their consensus brings forth changes to the park design it will be brought back before the Commission at that time. The first phase of construction, which includes the interior bathrooms and some work to the outside, will be completed with landscaping by Veterans Day.

Mr. Andrews indicated placement of the names on the memorials go through the Veterans Administration of St. Lucie County. The existing monuments are to be preserved but will be relocated for a better display along the flow of the walk. He clarified there will only be a 6 inch rise for the bridge and the span more than 30 feet to accommodate visitors in wheelchairs.

At Commissioner Alexander's request, Mr. Andrews will provide a copy of the current site plan for the park.

- b. Presentation by Dr. Andrew Passeri, Executive Director of the HANDS of St. Lucie County Clinic, a 501(c)(3) organization dedicated to increasing access to health care for low income residents.

Dr. Andrew Passeri appeared and gave a brief presentation of the services provided. The clinic provides primary healthcare, medical care with referrals to specialists who have signed on as volunteers. There are also mental health services and dental care provided as well as educational programs for diabetes and smoking cessation. This clinic is run entirely on grant money and is free of charge for St. Lucie County residents of 6 months or longer, who meet the requirements of 200% poverty level, are adults within the ages of 18 to 64 and have no healthcare insurance. If anyone is interested in finding out more about HANDS or to make a donation they are encouraged to call at (772) 344-2542, stop by the clinic at 3855 South US 1 or to go to their website which is [www.handsofslc.org](http://www.handsofslc.org).

- c. Financial Report for Quarter Ending September 30, 2014 (Preliminary)

Finance Director Gloria Johnson appeared with an update of the City's final quarter Financial Report for fiscal year 2013-14. Ms. Johnson stated the Mayor requested a monthly report, there was a consensus to have the monthly report in addition to the quarterly report and it was decided the monthly report will appear as an agenda item on the second meeting of every month.

Chief Accountant Johnna Morris provided an update utilizing a three page form that identifies three classifications of the City's funds; the general, special revenue and enterprise fund.

## 12. CITY COMMISSION

- a. Resolution No. 14-R25 - Appointing members to the Sunrise Theatre Advisory Board

City Clerk Linda Cox read the resolution into the record by title only.

Motion was made by Commissioner Edward Becht, seconded by Commissioner Rufus Alexander to approve Resolution No. 14-R25.

AYE: Mayor Linda Hudson, Commissioner Rufus Alexander, Commissioner Edward Becht, Commissioner Thomas Perona, Commissioner Reginald Sessions

Passed

- b. Request approval of Resolution No. 14-R32, authorizing the execution of FDOT's Local Agency Program (LAP) Agreement and Federal-Aid Funding Request providing for the construction of sidewalks along Havana Avenue, South 21st Street and Kaufman Avenue.

City Clerk Linda Cox read the resolution into the record by title only.

Motion was made by Commissioner Edward Becht, seconded by Commissioner Reginald Sessions to approve with discussion Resolution No. 14-R32.

City Engineer Jack Andrews responded to Commissioner Sessions the Engineering Department was responsible for submitting application and working through the process for this project.

AYE: Mayor Linda Hudson, Commissioner Rufus Alexander, Commissioner Edward Becht, Commissioner Thomas Perona, Commissioner Reginald Sessions

Passed

- c. Approval of Resolution 14-R33 to initiate conflict resolution procedures between the City of Fort Pierce and Florida Department of Transportation.

City Clerk Linda Cox read the resolution into the record by title only.

Mr. Schwerer stated this is a legal dispute the City has with the Florida Department of Transportation concerning indemnification and coverage that is to be afforded the City of Fort Pierce as a result of Dickerson vs. City of Fort Pierce lawsuit. This is a contract the City entered into with Dickerson for the paving of A1A roadway and we are now being sued for overages on that contract for which the City does not believe it is responsible. It was not resolved at staff level, next step is conflict resolution.

Motion was made by Commissioner Edward Becht, seconded by Commissioner Rufus Alexander to approve Resolution No. 14-R33.

AYE: Mayor Linda Hudson, Commissioner Rufus Alexander, Commissioner Edward Becht, Commissioner Thomas Perona, Commissioner Reginald Sessions

Passed

### **13. COMMENTS FROM THE CITY MANAGER**

- a. City Manager's Departmental Activity Report

Mr. Bradshaw stated the Citizens Academy Class No. 2, session one begins Thursday, October 30, 2014. The City is finalizing the agreement with the consultant to begin the Police Chief search. The agreement should be ready to execute this week and the formal process will begin. Staff is attempting to schedule a Strategic Planning Session within the first quarter

of 2015. It is a group the City has worked with in the past and they are working with scheduling, shooting for the 1st quarter of next year. As to the port, the City has been working closely with St. Lucie County staff; discussing the continuation of the Maritime Academy, the North 2nd Street project, the proposed improvements for Fisherman's Wharf and the Coast Guard Cutter.

#### 14. COMMENTS FROM THE COMMISSION

Commissioner Sessions wanted the Chief to give an update on the triple shooting at the Elks on 25th Street. He does not want to shut the Elks down; his main objective is to protect the citizens of Fort Pierce by any means necessary. Interim Chief Amandro responded this is the first time in about 5 to 8 years they have had any issues with the Elks Club and the investigation is ongoing. The shooting incident occurred next door after the Elks event had let out. There will be a meeting with the Elks staff to discuss improvements into the future. There is additional staffing out there to hopefully prevent retaliatory shootings.

Commissioner Sessions also stated he would like the cancelling of Annette Brown's event at the PAL center looked into, it is a worthy cause. Interim Chief Amandro stated he met with Ms. Brown prior to this meeting was taken by surprise on what actions were taken by the Police Athletic League Board. He will get an update from Paul Pearson and update the Commission with what transpired.

Commissioner Becht wanted to thank Chief Baldwin on his departure and wish him the best and good luck. He stated he was the first Chief of Police that he saw walk in the Martin Luther King Parade; it was a personal commitment to connect with the community. He is going to be missed.

Commissioner Alexander had no comment.

Commissioner Perona shared that attended the Virginia College Ribbon Cutting ceremony and was amazed to hear the stories from the people the neighborhood that have turned their lives around and now have jobs. He is proud this institution is in the community; that they made this \$5 million investment here in Fort Pierce. He also attended the ribbon cutting at the Linkside Shoppes, newly renovated on South US Highway 1. He feels it is going to be an economic boost for the whole area; he appreciates the City's new business partners. Commissioner Perona attended the Treasure Coast Regional Planning Council on Friday, October 17th where they had a discussion on All Aboard Florida. The Environmental Study draft came out on September 19th and the last opportunity to speak out will be on December 3rd. There are 8 meetings scheduled throughout the Treasure Coast, you can get the meeting dates by going on Treasure Coast Regional Planning Council's website. He stated the Coast Guard has been asked to conduct a survey of the maritime issues, the three waterways that include a rail bridge. He wanted the Commission to know there is a staff meeting on October 23, 2014 in the old City Hall at 315 Avenue A in Fort Pierce. A downside to All Aboard Florida is that if they decide to opt out of the federal rail initiative loan and go to private funding, then the ability to have any say is gone and FEC can run their railway anyway they want.

Mayor Hudson attended the ribbon cutting of Big Brothers, Big Sisters located on North US Highway 1 as well as Virginia College and Linkside Shoppes. Also the applications for the CDBG grants will be available on November 3, 2014 and will be due on December 3, 2014, if any organizations are interested in any of the grants, they should be aware of the time period.

**15. ADJOURNMENT**

There being no further business, Mayor Hudson declared the meeting adjourned at 8:47 p.m.

ATTEST:

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CITY CLERK

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MAYOR COMMISSIONER

**City Commission Regular Meeting**

**Agenda Item # 6. a.**

**Meeting Date:** 11/03/2014

**Re:** Judge Ralph Flowers

**Submitted For:** Linda Cox, City Clerk, City Clerk

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**SUBJECT:**

Proclamation posthumously recognizing Judge Ralph Flowers. Being accepted by Alpha Phi Alpha Fraternity, Inc.

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**Attachments**

Judge Ralph Flowers

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WHEREAS, Judge Ralph Flowers, a Florida native, arrived in Fort Pierce, Florida in 1959 to serve as the band director for Lincoln Park Academy after receiving his Bachelor of Arts degree in Instrumental Music from Florida A & M University on a Florida State Teachers' Scholarship and serving as a lieutenant in the U.S. Army; and

WHEREAS, Judge Flowers returned to Florida A & M University to continue his education graduating with a Masters Degree in Education and a Juris Doctorate Degree in Law; and

WHEREAS, after winning his first legal case in 1970 which received national and international media attention, Judge Flowers progressed to serve as a prosecutor for Riviera Beach and Fort Pierce. He was appointed as a Fort Pierce City Judge in 1973 and held that position until 1976; and

WHEREAS, Judge Flowers has received many honors including the 1975 State of Florida Alpha Phi Alpha Fraternity "Man of the Year" award and the 1997 NAACP Outstanding Achievement Award; and

WHEREAS, Judge Flowers was a tireless leader committed to fighting for justice and equality in his community.

NOW, THEREFORE, I, Linda Hudson, Mayor of the City of Fort Pierce, Florida, do hereby issue this proclamation posthumously in honor of:

## "Judge Ralph Flowers"

a Florida native and committed advocate for the residents of the City of Fort Pierce.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Fort Pierce, Florida, to be affixed this 3rd day of November, 2014.

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MAYOR COMMISSIONER

**City Commission Regular Meeting**

**Agenda Item # 6. b.**

**Meeting Date:** 11/03/2014

**Re:** Healthiest Weight Initiative

**Submitted For:** Linda Cox, City Clerk, City Clerk

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**SUBJECT:**

Proclamation supporting the Florida Surgeon General's Healthiest Weight Florida Initiative.  
Being received by Arlease Hall, St. Lucie County Health Department.

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**Attachments**

Healthiest Weight

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*WHEREAS,* the City of Ft. Pierce supports policies that focus on healthy weight, health and wellness, and healthier lifestyles in all communities; and

*WHEREAS,* the Florida Department of Health has launched a healthy weight campaign known as "Healthiest Weight Florida", a public-private collaboration to help Florida's children and adults make informed, consistent choices about healthy eating and active living; this program has been embraced by individuals and businesses in many cities, counties, and communities; and

*WHEREAS,* the State Surgeon General has launched the 2015 Healthy Weight Community Champion Recognition Program that will recognize local governments, active municipalities and 67 counties that implement policies to help people become more physically active and improve nutrition; Best practice policies implemented by communities will be recognized on January 5, 2015; and

*WHEREAS,* more than 70% of residents in St. Lucie County are estimated to be overweight or obese and more than 39 % of middle and elementary students are overweight or obese; and

*WHEREAS,* more than 75% of St. Lucie County adults do not consume at least 5 servings of fruits and vegetables daily and more than 56% of teens in Florida are not engaged in the recommended 60 minutes of physical activity each day; and

*WHEREAS,* poor nutritional choices and a lack of physical activity are linked to excessive weight and obesity which increase the risk of diabetes, cancer, heart disease, liver disease, hypertension and other health conditions; and

*WHEREAS,* city officials believe there are important, long-term community benefits to be gained by encouraging healthy lifestyles, including a decrease in overweight and obesity in Florida's adults and children and the associated negative health related impacts; and

*WHEREAS,* cities and community partners can work together to ensure that there are safe places for residents to be active, such as in parks, ball fields, pools, gyms, and recreation centers; and

*WHEREAS,* access to healthy foods has a direct impact on the overall health of our community and planning for fresh food, open space, sidewalks, and parks should be a priority.

*NOW, THEREFORE,* I, Linda Hudson, Mayor of the City of Fort Pierce, Florida, acting on behalf of and with the full support of the City Commission of the City of Fort Pierce, Florida do hereby support:

## ***HEALTHIEST WEIGHT FLORIDA INITIATIVE***

and challenge all local governments, businesses, students, parents and all residents to participate in the Healthy Weight Florida campaign to foster healthy weight and improve overall health, improve job and school performance and decrease work and school absenteeism.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Fort Pierce, Florida, to be affixed this 3rd day of November, 2014.

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**MAYOR COMMISSIONER**

**City Commission Regular Meeting**

**Agenda Item # 9. a.**

**Meeting Date:** 11/03/2014

**Re:** Bid No. 2014-026 Landscape Maintenance of Medians

**Submitted For:** Mike Reals, Public Works Manager, Public Works

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**SUBJECT:**

Approval to award contract for Bid No. 2014-026 Landscape Maintenance of Medians to Mr. B Lawn Service in an amount not to exceed \$35,460.00 for one year with two one-year renewal options at no increase in price.

**SUMMARY:**

Acquisition of landscape maintenance for medians citywide. Bid No. 2014-026 Landscape Maintenance of Medians was advertised and opened on September 18, 2014, with invitations sent to five hundred fourteen (514) vendors, six (6) vendors responded. The scope of services for landscape maintenance includes the following:

Virginia Ave - US 1 to South 35th St  
Okeechobee Rd - US 1 to Florida's Turnpike  
US 1 - North SR A1A to Edwards Rd  
South A1A to Blue Heron

**RECOMMENDATION:**

Award contract to Mr. B Lawn Service, Fort Pierce, FL, in the amount not to exceed \$35,460.00. This service contract will be for one year with two one-year renewal options at no increase in price, if mutually agreed upon in writing by both parties.

**ALTERNATIVES:**

Award contract to the next highest bidder, STS Maintain Services, at the cost of \$44,500.00 per year.

**RESPONSIBLE STAFF:**

Public Works - Parks & Grounds Division

**COORDINATED WITH:**

Public Works Manager  
Parks and Grounds Division  
Purchasing Department

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**Fiscal Impact**

**Budgeted Y/N:** Y  
**Fiscal Year:** 2015  
**Account:** 00140055723490

**Amount:** \$35,460.00

**FISCAL IMPACT:**

Not to exceed \$35,460.00 annually from Parks & Grounds Div. FY2014/2015 budget. Funds were approved and are available in the Parks & Grounds Division budget FY 2014/2015.

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**Attachments**

Landscape of Medians

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**CITY OF FORT PIERCE  
TABULATION OF BIDS**

**"Offers from the vendors listed herein are the only offers received timely as of the above opening date and time. All other offers submitted in response to this solicitation, if any, are hereby rejected as late."**

<b>BID ON:</b>	Landscape Maintenance of Medians
<b>BID NUMBER:</b>	2014-026
<b>DATE:</b>	09/18/14 @ 3:00 PM
<b>RECOMMENDED AWARD:</b>	Pending

<b>RESPONSE</b>
6 of 21 = 29 %
0 "No Bids"
Total = 29 %

<b>Vendor</b>	<b>Bid Amount</b>
Mr. B Lawn Service, Inc. Fort Pierce, FL	\$35,460.00
STS Maintain Services Palm City, FL	\$44,500.00
Mow 4 Less LLC. Fort Pierce, FL	\$44,700.00
FL&L Environmental Inc. d/b/a Forever Lawn & Landscaping, LLC. Port St Lucie, FL	\$51,080.00
Treasure Coast Lawns, Inc. Fort Pierce, FL	\$100,000.00
Sunshine Land Design, Inc. Stuart, FL	\$157,650.00

**PLEASE NOTE: COMMISSION MEETINGS ARE HELD THE FIRST AND THIRD MONDAY OF EVERY MONTH. CALL THE PURCHASING DEPARTMENT WEDNESDAY PRIOR TO THE MEETINGS FOR RECOMMENDATION OF AWARD.**

**City Commission Regular Meeting**

**Agenda Item # 9. b.**

**Meeting Date:** 11/03/2014

**Re:** Christmas Tree & Marina Square Holiday Lights

**Submitted For:** Mike Reals, Public Works Manager, Public Works

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**SUBJECT:**

Approval to purchase Christmas tree and ornaments from Clark Sales Display, Inc. in the amount of \$9,350.00 for the Avenue A/Indian River Drive round-a-bout and to award contract for Bid No. 2015-003 to Let There Be Lights, Inc. to provide Holiday Lights at Marina Square in the amount of \$63,440.00 for three years.

**SUMMARY:**

The Public Works Department is seeking approval to proceed with the installation of the Christmas tree at the Ave A, Indian River Drive round-a-bout and the Holiday Lights at Marina Square.

**RECOMMENDATION:**

The Public Works Department is recommending approval of the contracts with Let There Be Lights, Inc. and Clark Sales Display, Inc. to provide Holiday Decorations to the residents of the City of Fort Pierce.

**ALTERNATIVES:**

Do not fund

**RESPONSIBLE STAFF:**

Public Works Department

**COORDINATED WITH:**

Finance & Purchasing Departments

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**Fiscal Impact**

**Budgeted Y/N:** N  
**Fiscal Year:** 2015  
**Account:** 00160005138392  
**Amount:** \$72,790.00

**OTHER INFORMATION:**

\$50,000.00 has been budgeted for this project, if approved, the remaining balance would need a funding source in an amount not to exceed \$22,790.00. \$63,440.00 for the Holiday Lights and \$9,350.00 for the Christmas Tree.

