




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: September 1, 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 met with Commissioner Perona to discuss the agenda for the August 17, 2015 City Commission meeting.
- The City Manager attended the Out of Sunshine meeting on August 17, 2015.
- The City Manager, Deputy City Manager and Mayor participated in a site visit of a local business that has been established in Fort Pierce for over 20 years.
- The City Manager, City Engineer and Public Works Manager met with the FPUA Director of Utilities regarding issues of mutual concern.
- The City Manager attended a meeting with the County Administrator to discuss SLC/Ft. Pierce issues.
- The City Manager attended a Transportation Planning Organization meeting regarding a long range transportation plan that was also attended by representatives from St. Lucie County.
- The City Manager and City Attorney participated in a conference call with the trial attorney.
- The City Manager and Deputy City Manager met with Mayor Hudson for a weekly update of current City issues.
- The City Manager and Deputy City Manager attended a standing meeting with Commissioner Alexander.
- The City Manager met with the City Attorney, Finance Director and Code Compliance Manager regarding the process for the release/reduction of code enforcements liens.

City Clerk's Office

- **Business Tax Receipts –**
New: 34 Renewals: 421 Transfers: 1
- **Vendor Permits Issued –**
New: 0 Renewals: 0
- **Contractor Licensing –**
New: 8 Renewals: 415
- **Public Records Requests (not including Building Department) –**
New Requests: 27
- **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 – 08/17/2015
 2. Fort Pierce City Commission Budget Workshop – 08/06/2015
 3. City Manager's Conference Agenda – 08/10/2015
- **Special Projects**
 1. On-going records retention/destruction project
 2. Public Record Request Policy.
- **Meetings/Special Events Attended**
 1. City Clerk attended Fort Pierce Area Council – 08/10/2015
 2. City Clerk attended conference in Winter Park regarding tools for Economic Development – 08/11/2015
 3. City Clerk attended EDC Board of Directors meeting – 08/20/2015
 4. City Clerk attended Camber Government Affairs meeting – 08/26/2015

Administrative Services Department

- **Procurement –**
 1. Processed RFP No. 2015-052 Non- Motorized Watercraft and Bicycle Rental. Advertisement dates 8/14 and 8/21/15.
 2. Processed RFP No. 2015-053 Kayak and Paddle Board Rentals at the City Marina. Advertisement dates 8/28 and 9/4/15.
 3. Processed Bid No. 2015-054 Sale of Mixed Performance Mortgage Loans. Being reviewed by Chief Accountant.
 4. Processed Purchase Orders and day to day operations of the Purchasing Division.
 5. Meetings:
 - a) Director of Administrative Services met with Realtor Hampton Jackson to finalize closing for Bid No. 2015-006 Sale of Surplus Property 306 N. 16th Street.
 - b) Director of Administrative Services met with Ionis Jefferson regarding Center for the Vision Impaired.
 - c) Director of Administrative, Deputy City Manager, and Chief of Police attended Union Negotiations for the International Union of Police Association.

- **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. Complete Family Medical Leave package for employees.

- **Risk Management –**
 1. Attended Court Proceedings for Anderson vs The City Case.
 2. Attended Mediation for Foudy vs The City Case.
 3. Audited, Processed and Closed WC Claims.
 4. Processed Insurance Subrogation.
 5. Consulted with the City Carrier Regarding Liability Claims.
 6. Processed day to day Risk Management Duties.

Finance Department

- Finalization of FY 2016 financial operating plan.
- Preparation of the documents and attendance of the Budget Hearing on 9/1/15.
- Oversight of daily operations.

MIS Department

- Working with All City staff to prepare all of the City's information systems for Tropical Storm Erika
- 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 the migration from the existing IBM Power 7 to the new IBM Power 8 system.
- Completed the migration of all the Blade Center servers to virtual 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.
- Completed working with AT&T and Mitel 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-nine (39) new work orders and completed one-hundred and seventy-one (171) 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. Planning Board Meeting
 4. Technical Review Committee Meeting
 5. Historic Preservation Board Meeting
 6. Pre-application meeting – RG Towers – 2551 Jenkins Road
 7. Pre-application meeting – Cumberland Farms – 35th & Virginia
 8. Pre-application meeting – Sailfish Brewery – 409/411 N. 2nd Street
 9. Zoning Verification Letter – 912 Avenue I
 10. Zoning Verification Letter – 703 S. 29th Street
 11. Coastal Development State Regulation Standard Changes Research
 12. Onsite Maintenance meeting - 109 Avenue D

