




# 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:** April 15, 2015

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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**

- The City Manager and the Deputy City Manager participated in a conference call with PERF regarding a follow-up to the Police Chief interviews and the background investigation.
- The City Manager held a meeting with the department heads to discuss the agenda for the April 6, 2015 City Commission Meeting.
- The City Manager and Deputy City Manager attended a standing meeting with Mayor Hudson regarding an update of city issues.
- The Deputy City Manager, Public Works Manager, and Risk Manager met with the Stuart CRA Administrator to explore the viability of an electric tram.
- The Deputy City Manager met with the Urban Redevelopment staff members to discuss the SHIP LAP draft.
- The Deputy City Manager and Historic Preservation Officer met with an individual regarding St. Anastasia School Building.
- The City Manager and Deputy City Manager participated in conference call with PERF and the background investigation consultant regarding the results of the background search.
- The Deputy City Manager and Public Works Manager attended an on-site visit with the Steam Locomotive Association.
- The City Manager, Deputy City Manager, City Attorney, Assistant City Attorney, Planning Manager and Historic Preservation Officer met regarding Artistry in Mosaics.
- The City Manager met with the City Attorney regarding the Dickerson settlement and St. Anastasia annexation.
- The Deputy City Manager, Building Administrator, and City Clerk met with local business owners regarding renewal of their leases.

### **City Manager's Office**

- The City Manager and City Attorney met with the new Director of Utilities and FPUA Board Attorney as an introductory meeting.
- The Deputy City Manager met with the Marketing Specialist to discuss an Economic Development Update and Enterprise Florida visit.
- The Deputy City Manager met with Commissioner Perona to discuss an update on parking issues.
- The City Manager and his executive staff met with Sheriff Mascara and his executive staff to discuss issues of mutual concern.
- The Deputy City Manager held an Urban Redevelopment Staff Meeting.
- The City Manager attended the FPUA Board meeting.
- The Deputy City Manager attended an inspection of the Percy Peek Gymnasium.
- The Deputy City Manager attended a meeting with the Assistant City Attorney and Chief Accountant regarding mortgage issues.
- The Deputy City Manager met with the Director of the A.E. Backus Gallery regarding the Backus Discovery Trail.
- The Deputy City Manager and the Economic Development Team met with a potential developer.
- The Deputy City Manager and the CRA Advisory Committee Chairman and Secretary met to set the agenda for the next meeting.
- The City Manager and Deputy City Manager met with Diane Hobley-Burney to negotiate an employment agreement.

### City Clerk's Office

- **Business Tax Receipts –**  
New: 19    Renewals: 0    Transfer: 3
- **Vendor Permits Issued –**  
New: 0    Renewals: 0
- **Contractor Licensing –**  
New: 8    Renewals: 9
- **Public Records Requests (not including Building Department) –**  
New Requests: 9
- **Animal Registrations –**  
New/Renewals/Impound Fees: 3
- **Enterprise Zone Applications –**  
Sales Tax Refund Applications: 3
- **Agenda Preparation and Meeting Minutes –**
  1. Fort Pierce City Commission Meeting – 04/06/15
  2. Treasure Coast Council of Local Governments – 04/01/15
- **Special Projects**
  1. On-going records retention/destruction project
  2. Conversion of Annexation Agreement Listing from MS Word to Excel
  3. Review of all annexation agreements to verify accuracy and entry into database
  4. Reviewing all contractor license entries to insure status in database is accurately reflected in our database
  5. Reviewing Business Tax Receipts process to insure compliance with State Statutes
- **Meetings/Special Events Attended**
  1. City Clerk attended Coffee with the Mayor – 3/20/2015
  2. City Clerk attended Welcome for newly appointed Director of FPUA – 3/25/2015
  3. City Clerk attended Inner Trust Breakfast – 3/26/2015
  4. City Clerk and License/Permit Clerks attended FABTO Refresher Class– 3/26/2015
  5. City Clerk attended meeting with EDC in Palm Beach – 3/27/2015
  6. City Clerk attended Chamber Luncheon for PSL Update – 3/31/2015
  7. City Clerk attended Lawnwood Breakfast Meeting – 4/01/2015
  8. City Clerk attended Tribute to Larry Lee, Health Officer – 4/01/2015
  9. City Clerk attended EDC Lunch Meeting – 4/06/2015
  10. City Clerk attended Roundtable Workgroup on Violence – 4/07/2015
  11. City Clerk attended Staci Storms, Realtors Association and Retirement Event – 4/08/2015