Let There Be Lights, Inc. and Clark Sales Display, Inc. were the only responders to our request for bids. The substantial increase in the cost of the Holiday Lights is due to an upgrade to LED

technology because the incandescent lights used in the past were not available. The incandescent lights were replaced every year, the LED lights have a much longer lifespan and can be used for multiple years resulting in a cost of \$27,000.00 per year for years two and three. The three year average for the Holiday Lights would be \$39,147.00, which is less than the \$41,000.00 paid in previous years.

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### **Attachments**

Clark Sales - Tree

Let There Be Light - Marina Square

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CLARK SALES DISPLAY  
PO BOX 1007  
TAVARES FL 32778

REQUEST FOR QUOTATION  
INFORMAL BID NO. 2015-004



CITY OF FORT PIERCE  
PURCHASING DEPARTMENT  
P. O. Box 1480  
FORT PIERCE, FL 34954-1480

**REMARKS**

For additional information  
contact Mike Reals, Public Works Manager  
at (772) 467-3000 extension 3811

"AN EQUAL OPPORTUNITY EMPLOYER"

**RESPONSE SUBMITTED BY:**

Clark Sales Display, Inc

352-343-5899

Company Name

Phone No.

PO BOX 1007

352-343-0194

Address

Fax No.

TAVARES, FL, 32778

LEE@CLARKSCHRISTMAS.COM

City, State, Zip

Email Address

**ANNUAL HOLIDAY DECORATIONS**

The City of Fort Pierce desires to obtain quotations from qualified individuals, firms and legal entities relative to the lease, installation, removal, and storage of Christmas tree and decorations. The Christmas tree will be installed on Avenue A and Indian River Drive round about, Fort Pierce, FL. The initial contract period will be for one year with two-one year renewal options contingent upon satisfactory and reliability of service. The Selected Bidder shall provide all labor, materials, supervision, tools equipment, and vehicles necessary for installation and removal of displays.

**SET-UP, AND TAKE DOWN** - Selected Bidder will install specified and approved holiday displays at locations as directed by City of Fort Pierce Public Works staff. Decorations shall be completely installed and fully lit and functional by the December 1<sup>st</sup> of each year. Selected Bidder shall completely remove the entire displays by January 10<sup>th</sup> of each year.

- a. The Selected Bidder will pay liquidated damages in the amount of 3% of the total contract amount for each calendar day, in the current year, in November or December that the decorations are not fully installed and functional.

**Durability of Displays** - All decorations must be designed, constructed and installed to withstand adverse weather conditions such as wind and rain and in all ways professional in appearance and in fact.

- a. Selected Bidder will test all decorations prior to installation; add-on decorations should be ready and available. The Selected Bidder shall have an inventory of extra decorations in case one is damaged or destroyed so that it can be replaced without delay, including bulbs.
- b. The Selected Bidder will be given a seventy-two (72) hour notice to repair decorations not functioning or in unsafe condition, and failure to adequately correct the deficiency(s) may result in the Selected Bidder's paying liquidated damages in the amount of 0.5% of 1% of the annual contract amount for each calendar day, in the current year, in December subsequent to the notice period.

**Safety Precautions** - The Selected Bidder shall erect and maintain all necessary safeguards for the protection of the Selected Bidder's employees and subcontractors, City personnel, and the general public; including, but not limited to, posting danger signs, and other warnings against hazards as is prudent and/or required by law to protect the public

CLARK SALES DISPLAY  
 PO BOX 1480  
 FORT PIERCE, FLORIDA 34954-1480

interest. All damage, injury or loss to persons and/or property caused, directly or indirectly, in whole or in part, by the Selected Bidder's employees, or subcontractor(s), or anyone directly or indirectly employed by said parties shall be remedied by the Selected Bidder.

**Discrepancies** - If, in the course of performing work resulting from an award under this specification, the Selected Bidder finds any discrepancy between the area defined in these specifications and the actual area where work is being performed, the Selected Bidder shall discontinue work on the subject area and inform the Contract Supervisor of the discrepancy. The Selected Bidder shall thereafter proceed as authorized by the Contract Supervisor who will document any modification to these specifications that he authorized in writing as soon as possible.

**INSURANCE REQUIREMENTS**

See Attachment "A"

PLEASE SUBMIT QUOTATION IN INK OR TYPEWRITTEN			
The lease, installation, removal, and storage of holiday decorations	Annually	\$	\$
26' Panel Tree done in natural branch garland with base size 13' inch diameter	1	\$ 6990.00	\$
Led Lights, no less than 1325.	1325 or more	\$	\$
Miscellaneous outdoor metallic ornaments various colors, sized 4" to 9" each 4' x 4' panel with no less than 14-15 ornaments	600	\$ 2360.00	\$
<b>TOTAL</b>		<b>\$ 9350.00</b>	<b>\$</b>

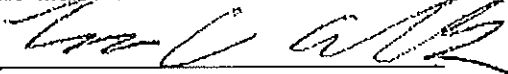
**Additional Information:**

Clark Sales Panel tree is a true 26' tall tree with a 5' star giving it an overall height of 31'. Frame work has an 8' tall inner steel screen welded at the bottom to prevent, any vandals going inside.

RETURN THIS QUOTATION NO LATER THAN **3:00PM, FRIDAY, OCTOBER 17, 2014**

TO: PROCUREMENT DEPARTMENT, P.O. BOX 1480, FORT PIERCE, FLORIDA 34954-1480 (BY MAIL) OR HAND-DELIVER TO: 100 NORTH U.S. #1, FORT PIERCE, FLORIDA 34950 OR FAX TO: (772) 467-3848. UNDER NO CIRCUMSTANCES SHALL BIDS DELIVERED AFTER THE TIME SPECIFIED BE CONSIDERED; SUCH BIDS WILL BE RETURNED UNOPENED.

WE HEREBY AGREE TO FURNISH THE ITEMS ON WHICH PRICES ARE LISTED ABOVE AND IN ACCORDANCE WITH THE TERMS AND CONDITIONS LISTED.

OFFICIAL SIGNATURE:  Lee C Clark  
 Manual Typed or Printed

DATE: 10/15/2014

CLARK SALES DISPLAY

NO BIDDING  
DANIELS ST SEATS

ATTACHMENT "A"

INSURANCE REQUIREMENTS

The CONTRACTOR shall, at its own expense, procure and maintain, with insurers acceptable to the CITY, the types and amounts of insurance conforming to the minimum requirements set forth herein. The CONTRACTOR shall not occupy the premises until the required insurance is in force and evidence of insurance acceptable to the CITY has been provided to and approved by the CITY.

As evidence of compliance with the insurance required herein, CONTRACTOR shall furnish CITY with:

- (a) a fully completed satisfactory Certificate of Insurance (ACORD Form 25 or equivalent) evidencing all coverage required herein, with a copy of the actual notice of cancellation endorsement(s) as issued on the policy(ies), and a copy of the actual additional insured endorsement as issued on the Commercial General Liability policy, signed by an authorized representative of the insurer(s) verifying inclusion of CITY's officials, officers and employees as Additional Insureds in the Commercial General Liability coverage;
- (b) the original of the policy(ies); or
- (c) other evidence satisfactory to CITY.

Until such insurance is no longer required by this Contract, the CONTRACTOR shall provide the CITY with renewal or replacement evidence of insurance at least thirty (30) days prior to the expiration or termination of such insurance.

**Workers' Compensation Insurance**

Such insurance shall be no more restrictive than that provided by the Standard Workers' Compensation Policy, as filed for use in Florida by the National Council of Compensation Insurance, without restrictive endorsements. In addition to coverage for the Florida Workers' Act, where appropriate, coverage is to be included for the Federal Employer's Liability Act and any other applicable Federal or State law. The minimum amount of coverage (inclusive of any amount provided by an umbrella or excess policy) shall be:

Part One:	"Statutory"	
Part Two:	\$1,000,000	Each Accident
	\$1,000,000	Disease-Policy Limit
	\$1,000,000	Disease-Each Employee

The policy must be endorsed to waive the insurer's right to subrogation against CITY and its officials, officers and employees in the manner which would result from the attachment of National Council on Compensation Insurance's (NCCI) Waiver of Our Right to Recover From Others' Endorsement (Advisory Form WC 00 03 13) with CITY and its officials, officers and employees scheduled thereon.

**General Liability Insurance**

Such insurance shall be no more restrictive than that provided by the standard Commercial General Liability Form (ISO Form CG 00 01) as filed for use in the State of Florida without any restrictive endorsements other than those required by ISO or the State of Florida or those described below. The coverage may include restrictive endorsements which exclude coverage for liability arising out of:

- > Mold, fungus, or bacteria
- > Terrorism
- > Sexual molestation

CLARK SALES DISPLAY  
R.D. 227, 1137

The CITY and the CITY's officials, officers and employees shall be included as an "Additional Insured" on a form no more restrictive than ISO Form (CG 20 10), Additional Insured - Owners, Lessees or Contractors - Scheduled Person or Organization. The minimum limits (inclusive of amounts provided by an umbrella or excess policy) shall be:

- \$2,000,000 General Aggregate
- \$2,000,000 Products/Completed Operations Aggregate
- \$2,000,000 Personal and Advertising Injury
- \$2,000,000 Each Occurrence

**Automobile Liability Insurance**

Such insurance shall be no more restrictive than that provided by Section II (Liability Coverage) of the most recent version of the standard Business Auto Policy (ISO Form CA 00 01) without restrictive endorsements, including coverage for liability contractually assumed, and shall cover all owned, non-owned, and hired autos of the CONTRACTOR. Such insurance shall not be subject to any aggregate limit and the minimum limits (inclusive of any amounts provided by an umbrella or excess policy) shall be:

- \$1,000,000 Each Occurrence - Bodily Injury and Property Damage Combined

The insurance provided by the CONTRACTOR shall apply on a primary basis. Any insurance maintained by the CITY shall be excess of and shall not contribute with the insurance provided by the CONTRACTOR. Except as otherwise specifically authorized in this Contract, or for which prior written approval has been obtained hereunder, the insurance maintained by the CONTRACTOR shall apply on a first dollar basis without application of a deductible or self-insured retention. Under limited circumstances, the CITY may permit the application of a deductible or permit the CONTRACTOR to self-insure, in whole or in part, one or more of the insurance coverages required by this Contract. The CONTRACTOR shall pay on behalf of the CITY or CITY's officials, officers and employees any deductible or self-insured retention applicable to a claim against the CITY or the CITY's officials, officers and employees.

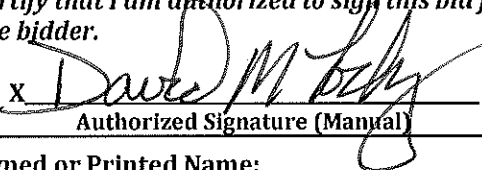
All Insurance policies provided by the contractor shall be endorsed to provide the CITY with thirty (30) days' notice of cancellation.

Compliance with these insurance requirements shall not limit the liability of the CONTRACTOR. Any remedy provided to the CITY by the insurance provided by the CONTRACTOR shall be in addition to and not in lieu of any other remedy (including, but not limited to, as an indemnitee of the CONTRACTOR) available to the CITY under this Contract or otherwise.

Neither approval nor failure to disapprove insurance furnished by the CONTRACTOR shall relieve the CONTRACTOR from responsibility to provide insurance as required by this Contract.

Certificates of Insurance must be completed as follows:

1. Certificate Holder  
City of Fort Pierce  
Attn: Purchasing Department  
P.O. Box 1480  
Fort Pierce, FL 34954-1480
2. Additional Insured for General Liability  
City of Fort Pierce and their members, officials, officers and employees

<p><b>DELIVER TO:</b>  City of Fort Pierce  100 North U.S. #1  Fort Pierce, FL 34950</p> <p><b>MAIL TO:</b>  City of Fort Pierce Procurement Dept.  P.O. Box 1480  Fort Pierce, FL 34954-1480</p>	<p><b>INVITATION TO BID</b></p> <p>and</p> <p><b>BIDDER ACKNOWLEDGMENT</b></p>
<p>Contact: Gelencia Carter, (772) 467-3749</p>	<p>Bid No: 2015-003</p>
<p>Mandatory Pre-Bid Conference :  N/A</p>	<p>Bid Title: HOLIDAY LIGHTING FOR  MARINA SQUARE</p>
<p>Mandatory Pre-Bid Conference Location:  N/A</p>	<p>Bid Opening Location:  City of Ft. Pierce Procurement Dept.  100 North U.S. #1, 1st Floor  Ft. Pierce, Florida 34950</p>
<p>Bid Due Date &amp; Time:  3:00PM, TUESDAY, OCTOBER 21, 2014</p>	<p>If you need any reasonable accommodation for any type of disability in order to participate in this procurement, please contact this department as soon as possible.</p>
<p>Bidder Name:  Let There Be Lights, Inc.  -----  Mailing Address:  8254 Bama Lane, Unit 4  -----  West Palm Beach, FL 33411  -----  -----</p>	<p><i>I hereby certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.</i></p> <p>x   Authorized Signature (Manual)</p>
<p>City, State, Zip Code:</p>	<p>Typed or Printed Name:  David M Lockey</p>
<p>Type of Entity (Circle One):  <input checked="" type="radio"/> Corporation <input type="radio"/> Partnership <input type="radio"/> Proprietorship</p>	<p>Title:  President</p>
<p>Incorporated in the State of: Florida Year: 2004</p>	<p>Delivery in _____ days, ARO</p>
<p>Phone Number: (561) 753-3353</p>	<p>Payment Terms: Net 30 Days</p>
<p>Fax Number: (561) 790-1530</p>	<p>FEIN or SS Number: 200926706</p>
<p>E-Mail Address: dave@lettherebelightsinc.com</p>	<p>Local Business: <input type="checkbox"/> Y <input checked="" type="checkbox"/> N MWBE: <input type="checkbox"/> Y <input checked="" type="checkbox"/> N</p>
<p>Bid Security is attached, when required, in the amount of \$ _____  F.O.B. DESTINATION</p>	<p>If returning as a "No Bid" state reason:</p>
<p><b>THIS PAGE MUST BE COMPLETED AND RETURNED WITH YOUR BID</b></p>	



# BID RESPONSE FORM



<b>Bid Item</b>	<b>HOLIDAY LIGHTING FOR MARINA SQUARE</b>		
<b>Bid Number</b>	<b>2015-003</b>	<b>Due Date &amp; Time</b>	<b>3:00PM, Tuesday, October 21, 2014</b>

The offeror agrees to furnish the following items or services to the City of Fort Pierce at the place specified, in accordance with specifications herein at the prices quoted below:

*Lump Sum Total* \$ 63,440.00 for year 1, \$27,000 for year 2 & 3

The special incandescent lights that are normally used are out of stock. We are switching to LED which will be used the subsequent years which is why the cost for the second and third year is lower

### PURCHASING CARD PROGRAM

- (Please Check One)*
- Do you accept the Purchasing Card (Visa)?  Yes  No
  - Percentage of discount off bid price when payment is made with Visa: \_\_\_\_\_ %

Vendor Let There Be Lights, Inc.

Address 8254 Bama Lane, Unit 4

City, State, Zip Code West Palm Beach, FL 33411

Email Address dave@lettherebelightsinc.com

Typed Name, Title David M Lockey

Signature *David M Lockey* Date 10/19/2014

Telephone # (561) 753-3353 Fax # (561) 790-1530

(\*Please include remit to address if different than address stated above)

Remit To: \_\_\_\_\_

\_\_\_\_\_

Check block below for applicable minority indicator:

- Asian Indian     
  Black     
  Asian Pacific     
  Hispanic  
 Native American     
  Small Business     
  Women Owned     
  Small Disadvantage Business

## Request for Taxpayer Identification Number and Certification

Give Form to the  
 requester. Do not  
 send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) <b>Let There Be Lights, Inc.</b>	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.) <b>128 Black Olive Crescent</b> City, state, and ZIP code <b>Royal Palm Beach, FL 33411</b> List account number(s) here (optional)	
Requester's name and address (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number										
			-				-			
Employer identification number										
2	0		-	0	9	2	6	7	0	6

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶ <b>David Lockey</b>	<small>Digitally signed by David Lockey DN: cn=David Lockey, o=Let There Be Lights, Inc., ou=128 Black Olive Crescent, postalCode=33411, email=David.Lockey@lettherebelights.com, c=US, Date: 2011.12.15 14:41:15 -0400</small>	Date ▶
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

#### Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

#### Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

#### Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

#### Specific Instructions

##### Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

**Sole proprietor.** Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

**Partnership, C Corporation, or S Corporation.** Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA) name" on the "Business name/disregarded entity name" line.

