




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 21, 2014

The information that follows is intended to keep the Commission abreast of the on-going activities, issues, programs and services within the City.

City Manager's Office

City Manager

- The Deputy City Manager met with MIS staff regarding telecommunications.
- The City Manager and Deputy City Manager met with the Interim Police Chief, Administrative Services Director and Finance Director regarding PBA negotiations.
- The Deputy City Manager met with the Assistant City Attorney and consultant regarding mortgage modifications.
- The City Manager held a Conference Agenda meeting on November 10, 2014.
- The City Manager and Deputy City Manager met with Representative Larry Lee regarding the Port of Fort Pierce.
- The Deputy City Manager met with Commissioner Becht to discuss current City issues.
- The Economic Development Team met with a potential developer on November 13, 2014.
- The Deputy City Manager met with the Project Administrator, Federal Programs to discuss FDEM/SHIP issues.
- The Deputy City Manager met with a citizen who is interested in City owned property.
- The City Manager, Deputy City Manager and Risk Manager participated in a conference call with PERF.
- The Deputy City Manager attended the CRA Advisory Committee meeting on November 19, 2014.
- The City Manager, Deputy City Manager and Interim Police Chief attended a lunch meeting with Sheriff Mascara.
- The City Manager met with the Mayor to discuss current City issues.
- The City Manager met with the City Attorney regarding legal matters.

City Clerk's Office

- **Business Tax Receipts –**
New: 12 Renewals: 84 Transfer: 2
- **Vendor Permits Issued –**
New: 0 Renewals: 0
- **Contractor Licensing –**
New: 12 Renewals: 19
- **Public Records Requests (not including Building Department) –**
New Requests: 7
- **Animal Registrations –**
New/Renewals/Impound Fees: 6
- **Enterprise Zone Applications –**
Sales Tax Refund Applications: 2
- **Agenda Preparation and Meeting Minutes –**
 1. City Manager's Conference Agenda Meeting – 11/10/2014
 2. City Commission – 11/17/2014
- **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 ED Team visited Square Grouper Restaurant on 11/07/2014
 2. City Clerk attended Fort Pierce Area Council Meeting on 11/10/2014
 3. City Clerk and ED Team had meeting with EDC Consultant on 11/13/2014
 4. City Clerk attended EDC Board Meeting on 11/20/2014

Administrative Services Department

- **Procurement –**
 1. Processed Bid No: 2015-010 Lincoln Park Neighborhood Improvements advertisement dates 11/18/14, 11/25/14 and 12/2/14.
 2. Processed Purchase Orders
 3. Processing and/or completion of awards to vendors/contractors approved by Commission.
 4. Meetings:
 - a) Purchasing Manager held a meeting with the Assistant City Engineer regarding upcoming bids.
 - b) Purchasing Manager held a meeting with the Code Compliance Manager regarding upcoming bids.
 - c) Director of Administrative Services along with the Purchasing Manager, Risk Manager and the Human
 - d) Resources Staff provided a presentation of objectives for the Citizen's Academy.
- **Human Resources –**
 1. Accepted and reviewed applications for open positions
 2. Created personnel action forms
 3. Processed November 2014 employee probation annual evaluations
- **Risk Management –**
 1. Wellness: Coping with Stress Seminar hosted by Treasure Coast Hospice.
 2. Accident Investigation
 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

- Completing Final 4th Quarter 2014 Financial Report.
- Day to Day Operations

MIS Department

- Click2Gov Applicants and Employee Self Service software has been approved by Commission and order placed.
- Revamping of Blade Center servers and main console.
- Meeting with Swagit Productions, LLC about broadcasting and received updated proposal.
- 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.
- 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.
- Upgrading out of lease copiers for several departments.
- Working on new servers, racks and Intune software citywide.
- Exploring cloud based options for different applications.
- Working on a WorkOptiFlow pilot program with Indian Hills Department.
- Working on Rights issue with NAS (on-going).
- Processing VOIP spread sheet for remaining remote site (Sunrise Theatre) and gathering all information required including old numbers to be ported.
- Major problems with email due to virus attacks to our system (on-going).
- Servers for Sunrise Theatre are being processed for distribution.
- Software integrations citywide (on-going).
- Working with AT&T and State of Florida on the fiber optic installation preparation for Public Works/Solid Waste (ongoing).
- Lotus Notes IQsuite e-mail spam, and archiving (ongoing).
- Updating MIS documentation and procedural policies (on-going).
- Received thirty three (33) new work orders and completed eighty one (81) work orders.

Building Division

- **1132 Avenue D - Lincoln Theatre** – Application for permit for commercial renovation has been received.
- **727 S. US Hwy 1 - Whole Family Health Center** – Permit has been issued for commercial renovation.
- **2534 Madewood Dr. - Oak Valley** – Application for permit for residential construction has been received.
- Training for new City website was attended by Kristie Kirstein
- FEMA meeting on November 19, 2014 regarding updates to 2017 map attended by Marc Meyers and Kristie Kirstein.

