




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 
RE: Department Activity Report
DATE: June 26, 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 standing meeting with Commissioner Perona to discuss the June 15, 2015 City Commission meeting agenda.
- The City Manager met with the President and Vice-President of the Florida Ports Council in Tallahassee to discuss the development of the Port of Fort Pierce.
- The City Manager, Deputy City Manager, Finance Director and Chief Accountant met with each department head to discuss the proposed FY 2016 departmental budgets.
- The City Manager met with Don West, SLC Public Works Director regarding an update on the port.
- The City Manager attended a meeting with Commissioner Alexander and the FPUA Director regarding FPUA issues.
- The City Manager and Deputy City Manager attended standing weekly meetings with Mayor Hudson.
- The City Manager met with the County Administrator and FPUA Director regarding issues of mutual concern.
- The City Manager and Deputy City Manager met with the Chief Accountant to finalize the departmental budget requests.
- The City Manager and Deputy City Manager met with Commissioner Sessions regarding an update of the port.
- The City Manager and Deputy City Manager participated in the Kids at Hope Summer Food Program on July 1, 2015.
- The City Manager met with the City Attorney regarding an update on current legal issues.

City Clerk's Office

- **Business Tax Receipts –**
New: 20 Renewals: 0 Transfer: 6
- **Vendor Permits Issued –**
New: 0 Renewal: 0
- **Contractor Licensing –**
New: 2 Renewals: 4
- **Public Records Requests (not including Building Department) –**
New Requests: 12
- **Animal Registrations –**
New/Renewals/Impound Fees: 11
- **Enterprise Zone Applications –**
Sales Tax Refund Applications: 4
- **Agenda Preparation and Meeting Minutes –**
 1. Conference Agenda – 06/08/2015
 2. Fort Pierce City Commission Meeting – 06/15/15
- **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. Meeting with EDC and St. Lucie County regarding small business incentives 06/11/2015
 2. Meeting with Pete Tesch, EDC 6/12/2015
 3. Meeting with EDC, SLC, PSL regarding government permitting coordination 6/12/2015
 4. City Martina Marina Ribbon Cutting 6/13/2015
 5. Meeting with potential new business to Fort Pierce with EDC 6/16/2015
 6. Meeting with EDC regarding corridor study 6/17/2015
 7. EDC Board of Directors 6/18/2015
 8. Florida Association of City Clerks Summer Conference 6/21-23/2015

Administrative Services Department

- **Procurement –**
 1. Processed Bid 2015-044 Housing Rehabilitation 709 Easter Avenue Advertisement dates 6/25 and 7/2/2015
 2. Informal training provided to various departments.
 3. Processed Purchase Orders and day to day operations of the Purchasing Division
 4. Processing and or completion of awards to vendor/contractors approved by Commission.
 5. Meetings:
 - a) Director of Administrative Services attended the Public Risk Managers Annual Conference
 - b) Director of Administrative Services attended the Insurance Committee Meeting
 - c) Director of Administrative Services, Deputy City Manager, Senior- Planner, and the Economic Development Committee attended an Evaluation Meeting for RFP No. 2015-043 South Hutchinson Island Redevelopment

- **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

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

Finance Department

- Met with each department head regarding their proposed budgets for FY2016.
- Preparation of the first draft of the FY 2016 budget.
- Oversight of daily operations.

MIS Department

- Upgraded IBM Power 7 software and SunGard HTE applications.
- Completed WI-FI connection for River Walk Center.
- Working with Chief of Police on adding Police Department website services to the City's main website.
- Working on virtualizing and migrating all the Blade Center servers.
- Working with Marina on wireless meters and configuring the NuCore application which reads the water and electric usage.
- 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.
- Received new quote from Selectron IVR reps for information on sending this function to the cloud awaiting approval from the Commission.
- 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).

Building Division

- **500 N. Indian River Drive** – A.E. Backus Gallery, Addition: Application for new commercial building permit has been submitted.
- **2600 Okeechobee Road** – O'Reilly Auto Parts: Permit application submitted for new commercial property.
- **2534 Madewood Drive** – Maronda Home: Received a Certificate of Occupancy.
- **4407 Belle Grove Drive** – GHO Homes: A Building Permit was issued.
- **2746 Oak Alley Drive** – GHO Homes: New single family Building Permit submitted.