- **Development Review –**
 1. St. Andrews School Expansion - 320 S Indian River Drive – City Commission Approval
 2. Daniel M. Foundation Conditional Use - 4488 & 4490 Okeechobee Road - Planning Board Approval & City Commission Staff Report
 3. Causeway Cove - 601 Seaway Drive - Zoning Atlas Amendment - Planning Board Approval & City Commission Staff Report
 4. Applebee's Expansion - 4898 Okeechobee Road – Building Permit Approval
 5. Inlet Palms Townhomes Planned Development - 1502 Seaway Drive
 6. Mariner Cove - Site Plan - 3200 Edwards Road

- **Comprehensive Planning, Long Range Planning –**
 1. Industrial Development Design Guidelines - Pending
 2. Annexations - South US Hwy 1 and Smallwood Avenue
 3. R-5, Medium Density Residential Text Amendment
 4. Village at Midway - Planned Development (Zoning Atlas Amendment)
 5. Village at Midway - Comprehensive Plan Text Amendment
 6. South Indian River Drive - Comprehensive Plan Map Amendment

- **Historic Preservation –**
 1. 716 S 10th Street - New Porch - Historic Preservation Board Approval
 2. 512 Dundas Court – Demolition - Historic Preservation Board Postponed
 3. 729 S Indian River Drive – Site Improvements - Historic Preservation Board Approval
 4. 1105 Avenue D - New Roof – Pending Historic Preservation Board Approval
 5. 729 S Indian River Drive - Hardscape & Landscape Improvements - HPB Approval

- **Administrative Approvals –**
 1. 210 S. Depot Drive - Wall Sign - Approved
 2. 210 S. Depot Drive - New Fence and Door Replacement - Approved
 3. 701 N. Indian River Drive - Façade Restoration - Approved
 4. 655 N 2nd Street - New Roof – Pending

- **GIS/Mapping –**
 1. Code Enforcement Zone Map
 2. Hurricane Assessment Zone Map
 3. FLU and Zoning info for public request

- **Economic Development –**
 1. FDOT EDTF Grant Application Preparation - Georgia Avenue & US Highway 1 Intersection Improvements
 2. Backus Museum - 600 N Indian River Drive - Draft Amended Lease

Code Enforcement Division

- **Hearing –**
 1. Code Enforcement Board
 - a) 8 regular hearings
 - 1 continued by staff
 - 2 complied prior to hearing
 - 5 found in violation
 - b) 4 lien reduction requests - all recommendations forwarded to the City Commission for final approval
 - Mitchell (EST) / Spears: Code Board recommended waiving all fines.
 - Federal Home Loan Mortgage – 2 Liens: Code Board recommended reducing both liens to the administrative costs of \$7,500.00.
 - Nava: Code Board recommended accepting the excess tax sale proceeds to satisfy liens.
 2. Special Magistrate Blandino
 - a) 12 regular hearings
 - 4 continued by staff
 - 2 complied prior to hearing
 - 6 found in violation
 - b) 1 lien reduction requests
 - Pachtman: Special Magistrate reduced the fines to the administration costs of \$650.00.
- **Code Enforcement –**
 1. Issued 2 written warnings
 2. Issued 0 citations
 3. Initiated 65 new cases
 - 22 general violations
 - 41 lot clearing violations
 - 2 bee removal violations
 4. Conducted 41 follow-up inspections
 5. Closed 148 cases
- **Animal Control –**
 1. PetData Quarterly report:
 - a) 133 licenses sold in quarter
 - b) \$1,972 collected in quarter
 - c) \$9,301 collected YTD.
- **Revenue –**
 1. Conducted 41 title/lien searches.
 2. All revenue line items are at or above estimated budget. We continue to see an increase in properties being sold at tax sale with excess funds that are being forwarded to the City to satisfy code liens.
- **Miscellaneous –**
 1. Prepared for Tropical Storm Erica.
 - a) Code Compliance Manager met with Building Department to establish procedures for collecting information and processing inspections.
 - b) Code Compliance Manager created new case types and violation types in the Naviline system to match new storm evaluation guidelines.
 - c) All Code staff and Building staff met to prepare for potential storm aftermath.
 - d) Code Compliance Manager attended the Storm Preparation meeting with all senior staff members.
 2. Code Compliance Manager and ACO Nelson met with a Diebold representative and MIS to estimate the cost of installing additional security measures both in the Code Office and at the Animal Control Shed at the public works compound.
 3. Code Compliance Manager met with Deputy City Manager Mimms to discussed animal control and code enforcement issues.
 4. Code Compliance Manager attended the monthly Technical Review Committee.
 5. Code Compliance Manager met with a representative from Furniture Solutions about expanding existing cubicles for more efficient operations.
 6. Daily code enforcement and animal control activities.