### **Administrative Services Department**

- **Procurement –**
  1. Released an addendum to extend the due date for RFP No. 2015-039 – Sale or Lease of Surplus Property. New due date May 6, 2015.
  2. Processed RFP No. 2015-041 – Lease of Harbor Master Building Advertisement Dates: 4/17/15 and 4/24/15; Due Date: 5/20/15.
  3. Processed RFP No. 2015-043 South Hutchinson Island Parking & Redevelopment Advertisement: 4/17/15 and 4/24/15; Due Date: 5/21/15.
  4. Processed Purchase Orders.
  5. Processing and/or completion of awards to vendors/contractors approved by Commission.
  6. Meetings:
    - a) Director of Administrative Services, with the Human Resources Staff attended a Union Negotiation meeting with the Teamsters.
    - b) Director of Administrative Services, met with Deputy City Manager.
- **Human Resources –**
  1. Coordinated Pre-employment physicals and background checks
  2. Processed May 2015 employee evaluation forms
  3. Completed Verification of Employment/Loss of Income forms
  4. Picked-up and distributed mail to each department
  5. Created and processed retirement package for employees
  6. Investigated formal complaints
  7. Attended Union Negotiations meeting (Teamsters)
  8. Updated Employee Information Forms
  9. Distributed Civil Service Appeals Board Ballots (City of Fort Pierce Employees, Fort Pierce Utilities Authority, and St. Lucie County Fire District)
- **Risk Management –**
  1. Reviewed Insurance Requirements for Contractor Bids.
  2. Accident Investigation and Injury Review.
  3. Audited, Closed and Processed WC Claims.
  4. Consulted with the City Carrier regarding Liability Claims.
  5. 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**

- Working with Public Works staff and vendors to install new A/C system and fire suppression system within the 3rd Floor MIS data center.
- Working with Swagit LLC on mobile unit broadcasting.
- Working with SunGard – Public Sector to implement Click-2-Gov Employee Self Service Portal and Applicant Tracking.
- MIS staff is now working with cabling vendor ACCS at Public Works, River Walk, and for the 3<sup>rd</sup> Floor MIS computer room to revamp voice and data cabling throughout the various centralized MDF and IDC data locations.
- Completed data transfer for Engineering Department.
- Working to continue to upgrade cell phones with Text Guard application.
- Received new computer equipment for various departments 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 and new additional VOIP telephone handsets.
- 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.
- Migrated and updated PetData software on new server and testing with 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 signal 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 – Meeting Scheduled with Building staff on Monday 3/30/15.
- 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-four (44) new work orders and completed one hundred fourteen (114) work orders.

**Building Division**

- **4407 Belle Grove Dr. – Single Family Residence** – Permit application received for new construction.
- **2506 Madewood Dr. – Single Family Residence** – Permit application received for new construction.
- **4164 Okeechobee Rd. Bay 75 – Atlantic Court Reporting** – Permit application received for commercial renovation.
- **4218 Okeechobee Rd. Bay 7 – Restroom facility** – Permit application received for commercial renovation.
- **4462 Okeechobee Rd. Bay 37 – Learning Coalition of St. Lucie County** – Permit application received for commercial renovation.
- **4443 Belle Grove Dr. – Single Family Residence** – Certificate of Occupancy has been issued.
- **1111 Fernandina St. – Single Family Residence** – Certificate of Occupancy has been issued.

