



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: August 14, 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 attended standing meetings with Mayor Hudson regarding current City issues.
- The Deputy City Manager attended the Parking Committee meeting on August 5, 2015.
- The City Manager attended PAL's End of the Summer Camp event on August 5, 2015.
- The City Manager and Finance Director held a Budget Workshop on August 6, 2015.
- The City Manager held a Conference Agenda meeting on August 10, 2015.
- The Deputy City Manager attended a meeting with Pamela Carithers and The Highwaymen.
- The City Manager met with the City Attorney on several issues.
- The City Manager and the Public Works Manager met with Robert Hall regarding his solid waste concerns in his neighborhood.
- The City Manager and City Attorney participated in a pre-trial conference call.
- The City Manager met with the Building Official for a report on an issue.
- The City Manager met with Commissioner Perona for an update on current City issues.
- The City Manager met with the Assistant Golf Professional regarding an update on the Junior Golf Program.
- The City Manager met with the Chief of Police for an update on her department.
- The City Manager met with the Planning Manager and Planner, Clarissa Davis for a departmental update.

City Clerk's Office

- **Business Tax Receipts –**
New: 18 Renewals: 348 Transfers: 0
- **Vendor Permits Issued –**
New: 1 Renewal: 0
- **Contractor Licensing –**
New: 7 Renewals: 5
- **Public Records Requests (not including Building Department) –**
New Requests: 18
- **Animal Registrations –**
New/Renewals/Impound Fees: 5
- **Enterprise Zone Applications –**
Sales Tax Refund Applications: 2
- **Agenda Preparation and Meeting Minutes –**
 1. Fort Pierce City Commission Meeting – 08/03/2015
- **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 met with EDC regarding expansion project 07/27/2015
 2. City Clerk met with potential new business relocating to Fort Pierce 07/31/2015
 3. City Clerk attended EDC lunch meeting 08/04/2015
 4. City Clerk attended Lawnwood Breakfast meeting 08/05/2015

Administrative Services Department

- **Procurement –**
 1. Processed RFP No. 2015-051 Realtor Services - Advertisement dates 8/6 and 8/13/15
 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) Purchasing Specialist, Assistant City Engineer chaired the Mandatory Pre-Bid Meeting for Veterans Memorial Park Stormwater Improvement

- **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.

- **Risk Management –**
 1. Collaborating with PNC Bank onsite Money Matter Seminars
 2. Attended Seminar on Why Employees Disengage
 3. Reviewed Insurance Requirements for Contractor Bids.
 4. Audited, Closed, and Processed WC Claims.
 5. Processed Insurance Subrogation.
 6. Consulted with the City Carrier Regarding Liability Claims.
 7. Processed day to day Risk Management Duties.

Finance Department

- Preparation of proposed FY 2016 budget document.
- Held second Budget Workshop on August 6, 2015.
- Oversight of daily operations.

MIS Department

- 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 five (35) new work orders and completed seventy five (75) work orders.

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. Pre-application meeting - After school/Private School - 3215 S US Hwy 1
 5. City Garage Spaces evaluation research
 6. Coastal Development State Regulation Standard changes research

- **Development Review –**
 1. Artistry in Mosaics Site Plan - 890 S US Highway 1 - Alleyway Abandonment – City Commission Approval
 2. Artistry in Mosaics Site Plan - 890 S US Highway 1 - Lot Transfer - Developer's Agreement & Resolution – City Commission Approval
 3. St. Andrews School Expansion - 320 S Indian River Drive – City Commission Staff Report
 4. Daniel M. Foundation Conditional Use - 4488 & 4490 Okeechobee Road - Planning Board Staff Report
 5. Causeway Cove - 601 Seaway Drive - Zoning Atlas Amendment - Planning Board Staff Report
 6. Inlet Palms Townhomes PD - 1502 Seaway Drive
 7. Mariner Cove - Site Plan - 3200 Edwards Road

- **Comprehensive Planning, Long Range Planning –**
 1. Annexations - South US Hwy 1
 2. R-5, Medium Density Residential Text Amendment
 3. Village at Midway - Planned Development - Zoning Atlas Amendment
 4. Village at Midway - Comprehensive Plan Text Amendment
 5. South Indian River Drive - Comprehensive Plan Map Amendment
 6. C-1 Office Commercial - Bed & Breakfast Text Amendment

- **Historic Preservation –**
 1. St. Andrew's Revised Design - 320 S Indian River Drive – Historic Preservation Board Approval

- **GIS/Mapping –**
 1. Updating City Limits Layer with recent annexations
 2. Updated Downtown Map

Code Enforcement Division

- **Hearing –**
 1. Special Magistrate Blandino
 - a) 6 regular hearings
 - 6 found in violation
 - b) 2 lien reduction requests
 - Stately Dolphin LLC – Special Magistrate reduced fines to administration costs of \$1200.
 - Toomer – Special Magistrate reduced fines to administration costs of \$1500.

