



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: March 11, 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 and City Attorney met with a representative from IMLA regarding a review of legal services.
- The City Manager attended a summary judgment hearing.
- The City Manager and Deputy City Manager attended a standing weekly meeting with Mayor Hudson regarding an update of City issues.
- The City Manager met with Commissioner Perona regarding the 3/02/15 City Commission meeting agenda and for an update of City issues.
- The City Manager attended an introductory meeting with Mayor Oravec, which included County Administrator Howard Tipton.
- The City Manager held a meeting with Department Heads regarding the 3/02/15 City Commission meeting agenda.
- The City Manager attended the 3/02/15 City Commission meeting.
- The City Manager attended the 3/03/15 FPUA Board meeting.
- The City Manager attended the Southern Eagle Distributor's Clydesdale horses event on 3/06/15 at Jetty Park.
- The City Manager attended a meeting of the Selection Committee, which consisted of PERF, the Deputy City Manager, and Risk Manager regarding a short list of candidates for the Police Chief position.
- The City Manager, Mayor Hudson and Deputy City Manager met with representatives of the Bahamas Consulate as a general visit to the City of Fort Pierce.

City Manager's Office**Deputy City Manager**

- The Deputy City Manager held a meeting on 2/23/15 with Urban Development Grant Writers, a Code Enforcement Officer, and a representative from Community Development Outreach, Inc., to discuss bank owned vacant homes.
- The Deputy City Manager met on 2/23/15 with a group of concerned citizens to discuss Dreamland Park recreation programming.
- The Deputy City Manager attended a Grievance Hearing on 3/02/15 with the Administrative Director and Public Works Manager.
- The Deputy City Manager attended a meeting with the Economic Development Team and representatives from St. Lucie County and the Economic Development Council on 2/24/15 to discuss a potential business.
- The Deputy City Manager held a meeting on 2/24/15 with the tenant of Little Jim Bait Shop to discuss a lease renewal.
- The Deputy City Manager met with the Parks and Grounds Manager on 2/24/15 regarding a subpoena.
- The Deputy City Manager held a meeting with the Assistant City Attorney, Chief Accountant, and a representative from a mortgage modification company on 2/24/15 regarding a forbearance stipulation.
- The Deputy City Manager attended a Common Good Initiative Meeting on 2/25/15.
- The Deputy City Manager attended the Communitywide Council Meeting on 2/25/15.
- The Deputy City Manager met on 2/26/15 with the Code Enforcement Manager to discuss budget issues.
- The Deputy City Manager attended a meeting with the City Manager and a representative from the Treasure Coast Regional Planning Council on 2/26/15 to discuss port development.
- The Deputy City Manager met with the Marketing Specialist on 2/27/15 to discuss issues including Economic Development, marketing, and website management.
- The Deputy City Manager attended a meeting with a representative of the Roundtable of St. Lucie County regarding an anti-violence initiative.
- The Deputy City Manager held a meeting with the Economic Development Team on 3/03/15 to discuss development ideas with the owner of a local site.
- The Deputy City Manager attended the Advisory Board for a local high school on 3/03/15.
- The Deputy City Manager met with the Administrative Services Director on 3/04/15 to evaluate a bid.
- The Deputy City Manager held a meeting with the Economic Development Team and a representative from the Fort Pierce Housing Authority on 3/04/15 to discuss options for a vacant property.
- The Deputy City Manager held a meeting with the City Attorney, Assistant City Attorney and the Building Official on 3/04/15 to discuss a draft ordinance pertaining to abandoned properties.
- The Deputy City Manager attended a meeting on 3/05/15 with a representative of St. Lucie County and the State of Florida FDOT Freight Coordinator regarding transportation.
- The Deputy City Manager held a meeting with the Public Works Manager and a downtown business owner on 3/05/15 regarding the use of electric golf carts in the downtown area.
- The Deputy City Manager met with the City Clerk and Risk Manager on 3/05/15 to discuss an interview schedule for the Police Chief candidates.
- The Deputy City Manager attended the Young Floridian Breakfast meeting on 3/06/15.
- The Deputy City Manager held a FEMA Response meeting on 3/06/15 with the Building Official and Building Administrator regarding a prospective restaurant.
- The Deputy City Manager met with the Urban Redevelopment FEMA Grant Writer on 3/06/15 to review a SHIP bid.