**Disregarded entity.** Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

**Note.** Check the appropriate box for the federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

**Limited Liability Company (LLC).** If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

**Other entities.** Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

## Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

**Note.** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
  2. The United States or any of its agencies or instrumentalities,
  3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
  4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
  5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
  7. A foreign central bank of issue,
  8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
  9. A futures commission merchant registered with the Commodity Futures Trading Commission,
  10. A real estate investment trust,
  11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
  12. A common trust fund operated by a bank under section 584(a),
  13. A financial institution,
  14. A middleman known in the investment community as a nominee or custodian, or
  15. A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 7 <sup>2</sup>

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting [IRS.gov](http://IRS.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

**Signature requirements.** Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

**Note.** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

**Secure Your Tax Records from Identity Theft**

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.**

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 1-877-IDTHEFT (1-877-438-4338).

Visit [IRS.gov](http://IRS.gov) to learn more about identity theft and how to reduce your risk.

**What Name and Number To Give the Requester**

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor <sup>*</sup>
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

\*Note. Grantor also must provide a Form W-9 to trustee of trust.

**Privacy Act Notice**

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
ELECTRICAL CONTRACTORS LICENSING BOARD



<b>LICENSE NUMBER</b>	
ES12000509	

The SPECIALTY ELECTRICAL CONTRACTOR  
Named below IS CERTIFIED  
Under the provisions of Chapter 489 FS.  
Expiration date: AUG 31, 2016  
AS A LIMITED ENERGY SYSTEMS SPECIALIST

LOCKEY, DAVID M  
LET THERE BE LIGHTS INC  
128 BLACK OLIVE CRESCENT  
ROYAL PALM BEACH FL 33411



ISSUED: 08/03/2014

DISPLAY AS REQUIRED BY LAW

SEQ # L1408030004382



**ANNE M. GANNON**  
CONSTITUTIONAL TAX COLLECTOR  
*Serving Palm Beach County*

P.O. Box 3353, West Palm Beach, FL 33402-3353  
www.pbctax.com Tel: (561) 355-2264

**"LOCATED AT"**

8254 BAMA LN Unit 4  
WEST PALM BEACH, FL 33411

*Serving you.*

TYPE OF BUSINESS	OWNER	CERTIFICATION #	RECEIPT # DATE PAID	AMI PAID	BILL #
56 0027 LANDSCAPING	LOCKEY DAVID M		B14 1577155 - 09/26/14	\$33.09	B40118339

This document is valid only when receipted by the Tax Collector's Office.

B3 - 361

LET THERE BE LIGHTS INC  
LET THERE BE LIGHTS INC  
128 BLACK OLIVE CRES  
ROYAL PALM BEACH, FL 33411-4946



STATE OF FLORIDA  
PALM BEACH COUNTY  
2014/2015 LOCAL BUSINESS TAX RECEIPT

**LBTR Number: 200418614**  
**EXPIRES: SEPTEMBER 30, 2015**

This receipt grants the privilege of engaging in or managing any business profession or occupation within its jurisdiction and **MUST** be conspicuously displayed at the place of business and in such a manner as to be open to the view of the public.





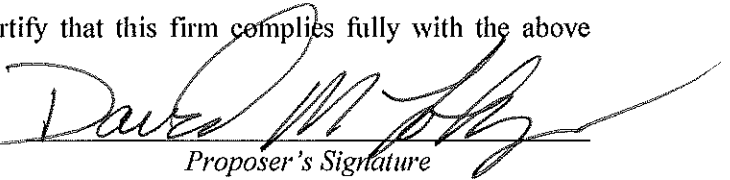
**DRUG-FREE WORK PLACE FORM**

The undersigned vendor in accordance with Florida Statute 287.087 hereby certified that  
Let There Be Lights, Inc \_\_\_\_\_ does:

*(Name of Business)*

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are proposed a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

  
\_\_\_\_\_  
*Proposer's Signature*

10/19/2014

\_\_\_\_\_  
*Date*



**CITY OF FORT PIERCE**  
 Purchasing Department  
 100 North U.S.1, P.O. Box 1480  
 Fort Pierce, Florida, 34954-1480  
 (P) 772-467-3749 (F) 772-467-3848

**REFERENCE CHECK FORM**  
 (Please print or type)

<b>Bid Number:</b> <u>2015-003</u>	<b>Title:</b> <u>Design, Programming, Equipment &amp; Installation of Holiday Lighting for Marina Square</u>
<b>Proposer/Respondent Name:</b> <u>Let There Be Lights, Inc. / David Lockey</u>	
<b>Reference Company Name:</b> <u>City of Fort Pierce</u>	
<b>Telephone #:</b> <u>(772) 461-4884 ext312</u>	<b>Fax #:</b> <u>(772) 461-8373</u>
<b>Contact Name:</b> <u>Anne Satterlee</u>	<b>Email:</b> <u>annesat@aol.com</u>

**Reference Instructions:** Submit a minimum of three (3) References – Fill out top portion only. The City will send form to the referenced company for completion after the City's receipt of form in Bid.

The above company submitted a proposal to provide janitorial services to the City of Fort Pierce. He/she listed you as a reference. Please complete the questions below and fax back to (772)467-3848.

- When did this company work for you? From: \_\_\_\_\_ To: \_\_\_\_\_
- How would you describe the Contractor:

**Quality of Work:** \_\_\_\_\_

**Dependability:** \_\_\_\_\_

**Integrity of owner and employees:** \_\_\_\_\_

**What areas could he/she improve upon?** \_\_\_\_\_

Would you contract with this Contractor again? Yes  No  Maybe

- On a scale of 1 to 5, how would you rate his/her work in general? 1  2  3  4  5

- Add any information/comments that might help us evaluate their ability to perform for us?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**CITY OF FORT PIERCE**  
Purchasing Department  
100 North U.S.1, P.O. Box 1480  
Fort Pierce, Florida, 34954-1480  
(P) 772-467-3749 (F) 772-467-3848

**REFERENCE CHECK FORM**  
(Please print or type)

<b>Bid Number:</b> 2015-003	<b>Title:</b> <u>Design, Programming, Equipment &amp; Installation of Holiday Lighting for Marina Square</u>
<b>Proposer/Respondent Name:</b>	<u>Let There Be Lights, Inc. / David Lockey</u>
<b>Reference Company Name:</b>	<u>Davenport Professional Property Mangement, Inc.</u>
<b>Telephone #:</b> (561) 642-5080 ext203	<b>Fax #:</b> (561) 642-5481
<b>Contact Name:</b> <u>Laura Green</u>	<b>Email:</b> <u>laura@davenportpro.net</u>

**Reference Instructions:** Submit a minimum of three (3) References – Fill out top portion only. The City will send form to the referenced company for completion after the City's receipt of form in Bid.

The above company submitted a proposal to provide janitorial services to the City of Fort Pierce. He/she listed you as a reference. Please complete the questions below and fax back to (772)467-3848.

- When did this company work for you? From: \_\_\_\_\_ To: \_\_\_\_\_
- How would you describe the Contractor:

**Quality of Work:** \_\_\_\_\_

**Dependability:** \_\_\_\_\_

**Integrity of owner and employees:** \_\_\_\_\_

**What areas could he/she improve upon?** \_\_\_\_\_

Would you contract with this Contractor again? Yes  No  Maybe

- On a scale of 1 to 5, how would you rate his/her work in general? 1  2  3  4  5

- Add any information/comments that might help us evaluate their ability to perform for us?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**CITY OF FORT PIERCE**  
Purchasing Department  
100 North U.S.1, P.O. Box 1480  
Fort Pierce, Florida, 34954-1480  
(P) 772-467-3749 (F) 772-467-3848

**REFERENCE CHECK FORM**  
(Please print or type)

<b>Bid Number:</b> 2015-003	<b>Title:</b> <u>Design, Programming, Equipment &amp; Installation of Holiday Lighting for Marina Square</u>
<b>Proposer/Respondent Name:</b>	<u>Let There Be Lights, Inc. / David Lockey</u>
<b>Reference Company Name:</b>	<u>City of Fort Pierce Public Works</u>
<b>Telephone #:</b> (772) 579-6884	<b>Fax #:</b> _____
<b>Contact Name:</b> Mike Reals	<b>Email:</b> mreals@fppwd.com

**Reference Instructions: Submit a minimum of three (3) References – Fill out top portion only. The City will send form to the referenced company for completion after the City’s receipt of form in Bid.**

The above company submitted a proposal to provide janitorial services to the City of Fort Pierce. He/she listed you as a reference. Please complete the questions below and fax back to (772)467-3848.

- When did this company work for you? From: \_\_\_\_\_ To: \_\_\_\_\_
- How would you describe the Contractor:

**Quality of Work:** \_\_\_\_\_

**Dependability:** \_\_\_\_\_

**Integrity of owner and employees:** \_\_\_\_\_

**What areas could he/she improve upon?** \_\_\_\_\_

Would you contract with this Contractor again?      Yes       No       Maybe

- On a scale of 1 to 5, how would you rate his/her work in general?      1  2  3  4  5

- Add any information/comments that might help us evaluate their ability to perform for us?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**City Commission Regular Meeting**

**Agenda Item # 9. c.**

**Meeting Date:** 11/03/2014

**Re:** Piggyback National IPA Contract No. 120576 for Replacement/Inventory 96 gallon Refuse Containers

**Submitted For:** Mike Reals, Public Works Manager, Public Works

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**SUBJECT:**

Approval to piggyback National Intergovernmental Purchasing Alliance Contract No. 120576 for the acquisition of refuse containers from Toter, Inc., Statesville, NC, in accordance with the attached quote, for the amount not to exceed \$71,431.00.

**SUMMARY:**

The Public Works Department seeks to procure 624 green & 624 black 96 gallon containers for replacement and inventory from Toter. Toter has provided refuse containers for City of Fort Pierce for several years and the subject model has been standardized for replacement and inventory.

The Purchasing Department has reviewed and investigated the procurement process for this item and found all terms and conditions meet the piggyback requirements of the City of Fort Pierce.

**RECOMMENDATION:**

Staff recommends awarding contract to Toter in the amount of \$71,431.00. This will insure continuity with containers already provided to our customers.

**ALTERNATIVES:**

Advertise a competitive bid for this specific equipment, which would be time consuming and more costly.

**RESPONSIBLE STAFF:**

Public Works Department

**COORDINATED WITH:**

Purchasing Department

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**Fiscal Impact**

**Budgeted Y/N:** Y  
**Fiscal Year:** 2015  
**Account:** 40242005346445  
**Amount:** \$71,431.00

**FISCAL IMPACT:**

Funds were budgeted and are currently available.

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## Attachments

Toter

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841 Meacham Rd, Statesville, NC, 28677  
 PHONE: 800-424-0422 FAX: 704-878-0734 toterpo@wastequip.com  
 Quote Number: WQ-0033880

QUOTATION			
Sell To:		Ship To:	
Customer Contact	Robbie Creswell	Ship To Name	
Customer Name	City of Ft Pierce	Shipping Address	Po Box 1480 Fort Pierce, FL 34954-1480
Billing Address	Po Box 1480 Fort Pierce, FL 34954-1480	Customer Job Reference	
Email	rcreswell@city-ftpierce.com		
Phone	(777) 467-3000 x 3826		

Salesperson	Ken Kelly	Created Date	10/13/2014
Email	kkelly@wastequip.com	Expiration Date	11/12/2014
			WQ-0033880
Phone	(704) 907-2874	Quote Number	Please Reference Quote Number on all Purchase Orders

Product Description	QTY	Unit Price	Extended Price
Model 79296 - Toter 96 Gallon EVR II Universal/Nestable Cart-NIPA	624	\$49.55	\$30,919.20
---Body Color - (200) Black	624	\$0.00	\$0.00
---Lid Color - (200) Black	624	\$0.00	\$0.00
---Body Hot Stamp on Both Sides (Existing)	624	\$0.50	\$312.00
---Lid Insert - Read from Street (Existing)	624	\$0.25	\$156.00
---Customer Serial Number Hot Stamped on Front of Cart Body in White	624	\$0.00	\$0.00
---Ultra High Frequency (UHF) RFID Tag	624	\$0.70	\$436.80
---Wheels - 10" Sunburst	624	\$0.00	\$0.00
---2/3 Assembled with Lid (down), Stop Bar and Axle Factory Installed	624	\$0.50	\$312.00
---Warranty - 10 Year Unprorated	624	\$0.00	\$0.00
Model 79296 - Toter 96 Gallon EVR II Universal/Nestable Cart-NIPA	624	\$49.55	\$30,919.20
---Body Color - (940) Green	624	\$0.00	\$0.00
---Lid Color - (940) Green	624	\$0.00	\$0.00
---Body Hot Stamp on Both Sides (Existing)	624	\$0.50	\$312.00
---Lid Insert - Read from Street (Existing)	624	\$0.25	\$156.00
---Customer Serial Number Hot Stamped on Front of Cart Body in White	624	\$0.00	\$0.00
---Ultra High Frequency (UHF) RFID Tag	624	\$0.70	\$436.80
---Wheels - 10" Sunburst	624	\$0.00	\$0.00
---2/3 Assembled with Lid (down), Stop Bar and Axle Factory Installed	624	\$0.50	\$312.00
---Warranty - 10 Year Unprorated	624	\$0.00	\$0.00

Subtotal	\$64,272.00
Freight (F.O.B)	\$7,159.00
Tax	\$0.00
Total	\$71,431.00



**City Commission Regular Meeting**

**Agenda Item # 9. d.**

**Meeting Date:** 11/03/2014

**Re:** Commissioner Sessions Travel to FLC Legislative Conference

**Submitted For:** Linda Cox, City Clerk, City Clerk

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**SUBJECT:**

Approval of Travel for Commissioner Sessions to attend the Florida League of Cities 54th Annual Legislative Conference in Orlando, FL on November 13-14, 2014 in the amount of \$\$753.43.

**SUMMARY:**

Florida League of Cities Annual Legislative Conference sets the legislative policies and priorities for the upcoming session of the Legislature. Over the two-day meeting, participants will attend workshops and legislative policy committee meetings.

**RECOMMENDATION:**

Approve travel request.

**ALTERNATIVES:**

Deny travel request.

**RESPONSIBLE STAFF:**

Linda W. Cox, City Clerk

**COORDINATED WITH:**

Commissioner Reginald Sessions

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**Fiscal Impact**

**Budgeted Y/N:** Y  
**Fiscal Year:** 2015  
**Account:** 001-100-511-4030  
**Amount:** 753.43

**OTHER INFORMATION:**

Sufficient funds exist in the budget.

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**Attachments**

Sessions Travel

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**REGISTRATION INFORMATION**

Florida League of Cities  
 P.O. Box 1757  
 Tallahassee, FL 32302  
 (850) 222-9684

**TRAVEL EXPENSE STATEMENT**

**HOTEL INFORMATION**

Hyatt Regency Orlando Airport  
 9300 Jeff Fuqua Blvd  
 Orlando, FL 32827

(407) 825-1234

DATE: **10/21/2014**

- 1. TRAVELER'S NAME: Reggie Sessions
- 2. DEPARTURE DATE: 11/12/2014
- 3. RETURN DATE: 11/14/2014
- 4. DESTINATION: Orlando, FL
- 5. CODE CHARGE: 001-1000-511-40-30
- 6. AMT BUDGETED:

DEPARTMENT: Mayor and Commission  
 DEPARTURE TIME: 3:00 p.m.  
 RETURN TIME: 3:00 p.m.  
 PURPOSE: 54th Annual Legislative Conference ✓

7. BALANCE AVAILABLE: \_\_\_\_\_

Expenses must comply with City Code of Ordinances 1-158.  
 Per Diem Allowance \$50.00 or \$12.50 per quarter day.  
 Class A Travel 24-hour day.

- \* REGISTRATION FEE:
- \* HOTEL BILL: Confirmation # 329226NL
- BAGGAGE ALLOWANCE (\$5 PER PERSON)
- \* COMMUNICATION:
- \* FARES: AIR FARE
- \* TAXI, BUS
- \* CAR RENTAL
- \* MILEAGE @ 0.565 217.6
- \* GASOLINE EXPENSE
- \* TOLL ROAD FEES OR PARKING FEES
- \* MISC. EXPENSES

PREPAID EXPENSES	CREDIT CARD	ESTIMATED CASH EXPENSES	ACTUAL CASH EXPENSES
	175.00		
169.00		169.00	
		5.00	
		122.94	
		54.00	
		0.00	
		8.00	
		40.00	
		0.00	
		3.12	
		7.20	

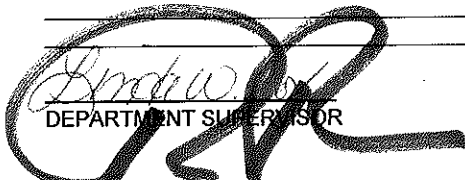
- MEALS
- BREAKFAST @ \$8.00
- 1 LUNCH @ \$8.00
- 2 DINNER @ \$20.00
- SPECIAL LUNCHEON/BANQUET
- 6.5% STATE TAX
- 15% GRATUITIES

BREAKFAST = When travel begins before 6:00 a.m. and extends beyond 8:00 a.m.  
 LUNCH = When travel begins before 12:00 noon and extends beyond 2:00 p.m.  
 DINNER = When travel begins before 6:00 p.m. and extends beyond 8:00 p.m.

