



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: February 10, 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 City Manager met with Commissioner Perona to discuss agenda items for the February 2, 2015, City Commission meeting.
- The City Manager attended the February 2, 2015, City Commission Meeting.
- The City Manager held a meeting with the marine contractor regarding the Port of Fort Pierce.
- The City Manager held a meeting with a representative of Congressman Murphy's office to discuss the Port of Fort Pierce.
- The City Manager and the City Attorney met to discuss legal updates.
- The City Manager travelled to Tallahassee to attend meetings with Governor Scott's office, the Florida Ports Council and the Florida City and County Management Association.
- The City Manager and Deputy City Manager met with St. Lucie County representatives and engineers regarding the Port of Fort Pierce.
- The City Manager attended the Fort Pierce Utilities Authority Board Meeting.
- The City Manager and City Attorney met to discuss pre-mediation issues.
- The City Manager and Deputy City Manager attended standing meetings with the Mayor.
- The City Manager, Deputy City Manager and the Code Compliance Manager met individually with the members of the City Commission to evaluate committee recommendations for the management of the golf course.
- The City Manager met with a citizen regarding concerns of the Hispanic community.

City Manager's Office continued**City Manager - continued**

- The City Manager held an introductory meeting with the Chairman of the Sunrise Theatre Advisory Board.

Deputy City Manager

- The Deputy City Manager held a meeting with the City Attorney, City Clerk, Building Official, and Building Administrator to discuss a public records disclaimer.
- The Deputy City Manager met to discuss a Commercial Façade Grant for 809 N 9th Street with an interested party.
- The Deputy City Manager attended an Indian Hills Project Progress Meeting.
- The Deputy City Manager met with representatives from the Harvest Food Center Capital Improvement Campaign.
- The Deputy City Manager attended a Community Garden Discussion held by the City of Port St. Lucie.
- The Deputy City Manager held a meeting with the Marketing Specialist and Historic Preservation Officer to prepare materials for presentation at the South Beach Association's Annual Meeting.
- The City Manager and the Deputy City Manager held a conference call with a representative from the Treasure Coast Regional Planning Council to discuss Economic Development issues.
- The Deputy City Manager met with the City Engineer and the Public Works Manager to evaluate drainage issues at locations on South Hutchinson Island.
- The Deputy City Manager held a meeting with the Urban Redevelopment Grant Writer and the Building Administrator to review SHIP home inspections.
- The Deputy City Manager held a meeting with the Parks and Grounds Manager and citizens regarding waterway access at Moore's Creek.
- The Deputy City Manager held a meeting with the City Attorney, City Clerk, Interim Police Chief, Acting Deputy Chief and Management Information Systems Director regarding an Electronic Communications Policy.

City Clerk's Office

- **Business Tax Receipts –**
New: 31 Renewals: 113 Transfer: 5
- **Vendor Permits Issued –**
New: 0 Renewals: 0
- **Contractor Licensing –**
New: 8 Renewals: 5
- **Public Records Requests (not including Building Department) –**
New Requests: 3
- **Animal Registrations –**
New/Renewals/Impound Fees: 5
- **Enterprise Zone Applications –**
Sales Tax Refund Applications: 1
- **Agenda Preparation and Meeting Minutes –**
 1. City Commission – 2/02/2015
- **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 EDC Committee on 1/27/2015
 2. City Clerk attended EDC Luncheon 2/03/2015
 3. City Clerk attended Treasure Coast Council of Local Governments with the Mayor on 2/04/2015

Administrative Services Department

- **Procurement –**
 1. Bid Opening for Bid No: 2015-016 through 2015-019 SHIP Housing Rehabilitation Projects for 1115 Soltman Ave., 2302 Avenue C, 1012 N 22nd Street, and 906 Hickory Street.
 2. Processed Informal Bid No: 2015-036 Property Appraisals for Various FPRA Properties.
 3. Processed Bid No: 2015-035 Janitorial Services for City Owned Buildings.
Advertisement dates: 02/06/15 & 02/13/15
Bid opening date: 02/26/15.
 4. Processed Purchase Orders.
 5. Processing and/or completion of awards to vendors/contractors approved by City Commission.

