




# INTEROFFICE MEMORANDUM

FROM THE OFFICE OF THE  
**CITY MANAGER**

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**TO:** The Honorable Mayor and Members of the City Commission  
**FROM:** Robert J. Bradshaw, City Manager   
**RE:** Department Activity Report  
**DATE:** December 26, 2014

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*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 December 8, 2014.
- The Deputy City Manager attended the St. Lucie County Legislative Delegation Session on December 8, 2014 and presented the City's legislative priorities.
- The Deputy City Manager and Marketing Specialist met with representatives from the FPUA to discuss economic development strategies and incentives.
- The City Manager, Deputy City Manager and Administrative Services Director met with the Sunrise Theatre Director regarding positions at the Theatre.
- The Deputy City Manager participated in the final inspection of residential property.
- The City Manager, Deputy City Manager and Risk Manager met with representatives from PERF, and also gave them a tour of the City during their site visit on December 10, 2014.
- The Deputy City Manager attended the Communitywide Council meeting on December 10, 2014.
- 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 Becht.
- The Deputy City Manager attended a meeting with the Network Specialist and Marketing Specialist to discuss the development of the website.
- The City Manager met with Commissioner Perona to discuss the agenda for the December 15, 2014 City Commission meeting.
- The Deputy City Manager met with a citizen to discuss her concept for the rehabilitation of a building owned by the City.
- The Deputy City Manager met with the Administrative Services Director to discuss the bids for Code Enforcement and SHIP.

### City Clerk's Office

- **Business Tax Receipts –**  
New: 19    Renewals: 32    Transfer: 2
- **Vendor Permits Issued –**  
New: 0    Renewals: 0
- **Contractor Licensing –**  
New: 8    Renewals: 13
- **Public Records Requests (not including Building Department) –**  
New Requests: 3
- **Animal Registrations –**  
New/Renewals/Impound Fees: 8
- **Enterprise Zone Applications –**  
Sales Tax Refund Applications: 1
- **Agenda Preparation and Meeting Minutes –**
  1. City Manager's Conference Agenda Meeting – 12/08/2014
  2. City Commission – 12/15/2014
- **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 attended EDC Committee on 12/09/14
  2. City Clerk served as Secret Santa at Fort Pierce Intermodal Center
  3. City Clerk attended EDC Board Meeting 12/18/2014
  4. City Clerk & Joyce Kobbe attended GMBA Training on 12/18/2014
  5. City Clerk attended Coffee With The Mayor on 12/19/2014

**Administrative Services Department**

- **Procurement –**
  1. Bid Opening for Bid No: 2015-010 Lincoln Park Neighborhood Improvement
  2. Processed RFP No: 2015-027 Oaks at Moore's Creek Redevelopment Phase II
  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 City Attorney regarding a personnel issue.
    - b) Director of Administrative Services held a meeting with the Deputy City Manager, Public Works Manager and Risk Manager regarding a personnel issue.
    - c) Purchasing Manager held an impromptu procurement training for FPRA Staff Member.
    - d) Purchasing Manager met with the Manager of Code Enforcement regarding upcoming bids.
  
- **Human Resources –**
  1. Accepted and reviewed applications for open positions
  2. Created personnel action forms.
  3. Distributed monthly Reports to each department such as Accrual Register, Time Sheets and payroll register to the Police Department.
  4. Verification of payroll, car and clothing allowance
  
- **Risk Management –**
  1. Accident Investigation
  2. Updating City Rules and Regulations
  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**

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

**MIS Department**

- Working with Diebold on upgrading hardware and software for Security System for City Hall.
- Transitioning Sunrise Theatre emails.
- Worked with Director of Finance on training users on GMBA inquiry, GMBA Demand Reports, Purchasing entry, and running several other reports.
- Installation of Marina new additional hardware almost complete.
- Staff working with several departments and CivicPlus on City's website upgrade, which is almost complete.
- Broadcasting software and hardware has been ordered.
- Converting all sites to City Hall with a true WAN with Marina, Indian Hills/Police Department and Public Works completed. Work has started on Sunrise Theatre.
- Still 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.
- 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 and computer equipment 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 sixty nine (69) new work orders and completed one hundred thirty four (134) work orders.