TOTALS

169.00	175.00	409.26	
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ADVANCE CASH RECEIVED: \_\_\_\_\_  
 REFUND DUE CITY: \_\_\_\_\_  
 REFUND DUE EMPLOYEE: \_\_\_\_\_

TRAVEL APPROVED BY:   
 DEPARTMENT SUPERVISOR  
 CITY MANAGER  
 (220 WITH CITY MANAGER  
 SIGNATURE ACCEPTED)

EXPENSES ARE ALSO INCLUDED FOR THE FOLLOWING PERSONS:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

[Dining](#)[Activities](#)[Transportation](#)[Baby  
Services](#)

**Confirmation Number:** 329226NL  
**Guest Name:** REGINALD SESSIONS

**Hyatt Regency Orlando International Airport**  
 9300 Jeff Fuqua Blvd.  
 Orlando, FL 32827 US  
 Hotel Phone Number: 407-825-1234  
 Hotel FAX Number: 407-856-1672

**Check In Date:**  
 12-Nov-2014

**Check Out Date:**  
 14-Nov-2014

**Number of Adults:** 1  
**Number of Children:** 0  
**Number of Rooms:** 1

**Hotel Check-In Time:** 15:00  
**Hotel Check-Out Time:** 12:00

**Room(s) Booked:** Double / Double

#### Additional Tax & Service Charges

Room rates shown do not include State Tax of 6.5% and County Tax of 6.0% (taxes are subject to change without notice).

Changes to the dates of stay, number of guests per room or number of rooms confirmed will be subject to current pricing which may be different than previously confirmed rates.

#### Nightly Rate per Room

Date	Guest(s)	Status	Rate
12-Nov-2014	1	Confirmed	169.00
13-Nov-2014	1	Confirmed	169.00

Additional Guest	Rate
Second Guest	0.00
Third Guest	0.00
Fourth Guest	0.00
Fifth Guest	0.00

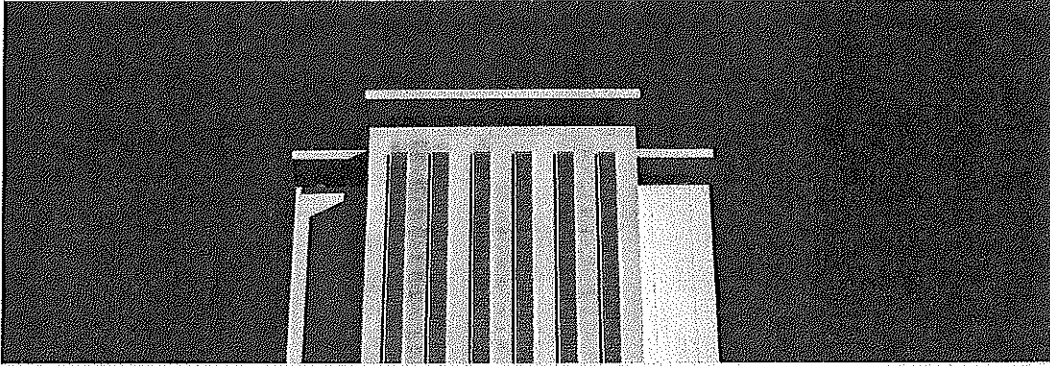
**Guaranteed by:** Credit card  
**Cancellation Policy:**

Cancel by 4pm EST 24 Hours Before Arrival to avoid 1 night room & tax charge.

#### Preferences:

Your preferences have been submitted with your reservation and are subject to hotel availability.

We respect your privacy and will only use your information in accordance with our Global Privacy Policy for Guests, available at [privacy.Hyatt.com](http://privacy.Hyatt.com). If you have questions or comments regarding this email, please contact us at [consumeraffairs@hyatt.com](mailto:consumeraffairs@hyatt.com). You have a right to access, to rectify and to object for legitimate reasons to the processing of your data in accordance with our Global Privacy Policy for Guests.

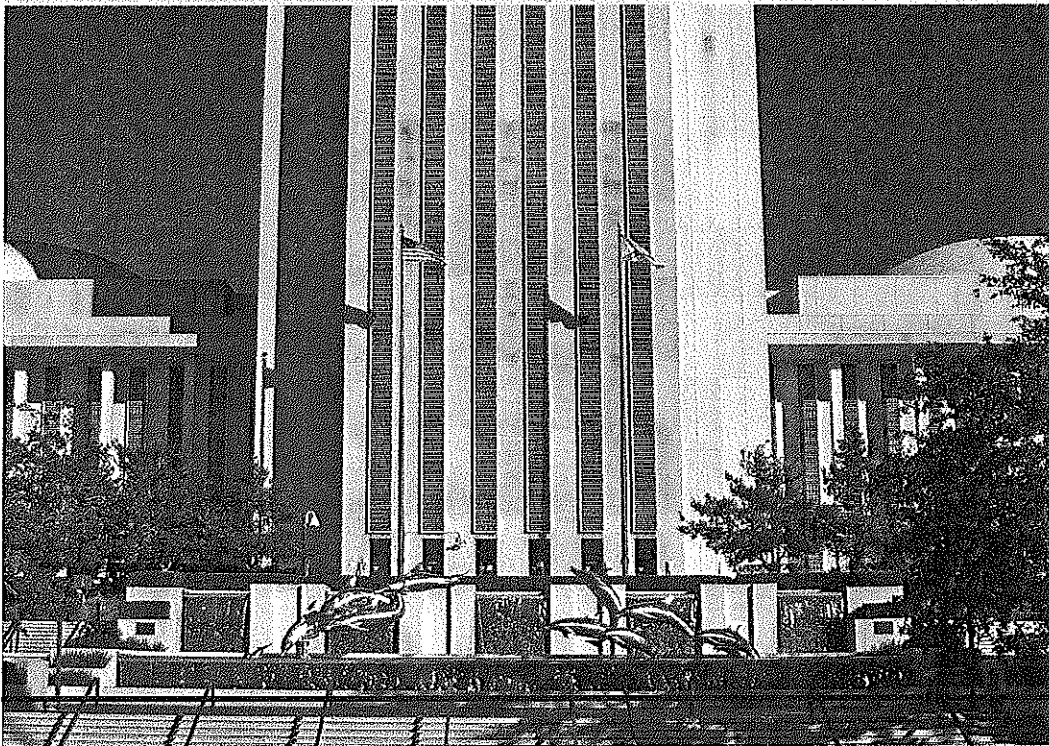


Join us in Orlando for the...

# 54<sup>TH</sup> ANNUAL LEGISLATIVE CONFERENCE



Hyatt Regency Orlando International  
Airport Hotel | November 13-14, 2014



# General Information

## Be Part of the League's Legislative Process!

The 54<sup>th</sup> Annual Legislative Conference will be held **November 13-14, 2014**, at the Hyatt Regency Orlando International Airport. The second of the League's annual meetings, this important conference sets our legislative policies and priorities for the upcoming session of the Legislature. Over the course of the two-day meeting, participants will attend workshops and legislative policy committee meetings.

Florida League of Cities President Lori Moseley, mayor of the City of Miramar, will preside over the conference, where she will officially kick-off and lay the foundation for cities' involvement in the legislative process. Join your municipal colleagues as the state's top issues are discussed and priorities established for the 2015 session. We look forward to seeing you there!

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The Legislative Conference registration desk will open at 7:30 a.m. on Thursday, November 13 at the Hyatt. During the morning, League Legislative Policy Committees on Energy, Environment and Natural Resources; Finance, Taxation and Personnel; Growth Management and Economic Affairs; Transportation and Intergovernmental Relations; and Urban Administration will meet on many issues facing our cities.

Legislative workshops are scheduled for Thursday afternoon. Check our website [www.flcities.com](http://www.flcities.com) for updates.

The work product of the Legislative Policy Committees will be considered by the League's Legislative Committee during its meeting on Friday morning.



A final 2015 Legislative Action Agenda will be adopted by the membership at the Business Session later that morning.

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The registration fee for this conference is **\$175** per person. This fee covers admission to all conference sessions, continental breakfasts, refreshment breaks and Thursday's luncheon and networking event. No official activities are scheduled for guests or spouses.

## Mail Registration

To register in advance, fill out the enclosed registration form, attach a check or credit card information for \$175, and mail it to the League office by **Friday, October 31**. Your name badge and other information can be picked up at the conference registration desk.

## Email or Fax Registrations

Registrations sent via email to [mhowe@flcities.com](mailto:mhowe@flcities.com) or via fax to (850) 222-3806 will be accepted with Visa or MasterCard payment.

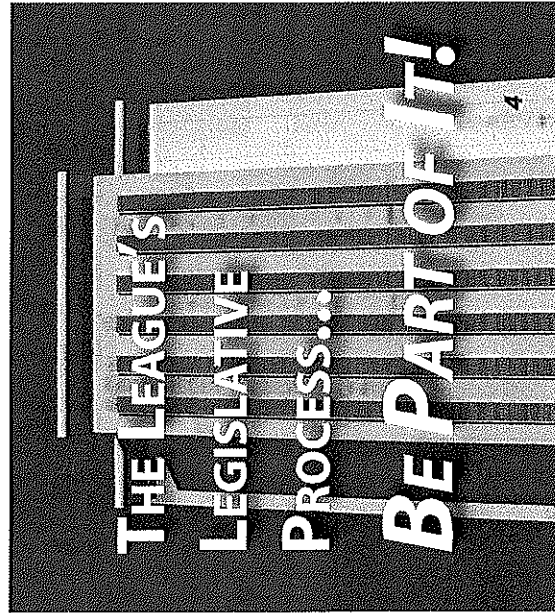
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Conference confirmations include your registration information, totals and registration number for your reference. Please check your confirmation carefully to verify that all information is correct. Please inform the League of any errors immediately.

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Florida League of Cities 54th Annual Legislative Conference  
Hyatt Regency Orlando International Airport Hotel  
Orlando, Florida

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(Must request King Bed at this time)

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All Day Conference Schedule

Friday, November 14 7:30 a.m. Conference Schedule  
11:45 a.m. Conference Ends

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ALSO, IF YOU TURN IN YOUR MILEAGE LOG, ANY OVERAGE FOR  
MILES DRIVEN WILL BE REIMBURSED IN CASH TO YOU FROM  
FINANCE.

**City Commission Regular Meeting**

**Agenda Item # 9. e.**

**Meeting Date:** 11/03/2014

**Re:** Commissioner Alexander Travel to FLC Legislative Conference

**Submitted For:** Linda Cox, City Clerk, City Clerk

---

**SUBJECT:**

Approval of Travel for Commissioner Alexander to attend the Florida League of Cities 54th Annual Legislative Conference in Orlando, FL on November 13-14, 2014 in the amount of \$\$753.43.

**SUMMARY:**

Florida League of Cities Annual Legislative Conference sets the legislative policies and priorities for the upcoming session of the Legislature. Over the two-day meeting, participants will attend workshops and legislative policy committee meetings.

**RECOMMENDATION:**

Approve travel request.

**ALTERNATIVES:**

Deny travel request.

**RESPONSIBLE STAFF:**

Linda W. Cox, City Clerk

**COORDINATED WITH:**

Commissioner Rufus Alexander

---

**Fiscal Impact**

**Budgeted Y/N:** Y

**Fiscal Year:** 2015

**Account:** 001-100-511-4030

**Amount:** 753.43

**OTHER INFORMATION:**

Sufficient funds exist in the budget.

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**Attachments**

Alexander Travel

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Dining

Activities

Transportation

Baby  
Services

**Confirmation Number:** 329222V6  
**Guest Name:** RUFUS ALEXANDER

**Hyatt Regency Orlando International Airport**  
9300 Jeff Fuqua Blvd.  
Orlando, FL 32827 US  
Hotel Phone Number: 407-825-1234  
Hotel FAX Number: 407-856-1672

**Check In Date:**  
12-Nov-2014

**Check Out Date:**  
14-Nov-2014

**Number of Adults:** 1  
**Number of Children:** 0  
**Number of Rooms:** 1

**Hotel Check-In Time:** 15:00  
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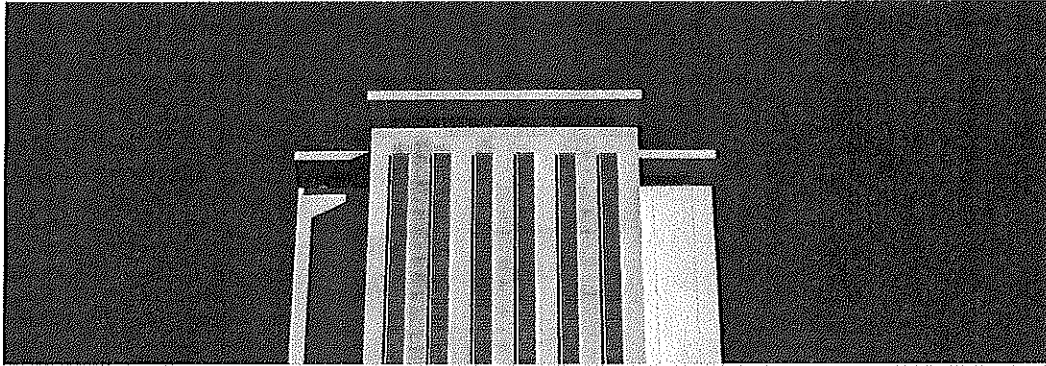
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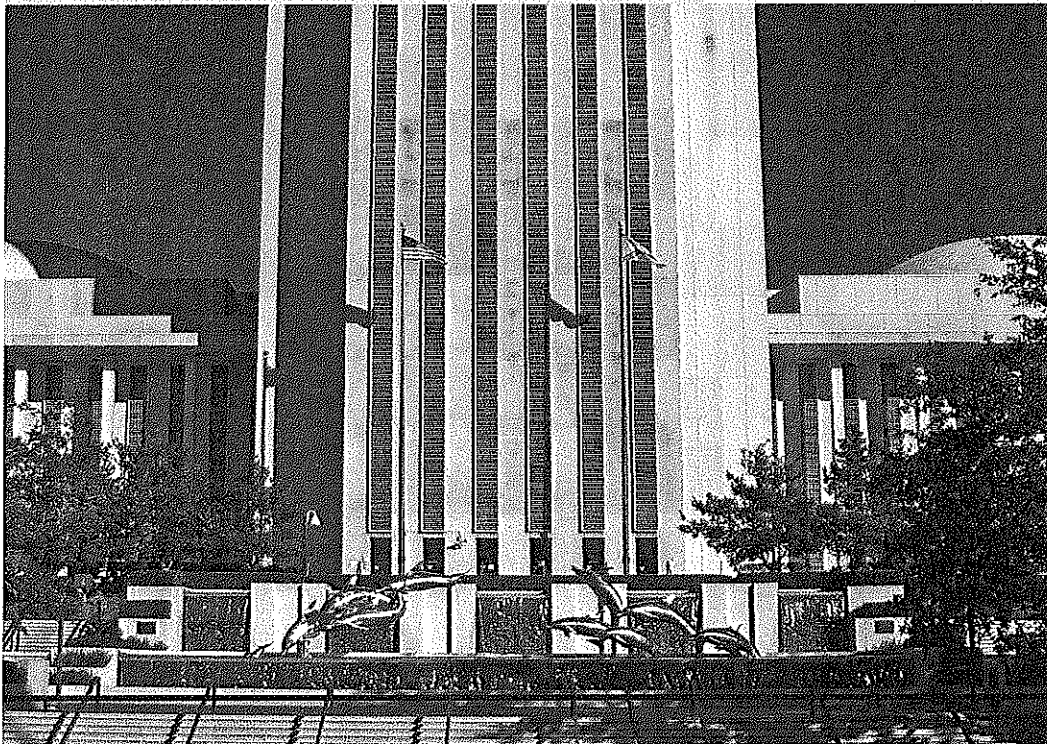


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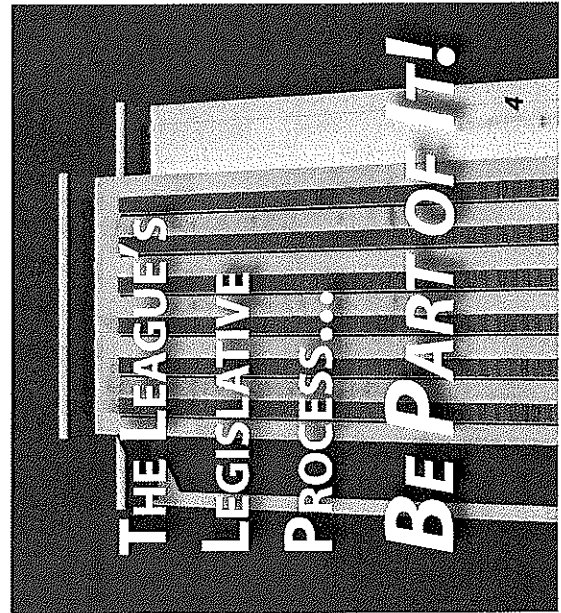
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FINANCE.