### **Planning Department**

- **Administrative/Meetings**
  1. All Staff members conducted 'Planner of the Day' duties on a rotating basis
  2. Walk-ins / Call-ins
  3. Harbor Town Site Development
- **Development Review**
  1. Oculina Bank – 400 Seaway Drive
  2. Farm Stands – Text Amendment
  3. Orkin - 3231 S US Hwy 1
  4. Artistry in Mosaics Site Plan w/ Conditional Use - 900 S US Highway #1 – City Commission Report Planning Board Approval
  5. Spin to Win - Conditional Use - 513 Georgia Avenue
  6. Lawnwood Medical - Interior Improvements and Parking Expansion - N. Lawnwood Circle. - Permit Approval
  7. Celebrity Peacock Jazz & Blues Club Waiver of Distance - 510 Orange Avenue – City Commission Staff Report Updates
  8. O'Reilly Auto Parts Retail Store - 2600 Okeechobee Rd - PB Report
- **Comprehensive Planning, Long Range Planning**
  1. S US Hwy #1 Annexation Project
  2. St. Anastasia/John Carroll High School Annexation Project
  3. Village at Midway
- **Economic Development**
  1. Meeting with Enterprise Florida regarding Strategic Industrial & Manufacturing Opportunities & Marketing.
- **GIS Mapping**
  1. Updates to City Limit and Annexation Agreement Layer

### **Code Enforcement Division**

- **Hearings**
  1. Special Magistrate Blandino – April 2, 2015
    - a) Violation Cases – 5
      - 1) Pulled by staff – 0
      - 2) Complied prior to hearing – 1
      - 3) Continued by Special Magistrate – 0
      - 4) Found in violation – 4
    - b) Lien Reductions– 2
      - 1) Ortega/Foster – Request to reduce lien to \$1000. Staff and SM agreed to the offer to cover administrative costs. Recommendation forwarded to City Commission for final approval.
      - 2) Calixt/Dass – New owner took possession and cured the violations. SM request for waiver to \$500 and recommend reducing lien to \$1000 to cover administrative costs. Recommendation forwarded to City Commission for final approval.
    - c) Extension of Time – 0
  2. County Court – Judge Barnes – April 10, 2015
    - a) COFP v. Freeman
      - 1) Rabies vaccination required – dismissed by judge because vaccination obtained.
      - 2) Running at large – Guilty but postponed sentence to June 5, 2015.
      - 3) Registration required – Postponed until June 5<sup>th</sup>. Must have registration for all dogs.
    - b) COFP v. Kon
      - 1) Animal Care – Guilty – Fined \$100 plus all court costs.
    - c) COFP v. Mowry
      - 1) Running at Large – dismissed by judge because no additional events.
    - d) COFP v. Rhyant
      - 1) Cutting down tree without a permit (32 counts) – dismissed by judge – says responsibility is the homeowner's, not the vendor.
    - e) COFP v. Fallore
      - 1) Running at large – paid prior to hearing.
    - f) COFP v. Hamilton
      - 1) Registration required (2 counts) – dismissed by staff because registrations obtained
- **Code Enforcement**
  1. Issued 1 written warnings
  2. Issued 0 citations
  3. Initiated 22 new cases: 19 general violations, 3 lot clearing violations
  4. Conducted 221 follow-up inspections
  5. Closed 70 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 45 title/lien searches.
- **Miscellaneous**
  1. All Code Officer and Code Manager attended the bi-monthly Treasure Coast Association of Code Enforcement meeting / seminar.
  2. Code Manager participated in the Young Floridian Scholarship luncheon and interviews hosted by the Chamber of Commerce.
  3. New (re-hire) employee Terry Denmark started back to work on a part-time basis.
  4. Drafted CPTED resolution which will be presented to the City Commission after the newly appointed Police Chief starts.
  5. Drafted Request for Proposal for the operations of the Humane Society.

