



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: June 5, 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 attended a meeting with Commissioner Alexander and representatives of the Boys and Girls Club.
- The Deputy City Manager attended the FCCMA Annual Conference May 27-30, 2015.
- The City Manager attended the FPUA Budget Workshop.
- The City Manager participated in a tour of the port that was scheduled by Representative Lee.
- The City Manager attended a standing meeting with Commissioner Perona to discuss the agenda for the June 1, 2015 City Commission meeting.
- The City Manager met with the Senior Planner regarding planning issues.
- The City Manager and Deputy City Manager attended the welcome reception for the new Police Chief.
- The proposed Local Option Gas Tax Interlocal Agreement was continued to the July 7, 2015 meeting of the Board of County Commissioners.
- The City Manager, Deputy City Manager and City Attorney met with the County Administrator, County Attorney and SLC Public Works Director regarding an interlocal agreement for the partnership of the development of the port.
- The City Manager and Deputy City Manager met with the Finance Director and Chief Accountant regarding establishing a budget workshop schedule.
- The City Manager met with the City Attorney regarding an update on current legal issues.

City Clerk's Office

- **Business Tax Receipts –**
New: 11 Renewals: 1 Transfer: 4
- **Vendor Permits Issued –**
New: 23 Renewal: 0
- **Contractor Licensing –**
New: 17 Renewals: 5
- **Public Records Requests (not including Building Department) –**
New Requests: 9
- **Animal Registrations –**
New/Renewals/Impound Fees: 1
- **Enterprise Zone Applications –**
Sales Tax Refund Applications: 1
- **Agenda Preparation and Meeting Minutes –**
 1. Fort Pierce City Commission Meeting – 06/01/15
 2. Treasure Coast Council of Local Governments – 06/03/15
- **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 Memorial Day Services on 05/25/15
 2. City Clerk attended Economic Growth Summit with Economic Development Council on 06/02/15
 3. City Clerk attended Treasure Council of Local Governments Meeting on 06/03/15

Administrative Services Department

- **Procurement –**
 1. Address questions regarding RFP No. 2015-039 Sale and Lease of Surplus Property, daily
 2. Discussion with staff adding more items to webpage to lessen the number of phone calls. Items such as, bid tabulations and awards.
 3. Informal training provided to various
 4. Processed Purchase Orders and day to day operations of the Purchasing Division
 5. Processing and or completion of awards to vendor/contractors approved by Commission.
 6. Meetings:
 - a) Director of Administrative Services and Human Resources Technician met with an employee regarding disability claims.
 - b) Director of Administrative Service met with Human Resources staff
 - c) Director of Administrative Services, Human Resources Technician, Risk Manager, Public Works Manager, Public Works Inspector met to discuss personnel issues

- **Human Resources –**
 1. Coordinate pre-employment physicals and background checks for new hires.
 2. Create several Personnel Action forms for new hires and etc.
 3. Distributed monthly reports to each department such as Accrual Register, Time Sheets and payroll register to Police Department.
 4. Verified car and clothing allowance along with payroll report.
 5. Processed August 2015 employee evaluation forms.
 6. Complete Verification of Employment/Loss of Income forms.
 7. Create and process retirement package for employees.
 8. Handle complaints and concerns
 9. Completing Employee Information Forms Project
 10. Advertise Job Openings for open positions.
 11. Complete Family Medical Leave package for employees
 12. Orientation for New Police Chief
 13. Completing E Verify Reports for new hires
 14. Post New and update State, Federal and Local Laws Posters
 15. Accept applications for opening positions
 16. Complete reports for 2015 Youth Employment Program
 17. Plan awards Luncheon for Youth Employment Program
 18. Securing a Temporary Employee for Switchboard Operator
 19. Meeting with an employee for discussion of Disability Retirement Process
 20. Attend Graduation Ceremony for CareerSource of the Treasure Coast

- **Risk Management –**
 1. Collaborating with Florida Blue regarding upcoming Health/Wellness Seminars.
 2. Processed day to day Risk Management Duties.
 3. Reviewed Insurance Requirements for Contractor Bids.
 4. Accident Investigation and Injury Reviews.
 5. Audited, Closed, and Processed WC Claims.
 6. Processed Insurance Subrogation.
 7. Consulted with the City Carrier Regarding Liability Claims.

Finance Department

- Working on state annual reports
- Finalizing budget worksheet detail to assist Department Heads with the preparation of the proposed FY2016 departmental budgets.
- Oversight of daily operations.

MIS Department

- Working with Comcast for WI-FI for River Walk Center.
- Working on virtualizing and migrating all the Blade Center servers.
- Completed work with Aastra on emergency citywide broadcasting.
- 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 switches, servers, racks and Intune software citywide.
- Exploring cloud based options for different applications.
- Working on a WorkOptiFlow pilot program with Indian Hills Department.
- Completed 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).
- Updating MIS documentation and procedural policies (on-going).
- Received seventy-seven (77) new work orders and completed one hundred thirty-six (136) work orders.