- **Meetings –** Director of Administrative Services met with the Public Works Manager, Risk Manager and the Human Resources Manager regarding a personnel matter.

- **Human Resources –**
 1. Scheduled and assisted with interviews for Public Works and City Clerk Departments.
 2. Completed Public Records Request.
 3. Prepared and assisted in the Civil Service Appeals Board Hearing for Fort Pierce Utilities Employee.
 4. Compiled applications for review.
 5. Processed February 2015 employee evaluations forms.
 6. Created and processed retirement package for employees/DROP Employees.
 7. Created personnel action forms.
 8. Distributed monthly Reports to each department such as Accrual Register, Time Sheets and payroll register to the Police Department.

- **Risk Management –**
 1. Accident Investigation and Injury Reviews.
 2. Audited, Closed, and Processed WC Claims.
 3. Consulted with the City Carrier Regarding Liability Claims.
 4. Processed day to day Risk Management Duties.

Finance Department

- Working on end of year financials.
- Completing yearly audit with City Auditors.
- Processing end of year reports for submittal to the State of Florida

MIS Department

- Held meeting with Deputy City Manager, Interim Police Chief, Acting Deputy Chief, City Clerk, City Attorney and Deputy City Attorney on revising the language in the MIS Electronic Policies.
- Completed the setup of voice mail archiving from all desk phones to email.
- Completing deployment of TextGuard for cell phones for Management and with Police Department on board. Will continue to upgrade other cell phones.
- Ordered additional phones for Marina.
- Ordered VPN for Animal Control Officers.
- Working with Diebold on upgrading hardware and software for Security System for City Hall.
- Transitioning Sunrise Theatre emails.
- Received updated POS equipment for Indian Hills and currently installing.
- Installation of Marina new additional hardware almost complete.
- Broadcasting software and hardware has been ordered with installation scheduled for last 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 the 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. Received 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.
- Working to resolve major issues 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 forty six (46) new work orders and completed eighty seven (87) work orders.

Building Division

- **2717 Oak Alley – Single Family Residence** – Certificate of Occupancy has been issued.
- **2046 US Hwy 1 – Ticket Clinic** – Permit application was submitted for construction remodel.
- **302 Orange Avenue – Dunkin Donuts** – Permit issued for commercial renovation.
- **2903 S US Hwy 1 – Just Brakes** – Permit issued for commercial renovation.

Planning Department

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

- **Development Review –**
 1. Allied Well Water Storage – Conditional Use with Site Plan – 650 S 29th Street – City Commission Approval.
 2. Family Dollar Site Plan – 1210 S 25th Street – Planning Board Staff Report.
 3. Artistry in Mosaics Site Plan with Conditional Use – 900 S US Highway #1 – Planning Board Staff Report.
 4. Artistry in Mosaics Alleyway Abandonment – 900 S US Highway #1 – Planning Board Staff Report.
 5. Artistry in Mosaics Informal Bid Response – 900 S US Highway #1 – Planning Board Staff Report.
 6. Treasure Coast Bible Assembly – 4146 Edwards Rd. – Planning Board Staff Report.
 7. Farmer’s Market – 3503 S US Highway #1 – Design Review.
 8. Farmer’s Market – 3503 S US Highway #1 – Board of Adjustment Appeal.
 9. Orkin LLC – 3231 S US Highway 1 – Variance.
 10. Oculina Bank – 400 Seaway Drive – Site Plan Preliminary Review.

- **Comprehensive Planning, Long Range Planning –**
 1. Transmittal Package to State for Village at Midway.
 2. Village at Midway Annexation.

- **Economic Development –**
 1. QTI Ordinance Presentation – City Commission First Reading.

- **Historic Preservation –**
 1. Historic Preservation Ad-Valorem Tax Exemption – 301 S US Highway #1 – City Commission Approval.
 2. Lincoln Park Historic District Name Transition – City Commission Approval.