**Building Division**

- **975 Seaway Dr. – Cumberland Farms** - Conditional Certificate of Completion has been issued.
- **3010 and 3110 Avenue D- Ft. Pierce Housing Authority** - Permits have been issued for driveway repairs.
- **3101 Avenue E- Ft. Pierce Housing Authority** - Permit has been issued for driveway repairs.
- **511 through 518 N. 31st Street – Ft. Pierce Housing Authority** - Permits have been issued for driveway repairs.

**Planning Department**

- **Administrative/Meetings –**
  1. All Staff members conducted ‘Planner of the Day’ duties on a rotating basis
  2. Walk-ins/Call-ins
  3. Two Planning Board Meetings
  4. Technical Review Committee Meeting
  
- **Development Review –**
  1. 2912 Delaware Avenue - Conditional Use - Intake meeting
  2. 1918 Seaway Drive - Square Grouper Site Plan - CC Approval
  3. 650 S 29th Street - Allied Well Water Storage - Conditional Use w/ Site Plan – Technical Review Committee
  4. 1210 S 25th Street - Family Dollar Site Plan - Technical Review Committee
  5. Text Amendment - Cleaning up the Definition of Vacation Rentals and Use Table in 22-22. Allowed uses.
  6. 3231 S US Hwy 1- Orkin Site – Development Project –Technical Review Committee
  7. 3503 S US Hwy 1 - State Farmer’s Market – Design Review Application – Planning Board
  8. 1309 N. 19th Street - Transitional Housing for Veterans – Conditional Use – Technical Review Committee
  
- **Comprehensive Planning, Long Range Planning –**
  1. Annexation of Village at Midway – Planning Board
  
- **Economic Development –**
  1. Project Marie - Incentive Package Preparation for CC Approval
  
- **Historic Preservation –**
  1. 106 Avenue D - Ground Sign - Administrative COA Approval
  2. 100 S 2nd Street - Commercial Improvements – Historic Preservation Board Staff Report
  
- **GIS/Mapping –**
  1. GIS zoning update
  2. GIS land use update
  3. GIS old annexation agreements
  4. GIS ordinance update
  5. GIS address update
  6. Updated Annexation Map
  7. Annexation map production
  
- **System Maintenance –**
  1. Esri Online edits/uploads
  2. Database maintenance

**Code Enforcement Division**

- **Hearing –**
  1. Special Hearing – Special Magistrate Ross
    - a) Massey Hearing – Distress property being purchased from bank. New owner is the party that corrected the violations. Special Magistrate agreed to reduce fine to \$100 to cover cost of special hearing.
- **Code Enforcement –**
  1. Received 13 complaints
  2. Issued 2 written warnings
  3. Issued 0 citations
  4. Initiated 27 new cases: 12 general violations, 3 lot clearing violations, 12 slum & blight remediation notices (CDBG grant)
  5. Conducted 377 follow-up inspections
  6. Closed 85 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 –** Conducted 82 title/lien searches.
- **Miscellaneous –**
  1. Code Manager met with the Indian Hill Golf Course evaluation committee. Top three companies were short listed and requests sent to do presentations to the committee in January.
  2. Code Manager attended the tour of the city with the Police Executive Research Forum.
  3. Code Manager and Executive Secretary attended training for working with liens in the Naviline system.
  4. Code Manager and two Animal Control Officers presented to the Citizen's Academy.
  5. Code Manager attended the monthly TRC meeting.
  6. Code Manager and Code Officer Coss met with Mow 4 Less to discuss nuisance remediation utilizing CDBG grant money. They have begun boarding vacant structures this week.

