



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 *RJB*
RE: Department Activity Report
DATE: January 23, 2015

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 a citizen regarding current city concerns.
- The Deputy City Manager attended a pre-meeting and a meeting with the City Attorney, Finance Director, staff and a representative from the Martin Luther King Commemorative Committee to discuss the Lincoln Theater Façade Renovation.
- The Deputy City Manager met with St. Lucie County Legislative Affairs Manager Nicole Fogerty regarding an update on Local Legislative Issues.
- The Deputy City Manager and Planning Director met with staff and community members to discuss a proposed Pedestrian Plaza design for the development of St. Andrews Episcopal Academy.
- The Deputy City Manager attended the Economic Development Team meetings.
- The Deputy City Manager attended a meeting of the Keep Fort Pierce Beautiful Committee.
- The Deputy City Manager attended the Community Redevelopment Agency Advisory Committee 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 Becht.
- The Deputy City Manager and the Planning Director attended a meeting with representatives from Oculina Bank to discuss site development.
- The Deputy City Manager met with the Lincoln Park Council of Ministers to discuss improvements to the Means Court area.
- The City Manager participated in the Martin Luther King Day parade.

City Manager's Office contd.

- The Deputy City Manager met with the Administrative Services Director to discuss distribution of the Telecommunications Policy.
- The Marketing Specialist and members of the Economic Development Team met prospective developers to discuss local opportunities.
- The Deputy City Manager held the regularly scheduled Quarterly Fort Pierce Redevelopment Agency Board meeting.
- The Deputy City Manager met with staff to discuss Community Gardens and Moore's Creek kayak launch areas.
- The City Manager met with the City Attorney for an update on legal issues.
- The Deputy City Manager attended an Urban Redevelopment staff meeting.
- The Deputy City Manager and the Economic Development Team met a prospective developer regarding relocation and expansion into the local area
- The Deputy City Manager and the Chief Accountant met with a consulting attorney regarding mortgage modifications.
- The City Manager attended a meeting with the City Attorney and Building Official regarding a building issue.
- The Deputy City Manager attended a Communitywide Council meeting.
- The Deputy City Manager and the Planning Manager met with an Oculina Bank representative to discuss a shared access easement.
- The Deputy City Manager met with a representative from the Knights of Columbus to discuss available options for holding meetings.

City Clerk's Office

- **Business Tax Receipts –**
New: 209 Renewals: 34 Transfers: 1
- **Vendor Permits Issued –**
New: 1 Renewal: 0
- **Contractor Licensing –**
New: 7 Renewals: 9
- **Public Records Requests (not including Building Department) –**
New Requests: 0
- **Animal Registrations –**
New/Renewals/Impound Fees: 8
- **Enterprise Zone Applications –**
Sales Tax Refund Applications: 0
- **Agenda Preparation and Meeting Minutes –**
 1. City Commission – 01/20/15
 2. Fort Pierce Redevelopment – 01/20/15
- **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.
- **Meetings/Special Events Attended**
 1. City Clerk attended International Institute of Municipal Clerks Conference in Jacksonville

Administrative Services Department

- **Procurement –**
 1. Bid Opening for RFP No: 2015-027 Oaks at Moore's Creek Phase II
 2. Processed Bid No's: 2015-020 thru 2015-023 Housing Rehabilitation for: 906 Hickory Street; 2008 Ave P; 2802 Ave I; 714 S. 24th Street
 3. Advertisement dates: 01/13/15 & 01/20/15, Bid Opening Date: 02/12/15
 4. Processed Bid No's 2015-024 thru 2015-030 Housing Rehabilitation for : 1021 S. 7th Street; 2612 Delaware Ave; 515 N 15th Street; 820 N.10th Street
 5. Advertisement dates: 01/26/15 & 02/2/15, Bid Opening Date: 02/25/15
 6. Processed Contract for Bid No. 2015-010, Lincoln Park Neighborhood Improvement
 7. Processed Purchase Orders
 8. Processing and/or completion of awards to vendors/contractors approved by Commission.
 9. Meetings:
 - a) Director of Administrative Services attended a meeting of the Board of Directors of Public Risk Managers.
 - b) Purchasing Manager chaired a Mandatory Pre-Bid Meeting for Bid No. 2015-031 21st Street and Havana Avenue Sidewalk Improvements (FDOT Local Agency Program).
- **Human Resources –**
 1. Civil Service Appeals Board Meeting
 2. Compiled applications for review
 3. Created and processed retirement package for employees/DROP Employees
 4. Created personnel action forms.
 5. Distributed monthly Reports to each department such as Accrual Register, Time Sheets and payroll register to the Police Department
- **Risk Management –**
 1. Panelist at the Kids at Hope Forum
 2. January Wellness Seminar- Understanding Credit & Your Rights
 3. Accident Investigation and Injury Reviews.
 4. Audited, Closed and Processed WC Claims
 5. Consulted with the City Carrier regarding Liability Claims
 6. Processed day to day Risk Management Duties.

