




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: July 24, 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 and Deputy City Manager met with Doug Coward regarding an update on the Solar and Energy Loan Fund program.
- The Deputy City Manager and Senior Planner met with Kathleen Fredricks regarding the Backus Museum expansion project.
- The Economic Development Team met with representatives from Stuart & Shelby to discuss development options for The Oaks at Moore's Creek Phase II.
- The City Manager met with the City Attorney for updates on numerous topics.
- The Deputy City Manager participated in the Kids at Hope Leaders Limousine Scavenger Hunt.
- The Deputy City Manager, City Attorney and Building Official met with the owner of a local business.
- The City Manager and Deputy City Manager attended standing meetings with Mayor Hudson regarding current City issues.
- The Deputy City Manager met with the Planning Manager regarding the potential acquisition of FEC property.
- The Deputy City Manager and Police Chief met with Commissioner Sessions regarding media commentary and other concerns.
- The Economic Development Team met regarding 601 Seaway Drive.

City Clerk's Office

- **Business Tax Receipts –**
New: 13 Renewals: 358 Transfers: 2
- **Vendor Permits Issued –**
New: 6 Renewals: 0
- **Contractor Licensing –**
New: 6 Renewals: 6
- **Public Records Requests (not including Building Department) –**
New Requests: 10
- **Animal Registrations –**
New/Renewals/Impound Fees: 8
- **Enterprise Zone Applications –**
Sales Tax Refund Applications: 0
- **Agenda Preparation and Meeting Minutes –**
 1. Fort Pierce City Commission Meeting – 07/20/2015
 2. Fort Pierce Redevelopment Meeting – 07/20/2015
 3. City Manager Conference Agenda – 07/13/2015
- **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 BTR process to insure compliance with State Statutes
 5. Public Record Request Policy.
- **Meetings/Special Events Attended**
 1. City Clerk attended Expert Shutter Service Groundbreaking – 7/15/2015
 2. City Clerk attended Treasure Coast Council of Local Governments – 07/15/2015
 3. City Clerk visited the owner of newly annexed Garber Buick – 7/21/2015

Administrative Services Department

- **Procurement –**
 1. Processed Bid No. 2015-045, Veterans Memorial Park Stormwater Improvements - Advertisement dates: 7/22 and 7/29.
 2. Processed RFP No. 2015-046, Sale or Lease of Surplus Property (505 N 7th Street) - Advertisement dates: 7/15 and 7/22.
 3. Processed RFP No. 2015-047, Lease or Unit in City Marina Harbor Master Building - Advertisement dates: 7/22 and 7/29.
 4. Processed RFP No. 2015-049, Various Property & Casualty Insurance Coverages - Advertisement dates: 7/27 and 8/3.
 5. Informal training provided to various departments.
 6. Day to Day operations of the Purchasing Division.
 7. Processing and /or completion of awards to vendor/contractors approved by Commission.
 8. Meetings:
 - a) Director of Administrative Services, Deputy City Manager and the Evaluation Committee met to discuss options for development of Bid No. 2015-027 Oaks of Moore's Creek Phase II, Stuart & Shelby.
 - b) Director of Administrative Services, and the Deputy City Manager interviewed candidates for the Human Resources Manager Position
- **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 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. Completed request for City Manager's Survey
- **Risk Management –**
 1. Processed Documents for Property & Casualty Proposal.
 2. Consulted with City Clerk regarding Liability Claims.
 3. Attended HR Onboarding Seminar.
 4. Processed day to day Risk Management Duties.
 5. Audited, Closed, and Processed WC Claims.
 6. Processed Insurance Subrogation.
 7. Consulted with the City Carrier Regarding Liability Claims.

Finance Department

- Preparation of FY 2016 General Fund Budget Document.
- Oversight of daily operations.

MIS Department

- Attended the Strategic Planning Workshop hosted by Lyle Sumek Associates, Inc.
- 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.
- 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 with Selectron Technologies, Inc. to migrate to the Interactive Voice Response (IVR) system with hosted services for the Building Department.
- Working with AT&T and Aastra support to implement HVS Voice over IP Telephone services for the Sunrise Theatre.
- 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.
- Working with Group Business Software on 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.
- 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.
- 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 thirty three (33) new work orders and completed one-hundred and eight (108) work orders.

