



# 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:** May 22, 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 held a Conference Agenda meeting on May 11, 2015.
- The City Manager and Deputy City Manager participated in a conference call with Lyle Sumek regarding the next scheduled Leadership and Strategic Planning Workshop scheduled for July 16, 2015.
- The City Manager and Deputy City Manager attended the first of regularly scheduled meetings with the FPUA Director.
- The City Manager and Deputy City Manager attended a standing meeting with the Mayor to discuss current issues.
- The City Manager attended a mediation.
- The City Manager and Deputy City Manager attended a lunch meeting that was scheduled by the EDC to meet with a representative from the DEO.
- The City Manager and Deputy City Manager attended the joint meeting with St. Lucie County on May 15, 2015.
- The City Manager attended a standing meeting with Commissioner Perona to discuss the agenda for the May 18, 2015 City Commission meeting.
- The City Manager met with the City Attorney regarding an update on current legal issues.
- The City Manager and Deputy City Manager met with the City Attorney and staff regarding the clarification of personnel issues.
- The City Manager attended a meeting with the County Administrator regarding mutual issues.
- The City Manager met with the Code Compliance Manager regarding animal control issues.

### City Clerk's Office

- **Business Tax Receipts –**  
New: 18      Renewals: 0      Transfer: 4
- **Vendor Permits Issued –**  
New: 10      Renewal: 0
- **Contractor Licensing –**  
New: 12      Renewals: 5
- **Public Records Requests (not including Building Department) –**  
New Requests: 9
- **Animal Registrations –**  
New/Renewals/Impound Fees: 3
- **Enterprise Zone Applications –**  
Sales Tax Refund Applications: 1
- **Agenda Preparation and Meeting Minutes –**
  1. Fort Pierce City Commission Meeting – 05/18/15
  2. Joint Meeting with St Lucie County Board of County Commissioners Re: Port – 05/15/15
  3. City Manager Conference Agenda – 05/11/15
- **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 is accurately reflected in our database
  5. Reviewing BTR process to insure compliance with State Statutes
  6. Public Record Request Policy.
- **Meetings/Special Events Attended**
  1. City Clerk attended Coffee with the Mayor on 5/15/15
  2. City Clerk attended meeting with EDC and DEO Officials on 05/15/15
  3. City Clerk and Caleta Scott, License/Permit Clerk, participated in Great American Cleanup on 5/16/15
  4. City Clerk attended Ag-Awareness Tour organized through UF/IFAS on 5/20/15

### Administrative Services Department

- **Procurement –**
  1. Opened Letters of Interest No. 2015-041 Leasing of Two Units/Harbor Master Building
  2. Opened RFP 2015-043 South Hutchinson Island Redevelopment
  3. Processed Addendum No. 6 for RFP No. 2015-039 questions/answers & extended due date to June 9, 2015 at 3:00PM
  5. Address questions daily regarding Property Solicitation
  6. Handle Informal training for various departments
  7. Processed Purchase Orders
  8. Processing and or completion of awards to vendor/contractors approved by Commission.
  9. Meetings:
    - a) Director of Administrative Services attended the 48th Annual (FAPPO) Florida Association of Public Procurement Officials Conference
  
- **Human Resources –**
  1. Interviews for Indian Hills Golf Course
  2. Advertises Job Openings for Switchboard, Solid Waste, and Public Works Departments
  3. Assist Police Department in completing their Audit for Grant Purposes
  4. Processed August 2015 employee evaluation forms
  5. Created personnel action forms.
  6. Distributed monthly Reports to each department such as Accrual Register, Time Sheets and payroll register to the Police Department
  
- **Risk Management –**
  1. Processed day to day Risk Management Duties
  2. Accident Investigation and Injury Reviews
  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 state annual reports
- Starting process for FY2016 budget.
- Oversight of daily operations.

**MIS Department**

- Training with Swagit LLC on mobile unit broadcasting and other identifiable broadcasting issues.
- Met with Deputy City Manager on MIS issues.
- Working with SunGard – Public Sector to implement Click-2-Gov Employee Self Service Portal and Applicant Tracking.
- Working to continue to upgrade cell phones with Text Guard application.
- Working with Diebold on upgrading hardware and software for Security System for City Hall.
- Transitioning Sunrise Theatre emails.
- 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.
- Completed WiFi to the entire City Hall.
- Received new quote from Selectron IVR reps for information on sending this function to the cloud awaiting response from Building staff to proceed.
- 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 fifty-nine (59) new work orders and completed one hundred twenty-one (121) work orders.