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
- **Development Review –**
 1. Inlet Palms Townhomes PD - 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 - PB Presenting & CC Report
 5. St. Andrew's Developer's Agreement - Staff Meeting & Updates
 6. Artistry in Mosaics Site Plan/Abandonment/Lot Transfer - 890 S US Highway 1 - Developer's Agreement, Ordinance & Resolution Revisions
 7. Iglesia's Residence - Variance - 2727 Oleander Avenue - BOA Report
- **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 Transmittal Package
 5. Village at Midway - Comprehensive Plan Text Amendment
 6. South Indian River Drive - Comprehensive Plan Map Amendment
- **Historic Preservation –**
 1. Awning & Sign Additions for the "One Eleven Orange" Building - 111 Orange Avenue - HPB Approval
 2. 2nd Street Bistro - Canopy/Awning over Outdoor Seating -122 N 2nd Street - HPB Approval
- **GIS/Mapping –** New annexation agreements filed
- **Economic Development –**
 1. Targeted Redevelopment District - Preliminary District & Mapping Preparations
 2. Conference Call with Enterprise Florida - ED Roadway Improvement Funds

Code Enforcement Division

- **Hearing** – No hearings for the month of June
- **Code Enforcement** –
 1. Issued 12 written warnings
 2. Issued 0 citation
 3. Initiated 63 new cases
 - 46 general violations
 - 17 lot clearing violations
 4. Conducted 176 follow-up inspections
 5. Closed 37 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 59 title/lien searches.
- **Miscellaneous** –
 1. Animal Control continued to work the area designated as a rabies alert area. To date, 17 stray cats have been removed from the area and trapping activity continues. Problems still exist with local residents feeding the stray cats and another person has been bitten. We have been unable to identify which cat caused the bite.
 2. Code Enforcement has worked with the owners of the 1st identified vacant home. It is secured and in the process of being cleaned and repaired.
 3. A 2nd rabies alert area has been identified outside of the City limits, in norther St. Lucie County.
 4. Animal Control responded to an incident involving a large Chow dog attacking its owners. Both owners sustained injuries and FPPD responded and had to shoot the dog for their safety and the safety of the neighborhood. The dog was taken to Animal Emergency where it was euthanized. Due to the location of the event, happening between the two rabies alert areas, and the dog being an “outside” dog, it has been sent to be tested for rabies – results not available yet at this time.
 5. Code Manager met with City Manager, Deputy City Manager and Finance to discuss proposed FY 2016 budget.
 6. Code Manager met with the Humane Society to begin negotiations for FY 2016 contract.
 7. Animal Control prepared for the City of Fort Pierce’s Inaugural “Bring your Dog to Work Day”, which will take place on Friday, June 26th. Several local businesses provided items for our “doggie bags”.
 8. Code Enforcement and Animal Control staff volunteered to help with the Kids at Hope summer food deliveries.
 9. Daily code enforcement and animal control activities.

Engineering Department

- **Development Reviews** – Intake of eleven (11) Building Permit, Site Plan, or Certificate of Occupancy reviews.
- **Traffic Control** – City continues maintenance of all signals. The City has executed the Signal Maintenance JPA FY 2015/16 and it has been forwarded for FDOT approval and execution. We have started system software upgrades for traffic controller, video detection cameras and CENTRACs system controller. We have ordered the Commission approved fiscal year equipment purchase from Econolite.
- **Stormwater Utility** – Preparing and revising stormwater utility roll to be submitted to St. Lucie County to be included with the TRIM notices by July 1.
- **City Marina Reconstruction – Phase II – Docks** – Bellingham has completed the project. Marina Project is completed and we anticipate starting the FEMA closeout procedure within the next 3-4 weeks.
- **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** – A presentation was made to SFWMD Board on June 11, highlighting progress and accomplishments on Phase I of the project. Construction has begun on Phase II with approximately 11,000 CY of material transported to the King property to be stockpiled until need for the 2016 contamination removal. The mixing pump and injection points have been set for alum injection. Alum plant training and start-up has been delayed until the second week of July. Pedestrian bridges in phase I have been stained and will be opened by the end of June.
- **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** – A Pre-construction was conducted on June 18, 2015. Construction of the pile caps has been completed at the contractor's construction yard. Mobilization on-site expected late July or upon receipt of the Building Permit.
- **H.D. King Power Plant Clean-up** – Planning for stockpiling of clean material for 2016 work underway. 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-going. 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). Final completion expected September 27, 2015.

Police Department

1. **Staffing** – The police department ten (10) vacancies as of this report: six sworn officer positions and four civilian positions (Grant/Program Coordinator, Senior Accounting Clerks, Records Specialist, and Community Service Aide). Our Accreditation Manager has submitted her resignation notice, which will take effect in July.
2. **Summer Detail** – The Summer Detail started June 3, 2015, and is operating seven (7) days a week, adjusting the hours of detail depending on crime patterns and trends. The detail is focusing on 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 Downtown parking problem has lessened since the end of tourist season. The city is still experiencing some parking issues in and around Jetty Park.
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 submitted their RFP bid for 505 North 7th Street as a temporary shelter, which will be a temporary shelter just for the chronic homeless and several beds for our homeless veterans.
5. **Pinewood Park** – Sarah’s Kitchen has been providing our homeless with a hot meal around 12 o’clock every day, which has generated several complaints of panhandling, littering, drinking and public urination. The police department has issued a Directed Patrol for the park, meaning the zone officers monitor this location and the surrounding businesses and residents taking the necessary enforcement action to address the aforementioned complaints. Additionally, the police department asked Sarah’s Kitchen move their “lunch” program to a different location. Happy to report that Father Yves, Notre Dame Missionary Catholic Church has agreed to let Sarah’s Kitchen use their grounds for the “lunch” program. This change of location will start August 1st.
6. **Updates** –
 - a) The Chief has completed three (3) Meet & Greets: one at the Lincoln Park Academy, the second at the Chapel by the Sea, and the third at the Fenn Center. A fourth Meet & Greet is scheduled for July 7th at the next Downtown Business Association (DBA) Meeting.
 - b) The police department has partnered 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 is scheduled for October.
 - c) 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.

