




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: December 5, 2014

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

City Manager's Office

City Manager

- The Deputy City Manager met with the Building Official, Building Administrator, Asst. City Engineer, Planning Manager and Marketing Specialist to discuss the Square Grouper project.
- The City Manager met with Representative Gayle Harrell regarding the Port of Fort Pierce.
- The City Manager attended a meeting regarding the review and findings of an internal investigation.
- The Deputy City Manager met with the Risk Manager, City Clerk and Executive Assistant regarding the scheduling of meetings with PERF.
- The Deputy City Manager attended an Urban Redevelopment staff meeting.
- The City Manager and City Attorney met with representatives from FDOT in Fort Lauderdale.
- The Deputy City Manager met with representatives from the FPUA, TCRPC and Cardno, Inc. regarding an update of the H.D. King project.
- The City Manager attended a standing meeting with Commissioner Perona to discuss the December 1, 2014 City Commission meeting.
- The City Manager and Deputy City Manager attended standing meetings with Mayor Hudson.
- The City Manager and Deputy City Manager attended a standing meeting with Commissioner Alexander.
- The City Manager participated in the Sights and Sounds on Second parade on December 7, 2014.
- The Deputy City Manager attended the Citizen's Academy on December 4, 2014 and gave a presentation on the City Marina.
- The Deputy City Manager attended a meeting scheduled for Commissioner Sessions to discuss Project Marie.
- The City Manager met with the City Attorney regarding legal matters.

City Clerk's Office

- **Business Tax Receipts –**
New: 9 Renewals: 92 Transfer: 2
- **Vendor Permits Issued –**
New: 0 Renewals: 0
- **Contractor Licensing –**
New: 7 Renewals: 10
- **Public Records Requests (not including Building Department) –**
New Requests: 4
- **Animal Registrations –**
New/Renewals/Impound Fees: 4
- **Enterprise Zone Applications –**
Sales Tax Refund Applications: 0
- **Agenda Preparation and Meeting Minutes –**
 1. City Commission – 12/1/2014
- **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. License/Permit Clerk Joyce Kobbe coordinated and decorated golf carts for Sights and Sounds parade for Commission
- **Meetings/Special Events Attended**
 1. City Clerk met with EDC and Marketing Consultant
 2. City Clerk attended EDC Luncheon on 12/2/2014
 3. City Clerk attended Treasure Coast Council of Local Government Meeting on 12/3/2014
 4. City Clerk and ED Team had meeting with Site Selector and St. Lucie County

Administrative Services Department

- **Procurement –**
 1. Processed Informal Bid No: 2015-015 Sale of Surplus Property 903 South Third Street
 2. Processed Bid No: 2015-006 Sale of Surplus Property 306 North 16th Street advertisements dates 12/11 and 12/18
 3. Processed Purchase Orders
 4. Processing and/or completion of awards to vendors/contractors approved by Commission.
 5. Meetings:
 - a) Director of Administrative Services held a meeting with the Deputy City Manager regarding a personnel matter.
- **Human Resources –**
 1. Accepted and reviewed applications for open positions
 2. Created personnel action forms
- **Risk Management –**
 1. Collaborated with PERF for site visit scheduled December 10-11.
 2. Organizing City Employees Annual Health Fair
 3. Accident Investigation
 4. Updating City Rules and Regulations
 5. Audited, Closed, and Processed WC Claims.
 6. Processed Insurance Subrogation.
 7. Consulted with the City Carrier Regarding Liability Claims.
 8. Processed day to day Risk Management Duties.

Finance Department

- Working on end of year financials.
- Preparing for auditors.

MIS Department

- Correcting WAN problems at the compound.
- Broadcasting software and hardware from Swagit Productions, LLC has been approved by Commission and requisition completed.
- 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, which is almost complete.
- Converting all sites to City Hall with a true WAN with Marina, Indian Hills/Police Department and Public Works completed.
- Finance office renovations are complete.
- 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 nineteen (19) new work orders and completed fifty eight (58) work orders.