**City Commission Regular Meeting**

**Agenda Item # 9. f.**

**Meeting Date:** 11/03/2014

**Re:** Demolition Lien Reduction - 703 N 23rd Street

**Submitted For:** Peggy Arraiz, Code Compliance Manager, Code Enforcement

---

**SUBJECT:**

Waive interest, penalties, administrative fees for Demolition Lien totaling \$11,275.46 against 703 N 23rd Street, Ft. Pierce, FL, owned by Milagros Suarez and contingent upon payment of \$7,644.50 with a payment plan.

**SUMMARY:**

This matter was heard before the City Commission on Oct. 6, 2014. At the meeting, the City Commission approved to waive all interest, penalties and administration costs leaving a balance due of \$7,644.50 (hard costs only).

Milagros Suarez, 1001 NW 17th Court, Miami, FL 33125, was not present because she was sent a notice to appear on Oct. 20, 2014 in error. She has requested this matter be placed before the City Commission again to allow her the opportunity to speak during public comment.

Ms. Suarez is asking the Commission to consider waiving interest, penalties, administrative fees, and a percentage of the hard costs against a demolition lien in the amount of \$11,275.46 leaving a balance due of \$4,000.00, payable with a payment plan. Ms. Suarez supplies the following statements to support her request:

1. Ms. Suarez settled the lot clearing prior to this hearing by paying the full amount due.
2. Ms. Suarez is only working part-time and cannot afford the full payment amount.
3. Ms. Suarez plans on retiring in January and returning to her home country.

**RECOMMENDATION:**

Staff recommends waiving interest, penalties, and administrative fees in the amount of \$3,630.96 contingent upon payment of demolition costs in the amount of \$7,644.50 payable in 24 months.

**ALTERNATIVES:**

1. Accept Ms. Suarez offer of \$4,000.
2. Deny request.
3. Determine alternative amount.

**RESPONSIBLE STAFF:**

Colleen Greer, Code Enforcement Executive Secretary.

**COORDINATED WITH:**

Margaret Arraiz, Code Compliance Manager.

---

## Fiscal Impact

**Budgeted Y/N:** 2015

**Fiscal Year:**

**Account:**

**Amount:** 7644.50

**OTHER INFORMATION:**

\$7,644.50 to the general fund

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## Attachments

Request for Reduction

Tax Card

Breakdown

CC Letter

Invoice

---



# CITY OF FORT PIERCE

## DIVISIONS OF CODE ENFORCEMENT & ANIMAL CONTROL

MARGARET M. ARRAIZ, CODE COMPLIANCE MANAGER

### REQUEST FOR A WAIVER LOT CLEARING / DEMOLITION LIENS

Property address:	703 N 23 <sup>RD</sup> ST. Fort Pierce		
Owner(s) of record:	MILAGROS SUAREZ		
Mailing address:	1001 NW 17 CT. MIAMI FL 33125		
Property tax ID #:	2404-710-0038-000/1		
Original purchase date:	05/03/2004	Original purchase price:	US \$ 17,000.-
Other Information:	<input type="checkbox"/> Inherited Property	<input type="checkbox"/> Purchased at Tax Sale	<input checked="" type="checkbox"/> Adjoining Property Owner
Property is used for:	<input type="checkbox"/> Single Family	<input type="checkbox"/> Multi-family	<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Vacant Lot
Name of person requesting waiver	MILAGROS SUAREZ	Relationship to owner(s):	OWNER
Telephone #:	786-229-7782	Mobile phone #:	786-229-7782
E-mail:	MILLIES@Bellsouth.net	Preferred contact method:	E-mail
What are owner(s) intentions for property:	SALE		
Are there current code violations?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	Explain: (please attached notice)
Is a lien filed against the property?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	If yes, what is the lien amount? US \$ 11,245.56
Is property listed for sale?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	If yes, what is listing price? US \$ 1,200.-
Is property under contract for sale?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	If yes, what is the sale price?

City incurred charges (lot clearing, demolition, etc)	\$ 11,043. <sup>15</sup>
Administrative fees	\$ 200.-
Interest	\$ 240
Penalties	\$
<b>TOTAL AMOUNT DUE TO CITY</b>	<b>\$ 11,245.56</b>
<b>DOLLAR AMOUNT REQUESTING TO BE WAIVED</b>	<b>\$ 10,045.56</b>
<b>DOLLAR AMOUNT I AGREE TO PAY</b>	<b>\$ 1,200.-</b>

If the city waives any fees, interest, penalties or lien amount, the undersigned does hereby agree to pay the remainder within sixty (60) days from the date of the Commission's decision unless an alternate time frame is specified in the motion.

\_\_\_\_\_  
(Signature of Owner or Representative)

M. LAGROS SUAREZ  
(Printed Name)



# CITY OF FORT PIERCE

## DIVISIONS OF CODE ENFORCEMENT & ANIMAL CONTROL

MARGARET M. ARRAIZ, CODE COMPLIANCE MANAGER

### REQUEST FOR REDUCTION OF PENALTY

By completing this form, you are making statements under oath. Failure to be truthful is a violation of Fort Pierce City Code and Florida Statutes pertaining to perjury, which is a felony punishable by up to fifteen (15) years imprisonment.

#### INSTRUCTIONS:

1. Please fill in blanks completely.
2. Be specific when writing your statement. Use additional pages if necessary.
3. If you are claiming medical or financial hardship, attach supporting documentation (i.e. doctor's statement or proof of income).
4. Complete either the application for Waiver of Penalties (lot clearing / demolition) or Request for Reduction / Rescindment (code enforcement fines).
5. For lot clearing or demolition liens, contact Kathy D'Arton in the Finance Department (772-467-3076) for cost / fees breakdown.
6. For code enforcement liens (those imposed by a Special Magistrate or Code Enforcement Board), contact Colleen Greer (772-467-3149) for cost / fees breakdown.
7. If you do not have access to a Notary of the Public, one will be provided to you by the Department at no charge. All forms must be signed in the presence of the Notary to be valid.
8. Return this form, the application and any other pertinent documentation to the Code Enforcement Department.
9. Requests for Reduction / Rescindment of code enforcement liens must be heard before either the Code Enforcement Board or Special Magistrate prior to being heard before the City Commission.

RECEIVED  
JUL 21 2014  
CODE ENFORCEMENT  
CITY OF FORT PIERCE

Property Address: 703 N 23<sup>RD</sup> STREET, FORT PIERCE

Property Owner: MILAGROS SUAREZ

Mailing Address: 1001 NW 17 CT. MIAMI, FL 33125

Telephone #: 786-229-7782 Cell Phone #: 786-229-7782

E-Mail Address: MILLIES@BELL SOUTH.NET

Is the property in compliance? YES If no, please explain AT THIS

SPECIFIC TIME THE PROPERTY IS IN COMPLIANCE  
BECAUSE THE CITY DEMOLISHED THE HOUSE AND  
ALSO DID THE LANDSCAPING



# CITY OF FORT PIERCE

## DIVISIONS OF CODE ENFORCEMENT & ANIMAL CONTROL

MARGARET M. ARRAIZ, CODE COMPLIANCE MANAGER

I, MILAGROS SUAREZ, do hereby submit this Petition in request for a reduction in the total amount of the penalty imposed and in support offer the following statement:

I NEED THIS DEPARTMENT TO PLEASE HELP ME WITH THE CHARGES APPLIED TO THIS PROPERTY DUE TO THE FACT THAT I LOST MY FULL TIME JOB 3 YEARS AGO.

I PAID US \$ 200.00 (TWO HUNDRED) FOR MOWING THE LAWN BUT ACTUALLY I AM UNABLE TO PAY US \$ 11,000 (ELEVEN THOUSAND) FOR THE STRUCTURE DEMOLITION.

I AM HUMBLBY REQUESTING A REDUCTION OF US \$ 7,000 (SEVEN THOUSAND), I CAN PAY US \$ 4,000 (FOUR THOUSAND) WITH A PAYMENT PLAN.

YOUR ASSISTANCE AND COOPERATION WILL BE GREATLY APPRECIATED.

Date: 06/09/2014

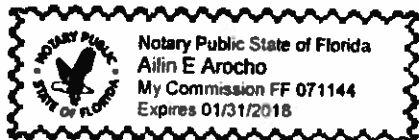
Signed: [Signature]

Print Name: MILAGROS SUAREZ

STATE OF FLORIDA  
COUNTY OF ST. LUCIE

PERSONALLY APPEARED before me, the undersigned authority Milagros Suarez who acknowledged before me that the information contained herein is true and correct. He (She is not personally known to me and has produced FL. ID as identification.

SWORN TO AND SUBSCRIBED before me this 9 day of JUNE, 20 14.



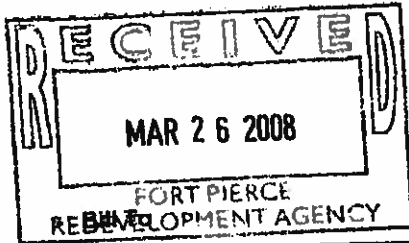
[Signature]

Notary Public, State of Florida

3444

# L.E.B. DEMOLITION & CONSULTING CONTRACTORS, INC.

12805 S. Indian River Drive  
Jensen Beach, FL 34957  
Ph: (772) 229-8575  
Fax: (772) 229-3036



## Invoice

City of Fort Pierce Purchasing Dept.  
100 N. U.S. Hwy. #1  
P.O. Box 1480  
Ft. Pierce, Florida 34950

Date	Invoice #
3/24/2008	08/1049

P.O. No.	Terms
080907	Due on receipt

Description	Amount
Re: Demolition work completed as per contract agreement	
Location: 703 North 23rd. St.	
Scope of Work: Demolition of structure	1806 Sq. Ft. @ \$ 3.25 per foot
Permit	5,869.50
Box Blading of Lot	130.00
Fill Dirt	150.00
Sodding of Lot	280.00
Asbestos survey	215.00
2 loads @ \$140.00	280.00
4050 Sq. Ft. @ \$ .30 per foot	1215.00
<b>RECEIVED</b> MAR 27 2008 <b>RECEIVED</b> FINANCE DEPT. MAR 26 2008 Bldg and Code Enforcement Department	
<b>APPROVED</b> FPRA DIRECTOR MAR 26 2008 FORT PIERCE REDEVELOPMENT AGENCY	

Please remit to above address.

<b>Total</b>	<b>\$8,244.50</b>
--------------	-------------------

7644.50

3/27/08  
se

**PROPERTY RECORD CARD**

Milagros Suarez Record: 1 of 1

<<Prev Next >> Spec.Assmnt Taxes Exemptions Permits Home Print

**Property Identification**

Site Address: 703 N 23rd St ParcelID: 2404-710-0038-000-1  
 Sec/Town/Range: 04 :35S :40E Account #: 17385  
 Map ID: 24/04S Use Type: Vac Res  
 Zoning: R4 City/Cnty: Fort Pierce



**Ownership and Mailing**

Owner: Milagros Suarez  
 Address: 1001 NW 17th Ct  
 Miami FL 33125

**Legal Description**

ELDORADO S/D BLK 2 LOT 12 (OR 2095-681)

**Sales Information**

Date	Price	Code	Deed
5/3/2004	17000	01	QC
5/20/2003	13500	00	WD
1/1/1900	0		

**Assessment 2013**

2013 Final:	1200
Assessed:	1200
Ag.Credit:	0
Exempt:	
Taxable:	
Taxes:	30.67

**Total Land and Building**

Land Value:	1200	Acre:	0.15
Building Value:	0		
Finished Area:	0	SqFt	

**BUILDING INFORMATION**

No Sketch  
 Available



**Exterior Features**

View:	-	RoofCover:	-	RoofStruct:	-
ExtType:	-	YearBlt:	-	Frame:	-
Grade:	-	EffYrBlt:	-	PrimeWall:	-
StoryHght:	-	No.Units:	-	SecWall:	-

**Interior Features**

BedRooms:	-	Electric:	-	PrmIntWall:	-
FullBath:	-	HeatType:	-	AvgHt/Ft:	-
1/2Bath:	-	HeatFuel:	-	Prm.Flors:	-
%A/C:	-	%Heated:	-	%Sprinkled:	-

**Special Features and Yard Items**

Type	Y/S	Qty.	Units	Qual.	Cond.	YrBlt.	No.	Use Type	Type	Measure	Depth
							1	0000-Vac Res	BI -Front Ft	47	135

**Land Information**

THIS INFORMATION IS BELIEVED TO BE CORRECT AT THIS TIME BUT IT IS SUBJECT TO CHANGE AND IS NOT WARRANTED.

# MEMORANDUM

TO: The Honorable Mayor and Members of the City Commission

THROUGH: Robert J. Bradshaw, City Manager

FROM: Colleen Greer, Executive Secretary to Code Enforcement

**SUBJECT: DEMOLITION LIEN REDUCTION**  
703 N 23<sup>rd</sup> Street, Fort Pierce, FL

DATE: August 18, 2014

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The following is a breakdown of the above property:

	Costs (General Fund)	Interest & Penalties	Administrative Fees
Demolition Lien (03/31/2008) Redevelopment	\$7,644.50	\$3,530.96	\$100.00
<b>TOTAL</b>	\$7,644.50	\$3,530.96	\$100.00

CAN BE WAIVED (ALL INTERESTS, PENALTIES & ADMIN COSTS)

CANNOT BE WAIVED (ALL DEMOLITION COSTS)

\$ 3,630.96


7,644.50

\$11,275.46



INTEROFFICE MEMORANDUM  
FROM THE OFFICE OF THE  
CITY MANAGER

---

**TO** : Peggy Arraiz, Code Compliance Manager  
**FROM** : Robert J. Bradshaw, City Manager   
**RE** : Demolition Lien Reduction - 703 N 23rd Street  
**DATE** : August 15, 2014

At the August 18, 2014 meeting, the Fort Pierce City Commission postponed this item until the September 18, 2014 City Commission meeting. Staff was directed to meet with the applicant regarding all liens against the property and schedule all of the applicant's requests for reduction/waiver of liens against 703 N. 23<sup>rd</sup> Street for consideration by the City Commission at the same meeting on September 18, 2014. The applicant also requested a payment plan which will be considered by the City Commission at the September 18, 2014 meeting.

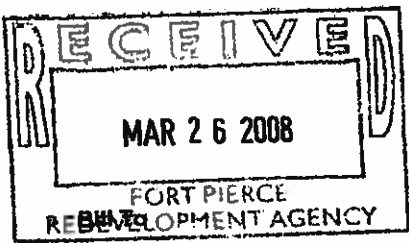
RJB:jdr

c: K. D'Arton, Finance  
C. Greer, Code Enforcement

3444

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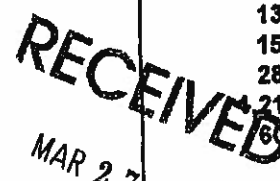
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Date	Invoice #
3/24/2008	08/1049

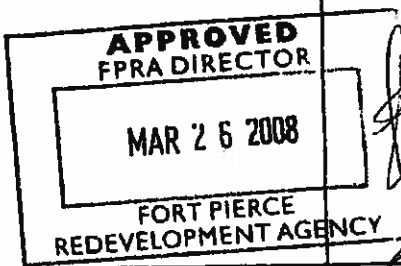
City of Fort Pierce Purchasing Dept.  
100 N. U.S. Hwy. #1  
P.O. Box 1480  
Ft. Pierce, Florida 34950

P.O. No.	Terms
080907	Due on receipt

Description	Amount
<b>Re: Demolition work completed as per contract agreement</b>	
Location: 703 North 23rd. St.	
Scope of Work: Demolition of structure	1806 Sq. Ft. @ \$ 3.25 per foot
Permit	5,869.50
Box Blading of Lot	130.00
Fill Dirt	150.00
Sodding of Lot	280.00
Asbestos survey	215.00
2 loads @ \$140.00	280.00
4050 Sq. Ft. @ \$ .30 per foot	1,215.00
	600.00



Bldg and Code Enforcement Department



*[Handwritten signature]*

Please remit to above address.

<b>Total</b>	<b>\$8,244.50</b>
--------------	-------------------

7644.50

3/27/08  
*[Handwritten initials]*

**City Commission Regular Meeting**

**Agenda Item # 11. a.**

**Meeting Date:** 11/03/2014

**Re:** Congestion Management Project - US 1 and Old Dixie Highway

**Submitted For:** John Andrews, City Engineer, Engineering

---

**SUBJECT:**

Discussion of proposal to construct raised medians within US 1 right-of-way to eliminate left turns onto US 1 from Old Dixie Highway.

