




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: November 7, 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 met with Senator Joe Negron on October 27, 2014.
- The Deputy City Manager met with the City Engineer to discuss departmental issues.
- The Deputy City Manager met with a downtown business owner to discuss downtown issues.
- The Deputy City Manager met with the Code Compliance Manager regarding a proposal from the Humane Society.
- The Deputy City Manager met with the Project Administrator, Federal Programs to discuss the SHIP program.
- The Deputy City Manager participated in a SHIP inspection of a home with the Project Administrator.
- The Deputy City Manager attended a meeting at St. Lucie County regarding a marine academy.
- The City Manager and Deputy City Manager held a follow-up meeting with the Sunrise Theatre Director regarding the operations of the theatre.
- The City Manager attended the Farm City Barbeque on October 29, 2014.
- The Deputy City Manager met with the City Clerk regarding the storage of files at the Public Works compound.
- The City Manager, Deputy City Manager and Code Compliance Manager met with Commissioner Alexander regarding a code enforcement issue.
- The Deputy City Manager and City Attorney met with staff regarding the creation and implementation of an electronic communications policy.
- The City Manager and Deputy City Manager met with individual members of the City Commission to discuss negotiations with a bargaining unit.

City Clerk's Office

- **Business Tax Receipts –**
New: 13 Renewals: 64 Transfer: 3
- **Vendor Permits Issued –**
New: 0 Renewals: 0
- **Contractor Licensing –**
New: 13 Renewals: 30
- **Public Records Requests (not including Building Department) –**
New Requests: 3
- **Animal Registrations –**
New/Renewals/Impound Fees: 4
- **Enterprise Zone Applications –**
Sales Tax Refund Applications: 1
- **Agenda Preparation and Meeting Minutes –**
 1. City Commission – 11/3/2014
- **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. City Clerk and Licensing/Permit Clerk went to Port St Lucie for a Records Management site visit.
 2. City Clerk attended Farm City BBQ.
 3. City Clerk attended Election Day Canvassing.
 4. City Clerk attended Lawnwood Breakfast Meeting.
 5. City Clerk toured Suncoast Metal Health Facility

Administrative Services Department

- **Procurement –**
 1. Processed Current Cardholder Information for Vendor Visa Pay Program
 2. Processed purchase orders/Fiscal Year 2015 blanket purchase orders
 3. Processing and/or completion of awards to vendors/contractors approved by Commission.
 4. Meetings:
 - a) Director of Administrative Services held a meeting with the Union Representative, Deputy City Manager, Human Resources Manager regarding Union Contract Negotiations.
 - b) Director of Administrative Services held a meeting the Public Works Manager, Deputy City Manager, Human Resources Manager and the Risk Manager, regarding a Human Resources issue.

- **Human Resources –**
 1. Accepted and reviewed applications for open positions
 2. Created personnel action forms
 3. Verify Sick leave conversation payroll
 4. Processed November 2014 employee probation annual evaluations.
 5. Advertised job opening for Sunrise Theatre and Public Works Department

- **Risk Management –**
 1. Collaborated with Florida Blue regarding the City Employees Annual Health Fair.
 2. Begin New Wellness Program: Stairwell & Hydration Challenge
 3. Accident Investigation
 4. Audited, Closed, and Processed WC Claims.
 5. Processed Insurance Subrogation.
 6. Consulted with the City Carrier Regarding Liability Claims.
 7. Processed day to day Risk Management Duties.

Finance Department

- Completing Final 4th Quarter 2014 Financial Report.

- Day to Day Operations

MIS Department

- Meeting with Deputy City Manager, City Attorney, City Clerk, Chief of Police and other staff concerning citywide IT Policies and Procedures to include cell phones, desk phones voice and text messages archiving.
- Updating the MIS Strategic Plan for Commission Conference Agenda.
- 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 additional hardware almost complete.
- 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.
- Working with Finance on several staff relocations due office renovations.
- 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 eighty eight (88) new work orders and completed one hundred thirty seven (137) work orders.

Building Division

- **1 Ave A – Fort Pierce Marina** – Permit for installation of windows has been issued.
- **2 New Mobile Homes – 345 Weatherbee Rd. Tanglewood Mobile Home Park** – Permits issued for placement in park.
- **600 So. Indian River Dr. – Fort Pierce Riverwalk** – Certificate of Occupancy was issued for new restrooms.
- **3211 S. US Hwy 1 – Tropical Smoothie** – Permit for commercial remodel has been submitted.
- **3302 Orange Ave. – Dunkin Donuts** – Permit for commercial remodel has been submitted.
- **1918 Seaway Dr - Square Grouper – FEMA Map Revision** – Met with representative on several occasions regarding flood development requirements.
- **City of Fort Pierce Dock** – Pre-construction meeting was held with the construction crew.

