




# 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 30, 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 September 21, 2015 City Commission meeting.
- The Deputy City Manager held a Parking Committee meeting on September 22, 2015.
- The City Manager attended the FPUA Board meeting on September 22, 2015.
- The City Manager and Deputy City Manager met with Mayor Hudson for a weekly update of current City issues.
- The City Manager and City Attorney attended a meeting with the County Administrator, County Attorney, Port St. Lucie City Manager and Port St. Lucie City Attorney regarding the local option sales tax.
- The City Manager and Deputy City Manager participated in a conference call regarding a potential development.
- The City Manager met with the City Attorney for an update on several legal issues.
- The City Manager met with the Building Official regarding a departmental issue.
- The City Manager attended the St. Lucie County Legislative Delegation meeting on September 25, 2015 and presented the City's legislative priorities for 2016.
- The City Manager and Deputy City Manager met with the Police Chief, Interim MIS Director and Public Works Manager regarding security at City Hall.
- The City Manager and City Attorney met with the Police Chief to discuss several issues.
- The Deputy City Manager attended a pre-development meeting for the Walton Development Midway Road Project.

**City Clerk's Office**

- **Business Tax Receipts –**  
New: 16      Renewals: 338      Transfers: 4
- **Vendor Permits Issued –**  
New: 1      Renewals: 0
- **Contractor Licensing –**  
New: 22      Renewals: 203
- **Public Records Requests (not including Building Department) –**  
New Requests: 6
- **Animal Registrations –**  
New/Renewals/Impound Fees: 4
- **Enterprise Zone Applications –**  
Sales Tax Refund Applications: 4
- **Agenda Preparation and Meeting Minutes –**
  1. Fort Pierce City Commission Conference Agenda – 9/14/2015
  2. Fort Pierce City Commission Special Budget Hearing – 09/14/2015
  3. Fort Pierce Redevelopment Agency Special Meeting – 09/14/2015
  4. Fort Pierce City Commission Meeting – 09/21/2015
- **Special Projects**
  1. On-going records retention/destruction project
- **Meetings/Special Events Attended**
  1. City Clerk attended meeting with Enterprise Florida and the EDC – 09/16/2015
  2. City Clerk attended grand opening of Garber Buick– 09/18/2015
  3. City Clerk attended Coffee with the Mayor to assist with Gold Hammer Awards – 09/18/2015
  4. City Clerk and Business License Clerk attended PAL event – 09/19/2015
  5. City Clerk and Marketing Specialist visited Paradise Home & Patio to deliver Gold Hammer Award – 09/21/2015
  6. Business License Clerk attended Records Management Training – 09/22/2015
  7. Business License Clerk attended Chamber Business & Industry Awards Program – 09/23/2015

**Administrative Services Department**

- **Procurement –**
  1. Opened RFP No. 2015-052 Non-Motorized Watercraft and Bicycle Rental (09/15/15)
  2. Processed Bid no. 2015-056 Furnish & Installation of Playground Equipment, Surfacing/Shade Structures, Outdoor Fitness Equipment/ Fitness Trails.
  3. Advertisement dates 09/24/15 and 10/01/15.
  4. Processed Purchase Orders and day to day operations of the Purchasing Division.
  5. Processing and / or completion of Awards to vendors contractors approved by Commission.
  6. Meetings:
    - a) Director of Administrative Services met with the Chief of Police and Deputy Chief for Union Negotiations.
    - b) Purchasing Manager met with the Grant Writer regarding an upcoming bid.
  
- **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. Participated in Union Negotiations
  2. Conducted Money Matters Seminar with PNC Bank
  3. Accident Investigations & Injury Review
  4. Audited, Processed and Closed 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

- Met with Administrative Services Director, Risk Manager and Purchasing Manager for conference call regarding Property and Casualty Insurance RFP evaluation
- Met with Wes Bradish of RBC to discuss the timeline and terms of bond refinancing
- Monthly Retirement Board Meeting
- Prepared Monthly Financial Report for Commission and citizens
- Preparing funds for year-end closing
- Preparing funds for new fiscal year roll-over, FY 2016
- Preliminary audit work with Auditors
- Oversight of daily operations.

### Code Enforcement Division

- **Hearing –**
  1. Special Magistrate Ross
    - a) 15 regular hearings
    - b) 1 fine reduction request
    - c) 3 lien reduction requests
- **Code Enforcement –**
  1. Issued 0 written warnings
  2. Issued 0 citations
  3. Initiated 47 new cases
    - 15 general violations
    - 31 lot clearing violations
    - 1 nuisance abatement violations
  4. Conducted 127 follow-up inspections
  5. Closed 54 cases
- **Animal Control –**
  1. MIS has determined that the ShelterPro software is not compatible with our secure server. Currently looking at alternative software programs.
- **Revenue –**
  1. Conducted 27 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. Code Compliance Manager continued work with the FPPD to address a nuisance business. A special hearing was held before Special Magistrate Blandino.
  2. Code Compliance Manager attended the conference agenda.
  3. Code Compliance Manager attended the budget hearing.
  4. Daily code enforcement and animal control activities.