### Building Division

- **1700 S. 23rd Street, Lawnwood Hospital** – Submitted new lighting plans.
- **1860 N. Lawnwood Circle, Lawnwood Pavilion** – Submitted new lighting plans.
- **2000 Hartman Road, Hartman Medical Center** – Building Shell Certificate of Occupancy was issued.
- **2000 Hartman Road, Bright Dialysis Center** – Was given a Certificate of Completion.
- Twelve (12) cases seen before the Magistrate
- Zero (0) contractor complaints brought before the Board
- One (1) appeal presented to CBAA.

### Planning Department

- **Administrative/Meetings –**
  1. All Staff members conducted ‘Planner of the Day’ duties on a rotating basis
  2. Walk-ins/Call-ins
  3. Planning Board Meeting
  4. Technical Review Committee Meeting
  5. Pre-application meeting - Adult Congregate Living Facility - 413 N 31st Street
  6. Pre-application meeting - S Indian River Drive FLU Amendment - 401 S Indian River Drive
- **Development Review –**
  1. Inlet Palms Townhomes PD - 1502 Seaway Drive
  2. Lawnwood Pavilion Facility Expansion - 1860 N Lawnwood Circle
  3. A1 Kitchen Remodeling Retail Center - Drive Aisle Variance - 3306 S 7th Street – Technical Review Committee Meeting & Board of Adjustment Report
  4. Rocla Concrete Tie Facility - 600 S 3rd Street - Technical Review Committee Meeting
  5. Hartman Road Medical Facility - 2000 Hartman Road - Conditional C/O
  6. Neighborhood Bible Way Revival - 513 N 13th Street - Site Inspection & C/O Preparation
  7. Artistry in Mosaics - 850 S US Highway 1 - Developer's Agreement Review & Meeting
- **Comprehensive Planning, Long Range Planning –**
  1. S US Hwy 1 Annexation Project
  2. John Carroll/St. Anastasia Annexation Project
  3. Orange Avenue Annexation Project
  4. Village at Midway
- **Historic Preservation –**
  1. St. Andrew's Expansion Architectural Design Review - 210 - 320 S. Indian River Drive – Historic Preservation Board Report
  2. Inter-modal Center Ground Sign Revisions - 715 Avenue D – Historic Preservation Board Report
  3. Window Replacement Request - 531 N 2nd Street - Historic Preservation Board Report
  4. Hibiscus Park Neighborhood Meeting - Potential Historic Designation(s)

## Code Enforcement Division

- **Hearing –**
  1. Code Enforcement Board
    - a) 8 violation cases
      - 3 complied prior to hearing
      - 5 found in violation
    - b) 2 fine reductions
      - Nava, Noel – continued until further notice.
      - Asnel, Pierre – request to reduce lien in the amount of \$47,790 to \$600 payable in 60 days. Staff and Code Board recommend to Commission to approve request based upon it is Mr. Asnel's first interaction with Code Enforcement.
  2. Special Magistrate Ross – May 20, 2015
    - a) 14 violation cases
      - 4 complied prior to hearing
      - 1 continued by staff
      - 9 found in violation
    - b) 2 recall cases – old business: both found in violation
    - c) 1 request for extension of time: request granted
- **Code Enforcement –**
  1. Issued 0 written warnings
  2. Issued 1 citation
  3. Initiated 21 new cases
    - 15 general violations
    - 6 lot clearing violations
  4. Conducted 138 follow-up inspections
  5. Closed 38 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 23 title/lien searches.
- **Miscellaneous –**
  1. Code Manager prepared final draft of RFP for management of the Humane Society.
  2. Code Manager prepared responses to items for the monthly TRC meeting and attended the meeting.
  3. Code Manager attended a meeting with Attorney Rob Schwerer, City Clerk Cox and Interim Chief Amandro to discuss the proposed changes to the taxi cab ordinance.
  4. Code Officers attended the Treasure Coast Association of Code Enforcement meeting.
  5. Daily code enforcement and animal control activities.