Engineering Department

- **Development Reviews** – Intake of seven (7) Building Permit, Site Plan, or Certificate of Occupancy reviews.
- **Traffic Control** – City continues maintenance of all signals. We continue system software upgrades for traffic controller, video detection cameras and CENTRACs system controller. Continuing work adjusting and cleaning of the remaining 90 video detection cameras.
- **City Marina Reconstruction – Phase II – Docks** – Marina Project is complete. We requested closeout with FEMA and are awaiting further instructions from FEMA.
- **City Marina Dinghy Dock Construction** – We continue to work with FDEP on permitting for the project. FDEP recently denied our request for exemption and moved our application to an individual permit application. FDEP's latest correspondence indicates we have submitted all needed information and responded adequately to additional information requests to move forward with permit issuance.
- **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 construction is underway. Shop drawings for picnic shelters and pedestrian bridges have been submitted and review is currently underway by building department. Compiling back-up documentation for reimbursement request to FDEP.
- **Veterans Memorial Park Phase II Stormwater Improvements** – Bid opening was conducted on August 27, 2015. Three proposers submitted bids. Staff is currently reviewing the bids and will be forwarding a request to Commission for award of the construction project in the near future.
- **Melody Lane Fishing Pier** – Construction has commenced. Pile driving operations are complete. Contractor is awaiting Fire approval prior to proceeding with the stringer and decking construction.
- **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

- The Square Grouper - 1920 Seaway Drive: All permits have been issued.
- ROCLA Concrete Tie, Inc. - 600 South 3rd Street: Site work permit has been issued.
- **Building Department Investigator** – 10 cases seen before the Magistrate: 3 in Compliance, 7 in Violation

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 police department continues to receive requests for the Front Porch Roll Call from residents and business owners. This has been a huge success in developing and strengthening relationships within our community. All four patrol shifts conduct several Front Porch Roll Calls each week.
- **Fort Pierce Police Department Highlights** – The police department has completed its first several editions of FPPD Highlights, which have been a huge success. The publication highlights the police department’s men and women, both sworn staff and support staff, with our community partners and their combined efforts in crime prevention and crime fighting. The publication highlights officers in action at community events, significant arrests or cases that have been made, and notable accomplishments.
- **Parking Problems** – The City’s Parking Committee continues to explore different options to alleviate the parking complaints in preparation for the upcoming tourist season.
- **Homeless Initiative** – No new update, the Homeless Shelter Committee, in partnership with the Salvation Army and numerous community organizations submitted their RFP bid for 505 North 7th Street as a temporary shelter, a Jail Diversionary Shelter. They are still waiting to hear back from their proposal.
- **Pinewood Park** – There are several well intentioned groups providing breakfast and lunch to our homeless throughout the week at the park. The police department continues to patrol the park to curtail any panhandling, littering, drinking and public urination inside the park. We will continue to monitor the park and revisit the “food service” issue in the coming weeks.
- **Updates** –
 1. August 17th marked the start of the new school year. The police department is very pleased to report that the start of the new school year went very smoothly. Our traffic trailers and our presence at our schools and bus stops were well received by parents, students, and teachers.
 2. September 19th marks the annual showing of Dancing with PAL held at the Sunrise Theater. There are a lot of fundraising events between now and then. The police department encourages everyone to come out and help support our PAL Kids.