Building Division

- **Building Department Investigator –**
 1. 6 Cases seen before the Magistrate
 2. 2 Contractor Complaints brought before the Board

Planning Department

- **Administrative/Meetings –**
 1. All Staff members conducted 'Planner of the Day' duties on a rotating basis
 2. Walk-ins/Call-ins
- **Development Review –**
 1. Inlet Palms Townhomes PD - 1502 Seaway Drive
 2. Mariner Cove - Site Plan - 3200 Edwards Road
 3. Rocla Concrete Tie Manufacturing Facility - 600 S 3rd Street - CC Approval
 4. Artistry in Mosaics Site Plan - 890 S US Highway 1 - CC Approval
 5. Artistry in Mosaics Site Plan - 890 S US Highway 1 - Alleyway Abandonment - CC Approval of First Reading
 6. Artistry in Mosaics Site Plan - 890 S US Highway 1 - Lot Transfer - Developer's Agreement & Resolution Scheduled for August 3rd.
 7. St. Andrews School Expansion - 320 S Indian River Drive - PB Approval
 8. Iglesias Residence Variance - 2727 Oleander Ave - BOA Approval
 9. Daniel M. Foundation Conditional Use - 4488 & 4490 Okeechobee Road - TRC Review
 10. Neighborhood Bibleway - 525 North 13th Street - Temporary Certificate of Occupancy
 11. Causeway Cove - 601 Seaway Drive -Future Land Use Map Amendment & Zoning Atlas Amendment - TRC Review
- **Comprehensive Planning, Long Range Planning –**
 1. Village at Midway - Comprehensive Plan Text Amendment
 2. South Indian River Drive - Comprehensive Plan Map Amendment
- **Historic Preservation –**
 1. 2nd Street Bistro - 122 N 2nd Street- Rear Sign Installation - Approval
 2. St. Andrew's Revised Design - 320 S Indian River Drive -- HPB Staff Report
- **GIS/Mapping –**
 1. Updating City Limits Layer with recent annexations
- **Economic Development –**
 1. RFP - Oaks at Moore's Creek Phase 2 Meeting
 2. Rocla - Enterprise Zone State Incentive Meeting
 3. Vacation Rental Presentation & Research

Code Enforcement Division

- **Hearing –**
 1. Special Magistrate Blandino
 - a) 8 regular hearings
 - 8 found in violation
 - b) 3 lien reduction requests
 - Nava – recommended approval to excess tax sale proceed amount
 - Pereira – recommended reducing all liens to \$2500
 - Pereira (2) – recommended reducing all liens to \$2500
- **Code Enforcement –**
 1. Issued 1 written warnings
 2. Issued 1 citation
 3. Initiated 46 new cases
 - 33 general violations
 - 13 lot clearing violations
 4. Conducted 165 follow-up inspections
 5. Closed 56 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 35 title/lien searches.
- **Miscellaneous –**
 1. Code Compliance Manager met with Chief Hobbly-Burney to discuss code enforcement and animal control and how the two departments work together.
 2. Code Compliance Manager began drafting a training program to be presented to the FPPD.
 3. Code Compliance Manager attended the Strategic Planning workshop.
 4. Code Compliance Manager attended the Commission conference agenda meeting.
 5. Animal Control did inspections of the animals at the circus that was held at the Fenn Center.
 6. Code Compliance Manager attended the monthly TRC meeting.
 7. Code Enforcement and Animal Control staff meeting was held to review computer programs and other staffing issues.
 8. Code Compliance Manager, Community Response Secretary and Animal Control staff met with Nick Mimms to discuss safety concerns and problems / issues within the department.
 9. Code Compliance Manager, City Clerk and the Marketing Specialist met with Garber Buick management to assist with transition from St. Lucie County to the City of Fort Pierce.
 10. 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. We continue system software upgrades for traffic controller, video detection cameras and CENTRACs system controller.
- **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** – 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 and are open.
- **Veterans Memorial Park Phase II Stormwater Improvements** – The project is currently being advertised for bids. Bid opening is scheduled for August 13, 2015.
- **Melody Lane Fishing Pier** – FDEP pre-construction meeting was held on 7-8-15. Construction of the pile caps and piles have been completed. Contractor has submitted for Building Permit. Mobilization on-site expected July 30, 2015.
- **H.D. King Power Plant Clean-up** – 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 police department and PAL hosted a summer camp for local children. During the camp the kids were able to interact with police officers and enjoyed our “static display” of our boat, SWAT vehicle, and numerous pieces of equipment.
 2. The police department was very proud to participate in our 5th year at the Annual Chili Cook-Off. We received the following awards: Top Public Safety Team, Commissioners Award of Conduct, 2nd Place in Fundraising, Second Place in the Challenge Cup (first time placing), and 2nd Place in Booth Design, Participation, and Overall Performance. We were also able to fundraise over \$4,200 which was provided to the Boys and Girls Club of St. Lucie County.

