



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: July 17, 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, Deputy City Manager, Finance Director and Chief Accountant met with each member of the City Commission to discuss the proposed budget for FY 2016.
- The City Manager attended the FPUA Board meeting on July 7, 2015.
- The City Manager and Finance Director held a budget workshop on July 9, 2015.
- The City Manager, Deputy City Manager and City Engineer met with St. Lucie County Public Works Director regarding an update on a proposed project.
- The City Manager met with the City Attorney for an update on legal issues.
- The City Manager held a Conference Agenda meeting on July 13, 2015.
- The City Manager and Deputy City Manager attended standing meetings with Mayor Hudson regarding current City issues.
- The Deputy City Manager attended a meeting regarding voluntary cleanup tax credits.
- The Deputy city Manager attended a Keep Fort Pierce Beautiful Board meeting on July 14, 2015.
- The City Manager attended the joint meeting of the TCCLG and TCRLC in Okeechobee on July 15, 2015.
- The City Manager and Deputy City Manager attended the Leadership and Strategic Planning Workshops for the Management Team and the City Commission on July 16, 2015.

City Clerk's Office

- **Business Tax Receipts –**
New: 10 Renewals: 6 Transfers: 3
- **Vendor Permits Issued –**
New: 0 Renewals: 0
- **Contractor Licensing –**
New: 10 Renewals: 4
- **Public Records Requests (not including Building Department) –**
New Requests: 9
- **Animal Registrations –**
New/Renewals/Impound Fees: 6
- **Enterprise Zone Applications –**
Sales Tax Refund Applications: 0
- **Agenda Preparation and Meeting Minutes –**
 1. Fort Pierce City Commission Meeting – 07/06/2015
 2. Budget Workshop – 07/09/2015
- **Special Projects**
 1. 2016 BTR Renewals were printed and mailed
 2. On-going records retention/destruction project
 3. Conversion of Annexation Agreement Listing from MS Word to Excel
 4. Review of all annexation agreements to verify accuracy and entry into database
 5. Public Record Request Policy.
- **Meetings/Special Events Attended**
 1. City Clerk attended Chamber of Commerce event 06/26/2015

Administrative Services Department

- **Procurement –**
 1. Processed RFP No. 2015-046, Sale or Lease of Surplus Property ~ 505 North 7th Street
Proposal Dates: Advertise, 7/15 and 7/22
 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 Insurance Committee Meeting
 - b) Director of Administrative Services and Purchasing Manager met with Deputy City Manager to discuss surplus property.
 - c) Director of Administrative Services, Deputy City Manager, Purchasing Manager, and the Economic Development Committee conducted Presentation Interviews for RFP No. 2015-043 ~ South Hutchinson Island Redevelopment.
 - d) Director of Administrative Services met with National Life Group to discuss pension/retirement options.
 - e) Director of Administrative Services attended Budget Workshop
 - f) Director of Administrative Services met with the City of Fort Pierce Negotiation Team to discuss union contract negotiations, IUPA and PBA

- **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 all Departments.
 4. Verified car and clothing allowance along with payroll report.
 5. Processed September 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. Advertise Job Openings for open positions.
 10. Complete Family Medical Leave package for employees
 11. Completing E Verify Reports for new hires
 12. Post New and update State, Federal and Local Laws Posters
 13. Accept applications for opening positions
 14. Complete New Hire process of Deputy Chief Norris, Police Officer Murray, and Switchboard Operator
 15. Log-In and file Personnel Actions forms
 16. Risk Management Committee Meeting
 17. Processed bills for payment

- **Risk Management –**
 1. Collaborated in Mediation(s).
 2. Attended Disability Retirement Committee Meeting(s).
 3. Completed Human Resource Management Class.
 4. Interview Panel for Compliance Manager & Operations Manager.
 5. Processed day to day Risk Management Duties.
 6. Reviewed Insurance Requirements for Contractor Bids.
 7. Audited, Closed, and Processed WC Claims.
 8. Processed Insurance Subrogation.
 9. Consulted with the City Carrier Regarding Liability Claims.

Finance Department

- Presentation of Proposed FY 2016 General Fund and FPRA Budgets at Budget Workshop.
- Preparation of quarterly financial report.
- Oversight of daily operations.

MIS Department

- Meeting with City Manager, Deputy City Manager, Director of Finance, Chief Accountant and MIS Senior staff about MIS Budget for fiscal year 2016.
- Attended the Commission Budget workshop
- Working with Chief of Police on adding Police Department website services to the City's main website and wants for Police staffing at City Hall.
- Commission approval on Consent Agenda items for Selectron and IBM and working on submitting requisitions for both.
- 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).
- Updating MIS documentation and procedural policies (on-going).
- Received fifty two (52) new work orders and completed ninety seven (97) work orders.