**SUMMARY:**

The proposed improvements to the intersection of US 1 and Old Dixie Highway, stem from a congestion management study that was funded by the St. Lucie Transportation Planning Organization. This intersection and the proposed improvements ranked high in the study and was ultimately granted \$30,000 from FDOT. Although these improvements would improve the safety of the intersection, the installation of the center median would hinder access to businesses on the west side of US 1 and limit movement to and from Avenue M.

**RECOMMENDATION:**

Staff recommends further evaluation of project.

**ALTERNATIVES:**

Make no changes to existing intersection.

**RESPONSIBLE STAFF:**

Jack Andrews, P.E., City Engineer

**COORDINATED WITH:**

Nick Mimms, P.E., Deputy City Manager  
Mike Reals, Public Works Manager

---

**Fiscal Impact**

**Budgeted Y/N:** N/A  
**Fiscal Year:** N/A  
**Account:** N/A  
**Amount:** N/A

**OTHER INFORMATION:**

All proposed improvements will be paid for with FDOT funds.

---

**Attachments**

[US1 @ Old Dixie Presentation](#)

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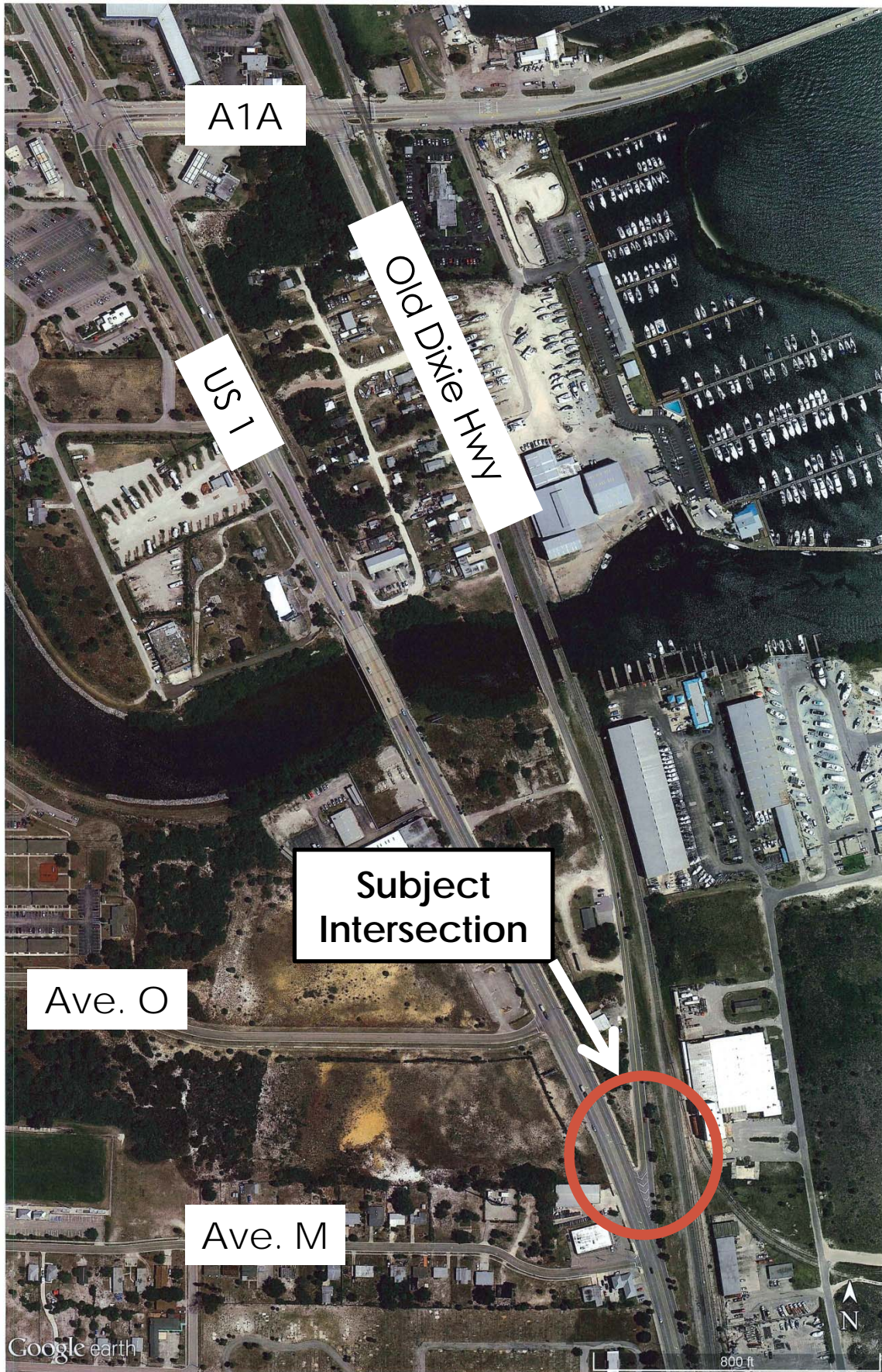
# Congestion Management Project

US 1 @ OLD DIXIE HWY.

Prepared By:  
Fort Pierce Engineering  
Department

October 28, 2014

# US 1 @ OLD DIXIE HWY. - LOCATION



## US 1 @ OLD DIXIE HWY.

### Overview

- Proposed improvements would be the construction of a center median on US 1 to prevent left turns from Old Dixie Highway.
- Either a concrete or raised landscaped median would be constructed commencing approximately 60' north of the intersection and extending approximately 350' south.

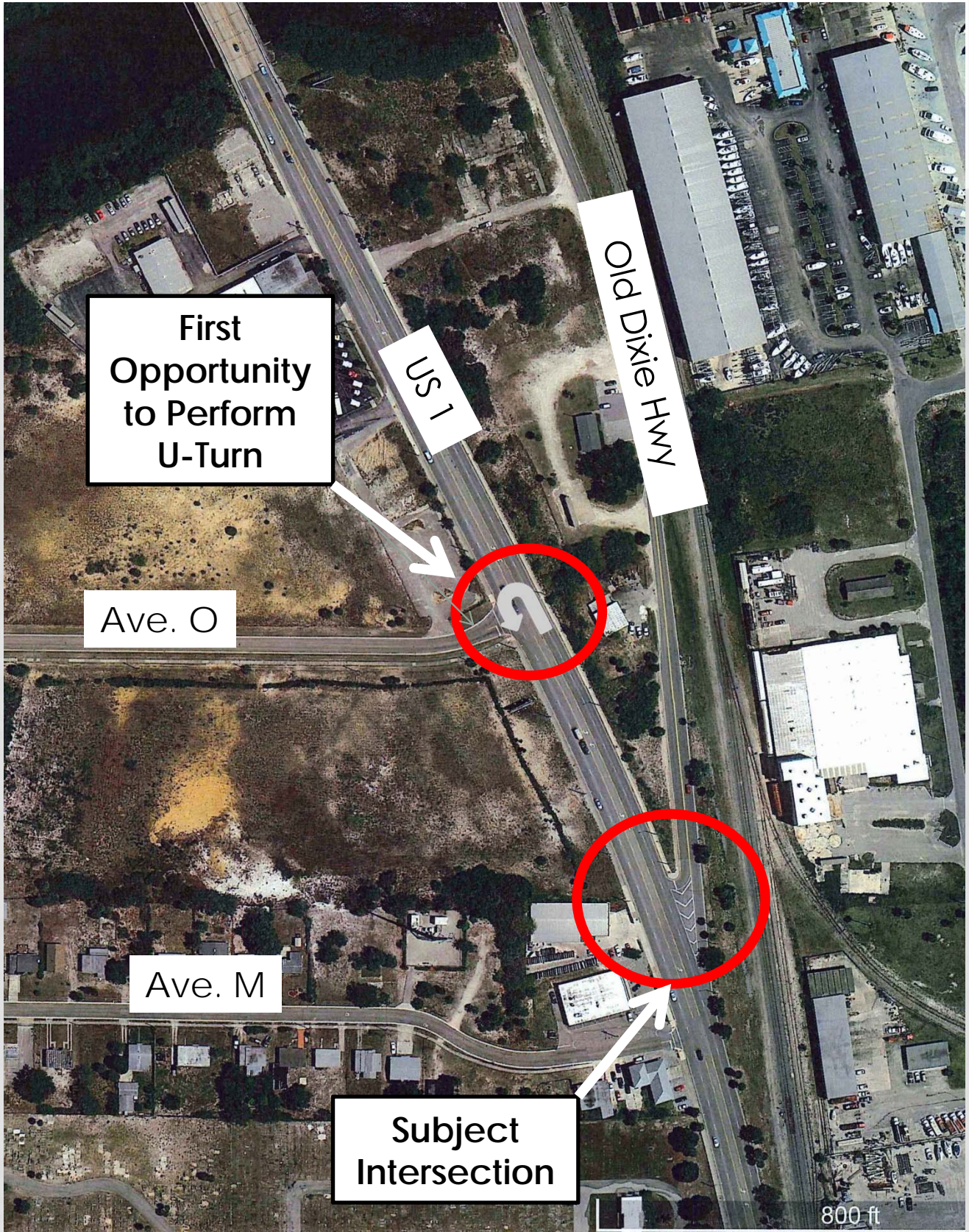
**US 1 @ OLD DIXIE HWY.  
Proposed Improvements**



**US 1 @ OLD DIXIE HWY.**  
**Changes Created by New Improvements**



# US 1 @ OLD DIXIE HWY. - LOCATION



## US 1 @ OLD DIXIE HWY.

### Summary

<b>Allocated Funding</b>	\$30,000
<b>Funding Provided By</b>	FDOT through the St. Lucie TPO Congestion Management Program
<b>Accidents</b>	No accidents have been reported at this intersection for the past two years
<b>Businesses Affected</b>	Five businesses are directly affected by the proposed improvements

**City Commission Regular Meeting**

**Agenda Item # 12. a.**

**Meeting Date:** 11/03/2014

**Re:** Treasure Coast Regional Planning Council Appointments

**Submitted For:** Linda Cox, City Clerk, City Clerk

---

**SUBJECT:**

Appointment/Reappointment of a regular member and an alternate member to serve on the Treasure Coast Regional Planning Council for a one-year term.

**SUMMARY:**

The appointments of Commissioner Perona as a regular member of the Treasure Coast Regional Planning Council and Commissioner Sessions as an Alternate will expire on December 1, 2014.

It is necessary to recommend appointment or reappointment of a member to serve these one-year terms for approval by the Board of County Commissioners. Please see attached letter from the Treasure Coast Regional Planning Council.

**RECOMMENDATION:**

Appoint one regular and one alternate member to serve on the Treasure Coast Regional Planning Council for approval by the Board of County Commissioners.

**ALTERNATIVES:**

n/a

**RESPONSIBLE STAFF:**

Linda W. Cox, City Clerk

**COORDINATED WITH:**

n/a

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**Fiscal Impact**

**Budgeted Y/N:**

**Fiscal Year:**

**Account:**

**Amount:**

**OTHER INFORMATION:**

No fiscal impact.

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**Attachments**

TCRPC Letter

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A detailed map of the Treasure Coast region in Florida, showing the outlines of Indian River, St. Lucie, Martin, and Palm Beach counties. The map is overlaid with the text of the letterhead.

# TREASURE COAST REGIONAL PLANNING COUNCIL

INDIAN RIVER ST. LUCIE MARTIN PALM BEACH

October 17, 2014

The Honorable Frannie Hutchinson, Chairman  
St. Lucie County Board of County Commissioners  
2300 Virginia Avenue  
Fort Pierce, FL 34982

Subject: Annual Appointment of Treasure Coast Regional Planning Council Members

Dear Chairman Hutchinson:

In accordance with Council's Rules of Organization, the December meeting is designated as the Annual Meeting, at which time the appointment of all members and alternates is to occur. It is therefore requested that the Board of County Commissioners take the necessary action to appoint members and alternates for the upcoming year. In the case of St. Lucie County, four members and four alternates need to be appointed (two county, two municipal). It should be noted that all alternates must be elected officials.

Additionally, the bylaws specifically indicate that municipal appointments must be either appointed or approved by the County. Each County is assigned the number of appointments and the method for making the appointments is left to the discretion and cooperation of the local governments in the area.

It would be appreciated if the County would notify the Council of appointments, including mailing addresses and telephone numbers, by December 2, 2014, so that the agenda packet for the **December 12, 2014** meeting can be provided in a timely fashion.

Sincerely,



Michael J. Busha, AICP  
Executive Director

MJB:lg

cc: Mayor Linda Hudson, City of Fort Pierce  
Mayor JoAnn Faiella, City of Port St. Lucie  
Mayor William Thiess, Town of St. Lucie Village  
Kelly Phelan, St. Lucie County

*"Bringing Communities Together" • Est.1976*

421 SW Camden Avenue - Stuart, Florida 34994  
Phone (772) 221-4060 - Fax (772) 221-4067 - [www.tcrpc.org](http://www.tcrpc.org)

**TREASURE COAST REGIONAL PLANNING COUNCIL  
CURRENT MEMBERS AND ALTERNATES - 2014**

**ST. LUCIE COUNTY**

**MEMBERS**

The Honorable Paula Lewis  
Commissioner, St. Lucie County  
2300 Virginia Avenue  
Fort Pierce, FL 34982  
(772) 462-1406  
FAX: (772) 462-2131  
[lewisp@stlucieco.org](mailto:lewisp@stlucieco.org)

The Honorable Tod Mowery  
Commissioner, St. Lucie County  
2300 Virginia Avenue  
Fort Pierce, FL 34982  
(772) 462-1412  
FAX: (772) 462-2131  
[moweryt@stlucieco.org](mailto:moweryt@stlucieco.org)

The Honorable JoAnn Faiella  
Mayor, City of Port St. Lucie  
121 S.W. Port St. Lucie Blvd.  
Port St. Lucie, FL 34984  
(772) 871-5159  
FAX: (772) 871-7382  
[mayor@cityofpsl.com](mailto:mayor@cityofpsl.com)

The Honorable Thomas Perona  
Commissioner, City of Fort Pierce  
P.O. Box 1480  
Fort Pierce, FL 34950  
(772) 460-2200  
[tperona@city-ftpierce.com](mailto:tperona@city-ftpierce.com)

**GUBERNATORIAL APPOINTEES**

Mr. Steven M. Weaver, Sr.  
1615 Thumb Point Drive  
Fort Pierce, FL 34949  
(772) 344-7100  
[realtimelfla@aol.com](mailto:realtimelfla@aol.com)

Mr. Reece J. Parrish  
6805 Bayard Road  
Fort Pierce, FL 34951  
(772) 519-2680  
[reece.parrish@bellsouth.net](mailto:reece.parrish@bellsouth.net)

**ALTERNATES**

The Honorable Chris Dzadovsky  
Commissioner, St. Lucie County  
2300 Virginia Avenue  
Fort Pierce, FL 34982  
(772) 462-1406  
FAX: (772) 462-2131  
[dzadovskyc@stlucieco.org](mailto:dzadovskyc@stlucieco.org)

The Honorable Kim Johnson  
Commissioner, St. Lucie County  
2300 Virginia Avenue  
Fort Pierce, FL 34982  
(772) 462-1408  
FAX: (772) 462-2131  
[johnsonkim@stlucieco.org](mailto:johnsonkim@stlucieco.org)

The Honorable Shannon Martin  
Councilwoman, City of Port St. Lucie  
121 S.W. Port St. Lucie Blvd.  
Port St. Lucie, FL 34984  
(772) 871-5159  
FAX: (772) 871-7382  
[district3@cityofpsl.com](mailto:district3@cityofpsl.com)

The Honorable Reginald B. Sessions  
Commissioner, City of Fort Pierce  
P.O. Box 1480  
Fort Pierce, FL 34950  
(772) 460-2200  
[angelawilkinson@city-ftpierce.com](mailto:angelawilkinson@city-ftpierce.com)

**City Commission Regular Meeting**

**Agenda Item # 12. b.**

**Meeting Date:** 11/03/2014

**Re:** Reappoint Special Magistrate Blandino

**Submitted For:** Peggy Arraiz, Code Compliance Manager, Code Enforcement

---

**SUBJECT:**

Approve Resolution No. 14-R34 reappointing Frank M. Blandino, Esq. as a Special Magistrate for a two-year term.

**SUMMARY:**

Reappointment of a Special Magistrate to preside over code enforcement matters as provided for in Article XIII.5 of the City Code of Ordinances. The appointment is for a term of two years.

**RECOMMENDATION:**

Reappoint Frank M. Blandino, Esq. as a Special Magistrate.

**ALTERNATIVES:**

Not reappoint Frank M. Blandino, Esq. as Special Magistrate

**RESPONSIBLE STAFF:**

Margaret M. Arraiz, Code Compliance Manager

**COORDINATED WITH:**

Linda Cox, City Clerk  
Colleen Greer, Code Executive Secretary

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**Fiscal Impact**

**Budgeted Y/N:** Y

**Fiscal Year:** 2015

**Account:**

**Amount:** \$95 per hour

**OTHER INFORMATION:**

\$95 per hour.