Planning Department

- **Administrative/Meetings –**
 1. All Staff members conducted ‘Planner of the Day’ duties on a rotating basis
 2. Walk-ins/Call-ins
 3. Planning Board Meeting
 4. Technical Review Committee Meeting

- **Development Review –**
 1. 1913 Surfside Dr.- Conditional Use- Deck in Coastal Construction Line – Planning Board Approval
 2. 1905 Okeechobee Road – Dora’s Learning Center - Conditional Use – Planning Board Approval
 3. 3204 Ohio Avenue – Americast - Conditional Use – Planning Board Approval
 4. Family Dollar – Orange Avenue & 17th Street – Planning Board Approval
 5. Orkin Site – Development Project
 6. State Farmer’s Market – Design Review Application
 7. 1918 Seaway Drive - Square Grouper Site Plan TRC & Planning Board Approval
 8. 510 Orange Avenue -Peacock Restaurant Waiver of Distance - Planning Board Approval
 9. 1121 Digorgio Rd - Tent Logix Minor Amendment to Site Plan - Approval
 10. 900 S US 1 - Artistry In Mosaics Site Plan & Conditional Use - TRC Review
 11. 1201 S 25th Street - Family Dollar Site Plan - Resubmittal

- **Comprehensive Planning, Long Range Planning –**
 1. 22 Parcels Annexation – Planning Board Approval
 2. Annexation of Village at Midway
 3. Seaway Drive Future Land Use Change – Planning Board Approval
 4. Seaway Drive Rezone – Planning Board Approval
 5. 2496 Edwards Road – Annexation – TRC Review

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

- **GIS/Mapping –**
 1. Zoning and Land Use GIS updates;
 2. Annexations GIS updating;
 3. Map production for Annexation;
 4. Map production for Newspaper ads.
 5. Updated Annexation Map

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

Code Enforcement Division

- **Hearing –**
 1. Code Enforcement Board
 - a) 8 regular cases scheduled
 - 6 complied prior to hearing
 - 2 found in violation
 - b) 3 lien reduction requests
 - Romaski – recommended waiving lien from 1998 as property has been resold 3x prior to this owner taking ownership. Forwarded to City Commission for approval.
 - Zog Limited – recommended reducing lien to \$1800 to cover administration costs as the new owner corrected the violation. Forwarded to City Commission for approval.
 - Beracah – requestor failed to appear. Continued to January hearing.
 2. County Court – Judge Barnes
 - c) COFP v. Crenshaw
 - Public nuisance – guilty – paid \$55 prior to hearing
 - Running at large – guilty – paid \$55 prior to hearing
 - d) COFP v. Hamilton
 - Rabies required – dismissed – rabies obtained
 - City registration required – continued to January 9, 2015.
 - e) COFP v. Hall
 - Animal in public area – dismissed – witness failed to show
- **Code Enforcement –**
 1. Received 39 complaints
 2. Issued 16 written warnings
 3. Issued 1 citation
 4. Initiated 92 new cases: 43 general violations, 29 lot clearing violations, 20 slum & blight remediation notices (CDBG grant)
 5. Conducted 342 follow-up inspections
 6. Closed 139 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 34 lien / title searches
- **Miscellaneous –**
 1. Code Manager attended the monthly Conference Agenda meeting.
 2. Code Manager and CEO Shaun Coss attended the website training seminar.
 3. Code Manager met with Ginny Carter to discuss three bid proposals.
 4. Code Manager received and reviewed the proposal presented by the Golf Course.
 5. Code Manager attended the monthly TRC meeting.

Engineering Department

- **Development Reviews** – Intake of five (5) 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 which include the rewiring of the existing 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 increases.
- **City Marina Reconstruction – Phase II – Docks** – Bellingham Marine staff has completed assembly and Float installation for L, M and N Docks. Bellingham staff is completing the utility installations for the completed northern docks. The Pile driving crew is completing the installation of the main decks for B and C Docks.
- **S. 21st Street / Havana Ave. Sidewalk Project** – FDOT has issued the Notice to Proceed and the bid package has been forwarded to Purchasing requesting the advertisement of the Request for Bids.
- **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** – Contractor is addressing Phase I punch list items. 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 and then we will proceed with the advertisement of bids.
- **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). The \$400k RFL loan is set to be approved during the 11-21-14 Treasure Coast Regional Planning Council meeting. FPUA has approved the \$617,437 for their portion of the 2015 clean-up.
- **Georgia Avenue Drainage Basin Outfall** – Contractor addressing punch-list items.
- **Lincoln Park Neighborhood Improvements** – The project is currently being advertised for construction bids. The proposed work includes sidewalk and curbing construction, along with drainage installation, and milling and resurfacing of 8th Street (Avenue C to Moore’s Creek); 9th Street (Avenue C to Avenue D); 10th Street (Avenue D to Moore’s Creek); Avenue C (10th Street to 7th Street); and Dundas (Avenue C to Avenue D).