Building Division

- **400 Seaway Drive – Oculina Bank:** Application for new commercial building permit has been submitted.
- **4100 Okeechobee Road – St. James Christian Academy:** Permit application submitted build out of addition classrooms.
- **5200 Okeechobee Road – AT & T:** Permit for commercial remodel is ready for issuance.
- **Oak Alley Subdivision:** 3 Permits for Single Family Homes were issued.
- **Certificates of Occupancy were issued for:**
 1. 3023 S. Indian River Drive
 2. 2506 Madewood Drive
- **Building Department Investigator:**
 1. 2 Cases seen before the Magistrate
 2. 1 Contractor Complaints brought before the Board
 3. 0 Appeals 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. Historic Preservation Board Meeting
 4. Board of Adjustment Meeting
 5. Pre-application meeting - Site Plan - Mariner Cove - 3200 Edwards Road
 6. Village at Midway Methodology Meeting

- **Development Review –**
 1. Inlet Palms Townhomes Planned Development - 1502 Seaway Drive
 2. Lawnwood Pavilion Facility Expansion - 1860 N Lawnwood Circle
 3. Mariner Cove Site Plan - 3200 Edwards Road
 4. Rocla Concrete Tie Manufacturing Facility - 600 S 3rd Street – Planning Board Report
 5. Family Dollar - 1210 S 25th Street - Construction Submittal Report
 6. A1 Kitchen Remodeling - 3306 South 7th Street (US Highway 1) - Variance Approval

- **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
 5. Backus Museum Expansion – Conference Agenda Report

- **Historic Preservation –**
 1. Tampa Visitor Tour - Guests Celebrating Diane Hogley-Burney's Hiring
 2. St. Andrew's Expansion - 210 S. Indian River Drive – Historic Preservation Board Review and Workshop
 3. Multi-Modal Facility Ground Signs - 715 Avenue D - Historic Preservation Board Approval
 4. COA for Window Replacement - 531 N 2nd Street - Historic Preservation Board Approval

- **GIS/Mapping –** New annexation agreements filed

- **Economic Development –** Waterfront Property Tour with St. Lucie County Economic Development Council

Code Enforcement Division

- **Hearing –**
 1. Special Magistrate Blandino: June 3, 2015
 - a) 8 violation cases
 - 1 complied prior to hearing
 - 7 found in violation
 2. County Court – Judge Barnes: June 5, 2015
 - a) COFP v. Nolen: Running at large – dismissed by judge
 - b) COFP v. Harper:
 - Rabies vaccination required – continued to July 1
 - Registration required – continued to July 1
 - c) COFP v. Terry: Operating without a BTR – guilty – fined \$100 plus all costs
 - d) COFP v. Scott: Rabies vaccination required – continued to July 1
 - e) COFP v. Adams: Running at large – dismissed by judge
 - f) COFP v. Freeman:
 - Running at large – dismissed by judge
 - Registration required – dismissed by judge
 - g) COFP v. Knickerbocker: Failure to restrain – guilty – paid prior to hearing
- **Code Enforcement –**
 1. Issued 3 written warnings
 2. Issued 0 citation
 3. Initiated 40 new cases
 - 31 general violations
 - 9 lot clearing violations
 4. Conducted 202 follow-up inspections
 5. Closed 88 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 55 title/lien searches.
- **Miscellaneous –**
 1. Animal Control removed and quarantined a cat that later tested positive for rabies. Two Animal Control Officers and two Code Enforcement officers and the Code Manager walked the neighborhood and left flyers either directly in person or posted on the door of 42 residences. We also noted 5 vacant homes and identified 1 as the source of a feral cat colony. Traps are set and routinely being checked to try and remove as many of the cats as possible. The neighborhood has been extremely cooperative to date.
 2. Daily code enforcement and animal control activities.

Engineering Department

- **Development Reviews** – Intake of seven (7) 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. Submitted annual equipment purchase from Econolite Group in the amount of \$69,890.00 for Commission approval.
- **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. We are also preparing for the grand opening June 13, 2015
- **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** – Contractor preparing for implementation of Phase II work. Mixing pump and injection points set for alum injection. Alum plant start-up to take place the third week of June. Pedestrian bridges in phase I to be stained and preserve applied the week of June 8, 2015.
- **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 submitted the final signed and sealed value engineering and the plans have been approved. A Pre-construction Meeting has been scheduled for June 18, 2015.
- **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, 9th Street, Avenue C and Dundas is complete. Contractor currently working on 10th Street. 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 Summer Detail started June 3, 2015. The police department has partnered with the St. Lucie County Sheriff's Office again 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 ends in August.
3. **Parking Problems** – The City's Parking Committee continues to meet to formulate long term plans to address the parking issues throughout Downtown and South Beach. The new "Free Parking" signage has been installed throughout Downtown.
4. **Homeless Initiative** – This is a long term problem that the police department and the Treasure Coast Homeless Coalition continue to work on. The Committee is moving forward with plans to submit the RFP bid for 505 North 7th Street as a temporary shelter. This will be a 20 bed temporary shelter that will serve as a jail diversion program for homeless men.
5. **Updates** –
 - a) The police department is working with the National Gang Center to bring a basic gang training class to St. Lucie County. This training will be free because of the Comprehensive National Gang Model grant that we received last year. The training will take place early fall of this year. Once the dates, times and location are set, the police department will send out a Training Announcement.
 - b) The police department will be participating in the Chili Cook-Off Event again this year, which takes place on Saturday, July 11th. All proceeds will go to the Boys and Girls Club of St. Lucie County. It's a great family fun day. Please join us at our booth this year.