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

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

Code Enforcement Division

- **Hearings – Special Hearing – Special Magistrate Blandino – February 4, 2015**
 1. Violation Cases – 16
 - a) Pulled by staff – 3
 - b) Complied prior to hearing – 4
 - c) Found in violation - 9
 2. Lien Reductions – 2
 - a) Robinson, Ossie & Shiela – Request to reduce lien accepted contingent upon payment of fees for lot clearing and boarding-up of building. Recommendation forwarded to the City Commission for final approval.
 - b) Oneschuk, Jason – Request to reduce penalty to 10% of the lien was accepted. Recommendation forwarded to the City Commission for final approval.
- **Code Enforcement –**
 1. Received 14 complaints
 2. Issued 632 written warnings
 3. Issued 0 citations
 4. Initiated 41 new cases: 31 general violations, 8 lot clearing violations, 2 slum & blight remediation notices (CDBG grant)
 5. Conducted 322 follow-up inspections
 6. Closed 86 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 38 title/lien searches.
 2. PetData – Budgeted income has already been exceeded 3 ½ months into the Fiscal Year.
 3. Property Code Violation budget has also been met due to receipt of a large lien payment.
- **Miscellaneous –**
 1. Code Manager and the Historic Preservation Officer met with the Deputy City Manager to review the Golf Course Committee's recommendation.
 2. Code Manager, City Manager and the Deputy City Manager held separate meetings with the members of the City Commission to discuss the Golf Course Committee's recommendation.
 3. Several staff members attended Electronic Communications Policy Workshop.

Engineering Department

- **Development Reviews** – Intake of three (3) Building Permit, Site Plan, or Certificate of Occupancy reviews.
- **Stormwater Division** – Inputting location and elevation information of existing drainage structures into GIS mapping system. Final review before submittal 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 installation of the last 276 feet of A-Dock's east west run. They are continuing mooring pile installation on 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 moored 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 was held on January 29, 2015. Two bidders responded. The bid tabulation sheet has been sent to FDOT for review and approval. Once approved, we will forward to the City Commission for approval to award the construction contract. Low bidder was Timothy Rose Contracting.
- **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. Northern half of recreational trail has been graded and base material installed. Final compaction and shaping to occur over next two weeks. Began landscape installation this past week beginning with littoral zone plantings. Overall project completion is at 85%.
- **Veterans Memorial Park** – Contractor is addressing Phase I punch list items. Final plans for Phase II 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 City 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 Special Meeting on February 17, 2015. Cardno's proposal for the 2014 work was approved during the FPRA Quarterly Meeting held in February and the FPUA issued a purchase order in the amount of \$617,437 for their portion of the 2014 clean-up. Notice to Proceed will be issued early February 2014.
- **Lincoln Park Neighborhood Improvements** – A pre-construction meeting was held on February 5, 2015. Purchasing has forwarded the contract to the City Attorney for final execution. A Notice to Proceed will be issued once the contract has been endorsed by the Mayor and the City Attorney. 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). There are three (3) Conditional Offers of Employment circulating through Command Staff.
- **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** – As previously reported, 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. Public Works has posted numerous properties.
- **Restoring the Village Youth Initiative** – The Police Department and the Roundtable of St. Lucie County started first round interviews for the Project Coordinator position. There are some excellent candidates. We conducted interviews on February 3rd and have more interviews scheduled for February 9 and 11th.
- **Homeless Initiative** – This is a long term problem that the Police Department and the Treasure Coast Homeless Coalition continue to work on. There are several key issues concerning our homeless population: funding, shelters (short term and long term), location (both services and shelter placement), and health/mental health service programs/providers.
- **Lincoln Park Council of Youth Forum** – The Lincoln Park Council of Ministers is hosting another Youth Forum on February 28, 2015, from 10:00 AM until 12:00 noon at the Fort Pierce Police PAL Center. This forum is the result of the Law Enforcement Forum that the Council of Ministers hosted last fall. As the Interim Police Chief, I will be participating as a panelist. The target audience for this forum is our youth.