Police Department

- **Staffing** – The police department has five (5) vacancies as of this report: four sworn officer positions and one civilian position (the Projector Coordinator that is funded by OJJDP: Restoring the Village Youth Initiative).
- **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** – There has been a delay in hearing back from OJJDP on our budget modification. Apparently, there was a mix up on their end, so with any luck we should hear something back by Monday, November 24th. The police department and Roundtable of St. Lucie County will post the job description for the Projector Coordinator as soon as we receive approval for the budget. 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.
- **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.
- **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.
- **Homeless Initiative** – The police department continues to meet with the Treasure Coast Homeless Services Council to address the Homeless issues in Fort Pierce. We have also started meeting with Catholic Charities to also address this issue. There is some momentum in bringing a homeless shelter to St. Lucie County. Currently, there are no shelters for our Chronic Homeless men. We have limited services, such as hot meals, clothing and showers at places like Sarah's Kitchen, the Mustard Seed and the Imagine of Christ. There are a limited number of beds/shelters for women and children but it's difficult to secure these beds. We will still have the cold shelters available during the winter months whenever the temperatures dictate the need.

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 (2631 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 window 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 draft of 2013-2014 Consolidated Annual Performance Evaluation Report (CAPER); attended City Commission public hearing
 2. Transcribed minutes and prepared agenda and other relevant info then provided oversight for monthly Communitywide Council meeting
 3. Provided presentation to downtown businesses on Fort Pierce Tourism program at the Sunrise Theatre Black Box
 4. Created Fort Pierce Tours and Highwaymen Trail project advertisements for Indian River magazine
 5. Created, submitted and received notice of grant award from FDOT Keep America Beautiful for Keep Fort Pierce Beautiful projects
 6. Created and printed posters for Sunrise Theatre.
 7. Continued working on Highwaymen Heritage Trail project
 8. Continued working with Department of State on Lincoln Theatre facade grant.
 9. Meetings:
 - a) Linda Fasano, SLC Cultural Alliance - Our Town Grant opportunity
 - b) Anita Prentice, Pat Cochran, Tracy Telle - Melody Lane Public Fishing Pier
 - c) Precious Pearls Youth Group - Public Service Grant opportunity
 - d) Lincoln Park Main Street Director and Board Chair - 2014-2015 Sub Award Grant Agreement
 - e) RFMD, Inc. - Commercial Facade grant opportunity
 - f) Tyler Treadway, Scripps Newspapers - Interview on Melody Lane Public Fishing Pier
 - g) TC Food Bank - FINI - USDA Grant Opportunity
 - h) Sharon Robinson - Public Service grant opportunity
- **Program Analyst –**
 1. FEMA
 - a) Marina Project
 - Attended FEMA Public Assistance Grant Program training providing by the Florida Division of Emergency Management (FDEM)
 - Monitoring funding requests
 - Meeting with State and Ed Seissiger, Project Manager, to write a version to a Project Worksheet for the engineering portion of the Marina project
 - Organizing Back Up documentation, invoices/checks for submittal to FEMA with version of project worksheet
 - Preparing requests for reimbursements
 - Reconciling payments
 - 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
 - Marina Building to be started within a few weeks
 2. SHIP
 - a) Checking all verifications for correctness
 - b) Attended final walk thru on Townsend Home 1113 Soltman Avenue
 - c) Met with Ms. Townsend and contractor in order to processed final payment for rehabilitation
 - d) Met with contractor to discuss finalization of rehabilitation project for Ms. Plain at 305 N. 31st Street
 - e) Reviewing and organizing files.
 3. NSP
 - a) Met with Housing Authority to receive applicant files for Orange Avenue Project
 - b) Filed monthly report

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

- Prepared and submitted proposal from golf course staff on Management Operations of Indian Hills Golf Course.
- Continued to meet with suppliers on orders for this fiscal year.
- Met with Treasure & Space Coast Radio to prepare new commercials for this fiscal year.
- Day-to-day operations.

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 28 and November 4; Comedy Corner Improv on Saturday, November 8; On October 31 BlueBird Educational Foundation presented Jason Marsalis and on November 1 Selwyn Birchwood; WFLM The Flame held their monthly Women's Working Wednesday on November 5; Performances on the Sunrise Theatre main stage; Muse Entertainment presented Christian Comedian Chonda Pierce on November 1;
- Meeting with the Sunrise Theatre Foundation Gala Committee on October 28.
- Sunrise Theatre Foundation held a retreat upstairs at the Sunrise on October 31.
- Assistance continues with future rental events and co-presentations with various community groups including, but not limited to: MusicWorks "Dave Mason" on November 20; South Florida Dance Company's "A Christmas Carol" on December 5, The Flame's 21st Anniversary event on December 6; 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.