**Engineering Department**

- **Development Reviews** – Intake of nine (9) 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 has completed operational turn-over for the North docks (L, M and N docks). Bellingham has now started the installation of the first 320 feet of A- Dock.
- **S. 21st Street / Havana Ave. Sidewalk Project** – Project is currently being advertised 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. 2 is nearing completion. Work on Alum Treatment plant has begun; piping and concrete slab. Overall project completion is at 85%.
- **Veterans Memorial Park** – Contractor is addressing Phase I punch list items. Phase II has been reviewed and comments provided to the consultant. FDEP notified staff that they received approval from EPA on 12-23-14 for the 319 grant funding. FDEP will be forwarding an agreement in the next few weeks which will go before the commission for approval.
- **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.
- **Lincoln Park Neighborhood Improvements** – A request to award the construction contract to the low bidder, Timothy Rose Contracting, is to be placed on the 1-5-15 commission agenda. 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 and the Roundtable of St. Lucie County are processing applications for the Projector Coordinator. Our next step will be hiring the Outreach Workers, which will be a contracted with the St. Lucie County Health Department. The Allegany Franciscan Ministries awarded the Restoring the Village Youth Initiative \$100,000 to expand the Outreach Program that will provide funding for the next two years. As previously reported, The Hunt Foundation has strongly suggested that the Roundtable submit a grant to further expand our Outreach Program for the Restoring the Village Youth Initiative. The Roundtable will submit a grant in the summer of 2015.
- **EEOC Training** – The police department completed the department-wide EEOC training this month (December). Each session was one hour in length. Supervisors and commanders attended an addition .5 hour of supervisory training.
- **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 hosted its annual Shop with a Cop event this year on Tuesday, December 23rd at 10:00 AM. Wal-Mart was the major sponsored this year again, donating \$75 gift cards to children who would not otherwise have a Christmas. This event provided a Christmas for 40 children.
- **Santa Cop** – The police department hosted its annual Santa a Cop on Friday, December 19th. This event assists children (and/or their families) that have been affected by a crime that may not otherwise have a Christmas. This year we helped approximately 500 families and provided a Turkey Dinner for the first 100 families. The turkey dinner was provided through a gracious donation from the Dowdy Foundation.

**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 (2874 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 control installations are nearing completion.
- **Phase II Window Retrofit Project** – Work has started on the City Marina building with an estimated completion within three weeks. 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	150.00
Programming	547.91
River Walk Center	2,719.28
Garden Center	275.00
Special Events	2,500.00
Maravilla Center	200.00
Historic City Hall	70.00
<u>Total</u>	<u>\$6,462.19</u>