Building Division

- **1132 Avenue D – Lincoln Theatre** – Permit has been issued for commercial renovation.
- **1008 Seaway Dr. – Goodfellas Pizza** – Permit is complete and they are reopened.
- **2506 Madewood Dr. – Oak Valley** – Application for permit for residential construction has been received.

Planning Department

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

- **Development Review –**
 1. 3204 Ohio Avenue – Americast - Conditional Use – City Commission
 2. 1905 Okeechobee Road – Dora’s Learning Center - Conditional Use – City Commission
 3. 1918 Seaway Drive - Square Grouper Site Plan - CC Agenda Packet
 4. 1920 Seaway Drive - Public/Private Partnership Discussion Packet - CC Conference Agenda Packet
 5. State Farmer’s Market – Conditional Use with New Construction/Design Review – Planning Board

- **Comprehensive Planning, Long Range Planning –**
 1. 22 Parcels Annexation – CC 1st Reading
 2. Annexation of Village at Midway – Planning Board
 3. Seaway Drive Future Land Use Change – CC 1st Reading
 4. Seaway Drive Rezone – CC – 1st Reading
 5. Family Dollar – Orange Avenue & 17th Street – Site Plan
 6. 2496 Edwards Road – Annexation – Staff/Applicant Meeting

- **Economic Development –**
 1. Project Marie - Incentive Package Calculations & Commissioner Meetings

- **Historic Preservation –**
 1. 301 Orange Avenue - Commercial Improvements - Administrative COA Approval
 2. Florida Department of State - Annual Evaluation Report Submittal

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

- **System Maintenance –**
 1. Updating Arc GIS Online

Code Enforcement Division

- **Hearing –**
 1. Special Magistrate Blandino
 - a) 7 regular cases scheduled
 - 4 complied prior to hearing
 - 3 found in violation
 - b) 2 lien reduction requests
 - Brutus / Deutsche Bank – Request for partial release due to spreading lien. Recommend accepting bank's offer of \$1500 to release 507 Hampton Place from spreading lien attached to 1414 Avenue J. Forwarded to City Commission for final approval.
 - Mellon – requestor failed to appear. Continued to January hearing.
- **Code Enforcement –**
 1. Received 11 complaints
 2. Issued 6 written warnings
 3. Issued 2 citations
 4. Initiated 45 new cases: 9 general violations, 1 lot clearing violations, 35 slum & blight remediation notices (CDBG grant)
 5. Conducted 183 follow-up inspections
 6. Closed 52 cases
- **Animal Control –**
 1. All Animal Control Officers are now utilizing the Shelter Pro database to input calls. Database not complete yet. Reporting not accurate.
- **Revenue –** No report at this time.
- **Miscellaneous –**
 1. Code Manager met with Assistant City Attorney Walker to discuss proposed changes to the sign code.
 2. Code Manager and CEO Shaun Coss attended the website training seminar.
 3. Humane Society Contract finalized and delivered to be signed. Will be placed on Commission meeting agenda.