Urban Redevelopment Department

- **Grants Administrator –**
 1. Closed 4 commercial facade grant-funded projects and 4 public service agency grant-funded projects
 2. Provided oversight for remaining 12 commercial facade grant-funded projects and 10 public service agency grant-funded projects
 3. Collaborated with Nick Mimms and Kori Benton to identify site for future super market on Avenue D
 4. Gathered and assembled info for preliminary design of Zora Neale Hurston Dust Tracks Heritage Trail website
 5. Created and submitted request for reimbursement to the Florida Inland Navigation District for work performed on the Melody Lane public fishing pier
 6. Created and submitted drawdown request to HUD to reimburse the City for CDBG-funded projects and activities
 7. Created, ordered and received FortPierceTours.com postcards for distribution at tourism-promotional events
 8. Created, ordered and received 'Save the Date' postcards for the Highwaymen Heritage Trail ribbon cutting festivities
 9. Created and published advertisements for FPAT and Communitywide Council monthly meetings
 10. Created and published flyer (City TV, website, Facebook), flyer promoting Fall Planting Season at the Community Garden
 11. Ordered and received 12 cots for In the Image of Christ homeless service.
 12. Meetings:
 - a) Ken Emanuel, Mt. Bethel Ministries - establish World Changers-type program for house painting and minor repairs
 - b) Melody Lane Public Fishing Pier status meeting
 - c) Conference Call - Lori Sorino (HUD) - funding opportunities to help address homeless needs in City
 - d) Tom Turynowicz, George Greenstein, John Hosler (SCORE) - logistics meeting for fall business educational workshops in Lincoln Park
 - e) Visit Florida Tourism Presentation - meeting held at Navy Seal Museum
 - f) Linda Fasano - Lincoln Park Mural Project
 - g) Pat Cochran - Melody Lane Public Fishing Pier decorative benches - at Shade Tree Studios
 - h) Doris Tillman - 2015-2016 Main Street Fort Pierce Work Plan - at Main Street offices

- **Program Analyst –**
 1. FEMA
 - a) Attended Emergency Management Meeting to review disaster procedures and reporting (before Erika was a storm)
 - b) Attended Emergency Management Staff Meeting for Erika preparation
 - c) Issued Disaster Administration Manuals to City Clerk and Planning Manager (they were not here when last training took place)
 - d) Issued packet of information and forms for immediate administrative use in the event of Erika for reimbursement procedures
 - e) Marina Project
 - Reconciling final expenses
 - Finalizing files for project close out review
 - f) Windows Expansion Project
 - Submitted Final Request for reimbursement
 - All close out information submitted and accepted. Expect to receive close out letter very shortly.

 2. SHIP
 - a) Preparing Annual Reports
 - b) Updating Applications for the next cycle of funding
 - c) Response to 2011-2012 SHIP monitoring review completed and submitted.

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

- Met with Golf Course management staff to review tropical storm and hurricane procedures.
- Attended a Department Head meeting to discuss emergency response procedures and the responsibilities of each department.
- Met with several vendors to discuss merchandise orders for FY 2016.
- Day-to-day operations.

River Walk Center

Park Permits	1908.68
Programming	2515.50
River Walk Center	1626.15
Garden Center	821.05
Special Events	300.00
Maravilla Center	600.00
Historic City Hall	555.85
Youth Activity	360.85
Total	\$8,688.08

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 18; Comedy Corner Improv on Saturday, August 22; Treasure Coast Food Bank, A Night of Comedy on August 14; Performances on the Sunrise Theatre main stage included: A free showing of the movie Benjamin Button on August 16, presented by the Sunrise Theatre and Sponsored by Humana; ; The Butterfly Project presented, Pure Zeppelin Experience on August 28.
- New Show Announcement on August 17 – Bobby Bones and The Raging Idiots – On sale beginning August 21.
- Assistance continues with future rental events and co-presentations with various community groups including, but not limited to: Dancing With The PAL'S on September 19; Treasure Coast Advocates for Seniors on November 7; Alpha Kappa Alpha's Fashionetta on November 8; St. Lucie County Public School STE@M Rap Battle November 18 & 20.
- Event at Pelican Yacht Club sponsored by Animal Emergency & Referral Center for prospective high-end donors and sponsors on August 13.
- 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.