Finance Department

- Prepared 1st Quarter FY 2015 Financial Report.
- Working with auditors for audited financial report.

MIS Department

- Met with Deputy City Manager and the Administrative Director on the updated MIS policies that have been signed by the City Manager to strategize about deployment.
- Completing deployment of TextGuard for Cell phones for Management and with Police Department on board. Will continue to upgrade other cell phones.
- Working with Diebold on upgrading hardware and software for Security System for City Hall.
- Transitioning Sunrise Theatre emails.
- Ordered updated POS equipment for Indian Hills.
- Installation of Marina new additional hardware almost complete.
- Broadcasting software and hardware has been ordered with meeting scheduled for 1st week in February.
- 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 and River Walk Center.
- 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 and have receive resolution. Ordering needed equipment to facilitate process.
- 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 thirty one (31) new work orders and completed seventy (70) work orders.

Building Division

- **2534 Madewood Dr. – New residential home:** Permit for new construction has been issued.
- **2506 Madewood Dr. – New residential home:** Permit for new construction has been issued.
- **300 S 33rd St – Greater Friendship Missionary:** Conditional Certificate of Occupancy has been issued.
- **1001 N US Hwy 1 – Bowen Medical Center:** Conditional Certificate of Occupancy has been issued.
- **1210 S 25th St – Family Dollar:** Application for commercial building permit has been submitted.

Planning Department

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

- **Development Review –**
 1. 1906 S. Ocean Drive – Technical Review Committee Meeting
 2. 2912 Delaware Ave - Technical Review Committee Meeting
 3. 650 S 29th Street - Allied Well Water Storage - Conditional Use w/ Site Plan – City Commission Staff Report
 4. 1210 S 25th Street - Family Dollar Site Plan – Planning Board Review
 5. S 25th Street - Mount Bethel Baptist Church - Site Plan Extension – City Commission Approval
 6. 1001 N US Highway 1 - Dr. Treat & Prevent - Certificate of Occupancy Inspection
 7. 300 S 33rd Street - Great Friendship Missionary Baptist Church - Certificate of Occupancy Inspection
 8. 4000 S US Highway - Muslim Friends Sanctuary Rehabilitation - Site Visit with Contractor
 9. 4760 S. US Highway 1 – O’Reilly Auto Parts Site Plan Review – Technical Review Committee Meeting
 10. 2600/2704 Okeechobee Road - O’Reilly Auto Parts Site Plan Review – Technical Review Committee Meeting
 11. Orkin Site – Development Project
 12. State Farmer’s Market – Design Review Application
 13. Section 22-40 Planned Unit Development (PUD) – Text Amendment – Planning Board

- **Comprehensive Planning, Long Range Planning –**
 1. Annexation of Village at Midway

- **Historic Preservation –**
 1. 301 S US Highway 1 - Historic Preservation Ad-Valorem Tax Exemption – City Commission Staff Report
 2. 616 Orange Ave - Carport Structure - Administrative COA Approval

- **GIS/Mapping –**
 1. Review old annexation agreements
 2. Update annexation map
 3. Address update
 4. Annexation map production
 5. Map production for zoning

- **System Maintenance –**
 1. Database maintenance
 2. Worked with FPUA GIS coordinator