Engineering Department

- **Development Reviews** – Intake of six (6) 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 staff is working on completion of the utility tie-ins for L, M and N docks, we are looking to complete inspections and operational turn over to the Marina December 15th. The Pile driving crew is completing the installation of the 2nd observation dock.
- **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 was 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 was approved during the 11-21-14 Treasure Coast Regional Planning Council meeting. FPUA has issued a purchase order in the amount of \$617,437 for their portion of the 2015 clean-up. Notice to Proceed will be issued January 2015.
- **Georgia Avenue Drainage Basin Outfall** – Construction complete.
- **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: three sworn officer positions and two civilian positions (our Grant and Program Coordinator and 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** – The police department has requested that our Human Resource Department post the job description for the Projector Coordinator as soon as possible. Our next step will be hiring the Outreach Workers, which will be a contracted with the St. Lucie County Health Department. The Hunt Foundation has strongly suggested that the Roundtable submit a grant to expand our Outreach Program for the Restoring the Village Youth Initiative. The Roundtable will submit a \$100,000 grant that will provide funding for the next two years.
- **EEOC Training** – The police department began department wide EEOC training to our staff this month. Each session will be 1.0 hours in length. All staff will attend the first hour on EEOC and then supervisors will attend an addition .5 hour of 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 hosted a domestic training seminar on December 2, 2014. The training is part of the Domestic Violence Fatality Review Initiative. We had approximately 30 Domestic Violence stakeholders attend the seminar. It was a huge success
- **Homeless Initiative** – The police department continues to meet with the Treasure Coast Homeless Services Council to address the Homeless issues in Fort Pierce. In our meeting last month, we discussed and agreed to work on a proposal that will bring a homeless shelter to St. Lucie County. As you know, there are limited services for our homeless men, such as hot meals, clothing and showers at places like Sarah's Kitchen, the Mustard Seed and the Imagine of Christ. Our winter season is upon us; hopefully, there won't be too much of a need for our cold weather shelters but they will be available whenever the temperatures dictate the need.
- **Shop with a Cop** – The police department will host its annual Shop with a Cop event this year on Tuesday, December 23rd at 10:00 AM. Wal-Mart has sponsored this year's event again, donating \$75 gift cards to children who would not otherwise have a Christmas. The children can use this gift card to go shopping that day. If you know of a child in need please contact Patsy Roberts, our Victim Advocate: 467-6844.
- **Santa Cop** – The police department will host its annual Santa a Cop on Friday, December 19th starting at 5:30 PM at the main station. This event services children (and/or their families) that have been affected by a crime that may not otherwise have a Christmas. We will also be providing a Turkey Dinner for families through a gracious donation from the Dowdy Foundation.
- **Toy Run** – The police department is participating in the 8th Annual St. Lucie Toy Run. This year's event is Sunday, December 14th, line up starting at 8:00 AM and Kick-Stands up at 11:00 AM at Best Buy Victory-Polaris Motorcycle Shop at 3525 South US #1 and ending at the Fort Pierce Police Athletic League, 903 South 21st Street.
- **Boat Parade** – The annual Christmas Boat Parade will be held on Saturday, December 13th, starting at 6:00 PM and lead by the police boat.

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 (2735 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** –Work has started on the City Marina building. 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.

River Walk Center

Park Permits	825.00
Programming	1,427.41
River Walk Center	2,434.83
Garden Center	620.00
Special Events	2,900.00
Maravilla Center	800.00
Historic City Hall	997.51
<u>Total</u>	<u>\$10,004.75</u>