## Engineering Department

- **Development Reviews** – Intake of four (4) Building Permit, Site Plan, or Certificate of Occupancy reviews.
- **Traffic Control** – City continues maintenance of all signals. FDOT has provided a copy of the final Signal Maintenance JPA for agency approval and execution. We have started system software upgrades for traffic controller, video detection cameras and CENTRACs system controller.
- **City Marina Reconstruction – Phase II – Docks** – Bellingham has completed the project. We are currently working on punch list items and items contained in Change Order No. 3.
- **S. 21st Street / Havana Ave. Sidewalk Project** – On-going project management of the FDOT joint sidewalk construction project. Final completion scheduled for September 24, 2015.
- **Indian Hills Recreation Area - Stormwater Improvements** – Preparation of change order for Phase II being completed and coordinated with St. Lucie County. Approval to be requested at the June 1st City Commission meeting. 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 pavilions, 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. This grant will fund a portion of the Phase II construction and therefore we cannot commence until it is received.
- **Melody Lane Fishing Pier** – Contractor has been executed. Contractor anticipates having the final signed and sealed value engineering plans to us within two weeks at which time a Pre-construction Meeting will be scheduled.
- **H.D. King Power Plant Clean-up** – Planning for stockpiling of clean material for 2016 work underway. Material will be hauled from phase II of the Indian Hills Recreation project. Currently investigating the possibility of a design-build contract for the replacement of the seawall along Moore's Creek. Cardno construction to make proposal for replacement of seawall to be coordinated with 2016 clean-up work.
- **Lincoln Park Neighborhood Improvements** – Sidewalk and curb construction on 8th Street and Dundas is complete. Contractor currently working on 9th Street and Avenue C. 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

1. **Staffing** – The police department eight (8) vacancies as of this report: seven sworn officer positions and one civilian position (our Grant and Program Coordinator).
2. **Summer Detail** – The police department has teamed with the St. Lucie County Sheriff's Office again this year for our Summer Detail. This year, the Summer Detail will run seven days a week, adjusting the hours of detail depending on crime patterns and trends. The detail will be a targeted approach focusing on our violent crime. The detail will start the week of June 1st and continue until school starts in August.
3. **Parking Problems** – The city's Parking Committee continues to meet to come up with a long term plan to address the parking issues throughout Downtown and South Beach. The new signage has been or will be installed by the June 1st, Commission Meeting.
4. **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. As previously report, the Committee was looking at the Salvation Army building on South U.S. Highway #1, as a temporary shelter for our chronic homeless. The Committee is still waiting to hear back from the National Office. The Committee is also looking at another location, 505 North 7th Street as a possible location. I will report back after our next meeting, which is scheduled for June 4, 2015.
5. **Updates** –
  - a) May 6th: St. Lucie County of Poverty Forum at IRSC. The forum was well attended. There is a lot of follow-up work to be completed, which is be organized and directed by the Roundtable of St. Lucie County. This collaboration has resulted in the Free Youth Summer Ride Program.
  - b) May 6th: Tactical Communication for First Responders Training at IRSC. The police department sent 25 officers, supervisors, and commanders to this training. It was well received. More of this training is needed.
  - c) May 16th: Great America Clean-Up at the River Walk. It was an amazing event with more than 300 volunteers in attendance. There was a second Clean-Up event at Parkland Court, organized by Terrance Beauford, the Men of the Sword, which was held on Saturday, May 23rd. Lieutenant William Hall had six officers from his shift participate in the clean-up event, which was well received by our Parkland Court Community.

## 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.
- **Eagle Scout Project at NW Pioneer Park** – Staff is preparing to partner with the scouts once again on a project. The western portion of NW Pioneer Park will be receiving a new pavilion, concrete slab, picnic table and a sidewalk that will connect to the existing sidewalk that spans the entire length of the Park. This project is anticipated to begin on June 6, 2015.
- **Keep Ft Pierce Beautiful, Great American Clean-up** – This year's event was a huge success with a new location and record breaking participation. The River Walk Center is now the official location of the GAC.