- **Code Enforcement –**
 1. Issued 1 written warnings
 2. Issued 0 citations
 3. Initiated 84 new cases
 - 60 general violations
 - 24 lot clearing violations
 4. Conducted 157 follow-up inspections
 5. Closed 56 cases

- **Animal Control –**
 1. MIS is reporting the Shelter Pro will be operational in the field within the next 30 days.

- **Revenue –**
 1. Conducted 41 title/lien searches.
 2. All revenue line items are at or above estimated budget.
 - a) Property Code Violations: \$122,704 – more than 2x the estimated budget.
 - b) Animal Licenses: \$9,102 – more than 3x the estimated budget.

- **Miscellaneous –**
 1. Received excess tax sale proceeds on two properties of over \$50,000.00. Both properties are now in compliance and clear of any liens.
 2. Code Compliance Manager prepared a training program for the FPPD to help facilitate how the two departments can work together.
 3. Code Compliance Manager met with United for Animals.
 4. Code Compliance Manager attended the Budget Workshop.
 5. Code Compliance Manager met with the Legal Department, City Manager’s Office and Planning Department to discuss short term rentals and their enforcement.
 6. Code Compliance Manager met with Deputy City Manager and Commissioner Becht to discuss the proposed Clean Community fee.
 7. Code Enforcement Officers prepared submittals for the Mayor’s Neighborhood Gem award.
 8. Code Compliance Manager submitted final draft of the Humane Society Contract to the Legal Department for final approval. We are entering the fifth year (5th) of the same flat rate fee of \$125,000.
 9. Daily code enforcement and animal control activities.

Engineering Department

- **Development Reviews** – Intake of six (6) 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. Completed school zone clock and holiday schedule updates for City controlled school zones for the new school year. Cleaned and adjusted 74 detection cameras on the US 1 corridor.
- **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** – Phase II work to begin earth work within 2 weeks. Shop drawings for picnic shelters and pedestrian bridges have been submitted and review is currently underway. Compiling back-up documentation for reimbursement request to FDEP.
- **Veterans Memorial Park Phase II Stormwater Improvements** – The project is currently being advertised for bids. Bid opening has been postponed to August 27, 2015 in order to provide ample time for the bidders to acquire subcontractor's proposals.
- **Melody Lane Fishing Pier** – Construction has commenced. The Pile Driving Assessment (PDA) was completed on August 5, 2015 and the pile driving operations are expected to commence on August 6, 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 along Avenue C. The proposed work includes sidewalk and curbing construction, along with drainage installation, and milling and resurfacing of 8th Street (Avenue C to Moore's Creek); 9th Street (Avenue C to Avenue D); 10th Street (Avenue D to Moore's Creek); Avenue C (10th Street to 7th Street); and Dundas (Avenue C to Avenue D). Final completion expected September 27, 2015.

Building Division

- **Indian Hills Recreation Area, Phase 2** – 52 Savanna Road: Permit has been submitted for: 5 wooden bridges, 1 observation pier, 1 boardwalk
- **The Square Grouper** – 1920 Seaway Drive: The site work Permit has been issued and site work has begun. All other permits have been reviewed and were ready for pickup on July 20, 2015.
- **New Single Family** – 4342 Gator Trace Circle: Permit Application has been received.
- **Walmart Addition** – Money Center, 5100 Okeechobee Road: Permit Application has been received.
- **New Single Family, GHO Homes** – 2730 Oak Alley Drive: Permit has been issued.
- **New Single Family, GHO Homes** – 2746 Oak Alley Drive: Permit has been issued.
- **Building Department Investigator** – 6 cases seen before the Magistrate