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** – This project has been completed.
- **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. Look for an announcement on the City of Fort Pierce Youth Basketball League set to begin in the spring as well as some Semi-Professional completion at the HDRC Percy Peek Gymnasium.

River Walk Center

Park Permits	525.00
Programming	382.39
River Walk Center	1,137.49
Garden Center	200.00
Special Events	1,560.00
Maravilla Center	250.00
Historic City Hall	1,240.00
Total	\$5,294.88

Urban Redevelopment Department

- **Grants Administrator –**

1. Continued work on grant application to FIND for match for Florida Boating Infrastructure Grant application to construct floating dinghy docks at the City Marina.
2. Completed final edit on 9 of the 10 Highwaymen Heritage Trail markers.
3. Completed PowerPoint for Fort Pierce Tours program to display on TVs in area restaurants, hotels, visitor centers, etc.
4. Created brochure including trail map for Zora Hurston Dust Tracks Heritage Trail.
5. Completed draft of Florida State Housing Initiatives Partnership (SHIP) Local Housing Assistance Plan (LHAP); released for public review and comment.
6. Continued work on HUD National Resilience Competition grant application to acquire approximately \$2.4 million for infrastructure repairs to Mayflower Canal, South 8th Street and Easter Ave. to Florida Ave.
7. Continued work on new Visitor Information Center at Granny's Kitchen.
8. Closed Commercial Façade Grant submittal deadline; received 19 applications; processed and distributed to Communitywide Council for scoring.
9. Completed drawdowns from HUD IDIS system for more than \$100,000 in expenditures.
10. Provided project oversight for Fort Pierce Tours program.
11. Meetings:
 - a) Mr. Coe – Coe's Grocery – Commercial Façade Grant.
 - b) Conference Call DEO – HUD National Disaster Resilience Competition Grant Application
 - c) Ms. Hassie Russ – Granny's Kitchen – Creation of Visitor Information Center
 - d) Ampersand Graphics – Highwaymen Heritage Trail
 - e) Glenn Henderson at St. Lucie County offices – pick up all Zora Hurston research info
 - f) Contractors Meeting – Lincoln Park Improvement Project
 - g) Fort Pierce Tours program monthly meeting

- **Program Analyst –**

1. Marina Project
 - a) Monitoring funding requests
 - b) Reconciling payments
 - c) Working on files for project close out
2. Windows Expansion Project
 - a) Preparing pay applications and requests for final payments
 - b) Project is complete and close out is underway
 - c) Preparing files for project close out
3. SHIP Program
 - a) Attend site visits for 8 SHIP rehabilitation projects
 - b) Attend bid opening February 5, 2015
 - c) Prepared 4 rehabilitation project agenda items for City Commission Meeting

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 March 2015.
- Marina staff working on programming dock and store inventory into new marina program. A second computer, a phone and a Point of Sale system is being added to the dock master office.

Golf Course

- Began hiring process for an Assistant Golf Professional to fill position vacated due to an employee resignation.
- Trained of new golf shop personnel.
- Received new Point of Sale system to enable operation of two registers on busy days.
- Completed fertilization of golf course.
- 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 January 13, 20, 27 & February 3; Comedy Corner Improv on Saturday, January 24; On The Verge Concert Series presented Tinsley Ellis on January 29. Performances on the Sunrise Theatre main stage included; The National Touring Company of Smokey Joe's Café on January 13; Chris MacDonald's Memories of Elvis on January 16; Greg Popovich's Comedy Pet Theater on January 17; The State Symphony Orchestra of Mexico on January 24; Michael Bolton sold-out performance on January 25; Engelbert Humperdinck on January 28; The Mayhem Poets School Time Performance on February 2; The 4 Bitchin' Babes on February 5; Olivia Newton-John sold-out performance on February 6.
- The second publishing of the Sunrise Playbill was received on February 2.
- Preparation for Missoula Children's Theatre Summer Workshops has begun. Marketing, registration, and workshop details are being discussed.
- Offers are going out and contracts are being negotiated with artists and their representatives for the 2015/16 Season.
- 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; John Carroll High School Prom & Graduation.
- 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.