Building Division

- **601 South 3rd Street, ROCLA** – Application for new commercial building, permit has been submitted.
- **900 North US Highway 1, Artistry in Mosaics** – Application for new commercial building, permit has been submitted.
- **1860 North Lawnwood Circle, Lawnwood Pavilion** – Application for new addition, permit has been submitted.
- **2730 Oak Alley Drive, GHO Homes** – Application for new single family home has been submitted.
- **Building Department Investigator** – 5 cases seen before the Magistrate.

Planning Department

- **Administrative/Meetings –**
 1. All Staff members conducted ‘Planner of the Day’ duties on a rotating basis
 2. Walk-ins/Call-ins
 3. 1450 Bell Avenue - Gas Tank Project
 4. Annual budget hearing
- **Development Review –**
 1. Rocla Concrete Tie Manufacturing Facility - 600 S 3rd Street - CC Approval of First Reading
 2. St. Andrew's Developer's Agreement - Finalized
 3. St. Andrew's Site Plan & Conditional Use - 320 S Indian River Drive - PB Staff Report
 4. Artistry in Mosaics Site Plan/Abandonment/Lot Transfer - 890 S US Highway 1 - Developer's Agreement, Ordinance & Resolution Finalized - CC Staff Reports
 5. Inlet Palms Townhomes PD - 1502 Seaway Drive
 6. Lawnwood Pavilion Facility Expansion - 1860 N Lawnwood Circle
 7. Mariner's Cove - Site Plan - 3200 Edwards Road prep for Aug. Planning Board
- **Comprehensive Planning, Long Range Planning –**
 1. Village at Midway - Comprehensive Plan Text Amendment
 2. South Indian River Drive - Comprehensive Plan Map Amendment
 3. Multi-Family Dwellings in R-5, High Density Residential - Zoning Text Amendment
- **Economic Development –**
 1. South Hutchinson Island Redevelopment - Presentations

Code Enforcement Division

- **Hearing –**
 1. Special Magistrate Blandino
 - a) 11 regular hearings
 - 3 complied prior to hearing
 - 3 continued by staff
 - 6 found in violation
 2. County Court – Judge Barnes
 - a) COFP v. Wynn: Animal care – guilty – fined \$50 plus costs
 - b) COFP v Scott: Rabies required – dismissed by judge
 - c) COFP v. Harper: Rabies required (2 counts) – dismissed by judge
- **Code Enforcement –**
 1. Issued 1 written warnings
 2. Issued 1 citation
 3. Initiated 42 new cases
 - 23 general violations
 - 19 lot clearing violations
 4. Conducted 138 follow-up inspections
 5. Closed 34 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 37 title/lien searches.
- **Miscellaneous –**
 1. Code Compliance Manager researched the Clean Community Fund from Austin, TX and prepared a power point presentation for the budget workshop.
 2. Code Compliance Manager attended the first budget workshop.
 3. Code Compliance Manager met with the Public Works Manager, the Solid Waste Division Manager and Mr. Robert Hall to discuss trash problems throughout the city.
 4. Daily code enforcement and animal control activities.

Engineering Department

- **Development Reviews** – Intake of nine (9) Building Permit, Site Plan, or Certificate of Occupancy reviews.
- **Traffic Control** – City continues maintenance of all signals. We continue 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** – Stormwater utility roll submitted to St. Lucie County for inclusion with the TRIM notices.
- **City Marina Reconstruction – Phase II – Docks** – Marina Project is complete 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 last week of July. Pedestrian bridges in phase I have been stained are open.
- **Veterans Memorial Park** – Staff has received the FDEP 319 grant which will be presented to the Commission for approval on July 20. The bid package has been sent to Purchasing and a request has been issued for advertisement of the RFB.
- **Melody Lane Fishing Pier** – FDEP pre-construction meeting was held on 7-8-15. Construction of the pile caps and piles have been completed. Mobilization on-site expected late July or as soon as the Building Permit has been issued.
- **H.D. King Power Plant Clean-up** – Planning for stockpiling of clean material for 2016 work. 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