Code Enforcement Division

- **Hearing –**
 1. Code Enforcement Board
 - a) 6 violation cases
 - 1 pulled by staff
 - 3 complied prior to hearing
 - 2 found in violation
 - b) 2 lien reductions
 - Beracah Mellon – Code Board recommended waiving all costs. Recommendation forwarded to the City Commission for final approval.
 - Mariner Cove FP LTD – Code Board recommended reducing lien to administration costs only (\$836.32). Recommendation forwarded to the City Commission for final approval.
- **Code Enforcement –**
 1. Received 33 complaints
 2. Issued 28 written warnings
 3. Issued 7 citations
 4. Initiated 44 new cases: 15 general violations, 8 lot clearing violations, 21 slum & blight remediation notices (CDBG grant)
 5. Conducted 235 follow-up inspections
 6. Closed 46 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 –**
 1. Conducted title / lien searches.
 2. PetData – Only 3 1/2 months into the FY and we have already exceeded our budgeted income.
- **Miscellaneous –**
 1. All Code Enforcement staff worked on addressing the tax signs that appeared throughout the city. Our code officers pulled over 700 signs from city right of ways. Seven citations were issued to four different companies.
 2. Code Manager attended training session held by Assistant City Attorney Walker for new Code Board members.
 3. Code Manager attended the monthly TRC meeting.
 4. Several code officers attended the seminar on protecting your credit.
 5. Code Manager met with Interim Police Chief Amandro to discuss code enforcement in chronic crime areas and to begin preparing a resolution on the CPTED guidelines for presentation to the City Commission.

Engineering Department

- **Development Reviews** – Intake of four (4) Building Permit, Site Plan, or Certificate of Occupancy reviews.
- **Stormwater Division** – Inputting location and elevation information of existing drainage structures into GIS mapping system. Preparation of 2015 report to FDEP – the biennial requirement of the City’s NPDES Stormwater Permit.
- **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. FDOT has provided a copy of the proposed revisions for agency review.
- **City Marina Reconstruction – Phase II – Docks** – Bellingham has completed the installation of the finger piers for the first 320 feet of A-dock and all of B-dock. Bellingham is now working on the electrical wiring and plumbing for the south side docks. We continue working with marina staff and the electrical equipment manufacture on issues with nuisance tripping of the dock electrical sub panels. This tripping is caused by a new requirement in the 2011 electrical code for public safety which allows for only 100 ma of ground fault leakage. This leakage is coming from vessels parked on the dock. This is a new problem to Marina operators and will require education and repairs by boat owners to their own electrical systems.
- **S. 21st Street / Havana Ave. Sidewalk Project** – Bid opening is scheduled for January 29, 2015.
- **Indian Hills Recreation Area - Stormwater Improvements** – Final certification from FDEP expected within two weeks. This will complete the necessary utility relocations to enable the final portion of the lake expansion to occur. Pedestrian bridges have been substantially completed. Work on Alum Treatment plant continues with the installation of the mixing pumps and three injection points. Overall project completion is at 85%.
- **Veterans Memorial Park** – Contractor is addressing Phase I punch list items. Final plans have been received and staff is currently reviewing the plans. 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 month or two which will go before the commission for approval.
- **Melody Lane Fishing Pier** – Bid package has been sent to Purchasing requesting 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 and will be brought before the FPRA Board during the February 2015 special meeting. Cardno’s proposal for the 2015 work was approved during the February 20 FPRA meeting and 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 early February 2015.
- **Lincoln Park Neighborhood Improvements** – A Pre-construction meeting will be held early February at which time a Notice to Proceed will be issued. The contract has been sent to Timothy Rose Contracting, for execution. 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.
- **Nuisance Properties** – The police department, code enforcement and public works are working towards cleaning up some of our nuisance properties (clearing the overgrowth, boarding up vacant houses, and removing piles of trash) throughout the city. We will start with our chronic crime problem areas but address the nuisance properties citywide.
- **Restoring the Village Youth Initiative** – The police department and the Roundtable of St. Lucie County are processing applications for the Projector Coordinator. The Roundtable Committee is conducting interviews on February 3rd.
- **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.

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 (3100 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 for January 26, 2015.
- **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. The second score board and shot clocks have arrived and will be installed shortly.