### Engineering Department

- **Development Reviews** – Intake of five (5) Building Permit, Site Plan, or Certificate of Occupancy reviews.
- **Stormwater Division** – Preparation of individual stormwater billings for federal, state and local governments as well as educational facilities and churches. Billings to be mailed out by end of April.
- **Traffic Control** – City continues maintenance of all signals. FDOT has provided a copy of the final revisions to the Signal Maintenance JPA for agency review.
- **City Marina Reconstruction – Phase II – Docks** – Bellingham is working on the electrical wiring and plumbing for A, B & C docks. The Electrical Equipment Manufacture is completing implementation of Change Order No. 1 retrofit. We are working for operational turnover of C-Dock to the Marina by April 18.
- **S. 21<sup>st</sup> Street / Havana Ave. Sidewalk Project** – Awaiting executed contract. Pre-construction meeting has been scheduled for April 14, 2015.
- **Indian Hills Recreation Area - Stormwater Improvements** – Work on phase I has reached substantial completion. Final hydro-seeding of the flat areas to be completed next week. Negotiations currently underway with contractor Phase II work. This work involves the re-creation of the wetlands on the south side of Savannah Road, construction of a canoe/kayak launch area and dock, walking paths, 5 pedestrian bridges and observation decks. Work will also include, picnic pavilion, exercise equipment and fencing in Phase I.
- **Veterans Memorial Park** – Phase I construction has been completed and accepted. Awaiting receipt of the FDEP 319 grant to forward to commission for approval which funds a portion of the Phase II construction.
- **Melody Lane Fishing Pier** – Awaiting executed construction contract. Expect construction commencement in May 2015.
- **H.D. King Power Plant Clean-up** –2015 clean-up work has been completed. 9,610 tons of contaminated material has been hauled off and disposed. Area has been backfilled with clean material from the Indian Hills Recreation Area project. All work has been completed on-site for this fiscal year.
- **Lincoln Park Neighborhood Improvements** – Sidewalk and curb construction on 8<sup>th</sup> Street and Dundas is complete. Contractor currently working on 9<sup>th</sup> Street. The proposed work includes sidewalk and curbing construction, along with drainage installation, and milling and resurfacing of 8<sup>th</sup> Street (Avenue C to Moore's Creek); 9<sup>th</sup> Street (Avenue C to Avenue D); 10<sup>th</sup> Street (Avenue D to Moore's Creek); Avenue C (10<sup>th</sup> Street to 7<sup>th</sup> Street); and Dundas (Avenue C to Avenue D).

### Police Department

- **Staffing** – The police department still has nine (9) vacancies as of this report: seven sworn officer positions and one civilian position (our Grant and Program Coordinator). Ms. Jakobsen will begin her career as the new Program Coordinator on April 20, 2015. She will be working with the Executive Director of the Roundtable of St. Lucie County.
- **Parking Problems** – The city's management team created a *Parking Committee* to address the short term and long term parking problems the city is experiencing in Downtown and South Beach. The committee consists of representatives from the city commission, city manager's office, planning department, engineer's office, the police department, and code enforcement along with the DBA. The next meeting is scheduled for April 15, 2015.
- **Boy Scout Troops of St. Lucie County: Community Events** – Through a cooperative effort from Mayor Hudson, Mayor Oravec, Scoot Van Duzer (Big Apple Pizza), Ray Garrison (Gulf Stream Council of Boy Scouts of America), the Fort Pierce Police Department, the Port St. Lucie Police Department, and the St. Lucie County Sheriff's Office, the Boy Scout Troops from St. Lucie County have scheduled a Coastal Clean-Up event that will be held on April 11, 2015, from 8:00 AM to 1:00 PM at Harbor Pointe Park. The following month, the Boy Scout Troops from St. Lucie County will conduct a community event in Port St. Lucie. The goal is to include as many Troops from St. Lucie County as we can, not just one or two troops.
- **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. The target location for this shelter is the Salvation Army building on South U.S. Highway #1. The next meeting is scheduled for April 16, 2015.
- **Lincoln Park Council of Youth Forum** – Just a reminder: The Lincoln Park Council of Ministers will be hosting a Youth Forum, which will be held on April 3, 2015, from 10:00 AM until 12:00 PM at the Fort Pierce Police PAL Center. There will be a BBQ after the forum for the youth and participants. **Update** – This forum was held and received a great turnout with approximately 150 youth in attendance.

### 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 (3500 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. PWD staff will be receiving training on the HVAC controls in the near future.
- **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.