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**Attachments**

Reappointment notice

Memo to Commission

Attendance Record

14-R34

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# Interoffice Memorandum

## City Clerk's Office

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TO: Peggy Arraiz, Code Compliance Manager

FROM: Linda W. Cox, City Clerk *LWC*

SUBJECT: Special Magistrate

DATE: October 22, 2014

Below is a current list of members of the above referenced board. Members in RED have expired terms.

I recommend that you plan to place appointment/reappointment applications on an upcoming agenda at your earliest convenience.

MEMBERS	Represents	Resolution No.	DISTRICT	APPOINTED	EXPIRES
Fran O. Ross	(Alternate)	12.22	SLC	4/2/2012	5/3/2014
Frank M. Blandino		12.21	2	4/2/2012	4/1/2014

Board Notes: Sec. 2-253 (Ord. K-91); Two-Year Term; Must be an attorney and member of the Florida Bar; Presides over certain code enforcement matters. (Res. 06-33 - Rules of Procedure)



# CITY OF FORT PIERCE

COMMUNITY RESPONSE DIVISIONS  
MARGARET M. ARRAIZ, CODE COMPLIANCE MANAGER

*Protecting the health, safety and welfare of our community*



---

TO: The Honorable Mayor and City Commissioners  
THROUGH: Robert Bradshaw, City Manager  
FROM: Peggy Arraiz, Code Compliance Manager  
RE: Reappoint Special Magistrate Blandino  
DATE: October 23, 2014

---

Please find enclosed a Resolution reappointing Frank M. Blandino, Esq. as a Special Magistrate to preside over code enforcement proceedings.

Frank Blandino, Esq. has acted as one of the City's Special Magistrates since April 2002 and continues to perform this function with consistent and equitable enforcement of the City's Code of Ordinances. As a local business owner and resident of the City, Attorney Blandino understands the local needs and circumstances of the citizens and effectively uses that knowledge when making case determinations and recommendations.

Staff recommends reappointing Frank M. Blandino, Esq. as the Special Magistrate for an additional two year term.



## City of Fort Pierce, Florida

Code Enforcement & Animal Control  
100 N US Highway 1  
Fort Pierce, Florida 34950  
TEL #: (772) 467-3000  
FAX #: (772) 468-0457

---

MEMO TO: Peggy Arraiz, Code Compliance Manager  
FROM: Colleen Greer, Code Enforcement Executive Secretary *mcg*  
SUBJECT: **Special Magistrate Frank Blandino Attendance Record 2013-2014**  
DATE: October 23, 2014

---

The following are the dates Special Magistrate Frank Blandino heard Cases for the years January 2013 – October 2014:

Date	Description
1/2/2013	Regular Scheduled Hearings
2/6/2013	Regular Scheduled Hearings
3/6/2013	Regular Scheduled Hearings
4/3/2013	Regular Scheduled Hearings
5/1/2013	Regular Scheduled Hearings
6/5/2013	Regular Scheduled Hearings
7/2013	Cancelled by Staff Due to Holiday
8/7/2013	Fran Ross Substituted for Him
9/4/2013	Regular Scheduled Hearings
10/2/2013	Regular Scheduled Hearings
11/6/2013	Regular Scheduled Hearings
12/4/2013	Regular Scheduled Hearings
1/2014	No Scheduled Hearings
2/5/2014	Regular Scheduled Hearings
3/5/2014	Regular Scheduled Hearings
3/26/2014	Special Called Hearings (Dog Hearings)
4/2/2014	Regular Scheduled Hearings
5/7/2014	Fran Ross Substituted for Him
6/4/2014	Regular Scheduled Hearings
7/2014	Cancelled by Staff Due to Holiday
8/6/2014	Regular Scheduled Hearings
8/20/2014	Substituted for Fran Ross
9/3/2014	Regular Scheduled Hearings
10/1/2014	Regular Scheduled Hearings

**RESOLUTION NO. 14-R34**

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FORT PIERCE, FLORIDA; REAPPOINTING **FRANK M BLANDINO AS SPECIAL MAGISTRATE** TO PRESIDE OVER CERTAIN CODE ENFORCEMENT PROCEEDINGS; MAKING SUCH APPOINTMENT SUBJECT TO APPLICABLE ORDINANCES AND STATUTES; AND PROVIDE FOR AN EFFECTIVE DATE.

**WHEREAS**, the City Commission previously adopted Ordinance No. K-91 providing that certain code enforcement proceedings may be submitted to a special magistrate; and

**WHEREAS**, the individual named in this Resolution is qualified under applicable code to preside over code enforcement matters from time to time as necessary.

**NOW, THEREFORE, BE IT RESOLVED** by the City Commission of the City of Fort Pierce Florida, as follows:

1. That Frank M. Blandino, Esq. be and the same is hereby reappointed as a Special Magistrate to preside over code enforcement matters as set forth in the City Code, State Statutes, and other applicable law, and that this appointment is further subject to the terms and conditions of Section 2-253, City Code of Ordinances.

2. This appointment shall be for a term of two (2) years, commencing April 1, 2014 and expiring April 1, 2016, unless sooner terminated or discontinued by the Commission at its discretion, with or without cause.

3. The Special Magistrate shall be compensated at a rate of \$95.00 per hour subject to review and approval by the City Attorney and Director of Finance.

**IN WITNESS WHEREOF**, this Resolution has been duly adopted this 3<sup>rd</sup> day of November, 2014.

\_\_\_\_\_  
LINDA HUDSON, MAYOR COMMISSIONER

ATTEST:

\_\_\_\_\_  
LINDA W. COX, CITY CLERK

(CITY SEAL)

APPROVED AS TO FORM  
AND CORRECTNESS:

\_\_\_\_\_  
Robert V. Schwerer, City Attorney

**City Commission Regular Meeting**

**Agenda Item # 12. c.**

**Meeting Date:** 11/03/2014

**Re:** Re-Appoint Special Magistrate Ross

**Submitted For:** Peggy Arraiz, Code Compliance Manager, Code Enforcement

---

**SUBJECT:**

Approve Resolution No. 14-R35 reappointing Fran O. Ross, Esq. as a Special Magistrate for a two-year term.

**SUMMARY:**

Reappointment of a Special Magistrate to preside over code enforcement matters as provided for in Article XIII.5 of the City Code of Ordinances. The appointment is for a term of two years.

**RECOMMENDATION:**

Reappoint Fran O. Ross, Esq. as a Special Magistrate.

**ALTERNATIVES:**

Not reappoint Fran O. Ross, Esq. as a Special Magistrate.

**RESPONSIBLE STAFF:**

Margaret M. Arraiz, Code Compliance Manager

**COORDINATED WITH:**

Linda Cox, City Clerk  
Colleen Greer, Code Executive Secretary

---

**Fiscal Impact**

**Budgeted Y/N:** Y

**Fiscal Year:** 2015

**Account:**

**Amount:** \$95 per hour

**OTHER INFORMATION:**

\$95 per hour

---

**Attachments**

Appointment Notification Memo

Ross Attendance

Memo to Commission

14-R35

---



# Interoffice Memorandum

## City Clerk's Office

---

TO: Peggy Arraiz, Code Compliance Manager

FROM: Linda W. Cox, City Clerk *LWC*

SUBJECT: Special Magistrate

DATE: October 22, 2014

Below is a current list of members of the above referenced board. Members in RED have expired terms.

I recommend that you plan to place appointment/reappointment applications on an upcoming agenda at your earliest convenience.

MEMBERS	Represents	Resolution No.	DISTRICT	APPOINTED	EXPIRES
Fran O. Ross	(Alternate)	12.22	SLC	4/2/2012	5/3/2014
Frank M. Blandino		12.21	2	4/2/2012	4/1/2014

Board Notes: Sec. 2-253 (Ord. K-91); Two-Year Term; Must be an attorney and member of the Florida Bar; Presides over certain code enforcement matters. (Res. 06-33 - Rules of Procedure)



## City of Fort Pierce, Florida

Code Enforcement & Animal Control  
100 N US Highway 1  
Fort Pierce, Florida 34950  
TEL #: (772) 467-3000  
FAX #: (772) 468-0457

---

MEMO TO: Peggy Arraiz, Code Compliance Manager

FROM: Colleen Greer, Code Enforcement Executive Secretary *mcg*

SUBJECT: **Special Magistrate Fran Ross Attendance Record 2013-2014**

DATE: October 23, 2014

---

The following are the dates Special Magistrate Fran Ross heard Cases for the years January 2013 – October 2014:

Date	Description
1//2013	No Scheduled Hearings
2/20/2013	Regular Scheduled Hearings
3/2013	No Scheduled Hearings
4/17/2013	Regular Scheduled Hearings
5/2013	No Scheduled Hearings
6/19/2013	Regular Scheduled Hearings
7/2013	Cancelled by Staff Due to Holiday
8/7/2013	Substituted for SM Frank Blandino
8/21/2013	Regular Scheduled Hearings
9/2013	No Scheduled Hearings
10/16/2013	Regular Scheduled Hearings
11//2013	No Scheduled Hearings
12//2013	No Scheduled Hearings
1/2014	No Scheduled Hearings
2/19/2014	Regular Scheduled Hearings
3/2014	No Scheduled Hearings
4/16/2014	Regular Scheduled Hearings
5/7/2014	Substituted for SM Frank Blandino
6/18/2014	Regular Scheduled Hearings
7/2014	Cancelled by Staff Due to Holiday
8/20/2014	SM Frank Blandino Substituted for Her
9/2014	No Scheduled Hearings
10/15/2014	Regular Scheduled Hearings




# CITY OF FORT PIERCE

COMMUNITY RESPONSE DIVISIONS  
MARGARET M. ARRAIZ, CODE COMPLIANCE MANAGER

*Protecting the health, safety and welfare of our community*



---

**TO:** The Honorable Mayor and City Commissioners  
**THROUGH:** Robert Bradshaw, City Manager  
**FROM:** Peggy Arraiz, Code Compliance Manager   
**RE:** Reappoint Special Magistrate Ross  
**DATE:** October 23, 2014

---

Please find enclosed a Resolution appointing Fran O. Ross as an Alternate Special Magistrate to preside over code enforcement proceedings.

Fran O. Ross, Esq. has acted as one of the City's Special Magistrates since May 2004 and due to decreased budget and staffing levels, in 2010 Attorney Ross was appointed as the Alternate Special Magistrate. She has performed with consistent and equitable enforcement of the City's Code of Ordinances. As a local attorney, Ms. Ross understands the local needs and circumstances of the citizens and effectively uses that knowledge when making case determinations and recommendations.

Therefore, Staff recommends appointing Fran O. Ross, Esq. as the Alternate Special Magistrate for a two year term.

**RESOLUTION NO. 14-R35**

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FORT PIERCE, FLORIDA; REAPPOINTING **FRAN O. ROSS** AS **SPECIAL MAGISTRATE** TO PRESIDE OVER CERTAIN CODE ENFORCEMENT PROCEEDINGS; MAKING SUCH APPOINTMENT SUBJECT TO APPLICABLE ORDINANCES AND STATUTES; AND PROVIDE FOR AN EFFECTIVE DATE.

**WHEREAS**, the City Commission previously adopted Ordinance No. K-91 providing that certain code enforcement proceedings may be submitted to a special magistrate; and

**WHEREAS**, the individual named in this Resolution is qualified under applicable code to preside over code enforcement matters from time to time as necessary.

**NOW, THEREFORE, BE IT RESOLVED** by the City Commission of the City of Fort Pierce Florida, as follows:

1. That Fran O. Ross, Esq. be and the same is hereby reappointed as a Special Magistrate to preside over code enforcement matters as set forth in the City Code, State Statutes, and other applicable law, and that this appointment is further subject to the terms and conditions of Section 2-253, City Code of Ordinances.

2. This appointment shall be for a term of two (2) years, commencing April 1, 2014 and expiring April 1, 2016, unless sooner terminated or discontinued by the Commission at its discretion, with or without cause.

3. The Special Magistrate shall be compensated at a rate of \$95.00 per hour subject to review and approval by the City Attorney and Director of Finance.

**IN WITNESS WHEREOF**, this Resolution has been duly adopted this 3<sup>rd</sup> day of November, 2014.

\_\_\_\_\_  
LINDA HUDSON, MAYOR COMMISSIONER

ATTEST:

\_\_\_\_\_  
LINDA W. COX, CITY CLERK

(CITY SEAL)

APPROVED AS TO FORM  
AND CORRECTNESS:

\_\_\_\_\_  
Robert V. Schwerer, City Attorney

**City Commission Regular Meeting**

**Agenda Item # 13. a.**

**Meeting Date:** 11/03/2014

**Re:** City Manager's Departmental Activity Report

**Submitted For:** Robert Bradshaw, City Manager

---

**SUBJECT:**

City Manager's Departmental Activity Report

---

**Attachments**


City Manager's Activity Report

---



# 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:** October 24, 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 October 13, 2014.
- The City Manager, Deputy City Manager and Public Works Manager met with representatives with the Arts & Cultural Alliance of St. Lucie County regarding art work for the WOW4 Exhibition.
- The Deputy City Manager met with the Grants Administrator to discuss the agenda for the Communitywide Council meeting.
- The Economic Development Team met with a local business owner regarding parking on South Hutchinson Island.
- The City Manager and Deputy City Manager attended a lunch meeting with Sheriff Mascara.
- The Deputy City Manager attended a Keep Fort Pierce Beautiful Advisory Board meeting on October 14, 2014.
- The Deputy City Manager attended a CRA Advisory Committee meeting on October 15, 2014.
- The City Manager and Deputy City Manager attended standing weekly meetings with Mayor Hudson regarding current City issues.
- The City Manager and Deputy City Manager attended a follow-up meeting regarding the port with representatives from St. Lucie County.
- The City Manager and Deputy City Manager participated in a conference call with Commissioner Becht regarding current City issues.
- The City Manager and Deputy City Manager met with the Administrative Services Director and Risk Manager to discuss the operations of the department.
- The City Manager, Deputy City Manager, Administrative Services Director and Risk Manager met with the Sunrise Theatre Executive Director to discuss personnel issues.
- The Deputy City Manager held a quarterly FPRA Board meeting on October 20, 2014.

**City Clerk's Office**

- **Business Tax Receipts –**  
New: 14    Renewals: 48    Transfer: 1
- **Vendor Permits Issued –**  
New: 0    Renewals: 0
- **Contractor Licensing –**  
New: 17    Renewals: 36
- **Public Records Requests (not including Building Department) –**  
New Requests: 2
- **Animal Registrations –**  
New/Renewals/Impound Fees: 7
- **Enterprise Zone Applications –**  
Sales Tax Refund Applications: 2
- **Agenda Preparation and Meeting Minutes –**
  1. Conference Agenda – 10/13/2014
  2. City Commission – 10/20/2014
  3. Conference Agenda – 06/09/2014
  4. Conference Agenda – 08/11/2014
- **Special Projects**
  1. Investigating BTR renewals returned by Post Office
  2. Investigating Contractor Competency Card renewals returned by Post Office
  3. On-going records retention/destruction project
  4. Conducting research on impact fee mitigation program
- **Meetings/Special Events Attended**
  1. Deputy City Clerk/License/Permit Specialist attended Board of Examiners of Contractors – 10/14/2014
  2. City Clerk attended 4-day conference in Lake Mary
  3. License/Permit Clerk attended 4-day conference in Lake Mary and graduated from her Certified Clerk training
  4. License/permit Clerk assisted with the Welcome Back to Wellness Program

**Administrative Services Department**

- **Procurement –**
  1. Opened Informal Bid No. 2015-003 Holiday Lighting for Marina Square
  2. Processed Current Cardholder Information for Vendor Visa Pay Program
  3. Processed purchase orders/Fiscal Year 2015 blanket purchase orders
  4. Processing and/or completion of awards to vendors/contractors approved by Commission.
  5. Meetings:
    - a) Director of Administrative Services, chaired phase two of the Evaluation Committee Meeting for RFP No. 2014-023, Management of Indian Hills Golf Course.
    - b) Director of Administrative Services attended the HMS Dependent Insurance Audit meeting.
  
- **Human Resources –**
  1. Coordinated Pre-employment physicals and background checks.
  2. Conducted Two (2) New Employee Orientations.
  3. Handled Unemployment Appeal by phone
  4. Processed October 2014 employee probation annual evaluations.
  5. Employee Service Awards for 25, 30 and 35 years
  
- **Risk Management –**
  1. Implemented New Wellness Program: 11/3/14 Stairwell& Hydration Challenge, 11/18/14 Coping with Stress Seminar, 12/4/14 Healthy Holidays Seminar and 1/7/15 Annual Health Fair.
  2. Negotiating PERF Contract.
  3. Audited, Closed, and Processed WC Claims.
  4. Processed Insurance Subrogation.
  5. Consulted with the City Carrier Regarding Liability Claims.
  6. Processed day to day Risk Management Duties.