**Urban Redevelopment Department**

- **Grants Administrator –**
  1. Received and processed 23 Public Service Agency and 5 Commercial Facade grant applications for Communitywide Council review.
  2. Provided presentations at the following meetings on Fort Pierce Tourism:
    - a) Sunrise Theatre's monthly downtown business meeting at the Black Box
    - b) St. Lucie County Tourism Development Council meeting
    - c) Coffee with the Mayor - Fort Pierce Yacht Club
  3. Coordinated volunteer signups, giveaways, etc. for FPAT's presence at January's Stuart Boat Show (January 9-10-11)
  4. Provided materials and oversight for the monthly Communitywide Council meeting.
  5. Created and released informal bid for Fort Pierce Authentic Tours rack card distribution
  6. Created and distributed quarterly reporting forms for Fort Pierce and Lincoln Park Main Street's sub-awards.
  7. Meetings
    - a) Tetra Tech and our Engineering Department on Melody Lane Fishing Pier project.
    - b) Marjorie Harrell and her sister Gloria - Community Garden and other projects in the City of Fort Pierce
    - c) Conference Call - Hurricane Isaac Grant opportunity
    - d) Maravilla Park - Playground Equipment needs
    - e) COYP - Christmas on Avenue D
    - f) Gail Blankenship - Palm Health and Wellness
    - g) Linda Fasano - Cultural Alliance of SLC
    - h) Public Works - Community Garden vandalism and replacement of equipment
    - i) Treasure Coast Food Bank - USDA FINI Grant to address food deserts in City's lower-income neighborhoods
- **Program Analyst –**
  1. Hurricane Isaac
    - a) Quarterly report filed
    - b) Final payment for project worksheet from Hurricane Isaac has been approved by FEMA in the amount of \$77,853.29 and is being processed
    - c) Once this payment is received, FEMA can start process to close out this disaster.
  2. Tropical Storm Fay
    - a) Filed final certification report with FEMA in order for Tropical Storm Fay to be completely closed out
  3. Marina Project
    - a) Quarterly Report Filed for Hurricane Frances
    - b) Made phone call to FEMA Region IV Director to discuss delay in reimbursement from the State. Problem has been rectified and payments in the amount of \$5,157,048.09 are finally being processed
    - c) Monitoring funding requests
    - d) Preparing requests for reimbursements
    - e) Reconciling payments
  4. Windows Expansion Project
    - a) Preparing pay applications and requests for reimbursements
    - b) Waiting for response from DEM for request to DEM to add repair of pillars at St. Anastasia to the expansion project
    - c) Marina Dockmaster Building is underway
    - d) Began preparing a file to be used for close out of this grant
    - e) Meeting with and working with various departments to get information for grant close out
    - f) Received certificates of completion / letters affirming that the project has been completed in conformance with the approved project drawings and specifications from Jay Ammon for close out.

**Urban Redevelopment Department contd.**

- **Program Analyst –**
  5. SHIP
    - a) Scanned in all files
    - b) Final walk thru of rehabilitation project for Ms. Plain at 305 N. 31st Street is completed and final payment is being processed
    - c) Waiting on Requests for Proposals in Purchasing Department for bids on rehabilitation projects for 11 applicants

**Marina**

- Oversee daily operations for City Marina and Fisherman's Wharf Marina.
- Bellingham Marine on site. The north side of the marina dock has been completed (1650 lf) dockage and is now being leased out upon request. South side of the marina (A,B, and C docks) is being constructed at this time. Completion time period estimated April 2015
- Web Cam installation on Jetty estimated completion date of January 2015.
- Marina staff working on programming dock and store inventory into new marina program. A second computer, a phone and a POS system is being added to the dock master office.
- All windows and door in the harbormaster building are in the process of being replaced. Completion is estimated in January (FEMA Grant) with hurricane rated material.

**Golf Course**

- Met with assistants to discuss and set season rates.
- Met with Superintendent to set dates for fertilization.
- Day-to-day activities.

**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 December 2 & 9; Comedy Corner Improv on Saturday, December 13; BlueBird Productions presented Little Jake & The Soul Searchers on December 5; Performances on the Sunrise Theatre main stage included; Kenny Rogers on November 28; Melissa Etheridge on November 29; The National Touring Company of Camelot on December 3; Rehearsal for South Florida Dance Company's A Christmas Carol on December 4; South Florida Dance Company's A Christmas Carol public performance on December 5; The Flame's 21st Anniversary event featuring Con funk shion on December 6; The Colors of Christmas on December 7; Wynonna & The Big Noise Christmas on December 11; Sunrise Theatre and St. Lucie Ballet presented the Nutcracker as a School Time Performance to 1200 students on December 12; St. Lucie Ballet presented the Nutcracker on December 12 & 13.
- Five new shows were added to the 2014/15 Season: Johnny Mathis, Michael McDonald, Ringo Starr and His All Starr Band, One Night Of Queen and The Orchestra (former members of Electric Light Orchestra).
- Assistance continues with future rental events and co-presentations with various community groups including, but not limited to: Kyman Entertainment on February 14 & March 14; Richard Nader Entertainment on March 19; Family Meals Inc., McCartney Mania, 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 with the addition of new shows.
- Marketing and show sponsorship packages continue to be put together to solicit for this 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.