Urban Redevelopment Department

- **Grants Administrator –**
 1. Closed out seven (7) commercial facade grant awards
 2. Continued project oversight for remaining 17 commercial facade grants and 14 public service grants
 3. Updated purchase orders, work plans, project tracking, etc. for Public Service Agencies that received additional funds from Allegany
 4. Created guidelines for FPAT booth setup, operation, etc.
 5. Continued work on Highwaymen Heritage Trail project
 6. Continued work on Job Fair for MLK, Jr. Make a Difference Day
 7. Continued work on RFP for the purchase of playground equipment for Maravilla Park
 8. Created draft budget for Fort Pierce Authentic Tours Program for PY 2015-2016
 9. Researched photos, verbiage for Melody Lane Public Fishing Pier historical sign
 10. Researched photos, verbiage, etc. for Lincoln Park Neighborhood entranceway sign
 11. Created materials then promoted City 'Summer Slam' Basketball program via social media
 12. Collaborated with Chief Diane Hobbey-Burney to identify upcoming grant opportunities for the FPPD
 13. Investigated avenues for City to explore to address growing homeless population
 14. Collaborated with Legal Department to finalize their approval of interlocal agreement with SLC for Hurston Trail oversight
 15. Created and presented PowerPoint for PY2015-2016 CDBG Action Plan to City Commission.
 16. Meetings:
 - a) Strategic Planning - River Walk
 - b) City Commission - Public Hearing, presentation 7/20
 - c) ED Team - Moore's Creek development
 - d) Melody Lane Public Fishing Pier update
 - e) Percy Peek Gym - Summer Slam Basketball Camp (on site)
 - f) Arlo Koletzky, Camie Sellin - FPAT Booth operation guidelines
 - g) Reverend Kenny Mills - Commercial Facade grantee
 - h) Sharon Robinson - Public Service grantee
 - i) Chief Diane Hobbey-Burney - funding needs; potential grant opportunities
- **Program Analyst –**
 1. FEMA
 - a) Marina Project
 - Request for close out on Project Worksheets 438 and 9399 completed
 - Finalizing files for project close out review
 - b) Windows Expansion Project
 - Request for final payment of garage doors made to Finance
 - Working on final aspects of project close out.
 2. SHIP
 - a) 3 rehabilitations completed using 2013-2014 funds.
 - b) 5 rehabilitations completed using 2014-2015 funds.
 - c) 6 rehabilitations in progress using 2014-2015 funds.
 - d) 1-no quotes or bids received for rehabilitation and plumbing of 709 Easter Avenue. Searching for alternatives.
 - e) 2015-2016 funding allocated. City of Fort Pierce SHIP funds estimated at \$204,112.00.
 - f) 15 Year Monitoring Plan created for Live Oak Villas rental development.
 - g) Files updated.
 - h) Updating Applications for the next cycle of funding.
 - i) Final site visits for 714 N 24th Street and 906 Hickory Street completed. Projects closed.
 - j) Working on Annual Reports for SHIP.
 - k) Report of 2011-2012 SHIP compliance monitoring review received and draft of answers being created.
 3. NSP - 15 Year Monitoring Plan created for NSP homes that were sold and Orange Avenue Project that was transferred to Housing Authority.

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. The additional Score board is anticipated to be operational the week of July 28, 2015.
- **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

- Hosted the 2nd of 3 Junior Golf Camps with 15 participants.
- Began aerification of the fairways.
- Worked with MIS Department to get two new POS systems installed.
- Day-to-day operations.

River Walk Center

Park Permits	787.50
Programming	642.46
River Walk Center	2001.46
Garden Center	175.00
Special Events	250.00
Maravilla Center	395.77
Youth Activities	400.00
Historic City Hall	1130.00
<u>Total</u>	<u>\$5782.19</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 July 21; Comedy Corner Improv on Saturday, July 11; Performances on the Sunrise Theatre main stage included: A free showing of the movie Best Exotic Marigold Hotel on July 12, presented by the Sunrise Theatre and Sponsored by Humana; Sunrise Theatre and Missoula Children's Theatre week long camp July 13-17, with a production of Sleeping Beauty on July 17 at 7pm; A free showing of the movie It's Complicated on July 19, presented by the Sunrise Theatre and Sponsored by Humana; Sunrise Theatre and Missoula Children's Theatre week long camp July 20-24, with a production of The Little Mermaid on July 24 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; St. Lucie County Public School STE@M Rap Battle November 18 & 20.
- Meeting on July 17 with members of the Fort Pierce Jazz & Blues Society, to discuss next years' Jazz Festival and a headline show and reception.
- Meeting on July 17 with members of the Explorers and Officer Ortiz regarding a Breakfast with Santa event.
- Meeting on July 23 with Stanley Fidge, David Torbert and Sunrise staff regarding Sunrise Email Migration Project.
- Meeting on July 24 with Animal Emergency and Referral Center and Sunrise staff regarding hosting a reception to recruit new members.
- Marketing and Box Office information for the 2015/16 Season is being compiled and disseminated by and to appropriate staff to prepare for the season. This includes all marketing assets for the Sunrise Playbill and website. Show setup in Choice Ticketing for all 2015/16 shows is ongoing in anticipation of them going on-sale to members.
- 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.