- **Staffing** – The police department twelve (12) vacancies as of this report: seven (7) sworn officer positions and five (5) civilian positions (Grant/Program Coordinator, Senior Accounting Clerks, Records Specialist, Accreditation Manager and Community Service Aide).
- **Front Porch Roll Call** – The new initiative has been well received from our community as well as the police officers. A “Roll Call” is where police officers received their assignments and mission of the day. The police department conducts four (4) roll calls a day. Residents or businesses can request a “Roll Call” meeting at their home or establishment. If there isn’t a specific request, the Shift Commanders select a location based on crime patterns, trends, and/or events happening throughout our community. The Shift Commanders are conducting approximately twenty (20) “Roll Calls” each week. The police department has received a lot of positive feedback and comments about this new initiative.
- **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.
- **Homeless Initiative** – No new update, Committee (from the Salvation Army) submitted their RFP bid for 505 North 7th Street as a temporary shelter, a Jail Diversionary Shelter. The Committee is waiting to hear back on their proposal.
- **Pinewood Park** – The police department continues to patrol the park to curtail any panhandling, littering, drinking and public urination inside the park. Sarah’s Kitchen is set to move their “Lunch” program to the Notre Dame Missionary Catholic Church as of August 1st. The police department has seen a noticeable difference in the number of complaints/problems.
- **Updates** –
 1. The Chief has completed all four (4) of her Meet & Greets. All four of the Meet & Greets were well attended and the Chief’s Mission for the police department was also well received.
 2. The 4th of July Celebration had record crowds for Friday Fest and the Fireworks Celebration. The festivities were a huge success and this was only accomplished through the partnerships and teamwork from all the departments within the City. There were no major incidents to report.
 3. 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 –**
 1. Provided project oversight for 14 public service agency and 24 commercial facade grant awards.
 2. Created SCORE workshop interest surveys then collaborated with Lincoln Park Main Street to distribute them to businesses throughout the LP neighborhood.
 3. Collaborated with Fort Pierce Main Street to distribute SCORE workshop surveys to business located along the Orange Avenue corridor from Hwy. 1 west to 10th Street.
 4. Provided project oversight for City's Summer Jam Basketball program at Percy Peak Gym.
 5. Completed HUD IDIS drawdown to reimburse City for more than \$80k in CDBG-eligible expenses.
 6. Created Press Releases for Sunrise Theatre grant award and Melody Lane Pier Construction commencement.
 7. Continued work on 2015-2016 CDBG Action Plan.
 8. Continued work on Analysis of Impediments of Fair Housing Report.
 9. Meetings:
 - a) Pamela Carithers - Lincoln Park Main Street
 - b) Steve Tarr - Commercial Facade Grant Recipient
 - c) Sharon Robinson - Public Service Agency Grant Recipient
 - d) FL DEP - Site visit for Melody Lane Public Fishing Pier Construction
 - e) Anita Prentice, Pat Cochran, Tracy Telle - Amenities for Melody Lane Pier
 - f) Nick Lerescu - Tourism promotion in Fort Pierce
 - g) Harry Shaw - Public Service Agency Grant Recipient
 - h) Economic Development Team
 - i) Nick Mimms - Yearly Performance Review
- **Program Analyst –**
 1. FEMA
 - a) Marina Project
 - Preparing additional documentation to submit with request for close out
 - Reconciling payments with Florida PA.org
 - Finalizing files for project close out and review
 - b) 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) Updating 2014-2015 files
 - b) Updating Applications for the next cycle of funding
 - Went to 2 Site visits at 709 Easter Avenue, one for plumbing repair quote and one for General Contractor repair quote
 - Final project completion payment and site visits scheduled for 714 N 24th Street and 906 Hickory Street
 - Began working on Annual Reports for SHIP
 - Submitted signed 2015-2016 Certifications for SHIP funding in the amount of \$204,112.00 for this fiscal 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.
- **Dan McCarty Track Resurfacing** – Resurfacing of the walking track and LED light replacement is set to begin soon. This project is anticipated to be completed before the new school year begins.
- **HDRC Recreation** – Beginning June 6, 2015 the gym will be hosting a basketball program from 1:00-8:00 Monday-Friday for 10 weeks. The gym is also hosting the Kids at Hope summer food program on Wednesday afternoons from 3:30 – 5:30.
- **Eagle Scout Project at NW Pioneer Park** – This project has been completed.

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, phone and POS system is being added to the dock master office.

Golf Course

- Conducted the first session of our Summer Junior Golf Camp.
- Attended the first Budget Workshop.
- Day-to-day operations.

River Walk Center

Park Permits	762.50
Programming	381.14
River Walk Center	2312.62
Garden Center	135.00
Special Events	300.00
Maravilla Center	550.00
Historic City Hall	560.00
<u>Total</u>	<u>\$5,001.26</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 30 and July 7; Comedy Corner Improv on Saturday, June 27.
- 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; St. Lucie County Public School STE@M Rap Battle November 18 & 20.
- Meeting with Nick Mimms, Gloria Johnson, Johnna Morris, John Wilkes, Charlene Newman and Sharon Engle to discuss next years' budget on July 2.
- Meeting with Treasure and Space Coast radio to discuss sponsorship on July 8.
- Meeting with iHeart Radio to discuss sponsorship on July 9.
- Meeting with Animal Emergency and Referral Center, Main Street and Tiki Bar to discuss marketing partnership opportunities on July 9.
- 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.