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 report
 4. Historic Preservation Board Meeting
 5. Technical Review Committee Meeting
 6. Section 22-40, Planned Development Zoning District Draft rewrite – Public/Citizen Input meeting

- **Development Review –**
 1. 1913 Surfside Dr.- Conditional Use- Deck in Coastal Construction Line - TRC meeting & Planning Board Report
 2. 1918 Seaway Drive - Square Grouper Site Plan - Planning Board Report
 3. 510 Orange Avenue -Peacock Restaurant Waiver of Distance - Planning Board Report
 4. 1121 Digiorgio Rd - Tent Logix Minor Amendment to Site Plan - City Commission Report
 5. Family Dollar – Orange Avenue & 17th Street
 6. Orkin Site – Development Project

- **Comprehensive Planning, Long Range Planning –**
 1. 22 Parcels Annexation
 2. Annexation of Village at Midway
 3. Seaway Drive Future Land Use Change
 4. Seaway Drive Rezone

- **Historic Preservation –**
 1. 301 S US Highway 1 - Historic Preservation Rehabilitation - Tax Exemption Application - Historic Preservation Board Approval
 2. 702 Atlantic Ave & 715 Orange Ave - Demolition - Historic Preservation Board Conditional Approval
 3. 1023 Citrus Ave - Preliminary Designation - Historic Preservation Board Approval

- **Economic Development –**
 1. Indian Hills Golf Course Management - RFP Committee Review

- **GIS/Mapping –**
 1. Zoning and Land Use GIS updates
 2. Annexations GIS updating
 3. Map production for Zoning and Land Use
 4. Ordinance Exhibits

- **System Maintenance –**
 1. Working with MIS to monitor GIS and Vantage Point systems

Code Enforcement Division

- **Hearing –**
 1. Special Magistrate Blandino
 - a) 22 regular violation hearings
 - 5 complied prior to hearing
 - 1 continued by staff
 - 16 found in violation
 - b) 3 lien reduction request hearings
 - Horvath (EST), Dennis – The Special Magistrate recommended to City Commission to reduce the lien of \$27,200 to 10% of fine.
 - Oneschuk, Jayson – At the request of the applicant, the matter will be postponed until January 2015.
 - Beausejour, Pegue / O’Connell, Cindy – The Special Magistrate recommended to the City Commission to reduce lien to \$1000 as the new owner has made the necessary repairs to comply the violations.
- **Code Enforcement –**
 1. Received 29 complaints
 2. Issued 1 written warnings
 3. Issued 6 citations
 4. Initiated 36 new cases: 16 general violations, 8 lot clearing violations, 27 slum & blight remediation notices (CDBG grant)
 5. Conducted 338 follow-up inspections
 6. Closed 79 cases
- **Animal Control –**
 1. All Animal Control Officers are now utilizing the Shelter Pro database to input calls.
 2. Database not complete yet. Reporting not accurate.
 3. 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 23 lien / title searches
- **Miscellaneous –**
 1. Code Manager attended the 2nd TRC Meeting in October.
 2. Code Manager provided the City Attorney with estimated administration costs for a large commercial property facing possible foreclosure. Also met with Assistant City Attorney Steve McCain to discuss same.
 3. Code Manager met with Assistant City Manager Mimms to discuss the Humane Society’s buy-out proposal and other code issues.
 4. Code Manager met with Dr. J of Tri-County Animal Hospital to discuss pending code violations.
 5. Two Code Officers and the Code Manager attended a seminar on Sovereign Citizens.
 6. Code Officer Singer attended a seminar on dealing with angry people.
 7. Code Manager drafted Request for Bid packets for implementing the CDBG clean-up.
 8. Code Manager met with Planning & Zoning Manager and Kori Benton to discuss the short term rental code and determine needed corrections.
 9. Code Manager, Code Officers Avery & Coss met with Commissioner Alexander, City Manager Bradshaw and Deputy City Manager Mimms to discuss an overgrown lot that was the recent site of a shooting incident. Public Works will assist with clearing the lot.
 10. Code Manager, Code Officers Avery & Coss met with the new manager of Madison Cay to discuss their overgrowth problems. The new manager is in the process of getting bids to do the work.