River Walk Center

Park Permits	1512.99
Programming	654.35
River Walk Center	288.97
Garden Center	435.00
Special Events	450.00
Maravilla Center	600.00
Historic City Hall	638.22
Youth Activity	450.00
<u>Total</u>	<u>\$5029.53</u>

Urban Redevelopment Department**• Grants Administrator –**

1. Completed and submitted HUD CDBG SF-425 quarterly report
2. Completed draft of 3-Year (2015-2018) State Housing Initiatives Partnership (SHIP) Local Housing Assistance Plan (LHAP)
3. Created and published advertisements for SHIP LHAP Public Review and Comment period
4. Completed and submitted Dr. Pepper/Snapple Recycle Container grant report
5. Researched in preparation to write US Department of Justice Project Safe Neighborhoods grant application
6. Continued working on the Highwaymen Heritage Trail project
7. Received, organized and distributed additional commercial facade grant applications to Communitywide Council for scoring
8. Completed and submitted grant to Fiskar's for improvements to Community Garden
9. Researched and prepared to write grant application to Florida Inland Navigation District to provide match for previously submitted State of Florida Boating Infrastructure Grant for floating dinghy docks at the City Marina
10. Provided oversight to Communitywide Council, including creating and distributing all meeting materials, organization, documenting Council's decisions on grant applications, etc., and attending meeting 1-21-15
11. Attended City Commission meeting 1-20-15 for Maravilla Park playground equipment purchase; coordinated equipment purchase
12. Attended two economic development team meetings
13. Attended planning meeting for Black History Month festivities
14. Attended meeting with Margaret Benton regarding Lincoln Theatre facade improvements
15. Met with Ms. Hassie Russ regarding establishing a Visitor Center at Granny's Kitchen
16. Collaborated with City Marina and provided informational booths to promote tourism in Fort Pierce at Stuart Boat Show, Friday-Sunday, January 9-10-11.

• Program Analyst –

1. Marina Project
 - a) Monitoring funding requests for reimbursement
 - b) Received \$3,432,798.36 for reimbursement toward the Docks, Phase II
 - c) Received \$1,364,681.20 for reimbursement toward the Barrier Islands, Phase I
 - d) Reconciling payments
 - e) Working on files for project close out
2. Windows Expansion Project
 - a) Preparing pay applications and requests for final payments. All work must be completed by February 1, 2015 under this grant.
 - b) Received response from FEMA regarding request to add repair of pillars at St. Anastasia to the expansion project. The request was denied. The decision was based on their determination that the repairs needed were not storm related but were maintenance issues, which are not eligible under Hazard Mitigation Grants.
 - c) Marina Building installation of windows nearly completed
 - d) Preparing files for project close out.
3. SHIP
 - a) Contacting applicants to update them on their project
 - b) Purchasing issued RFPs for 12 SHIP applicants for exterior rehabilitation improvements with site visits scheduled for January 23, January 30, and February 13.
 - c) Bid openings scheduled for February 5, 12, and 25. Construction to begin shortly after.
 - d) Assisted Libby Woodruff with LHAP by completing budget and goals charts for next three years.

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 February 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

- Interviewed candidates regarding the open Assistant Golf Professional position.
- Met with the remaining Assistant Golf Professional regarding golf shop personnel.
- 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 December 30 & January 6; Comedy Corner Improv on Saturday, January 10; The Sunrise hosted a free showing of the movie I'm In Love With A Church Girl on January 4. Performances on the Sunrise Theatre main stage included; The Nutcracker on December 26; Howie Mandel on January 3; National Touring Company of Sister Act on January 6; Don Williams on January 8; Two performances by The Beach Boys to a sold-out house on January 9; Johnny Mathis sold-out performance on January 11.
- Marketing and Box Office information for the new shows is being compiled and disseminated by and to appropriate staff to prepare them to go on sale to members and the general public. This includes all marketing assets for the second publishing (due out in January) of the Sunrise Playbill and the website.
- 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.
- Information from all departments is collected on a daily basis for the monthly report on the activities of the Sunrise Theatre, which was requested by the City Manager's office, to be delivered on a monthly basis. This report includes the schedule of in-house shows, rentals, attendance, revenue, and expenditures (tech, marketing, etc.).
- 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.