## Urban Redevelopment Department

- **Grants Administrator –**
  1. Provided project oversight for
    - a) 24 commercial facade grant-funded projects
    - b) 14 public service agency grant-funded projects
    - c) Highwaymen Heritage Trail Ribbon Cutting, Art Show and Festival, scheduled for February 20, 2016
    - d) Fort Pierce Authentic Tours marketing program
    - e) Lincoln Park Mural Project Implementation
    - f) World Changers 2015 summer project
    - g) SCORE Economic Development Initiative for Lincoln Park and Orange Avenue Corridor businesses.
  2. Began creating framework/development for URD webpages
  3. Created PowerPoint to detail URD past, present and future projects in CRA
  4. Coordinated installation of link to City's 3 new webcams to individual FPAT business websites
  5. Collaborated with Allegany Franciscan Ministries to increase funding to Lincoln Park area public service agencies
  6. Collaborated with project coordinator of Restoring the Village Youth Initiative to identify potential funding opportunities for summer youth programs
  7. Collaborated with Arts and Cultural Alliance to complete extensive "America for the Arts" survey
  8. Preparing for HUD monitoring visit scheduled for June 9
  9. Delivered tourism brochures on Zora Trail and various businesses to Granny's Kitchen and downtown Visitor Center.
  10. Meetings
    - a) Pre-Meeting and Meeting with FPUA regarding economic development incentives for businesses
    - b) Ampersand Graphics - Highwaymen Trail markers
    - c) Phillip Hartnett - Commercial Facade Grant
    - d) Sharon Robinson - Public Service Grant
    - e) URD Website Development Meeting
    - f) Renee' Jordan - Public Service Grant
    - g) Economic Development Team
    - h) CRA Advisory Board meeting
- **Program Analyst –**
  1. FEMA
    - a) Marina Project
      - Reconciling payments with Florida PA.org
      - Finalizing files for project close out and review
      - Preparing final request for funds until close out
      - Monitoring request for funding payments from State.
    - b) Windows Expansion Project
      - Working on replacement of garage doors with contractor and Mike Reals
      - Approval from SHPO received regarding installation of windows and doors on St. Anastasia
      - Working on final aspects of project close out.
  2. SHIP
    - a) Answering questions from Florida Housing for SHIP audit for 2011-2012. Auditors will be here the week of June 8
    - b) Working on SHIP audit files and documentation
    - c) Updating 2014-2015 files
    - d) Went to SLC Clerk to have 12 mortgages/notes recorded for SHIP program.
  3. NSP
    - a) Working with Maureen Cassaniti from FPHA to update all tenant files for Orange Avenue Apartments
    - b) Attended monitoring visit of Orange Avenue Apartments on Friday May 22 with FPHA and Deputy City Manager
    - c) Working with Jeannie Russell from DEO to set up monitoring program for 15 years.

### Marina

- Oversee daily operations for City Marina and Fisherman's Wharf Marina.
- 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.
- Replacing wood pole channel navigation markers with buoys. Wilco Marine to install in June.
- Working with several educational programs for science purposes.
- Adding regulation and information signs throughout marina.
- Grant submitted to F.I.N.D. for the 2nd half of financing for a courtesy boat dock.
- Working on Marina Opening ceremony on June 13th, 2015 - National Marina Day.

### Golf Course

- Interviewed candidates for the open Greenskeeper position at Indian Hills.
- Met with Superintendent to discuss aerifying fairways this summer.
- Met with Assistant Golf Professionals to discuss summer rates.
- Day-to-day operations.

### River Walk Center

|                    |                  |
|--------------------|------------------|
| Park Permits       | 1,712.50         |
| Programming        | 908.08           |
| River Walk Center  | 379.37           |
| Garden Center      | 402.86           |
| Special Events     | 2,050.00         |
| Maravilla Center   | 100.00           |
| Historic City Hall | 98.59            |
| Youth Activity     | 1,025.00         |
| <hr/> Total        | <hr/> \$6,676.40 |

**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 May 12 & 19; Comedy Corner Improv on Saturday, May 9; Family Meals Inc., presented Abbey Road Live on May 16; Private graduation party on May 22. Performances on the Sunrise Theatre main stage included: St. Andrew's Academy Spring Musical "The Music Man" on May 14; John Carroll High School Graduation on May 22;
- Assistance continues with future rental events and co-presentations with various community groups including, but not limited to: Amazing Grace Dance Studio on June 6; Treasure Coast Food Bank, A Night of Comedy on August 14; The Butterfly Project Pure Zeppelin Experience on August 28.
- The Membership drive for the 2015/16 Season has started off with a bang with our first \$10,000 membership!
- Research on artists, teleconferences with agents discussing artist fees, tour routing and availability for the 2015/16 season, along with offers, artist confirmations, and contract negotiations are ongoing on a daily basis.
- The theatre is still busy preparing and registering for the four week long summer camps with Missoula Children's Theatre which start on June 15.
- 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.).
- Marketing and show sponsorship packages are being put together to solicit for next season. 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.