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** – Beginning June 6, 2015 the gym will be hosting a basketball program from 1:00-8:00 Monday-Friday for 10 weeks.
- **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 underway and it is anticipated to be completed by the end of the month.

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. Created CDBG Program Management Plan
 3. Created FortPierceTours.com promotional video for Tourism Showcase at Fenn Center
 4. Created FortPierceTours.com tentative budget for 2015-2016 program year
 5. Collaborated with Restoring the Village (Monica Jakobson) to implement 10-week 1pm-8pm summer basketball program at Percy Peak Gymnasium
 6. Prepared for HUD monitoring visit for June 8-9
 7. Created presentation to deliver to the Florida Inland Navigation District on 6/19 for grant to help fund City Marina Dinghy Docks
 8. Created tourism presentation and will deliver at Sailfish Brewery 6/12 as part of St. Lucie County Familiarization (FAM) Tour
 9. Collaborated with MLK, Jr. Commemorative Committee on behalf of City for 2016 Martin Luther King, Jr. Day of Service
 10. Broke down and picked up FPAT tourism promo booth at end of Friday Fest 6/5.
 11. Meetings
 - a) Kori Benton, Linda Whalen - Special Category Historic Preservation Grant Opportunity
 - b) Robin Goldman - Heathcote Festival of Lights
 - c) D'Join Harris - Precious Pearls Youth Group
 - d) Cheryl McCrary - Martin Luther King, Jr. Day of Service
 - e) Gloria Johnson, Johnna Morris, Nick Mimms - Section 108 Loan and BEDI Grant
 - f) Reverend Mills - 464 N. 9th Commercial Facade Grant
 - g) Restoring the Village - Summer Programs for Lincoln Park Neighborhood
 - h) Conference Call - Upendo Shabazz-Phillips - Allegeny Franciscan Ministries assistance for Public Service agencies
 - i) Lincoln Park Improvement Project update
 - j) Denise - Hometown News
 - k) John O'Connor - Panoramic photos of tourism venues in Fort Pierce
 - l) Marty Saunders - Dan McCarty Track Resurfacing

Urban Redevelopment Department contd.

- **Program Analyst –**
 1. FEMA
 - a) Preparing quarterly reports
 - b) 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.
 - Preparing spreadsheets for staff hours to request overrun on Phase II
 - c) Windows Expansion Project
 - Working on replacement of garage doors with contractor and Mike Reals
 - 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 on June 15
 - b) Working on SHIP audit files and documentation
 - c) Updating 2014-2015 files
 - d) Updating Applications for the next cycle of funding
 - e) Preparing RFPs for 709 Easter Avenue to go out for re-bid
 - f) 2302 Avenue C rehabilitation has been completed and site visit is being scheduled
 - g) Scheduled PODS to be placed at two rehab locations for families to prepare to move out during construction.
 3. NSP
 - a) Prepared and submitted NSP monitoring report for site visit at Orange Avenue Apartments
 - b) Preparing monitoring visit letter to Housing Authority with results of visit.

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

- Added St. James Men's Monday League to the roster while they are resurfacing their greens.
- Added TV commercials to the US Open and British Open.
- Met with Superintendent to review summer projects at the golf course.
- Day to day activities.

River Walk Center

Park Permits	875.00
Programming	474.73
River Walk Center	2319.99
Garden Center	250.00
Special Events	950.00
Maravilla Center	100.00
Historic City Hall	1050.00
Total	\$6,019.72

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 26 & June 3; Comedy Corner Improv on Saturday, May 23; Theatre-Go-Round Dinner Theatre presented Broadway Blockbusters on May 30; The Flame radio station held a “Working Women’s Wednesday” event on June 3.
- 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.
- Meeting with Animal Emergency & Referral Hospital on June 2, regarding co-marketing opportunities and sponsorship.
- Meeting with promoter Larry Kyman on June 4, regarding a Doo Wop weekend in March.
- The Membership drive for the 2015/16 Season is in full swing.
- 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.