City Clerk's Office

- **Business Tax Receipts –**
New: 17 Renewals: 10 Transfer: 0
- **Vendor Permits Issued –**
New: 0 Renewals: 0
- **Contractor Licensing –**
New: 10 Renewals: 07
- **Public Records Requests (not including Building Department) –**
New Requests: 6
- **Animal Registrations –**
New/Renewals/Impound Fees: 7
- **Enterprise Zone Applications –**
Sales Tax Refund Applications: 0
- **Agenda Preparation and Meeting Minutes –**
 1. City Commission Meeting – 3/02/2015
- **Special Projects**
 1. Investigating Contractor Competency Card renewals returned by Post Office
 2. On-going records retention/destruction project
 3. Completed collection with the assistance of Code Enforcement of Business Tax Receipts which had not been renewed.
- **Meetings/Special Events Attended**
 1. City Clerk attended the Coffee with the Mayor – 2/20/15
 2. City Clerk attended EDC Meeting – 2/24/15
 3. City Clerk attended Economic Development Team meeting – 2/25/15
 4. City Clerk attended meeting with EDC and Luncheon – 3/03/15
 5. City Clerk attended Lawnwood Breakfast meeting – 3/04/15
 6. City Clerk attended Treasure Coast Council of Local governments – 3/04/15

Administrative Services Department

- **Procurement –**
 1. Bid Opening for Bid No: 2015-024, 2015-025, 2015-026 and 2015-030 Housing Rehabilitation Projects for 1021 S. 7th Street, 2612 Delaware Avenue, 515 N. 15th Street, and 820 N. 10th Street.
 2. Bid Opening for Bid No: 2015-035 Janitorial Services for city Owned Buildings.
 3. Processed Purchase Orders.
 4. Processing and/or completion of awards to vendors/contractors approved by Commission.
 5. Meetings:
 - a) Director of Administrative Services attended a Grievance Hearing with the Deputy City Manager, Public Works Manager and a Representative of the Teamsters Union.
 - b) Director of Administrative Services, Director of Finance, and the Chief Accountant attended an insurance meeting.

- **Human Resources –**
 1. Scheduled and assisted with interviews for Public Works and City Clerk Departments.
 2. Completed Public Records Request.
 3. IPUA Negotiations Meeting
 4. Compiled applications for review.
 5. Processed March 2015 employee evaluations forms.
 6. Internal investigation for the Planning Department.
 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

- Completed the FPTV broadcasting transfer from SLCTV staff to Swagit, LLC and MIS staff.
- MIS staff completed working with Public Works server and installed new server.
- MIS staff working with Engineering NAS due to end of life failure.
- Completing deployment of TextGuard for Cell phones for Management and with Police Department on board. Will continue to upgrade other cell phones.
- Received VPN for Animal Control Officers and currently installing.
- 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.
- Converting all sites to City Hall with a true WAN with River Walk, 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 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.
- 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 forty (40) new work orders and completed one hundred six (106) work orders.

Building Division

- **2708 Oak Alley Dr. – Single Family Residence** – Permit application received for new residential construction.
- **1601 Frances Ave. – Single Family Residence** – Permit application received for new residential construction.
- **1920 Seaway Dr. – Square Grouper** – Permit application submitted for new commercial construction.
- **1409 US Hwy 1 – Jimmy John’s** – Permit issued for commercial renovation.
- **1700 S. 23rd St. – Lawnwood Regional Medical Center** – Permit application received for commercial renovations; Fast Pass Patient Exam room.
- Building Department Investigator added to staff.
- Interviewing for Permit Specialist position to begin.
- Building Official and Inspectors attending training: Code Training provided by BOAF.

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
 4. Love Center Reuse – 907 North 13th Street
 5. FLU/Rezone Change Site Plan – 601 Seaway Drive

- **Development Review**
 1. Congregate Living Facility - 1309 N 19th St. / ACLF – Conditional Use – Staff/Applicant Meeting
 2. Section 22-40 Planned Unit Development (PUD) – Text Amendment – City Commission Approval
 3. Working draft to finalize the PD for Technical Review committee review
 4. Oculina Bank – 400 Seaway Drive
 5. Farm Stands – Text Amendment
 6. Family Dollar Site Plan -1210 S 25th Street – City Commission Approval
 7. Treasure Coast Bible Assembly - 4146 Edwards Rd – City Commission Approval
 8. Celebrity Peacock Jazz & Blues Club Waiver of Distance – 510 Orange Avenue – City Commission Presentation/Postponement
 9. San Juan Diego off-site parking area – 2912 Delaware Ave – City Commission Postponement
 10. Square Grouper Plan Review and FEMA Certification Review Coordination
 11. Iglesia de Dios Pentecostal Church – 1302 S. 33rd Street – Site Plan/Design Review

- **Comprehensive Planning, Long Range Planning**
 1. S US Hwy 1 Annexation Project
 2. St. Anastasia/John Carroll High School – Annexation Project

- **Economic Development**
 1. Fort Pierce Housing Authority Streetscape Improvement/New Development Meeting
 2. USM Restoration Expansion – ED Team meeting with business owners, EDC

- **Historic Preservation –**
 1. Atlantic RV & Marine Façade Signs – 657 N 2nd Street – Review and coordination