Engineering Department

- **Development Reviews** – Intake of eight (8) Building Permit, Site Plan, or Certificate of Occupancy reviews.
- **Stormwater Division** – Inputting location and elevation information of existing drainage structures into GIS mapping system.
- **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. Bellingham Marine staff has completed assembly and installation for L, M and N Docks. Bellingham staff has started on the utility installations for the completed docks. The Pile driving crew is working on the first of 2 observation decks on the south side of the marina and the main walkways to B and C Docks. The fourth barge load of floats is due to arrive November 13th.
- **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** – Project close-out underway.
- **Indian Hills Recreation Area - Stormwater Improvements** – Repair of 20” water main currently taking place. All vegetative floating maps have been planted and deployed. Pedestrian bridge No. 1 is nearing completion. Work on Alum Treatment plant has begun; piping and concrete slab. Overall project completion is at 75%.
- **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** – Awaiting revised plans from the consultant.
- **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 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 are hiring two females; their swearing in ceremony is December 4, 2014.
- **Entertainment District** – The police department, code enforcement and the planning department continue to work on developing 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. We are waiting to hear back from OJJDP on our budget modification request in order to post the position. We should hear something back by November 17th. 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** – Sheriff Ken Mascara and I attended the Law Enforcement Informational Forum hosted by the Lincoln Park Council Of Ministers, Inc. on October 30, 2014. The event was well attended by community leaders. Unfortunately, the target audience, our youth was not well represented. Therefore, we will be looking at hosting another event in the coming months specifically for our youth.
- **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. I have issued a new update and new protocols to all City of Fort Pierce employees on November 5, 2014.
- **Domestic Violence Training** – The police department will be hosting a domestic training seminar on December 2, 2014. The training is part of the Domestic Violence Fatality Review Initiative. Dr. Neil Websdale, who is the director of National Domestic Violence Fatality Review Initiative in Flagstaff, AZ along with several others, will be presenting the training.

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 (2489 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, applications have been submitted to the Building Department and widow replacement will begin soon. The generator installation at the Police Department is completed and the generator for City Hall is installed with start-up scheduled within the next two weeks.
- **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. Completed and published draft of Program Year 2013-2014 Consolidated Annual Performance and Evaluation Report (CAPER)-
 2. Completed and published Guidance and Applications for 2014-2015 Commercial Facade and Public Service Grant Opportunities
 3. Closed out Florida Inland Navigation District grant award for Moore's Creek Dredge project
 4. Completed and submitted HUD SF-425 Report for July 1 through September 30, 2014
 5. Created, printed and installed numerous posters in parking garage retail space windows
 6. Researched, collected info for marketing opportunities for FortPierceTours.com
 7. Collaborated with Ampersand Graphics to design, print and display paper copies of 6 -draft-Highwaymen Trail signs
 8. Enjoyed 2 vacation days.
 9. Meetings:
 - a) Fort Pierce Authentic Tours monthly meeting
 - b) Amplifund - webinar and sales conference call
 - c) Brian Stone - Commercial Facade grant opportunity
 - d) Marty Sanders, Joe Piper - Dan McCarty Track Resurfacing Project
 - e) Charlotte Bireley - SLC TDC
 - f) Commercial Facade Grant Applicants - 3 meetings
 - g) Public Service Agency Grant Applicants - 2 meetings

- **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
 - Waiting for response from DEM for request to DEM to add repair of pillars at St. Anastasia to the expansion project
 - Reconciling payments and purchase order
 2. SHIP
 - a) Meeting with applicants to receive documentation for their files
 - b) Performing verifications on applicants information
 - c) Townsend home on Soltman is ready for final walk thru
 - d) Reviewing and organizing files.

Marina

- Oversee daily operations for City Marina and Fisherman's Wharf Marina.
- Working with seasonal dockage and events (see weekly email "Marina Happenings" newsletter for updates).
- Consulting on Marina Project.
- Bellingham Marine on site. Assembling new floating docks.
- Web Cam installation on Jetty estimated completion date of November 2014.
- Marina staff working on loading docks and store inventory into new marina program.

Golf Course

- Met with Assistant Golf Professionals to discuss golf rates for the upcoming season.
- Met with the Superintendent to discuss progress on various golf course projects.
- Met with various vendors to order merchandise.
- Day-to-day activities.

River Walk Center

Park Permits	225.00
Programming	337.00
River Walk Center	624.67
Garden Center	525.00
Special Events	200.00
Maravilla Center	100.00
Youth Activity	200.00
Total	\$2,211.67

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 October 14; Comedy Corner Improv on Saturday, October 25; On October 16 auditions were held for local male boys for an opportunity to perform with the National Touring Company production of Camelot, which will be on December 3 on the main stage. Performances on the Sunrise Theatre main stage; The Pharus Group presentation “Breaking The Chains”, an anti – bullying and domestic violence program on October 15.
- Met with representatives from the Flame radio station to discuss having their 21st Anniversary event at the Sunrise Theatre.
- Assistance continues with future rental events and co-presentations with various community groups including, but not limited to: 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.