Police Department

- **Staffing** – The police department thirteen (13) vacancies as of this report: eight (8) 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 initiative continues to draw rave reviews from our residents and business owners alike. All four patrol shifts conduct several Front Porch Roll Calls each week.
- **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. While the Downtown parking problem has lessened since the end of tourist season, with the exception of the Fourth of July Celebration (which saw record numbers for Friday Fest, Farmer’s Market and the Fireworks Display) the Committee continues to explore different options to alleviate the parking complaints in preparation for the upcoming tourist season.
- **Homeless Initiative** – No new update, the Committee, in partnership with the Salvation Army and numerous community organizations has submitted their RFP bid for 505 North 7th Street as a temporary shelter, a Jail Diversionary Shelter. Sergeant Cassandra Davis has taken over as the police department’s representative for this initiative.
- **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 was set to move their “Lunch” program to the Notre Dame Missionary Catholic Church as of August 1st. However, we have learned that there are several other well intentioned groups are also providing breakfast and lunch throughout the week at the park. The police department continues to monitor the park but will revisit the “food service” issue in the coming weeks.
- **Updates** –
 1. The Chief and staff participated in seven (7) different National Night out against Crime events. These events were spread throughout the city. We received so many wonderful comments from organizers, residents and young people as well as those tracking the police department through our social media sites.
 2. August 17th marks the start of the new school year. The Chief and staff participated in the Back to School Bash this past Saturday and will be attending several other Back to School events throughout this week. There will be increase patrols at our school zones and bus stops for the first week of school.

Urban Redevelopment Department

- **Grants Administrator –**
 1. Project Oversight
 - a) 17 commercial facade grant-funded projects
 - b) 14 public service grant-funded projects
 - c) Basketball summer camp program
 - d) Zora Trail maintenance
 - e) Permitting for floating dinghy dock project
 2. Completed and submitted HUD Quarterly SF-425 Report
 3. Completed and submitted City's CDBG Program Year 2015-2016 Action Plan
 4. Completed draft of RFP for neighborhood playground equipment; delivered to Purchasing Dept. for review, edit and publishing
 5. Completed draft of Fort Pierce Authentic Tours budget for program year 2015-2016; provided it to FPAT Board for review and edits
 6. Created various FPAT meeting backup materials
 7. Created various Highwaymen meeting backup materials
 8. Created draft historical signage for Melody Lane Public Fishing Pier
 9. Processed finalized interlocal for City to assume Zora Trail; mailed to County.
 10. Meetings:
 - a) Mural Project - at 464 N 9th Street
 - b) URD Staff Meeting
 - c) SCORE - Lincoln Park Business Project
 - d) URD Website Updates
 - e) Ms. Hassle Russ - 50th Anniversary Celebration
 - f) Stacy Givens - Zora Trail website updates
 - g) Pamela Carithers - Highwaymen Heritage Trail project
 - h) Brenda Cooper - Zora brochures and upcoming Trail committee
 - i) Melody Lane Public Fishing Pier
 - j) Highwaymen Trail meeting with Highwaymen at Lincoln Park Main Street
 - k) St. Lucie County Roundtable - Port St. Lucie
- **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) Preparing Annual Reports
 - b) Final site visits for 2008 Avenue P and 2802 Avenue I completed. Projects closed.
 - c) Files updated
 - d) Updating Applications for the next cycle of funding
 - e) Report of 2011-2012 SHIP compliance monitoring review received and draft of answers being created

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 will begin once the ILA has been signed by the St. Lucie County School Board and the City of Fort Pierce.
- **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 now operational.

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

- Attended the budget workshop on August 6th.
- Hosted the 3rd junior camp for this summer.
- Spoke with both the boys and girl's golf coaches from Ft. Pierce Central about hosing their district matches this year.
- Continued aerification of the fairways.
- Day-to-day operations.

River Walk Center

Park Permits	1150.00
Programming	3780.37
River Walk Center	221.44
Garden Center	200.00
Special Events	45.13
Maravilla Center	204.23
Historic City Hall	525.00
<u>Total</u>	<u>\$6,126.17</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 August 4; Comedy Corner Improv on Saturday, July 25 & August 8; Performances on the Sunrise Theatre main stage included: A free showing of the movie The Bridges of Madison County on July 26, and Something's Gotta Give on August 2, presented by the Sunrise Theatre and Sponsored by Humana; Sunrise Theatre and Missoula Children's Theatre week long camp August 3 - 7, with a production of Red Riding Hood on August 7 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 28, with potential Executive Level Members.
- Meeting on July 28, with St. Lucie County Public School Teachers and Administrators to discuss our STE@M partnership.
- Meeting on August 4, with Treasure and Space Coast Radio.
- Meeting on August 6, 2015/16 Budget.
- Marketing and Box Office information for the 2015/16 Season continues to be 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.
- 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.