Code Enforcement Division

- **Hearing**
 1. Special Magistrate Blandino
 - a) Violation Cases – 5
 - b) Pulled by staff – 1
 - c) Complied prior to hearing – 0
 - d) Continued by Special Magistrate – 0
 - e) Found in violation – 3
 - f) Found in violation of an irreversible violation and assessed a fine of \$10,000 – 1
- **Code Enforcement**
 1. Received 16 complaints
 2. Issued 2 written warnings
 3. Initiated 72 new cases: 39 general violations, 23 lot clearing violations
 4. Conducted 315 follow-up inspections
 5. Closed 93 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 39 title/lien searches.
- **Miscellaneous**
 1. Code Manager attended a meeting with the Deputy City Manager, other department members and a representative from Community Development Outreach to discuss abandoned bank owned properties.
 2. Code Manager met with IMLA consultant.
 3. Code Manager met with Grant Administrator to discuss CDBG funding.
 4. Code Manager met with MIS Director to discuss ongoing computer related issues and the transfer of Code officer Coss.
 5. Code Manager met with the Building Official to discuss the transfer of Code Officer Coss.
 6. Code Manager coordinated with the Administrative Services Director to reinstate laid-off Code Officer Denmark.

Engineering Department

- **Development Reviews** – Intake of six (6) Building Permit, Site Plan, or Certificate of Occupancy reviews.
- **Stormwater Division** – Preparing report for Florida Department of Environmental Protection quantifying measures taken this past year to conform to BMAP's (Best Management Action Plan) for the St. Lucie River Estuary Basin. The City's Stormwater pollutant reductions were achieved for this past year.
- **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. FDOT has provided a copy of the proposed revisions for agency review.
- **City Marina Reconstruction – Phase II – Docks** – Bellingham has completing the installation of the A-dock's 496 foot North South run. Bellingham is now working on the electrical wiring and plumbing for A, B, & C docks. The Electrical Equipment Manufacture is preparing to stage and implement Change Order No. 1 retrofit.
- **S. 21st Street / Havana Ave. Sidewalk Project** – The City Commission approved awarding the construction contract to Timothy Rose Contracting during the March 2, 2015, City Commission Meeting. Purchasing will be forwarding the contract documents to the contractor for execution.
- **Indian Hills Recreation Area - Stormwater Improvements** – Relocated water main will be placed in service this coming Sunday morning enabling 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. Installation of landscaping is 75% completed and scheduled to be completed within the next two weeks. Phase II plans have been completed and submitted to the contractor for pricing.
- **Veterans Memorial Park** – Contractor is addressing Phase I punch list items. FDEP notified staff that they received approval from EPA on 12/23/14 for the 319 Grant Funding. Still awaiting receipt of this grant to go before the commission for approval.
- **Melody Lane Fishing Pier** – Bid opening on March 23, 2015.
- **H.D. King Power Plant Clean-up** – The clean-up work for 2015 is underway. Clean fill is also being hauled-off to date. Clean fill is also being transported from the Indian Hills Recreation Area project, approximately 7,000 cubic yards. Additional contaminated material has been encountered and Cardno is requesting utilization of the contingency funds approved in the original contract.
- **Lincoln Park Neighborhood Improvements** – Construction on 8th Street is underway. Dundas Construction should start in a week or two. 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 nine (9) vacancies as of this report: six 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). We made a conditional offer for the Project Coordinator position.
- **Parking Problems** – The Police Department, Code Enforcement and Planning Department continue to work on developing a long term comprehensive plan for the proposed Entertainment District, which has grown into a comprehensive parking plan.
- **Nuisance Properties** – As previously reported, the Police Department, Code Enforcement and Public Works are working toward cleaning up some of our nuisance properties (clearing overgrowth, boarding up vacant houses, and removing piles of trash) throughout the city. Much progress has been made with several nuisance properties. We will continue to monitor locations.
- **Homeless Initiative** – This is a long term problem that the Police Department and the Treasure Coast Homeless Coalition continue to work on. I am pleased to report that we are gaining some momentum with a shelter for our chronic homeless population. Hopefully, I will have some final news to report within the next 30 days.
- **Lincoln Park Council of Youth Forum** – Just a reminder: The Lincoln Park Council of Ministers will be hosting a Youth Forum. It will be held on April 3, 2015, from 10:00 AM until 12:00 noon at the Fort Pierce Police PAL Center. There will be a BBQ after the Forum for the youth and participants.

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 (3442 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 competition at the HDRC Percy Peek Gymnasium.