Urban Redevelopment Department**• Grants Administrator –**

1. Attended City Commission December 1 for final required public hearing for 2013-2014 HUD CAPER report; submitted final report to HUD on 12/2.
2. Numerous meetings with applicants leading up to the completion and submission of 22 Public Service grant applications on 12/3 and 3 Commercial Facade grant applications 12/4 (7 Commercial Facade grant apps were submitted in November)
3. Continued work on the following projects:
 - a) Highwaymen Heritage Trail:
 - Editing signs that have been sent to me so far from Ampersand Graphics
 - Contacting potential sources to collect photographs to include on trail markers/signage
 - Will travel to Stuart 12/8 to Ampersand to deliver revisions to first 6 signs and meet with their graphic artists
 - b) Melody Lane Fishing Pier - meetings with Tracy Telle, Tetra Tech to complete designs, items needed for RFP release
 - c) Gables House Visitor Center Upgrades - met with Public Works on logistics, pricing, etc.
4. Fort Pierce Authentic Tours Program
 - a) Tourism Development in Fort Pierce
 - b) Oversaw design and installation of 2 additional billboards (I-95 at FAU/Harbor Branch/Indrio Road exit and Kings Hwy at Al's Family Farms)
 - c) Designed and ordered promotional booth to promote tourism at special events
 - d) Coordinated promo of Fort Pierce tourism at upcoming Stuart Boat Show
 - e) Created PowerPoint for presentation to Tourism Development Council on 12/10
 - f) Presented Fort Pierce Authentic Tours to downtown business owners at Sunrise Black Box
 - g) Created meeting materials and oversaw monthly FPAT Advisory Board meeting on 12/4
 - h) Updating website to incorporate Avenue D venues (Granny's Kitchen, LPMS, Rice Hut, Highwaymen Trail, etc.)
 - i) Creating informal bid for rack card distribution from Orlando to Jupiter
 - j) In process of creating PowerPoint to display on TVs w/DVD players at local restaurants, retail, etc. to promote Fort Pierce tourism
5. Keep Fort Pierce Beautiful Grant Award - receipt of signed contract from KAB; project setup meetings w/Paul Bertram
6. DEO Hurricane Isaac Grant Application - meetings with Monique Kabitzke (DEO), Diana Wesloski (SLC) and Tracy Telle
7. Florida Inland Navigation District - Dinghy Dock Grant Application - meetings with Dean Kubitschek in prep to write grant app
8. Our Town Grant Application - Meetings and assistance to Linda Fasano, St. Lucie County Cultural Alliance
9. Backus Commemorative Trail grant - meetings and assistance to Kathleen Frederick, Exec Director, Backus Museum
10. USDA/FINI grant application - meetings and assistance to Treasure Coast Food Bank.

Urban Redevelopment Department

- **Program Analyst –**
 1. FEMA
 - a) Marina Project
 - Monitoring funding requests
 - Project Worksheet 9399 Interim Inspection Report for Engineering of the Marina Islands and Docks submitted to FEMA requesting an additional \$665,925.00 in funding be obligated
 - Preparing requests for reimbursements
 - Reconciling payments
 - Requested additional time extension for PW 438 Construction of Marina Islands and Docks through June 2015. Current expiration date is March 2015
 - Requested additional time extension for PW 9399 Engineering for Marina Islands and Docks through June 2015. Current expiration date is March 2015
 - Conference Call with State to discuss when delayed reimbursements to the City will begin to come in and why they are delayed.
 - Working with State to perform Interim Inspection Report on PW 438 Construction of Marina Islands and Docks to be submitted to FEMA
 - 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 permits issued so installation can begin
 2. SHIP
 - a) Checking all verifications for correctness
 - b) Met with contractor to discuss setting up final walk thru of rehabilitation project for Ms. Plain at 305 N. 31st Street
 - c) Reviewing and organizing files
 - d) Gave Requests for Proposals to Purchasing Department for bids on rehabilitation projects for 11 applicants.

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

- Gave the Indian Hills presentation to Fort Pierce Citizens Academy.
- Signed up two new leagues for Season.
- Checked with competitors to determine golf rates for Season.
- Wall-to-wall fertilization of the golf course.
- Day-to-day operation.

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 November 11 & 18; Comedy Corner Improv on Saturday, November 22; On November 15 a Member Kick-off Reception for the 2014/15 Season was held for Sunrise Theatre members; BlueBird Productions presented Oriente' on November 21; Performances on the Sunrise Theatre main stage; November 19 & 21 Sunrise Theatre partnered with the SLC Public Schools to present the 2nd STEAM Rap Battle promoting Science, Technology, Engineering, Arts & Math. A school time performance featuring Dr. Chris Emdin of Columbia University was held on Friday (11/21) morning and the Rap Battle was that evening; MusicWorks presented "Dave Mason" on November 20.
- Meeting with the Sunrise Theatre Foundation Gala Committee on November 12.
- Downtown Business Meeting in the Black Box on November 12.
- Assistance continues with future rental events and co-presentations with various community groups including, but not limited to; 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 Educational Foundation.
- 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.
- 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.