**Urban Redevelopment Department**

• **Grants Administrator**

1. Oversight of contract creation and signings, overall project implementation and oversight for 24 Commercial Facade and 16 Public Service grant awards
2. Highwaymen Heritage Trail project implementation
3. Communitywide Council – meeting coordination, minutes, agendas, and advertisements
4. Tourism promotion via creation of booth materials, presentations, etc. for Oyster Festival, Sportsman's Expo, etc.
5. Created and submitted HUD's quarterly report to Finance for signature - SF-425
6. Finalizing SHIP LHAP for submittal to State Housing Finance Corporation
7. Key Note Speaker at Volunteer Appreciation Dinner for Manatee Center
8. Reviewing potential grant opportunity from US Department of Justice for Technology-Based Career Training Program
9. Received approval for Melody Lane Fishing Pier construction contract from City Commission
10. Meetings
  - a) Met with Backus Museum Director and Deputy City Manager to discuss Bean Backus Cultural Trail project, grant application, etc.
  - b) Numerous one-on-one meetings with business owners, nonprofits, etc. regarding Commercial Facade and Public Service grants
  - c) Attended Lincoln Park Improvement Project update meetings
  - d) Met with Indian River State College Small Business Development representative to begin development of incentives/grants for small businesses in City's lower income areas

• **Program Analyst**

1. FEMA – Disaster Related
  - a) Reviewing Debris Removal Plans approved by FEMA to prepare one for the city of Fort Pierce for the removal and monitoring in the event of a disaster.
  - b) Reviewing disaster related training information to present to various staff members.
2. FEMA - Marina Project
  - a) Reconciling payments.
  - b) Working on files for project close-out.
3. FEMA - Windows Expansion Project
  - a) Working on replacement of garage doors with contractor and Mike Reals.
  - b) Modification #6 approved by City Commission and mailed back to FDEM.
  - c) Gathering information for garage door package to send to the State of Florida for approval.
  - d) Received payment #9.
4. State Housing Initiative Partnership (SHIP)
  - a) Working and meeting with Grant Writer and Deputy City Manager on draft of SHIP LHAP.
  - b) Attended site visit for contractor bid 709 Easter Avenue.
  - c) Working on SHIP applicant files.
  - d) Preparing signing documents for homeowners and contractor to begin rehab on 6 homes.
  - e) Received City Commission approval for rehabilitation of 2 additional homes.
5. Neighborhood Stabilization Program (NSP)
  - a) Working on plan for additional monitoring of Fort Pierce Housing Authority Rentals of Orange Avenue Apartments.

### 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 to be April 2015
- Web Cam installation on Jetty estimated completion date of April 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 wood pole channel navigation markers with buoys.
- Working with several educational programs for science purposes.
- Adding regulation and information signs throughout Marina.
- Grant submitted to FIND for the 2<sup>nd</sup> half of financing for a courtesy boat dock.

### Golf Course

- Met with the Assistant Golf Professionals to discuss summer rates at Indian Hills.
- Met with Superintendent to set aerification dates.
- Day-to-day operations.

### River Walk Center

Park Permits	2,200.00
Programming	1,196.20
River Walk Center	2,090.97
Garden Center	900.00
Special Events	1,425.00
Maravilla Center	300.00
Historic City Hall	2,258.30
Youth Activity	0.00
<u>Total</u>	<u>\$10,370.47</u>

### 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 March 31 and April 7; Comedy Corner Improv on Saturday, March 28; Sunrise Theatre & IRSC presented two sold-out Murder Mystery Dinner Theatre's on April 1 & 2. Performances on the Sunrise Theatre main stage included; Two performances ( 5p & 8PM) by Jay Leno on Saturday, March 28; The Broadway Touring Company of Flashdance: The Musical on March 29; The Orchestra, original members of Electric Light Orchestra on April 9.
- David Crosby went on sale to members and the public.
- Missoula Children's Theatre Summer Workshops went on sale March 23.
- On a daily basis offers and contracts are still being negotiated with artists and their representatives to add to the 2014/15 Season.
- Offers are going out and contracts are being negotiated with artists and their representatives for the 2015/16 Season..
- **Meetings:**
  1. Meeting with Bob Curtis WLML –FM Legends Radio, April 7
- Assistance continues with future rental events and co-presentations with various community groups including, but not limited to: Family Meals Inc., Abbey Road Live on May 16; John Carroll High School Prom & Graduation; St. Andrew's Academy Spring Musical "The Music Man" on May 14; Amazing Grace Dance Studio on June 6.
- 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.