**Finance Department**

- Completed 4<sup>th</sup> Quarter 2014 Financial Report.
  
- Day to Day Operations

**MIS Department**

- MIS processing Public Record requests.
- Processing all invoices for the completion of fiscal year 2014.
- Revamping of Blade Center servers and main console.
- 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 on the cloud for email purposes.
- 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.
- Training has begun 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 fifty two (52) new work orders and completed one hundred sixteen (116) work orders.

**Building Division**

- **116 No. 2nd St. – Subway** - Permit for commercial renovation is ready to be issued.
- **1703 Frances Ct.- New Single Family** - Permit for new construction has been issued.
- **1613 Thumbpoint Dr. – New Single Family** - Permit and foundation for new construction has been submitted for review.
- **1008 Seaway Dr. – Goodfellas** - Permit for commercial repair has been issued.
- **2508 Madewood Dr. – New Single Family** - Certificate of Occupancy has been issued for new single family.
- **975 Seaway Dr. - Cumberland Farms** - Permit for commercial repair is ready to be issued.
- **4424 Belle Grove Ave. – New Single Family** - Permit for new construction has been submitted for review.

**Planning Department**

- **Administrative/Meetings –**
  1. All Staff members conducted ‘Planner of the Day’ duties on a rotating basis
  2. Walk-ins/Call-ins
  3. All aboard Florida various meetings with city and county staff
  4. Planning Board Meeting
  5. Technical Review Committee Meeting
  
- **Development Review –**
  1. 1913 Surfside Dr.- Conditional Use- Deck in Coastal Construction Line- Intake meeting
  2. 2912 Delaware Ave- Conditional Use- Parking Lot- Pre Application Meeting
  3. Selvitz & Ralls Roads – Carriage Pointe Estates Rezoning, Second Reading – City Commission
  4. 511/513 Georgia Ave - Spin to Win, Conditional Use – City Commission
  5. Section 22-40, Planned Development Zoning District Draft rewrite – Planning Board
  6. 1905 Okeechobee Road – Dora’s Learning Center, Conditional Use – TRC
  7. Family Dollar – Orange Avenue & 17th Street
  8. Seaway Drive (8 parcels) – Zoning Atlas Amendment
  9. Medical Marijuana Ordinance
  10. 1936 Harbortown Drive - Pressure Washing Center Expansion – Building Permit Approval
  11. 1918 Seaway Drive - Square Grouper Site Plan - Intake
  12. 510 Orange Avenue -Peacock Restaurant Waiver of Distance - Intake
  13. 1121 Digiorgio Rd - Tent Logix Minor Amendment to Site Plan – Intake
  
- **Comprehensive Planning, Long Range Planning –**
  1. 21 Parcels Annexation
  2. Annexation of Village at Midway
  3. Entertainment district research
  4. Comp plan comparison of other cities of strategies to achieve mixed uses
  
- **Historic Preservation –**
  1. 301 S US Highway 1 - Historic Preservation Rehabilitation - Tax Exemption Application - HPB Staff Report
  2. 702 Atlantic Ave & 715 Orange Ave - Demolition - HPB Staff Report
  3. 1023 Citrus Ave - Preliminary Designation - HPB Staff Report
  
- **Economic Development –**
  1. Indian Hills Golf Course Management - RFP Committee Review
  
- **GIS/Mapping –**
  1. Zoning and Land Use GIS updates and maintenance
  2. Annexations GIS updating
  3. Map production for various projects
  
- **System Maintenance –**
  1. Naviline updates
  2. Coordinating parcel updates with Property Appraiser

**Code Enforcement Division**

- **Hearing –**
  1. Special Magistrate Ross
    - a) 12 regular violation hearings
      - 3 complied prior to hearing
      - 1 dismissed by the Special Magistrate
      - 2 continued by staff
      - 6 found in violation
    - b) 1 lien reduction request
      - Robinson, David & Ferma – All fines waived:
      - The owner is very elderly and infirmed.
      - The damage was due to vandalism.
      - The owner's family chipped in to make the repairs.
  2. St. Lucie County Court – Judge Cliff Barnes
    - a) COFP v. Bruton - Public Nuisance – guilty - \$55 plus all court costs.
    - b) COFP v. Cook - Abuse/Cruelty/Neglect – guilty - \$55 plus all court costs
    - c) COFP v. Ginton - Public Nuisance x2 – dismissed by Judge
    - d) COFP v. Lesane - Rabies vaccination required – dismissed by Judge
    - e) COFP v. White - Running at large – guilty – waived fine but charged challenge fee and court costs.
    - f) COFP v. McDonald
      - Running at large x 2 – guilty of 1 count, dismissed 2nd count - \$105 plus court costs
      - Failure to restrain x 2 – guilty of 1 count, dismissed 2nd count - \$55 plus court costs.
    - g) COFP v. Watkins
      - Running at large – dismissed by Judge
      - Animal care – dismissed by Judge
      - Registration required – dismissed by Judge
    - h) COFP v. Alfaro - Running at large – guilty – fined \$55 plus court costs
    - i) COFP v Bowen - Rabies required – dismissed by Judge
- **Code Enforcement –**
  1. Received 38 complaints
  2. Issued 0 written warnings
  3. Issued 0 citations
  4. Initiated 36 new cases: 36 general violations, 38 lot clearing violations, 51 slum & blight remediation notices (CDBG grant)
  5. Conducted 266 follow-up inspections
  6. Closed 94 cases
- **Animal Control –**
  1. No report data available at this time.
  2. During the first 4 months of utilizing PetData to process our animal registrations, we grossed over \$3500.00. After costs, the City netted over \$2400.00.
- **Revenue –** Processed 33 lien / title searches
- **Miscellaneous –**
  1. Code Manager met with the Golf Course Evaluation Committee twice. At the 2nd meeting, also met with the management staff of the golf course for a question / answer session.
  2. Code Manager met with Acting Deputy Chief Bender regarding new radios.
  3. Said good-bye to Part-time Code Officer Terry Denmark due to reduced funding from CDBG.
  4. Drafted a RFQ for nuisance abatement to be used with the CDBG grant.
  5. Drafted a RFQ for lot clearing to be used with the CDBG grant.
  6. Developed new procedures and letters to be used specifically in the areas addressed by the CDBG grant.
  7. Code Manager began drafting a proposal for the City to take over management of the Animal Shelter on Savannah Road.
  8. Code Manager researched putting the lot clearing liens on the tax rolls and drafted a memo regarding same.

**Engineering Department**

- **Development Reviews** – Intake of five (5) Building Permit, Site Plan, or Certificate of Occupancy reviews.
- **Stormwater Division** – Review of informational videos to be placed on City’s television channel and web site for public education regarding stormwater and illicit discharges.
- **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. Bellingham has also completed the installation of 160 foot M-Dock and 5 Finger Piers on the north side of L-Dock. The Pile driving crew is working on the first of 2 observation decks on the south side of the marina and the main walkway to B-Dock. The third barge load of floats is due to arrive October 27th.
- **S. 21st Street / Havana Ave. Sidewalk Project** – Awaiting issuance of the Notice to Proceed from FDOT and then we 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. Work on Alum Treatment plant has begun; piping and concrete slab.
- **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. Documents being prepared for RLF loan funding with Treasure Coast Regional Planning Council.
- **Park Trail Subdivision** – Contractor is addressing punch list items.
- **Georgia Avenue Drainage Basin Outfall** – Restoration work is underway.

**Police Department**

- **Staffing** – The police department has six (6) vacancies as of this report: five sworn officer positions and one civilian position (the Projector Coordinator that is funded by OJJDP: Restoring the Village Youth Initiative). However, we have two pending Conditional Offers of Employment. We should receive the results of these two females conditional offer by October 31st, and then have a swearing in ceremony two weeks later.
- **Entertainment District** – The police department, code enforcement and the planning department have met several times now to discuss the proposed ordinance changes to create an entertainment district on South Beach. The planning department received the site plans for the Squared Grouper. While these plans are an exciting new addition to South Beach, it also is another example of why we need to develop a long term comprehensive plan for the proposed entertainment district.
- **Restoring the Village Youth Initiative** – The police department and Roundtable of St. Lucie County have completed the job description for the Projector Coordinator. The coordinator will be an employee of the City of Fort Pierce (hired by/held to the city's rules and regulations); however, the coordinator will report to the Executive Director of the Roundtable, Shaniek Maynard. Our hope is to have this position filled by the end of November or the beginning of December. Then our next step will be hiring the Outreach Workers, which will be a contracted with the St. Lucie County Health Department.
- **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.
- **Law Enforcement Informational Forum** – The Lincoln Park Council Of Ministers, Inc. is hosting a Law Enforcement Informational Forum on Thursday, October 30, 2014, at the Fenn Center from 6:30 PM to 8:00 PM, which I will be attending along with Sheriff Ken Mascara and Chief John Buldoc.
- **7th Annual Community Youth Team Rally** – The 7th Annual Community Youth/Teen Rally that was held at the Boys & Girls Club - Williams Center on October 18th was a huge success. There were approximately fifty (50) of our youth in attendance. Representative Larry Lee, Jr. was our honored speaker.
- **Farm City Barbeque Luncheon** – Just another reminder that 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.
- **Ebola Virus** – The police department continues to meet with our Public Safety partners on the Treasure Coast to monitor, coordinate, and plan should the virus make its way to the Treasure Coast. There have been two reported incidents in St. Lucie County: one in Port St. Lucie that turned out to be a hoax, someone claiming to have the virus and second one in Fort Pierce that turned out to be a false alarm. In both cases, the established protocols worked as designed.

**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 (2046 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 completed and the generator for City Hall is currently being installed.
- **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. There are some amazing talents playing basketball in the gym and in an effort to accommodate more competition a second score board and shot clocks have been ordered.

**Urban Redevelopment Department****• Grants Administrator –**

1. Lincoln Park Theatre Façade Grant – Working with Ms. Margaret Benton (Lincoln Theatre) and Department of State (DOS) and our Legal Dept. to secure a copy of the DOS contractual agreement with Ms. Benton so Legal can draft agreement for City to front money for Theatre project and be reimbursed from grant proceeds.
2. Highwaymen Trail Project – Expecting proofs on all trail markers except newly added Lincoln Park Academy from Ampersand Graphics within next week. Will be getting with Shyanne within next 2 weeks with sign manufacture timeline so we can begin planning ribbon cutting.
3. Section 108 Loan Payoff-Set-Aside – Received and forwarded email from HUD to Gloria and Nick on process for City to pay back 108 and BEDI Loans early so we can access approximately \$500,000++ for CDBG-eligible projects. Will follow up on this to see where we are when I return from vacation.
4. Community Garden – Working with PW to expend remaining \$600 for project on supplies for garden.
5. TV Purchases for Tourism Promotion – Working with MIS to purchase flat screen TVs that will be mounted on walls in participating businesses to promote Fort Pierce tourism.
6. Neighborhood Park Equipment RFP – Working on RFP (or will piggy back off of Palm Beach County contract) to purchase playground equipment for lower-income neighborhood park - possibly Maravilla Park.
7. Visit Florida Grant Award (FPAT) – Shipped 3 new Fort Pierce tourism rack cards to every Visit Florida Welcome Center throughout the State. I will continue shipping these monthly for an entire year - Paid for with Visit Florida grant.
8. Fort Pierce Authentic Tours – 1) Collaborating with SLC TDC on the installation of 3 webcams- City Marina, Jetty Park and Fisherman’s Wharf; 2) Working to update promotional PowerPoint containing all FPAT members to run on TV/DVD players and promote tourism in Fort Pierce; 3) coordinating various marketing/promotional, membership activities, etc.; 4) You Tube Interns – expect to be able to interview potential interns for You Tube Tourism Promotional Project within the next few weeks; 5) Incorporated all City-owned tourism-related venues into FPAT and Visit Florida Websites, FaceBook, etc. 6) Designed and ordered 5,000 Fort Pierce Tourism postcards for distribution at City events, etc.
9. Lincoln Park and Fort Pierce Main Streets – Have met with Fort Pierce Main Street for Doris to sign 2014-2015 contractual agreement and have submitted request for her first quarter grant payment. Emailed LPMS to schedule meeting to sign their contract; have not received a response.
10. Lincoln Park Improvement Project – Received 100 new banners (50-Zora Trail; 50-Highwaymen Trail) to install on light poles in Lincoln Park neighborhood. PW picked these up from me to install today - 10-23
11. Public Service Grants – Created and ran advertisements for grant opportunity in Wednesday, October 22 TC Palm “Your News” and will run again Friday, October 24 in Hometown News. Ads are also running on City’s TV station and are on our website. Guidance and Application are complete, will be printed and ready to distribute November 3. Communitywide Council will receive grant apps for scoring at their December 10 meeting. We will present their recommendations for grants to Commission in January. We will award \$70,000; \$5,000 will be placed in a contingency fund.
12. Commercial Façade Grants – Created and will run advertisements for this grant opportunity Wednesday, October 29 in TC Palm “Your News” and again Friday, October 31 in the Hometown News. Ad is running on the City’s TV station and website. Guidance and Application are complete and are printed and ready to distribute November 3. There is no deadline on these awards – money will be awarded on a first-come, first-qualified basis, until all of the \$75,000 is expended.
13. 7 Gables Visitor Center Upgrades – Termite tent is scheduled for 11/3. Pricing to paint and repair wood and replace canopy is expected any day.

**Urban Redevelopment Department**

- **Grants Administrator contd. –**
  14. Habitat for Humanity – Sent several property listings to Bob Calhoun (Director, Habitat). He is very interested in getting to work in Fort Pierce as soon as possible.
  15. Melody Lane Public Fishing Pier – Collected approval from Legal for FIND grant contractual agreement as well as Mayor’s signature. Shipped signed originals back to the FIND. Should be receiving our contract back any day. Meeting with Anita Prentice and Pat Cochran on designs for benches, columns, etc. on November 17. Collaborating with project manager Tracy Telle – should be releasing formal bid opportunity within 2-3 weeks – dependent on final engineering designs from Tetra Tech.
  16. HUD 2014-2015 CDBG Funds – Received award letter and contractual agreement from HUD 10/21; Mayor signed and I mailed back to HUD 10/22. HUD will release funds when they receive signed contract.
  17. Collaborating with Sunrise Theatre and Main Street Fort Pierce to provide presentations on Fort Pierce Tours to quarterly meetings targeting small businesses.
  18. Preparing to write grant application to the Florida Inland Navigation District for matching funds for the Florida Boating Infrastructure Grant (BIG) we submitted a while back to construct floating dinghy docks at the City Marina.
  
- **Program Analyst –**
  1. FEMA
    - a) Marina Project
      - Monitoring funding requests
      - Communicating with State to reconcile payment requests
      - Preparing requests for reimbursements
    - b) Windows Expansion Project
      - Preparing pay applications and requests for reimbursements
      - Change Order approved for lead and asbestos remediation at St. Anastasia
      - Waiting for response from DEM for request to DEM to add repair of pillars at St. Anastasia to the expansion project
      - Attended meeting with Deputy City Manager, staff, and Lincoln Park Mainstreet to discuss future use of St. Anastasia
  2. SHIP
    - a) Meeting with applicants to receive documentation for their files
    - b) Performing verifications on applicants information
    - c) Meeting with contractor regarding Townsend and Plain projects
    - d) Finalizing Annual Reports for submittal
    - e) Reviewing and organizing files
    - f) Contacting St. Lucie County to ask if they have RFQ for residential contractors and SHIP consultants that we could piggyback
    - g) Preparing change order to Purchase Order 14005, Wind Tech Products, Inc.

**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 November 2014.
- Marina staff working on loading docks and store inventory into new marina program.

**Golf Course**

- Myself, the 2 Assistants, and the Superintendent met with the evaluation committee regarding the Indian Hills RFP.
- Met with Engineering and their landscaper to discuss the resodding of the area around the Georgia Area Outfall Pipe.
- Met with various vendors to order merchandise for the season.
- Day-to-day operations.

**River Walk Center**

Park Permits	650.00
Programming	397.37
River Walk Center	1268.48
Garden Center	35.00
Special Events	25.00
Maravilla	125.00
<b>Total</b>	<b>\$2,500.85</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 September 30; Comedy Corner Improv on Saturday, September 27 & October 11; Grace Way Village presented their fundraiser “Are You Smarter Than A 5th Grader” on September 26th Sunrise Theatre & WFLM hosted Women’s Networking Wednesday on October 1; Sunrise Theatre & IRSC presented a Murder Mystery Dinner Theatre on October 9 & 10th, both were sold out. Added Melissa Etheridge to the coming season. Tickets for all 7 new shows on sale to the public on September 29.
- Met with Treasure and Space Coast Radio to discuss the 2014/15 season and sponsorship.
- Tickets sales for the 2014/15 Season are brisk with several 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: 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.
- 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.