Urban Redevelopment Department

- **Grants Administrator –**
 - a) Traveled to Daytona Beach to attend monitoring visit with HUD representatives on City's CDBG Policies and Procedures
 - b) Created PowerPoint presentation and provided overview of CDBG projects to Communitywide Council
 - c) Created City tourism presentation for SLC Familiarization Tour (FAM) attendees
 - d) Operated tourism promotional booth during City Marina Ribbon Cutting festivities
 - e) Created PowerPoint presentation then traveled to Cocoa Beach to present to Florida Inland Navigation District for Floating Dinghy Dock matching grant application
 - f) Closed out Visit Florida grant award
 - g) Collaborated with Allegany Franciscan Ministries to obtain matching funds for 2014-2015 Public Service grant awardees located in Lincoln Park Neighborhood. Attended City Commission meeting with Allegany for formal announcement
 - h) Created draft CDBG web page for City website
 - i) Attended pre-construction meeting for Melody Lane Fishing Pier
 - j) Created and submitted Keep America Beautiful grant report
 - k) Collaborated with World Changers and Pastor Harry Shaw and provided funding oversight for 2015 World Changers project and Block Party
 - l) Created Business Educational Needs Survey; collaborating with Service Corps of Retired Executives (SCORE) and Lincoln Park and Fort Pierce Main Streets to disseminate surveys to help determine interest in workshops and small capacity/sustainability grants for small businesses located in Lincoln Park and along Orange Avenue Corridor.
 - m) Continued to provide oversight for 14 Public Service Agency and 24 Commercial Facade grant-funded projects
 - n) Completed HUD IDIS drawdown to reimburse City for approximately \$100,000 in CDBG-funded expenditures
 - o) Collaborated with Monica Jakobsen, Project Coordinator, Restoring the Village Youth Initiative and community volunteers to provide first annual 10-week City of Fort Pierce Summer Basketball Camp at Percy Peek Gymnasium
 - p) Received notice from the Florida Division of Cultural Affairs that our grant application for general program support for the Sunrise Theater was selected to receive \$68,942
- **Program Analyst –**
 - 1. FEMA
 - a) Quarterly reports filed for Marina Project and Wind Retro-fit Project
 - b) Marina Project
 - Reconciling payments with Florida PA.org
 - Finalizing files for project close out and review
 - 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) June 15 SHIP audit completed at City Hall
 - b) Updating 2014-2015 files
 - c) Updating Applications for the next cycle of funding
 - d) RFPs for 709 Easter Avenue went out for re-bid
 - e) PODS delivered to Avenue I and Avenue P
 - f) Applicant on Avenue P has been re-located until construction is complete
 - g) Final project completion payment and site visits done at Soltman Avenue, Apple Street, and N. 22nd Street. Applicants completely satisfied with rehabilitations
 - h) Final project completion payment and site visit on Avenue C. Applicant satisfied with rehabilitation with exception of request for peephole in front door. Peephole installation has now been completed.

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 June 28th.

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.

Golf Course

- Met with City Manager, Deputy City Manager, and Finance Dept. to review the FY 2016 budget for the golf course.
- Met with Superintendent to review ongoing projects on the golf course.
- Day-to-day operations.

River Walk Center

Park Permits	2100.00
Programming	1375.04
River Walk Center	1540.47
Garden Center	355.00
Special Events	1025.00
Maravilla Center	100.00
Historic City Hall	1465.00
<u>Total</u>	<u>\$7960.51</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 June 16 & 23; Comedy Corner Improv on Saturday, June 13; Learn To Read & BlueBird Educational Foundation presented Wine, Food & All That Jazz, a fundraiser for both organizations on June 21. Performances on the Sunrise Theatre main stage included: Amazing Grace Dance Studio presented Esther – For Such A Time As This on June 6; A sold-out performance by David Crosby on June 10; The first week of summer camp, June 15-19, was a big success as was the public performance of Peter & Wendy put on by the campers on Friday, June 19 at 7pm.
- Assistance continues with future rental events and co-presentations with various community groups including, but not limited to: Treasure Coast Food Bank, A Night of Comedy on August 14; The Butterfly Project Pure Zeppelin Experience on August 28; Dancing With The PAL'S on September 19.
- Contracts for artists and attractions are being received and executed for the coming season.
- 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.
- Preparation for the remaining camps continues.
- 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.