River Walk Center

Park Permits	1,025.00
Programming	1,987.01
River Walk Center	1,188.46
Garden Center	325.00
Special Events	950.00
Maravilla Center	750.00
Historic City Hall	1,640.00
Youth Activity	0.00
<hr/> Total	<hr/> \$7,865.47

Urban Redevelopment Department

- **Grants Administrator**

1. Completed grant application to Florida Inland Navigation District (FIND) to provide funding match for floating dinghy docks at the City Marina.
2. Continued work on HUD National Resilience Grant application to provide infrastructure improvements to Mayflower Canal, S. 8th Street and Easter Avenue (Beach Court).
3. Created promotional materials for Zora Neale Hurston Dust Tracks and Highwaymen Heritage Trails for Fort Pierce Historical Tours.
4. Continued work on Highwaymen Heritage Trail.
5. Created all materials needed for Communitywide Council monthly meeting.
6. Created all materials needed for Fort Pierce Authentic Tours monthly meeting.
7. Finalized and submitted State Housing Initiatives Partnership Local Housing Assistance Plan (SHIP LHAP) for 2015-2018.
8. Meetings
 - a) Franklin Nickens - Bank owned vacant properties in City.
 - b) Communitywide Council - Scoring and recommendations for 2014-2015 Public Service Grant awards.
 - c) Fort Pierce Authentic Tours - Monthly marketing/advertising / tourism promotion meeting.
 - d) City Commission - CWC Recommendations for 2014-2015 Commercial Facade Grants; approval of SHIP LHAP.
 - e) Fort Pierce Yacht Club - Tourism Presentation.
 - f) Fort Pierce Housing Authority - Affordable Housing Projects.
 - g) FL Department of Economic Opportunity (DEO) - 1 conference call and 1 webinar - HUD Resilience Grant application.

- **Program Analyst**

1. FEMA - Marina Project
 - a) Requested an additional \$394,025.47
 - b) Reconciling payments.
 - c) Working on files for project close-out.
 - d) Worked with Finance Director to estimate remaining funds needed to finish project.
 - e) Waiting for time extension approvals for Project Worksheets 438 and 9399, Marina Project construction and engineering.
2. FEMA - Windows Expansion Project
 - a) Submitted pay request in the amount of \$146,204.09 for expansion project.
 - b) Went on site visits with State close out specialist, Mike Reals, JT McDermott
 - c) Received grant close out report from State. Garage doors at Public Works have to be replaced. Everything else passed close out inspection.
 - d) Submitted request for time extension to allow Garage door replacement. Remaining grant funds may be used for this.
 - e) Gathering information for garage door package to send to State for approval
 - f) Scheduled meeting with State and Project Manager for February 26, 2015, for final inspection of all buildings that were retro-fitted.
3. State Housing Initiative Partnership (SHIP)
 - a) Attended meetings with 3 homeowners and contractors to have agreements, mortgages and SHIP forms signed.
 - b) Attended Bid opening on February 25, 2015.
 - c) Attended SHIP webinar.
 - d) Working on SHIP applicant files.
4. Neighborhood Stabilization Program (NSP)
 - a) Working on grant close out package.

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.
- Replacing all lighting outside fixtures outside throughout the marina.

Golf Course

- Continued preparations for the annual City Championship.
- Hired Assistant Golf Professional to fill vacant position.
- Met with Superintendent for updates on golf course projects.
- 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 February 24 & March 3; Comedy Corner Improv on Saturday, February 28; BlueBird Educational Foundation presented Robert Navarro & His Latin Jazz Orchestra on February 21; BlueBird Productions presented Selwyn Birchwood on February 27. Performances on the Sunrise Theatre main stage included; Masters of Illusion on February 21; The Midtown Men on February 26; Kevin Costner, sold-out performance on February 27; Scotty McCreery, sold-out performance on February 28; Russian National Ballet Theatre on March 1; Stonebridge Productions presented Oak Ridge Boys on March 3; PFX – The Pink Floyd Experience on March 4; Paul Anka, sold-out performance on March 5; Night Fever A Tribute to the Bee Gees, sold-out performance on March 6.
- Meetings:
 1. Fort Pierce Business Alliance Meeting February 24 @ 2pm.
 2. Sunrise Theatre Foundation Cattleman's Ball meeting February 24 @ 4:30pm.
 3. Meeting with Rene' Arteaga, TD Bank, and Anne Satterlee, February 25 @2pm.
 4. Meeting with Mary & Earl Hendricks, Ft. Pierce Avenue D Boys Choir, and Sharon Engle, February 27 @ 11am.
 5. Sunrise Theatre Dick Hellstrom Memorial 5K was held on Saturday, February 28. Over \$5,500 was netted for the Sunrise Theatre Foundation.
 6. Main Street Fort Pierce Tour of Sunrise Theatre 1:30pm.
 7. Meeting with Darryl Bey, BlueBird Productions, and Sharon Engle, March 3 @ 11am.
- Preparation continues for Missoula Children's Theatre Summer Workshops. Marketing, registration, and workshop details are being implemented.
- 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 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.
- 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.