**MIS Department**

- Commission approved Swagit, LLC quote to acquire hardware for 2nd floor conference room and broadcasting equipment. Ordering of equipment via approved Swagit, LLC quote is in progress.
- Meeting with the City Manager, Deputy City Manager, Chief of Police, & Public Works Manager regarding City Hall Security.
- Working with Chief of Police on adding Police Department website services to the City's main website.
- 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 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 forty-four (44) new work orders and completed one-hundred and three (103) 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. Senate Bill 1094 Report
  
- **Development Review –**
  1. C-1 Bed & Breakfast Ordinance Draft
  2. Filling Station Amendment
  3. Conditional Use - The Perky Puppy - 509 Georgia Avenue – City Commission Staff Report
  4. Conditional Use - Tropical Recycling - 1450 Bell Avenue – City Commission Staff Report
  5. Vacation Rentals – City Commission Conference Agenda
  6. Ordinance 15-051 – Amending the Zoning Atlas - 601 Seaway Drive - Causeway Cove – City Commission Approval
  7. Prospective Development - 601 Seaway Drive - Causeway Cove – City Commission Conference Agenda
  8. Inlet Palms Townhomes - Final Plat - 1502 Seaway Drive
  9. Mariner Cove - Site Plan - 3200 Edwards Road
  
- **Comprehensive Planning, Long Range Planning –**
  1. Orange Avenue West Side Study
  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 Transmittal
  6. South Indian River Drive - Comprehensive Plan Map Amendment
  
- **Historic Preservation –**
  1. 1105 Avenue D - Roof Replacement - Historic Preservation Board Staff report
  2. 225 Orange Avenue - Artificial turf - Historic Preservation Board Staff report
  3. 512 Dundas Ct., Demolition – Historic Preservation Board 10/26/15
  4. 512 S10th Street - Fence - Historic Preservation Board 10/26/15
  5. 518 N 15th Street - Garage Demolition - Historic Preservation Board 10/26/15
  6. 607 S Indian River Drive - Exterior stucco and paint – Pending Administrative Approval
  7. 436 N 9th Street - Demolition – Pending Historic Preservation approval
  8. Stabilization Plan for AIS Mound at Old Fort Park - 901 S Indian River Drive – Historic Preservation Board Staff Report
  9. Information Signs at Old Fort Park - 901 S Indian River Drive - Phase 2 Sign Publication

## 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** – We requested closeout with FEMA and are awaiting further instructions from FEMA.
- **City Marina Dinghy Dock Construction** – The City has received an Environmental Resource Permit for construction of the dinghy docks. Currently awaiting notice of grant award from FIND to proceed with project advertisement.
- **S. 21st Street / Havana Ave. Sidewalk Project** – On-going project management of the FDOT joint sidewalk construction project. Final completion scheduled for September 2015.
- **Indian Hills Recreation Area - Stormwater Improvements** – Phase II construction is underway. Wetland recreation and removal of exotic vegetation are tasks under construction. Phase I fencing is being installed in strategic locations. 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 working with the low bidder to reduce the construction cost and bring the bid closer to the allocated budget.
- **Melody Lane Fishing Pier** – Construction underway. Staff is working with local artist Pat Cochran on the design of the pier benches. Completion date scheduled for November 21, 2015.
- **H.D. King Power Plant Clean-up** – Reviewing contract proposal from Cardno for 2016 remediation work and seawall design plans.
- **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 October 2015.

## Building Division

- Single Family Home, New Construction - 1712 Francis Court: Building Permit Application Received
- Single Family Home, New Construction - 2708 Oak Alley Drive: Certificate of Occupancy Issued
- FPUA Rehab - 1405 South Ocean Drive: New Building Permit Application Submitted
- Abbiejean Russell Care Center - 700 South 29th Street: Application for New Commercial Addition Received
- Yuns Corner Market - 3475 South US Highway 1: Certificate of Occupancy Issued.
- **Building Department Investigator** –
  - a) 10 Cases seen before the Special Magistrate: 6 in Violation, 2 Continued, 1 Complied Prior to Hearing, 1 Massey Hearing

## Police Department

- **Staffing** – The police department has fourteen (14) vacancies as of this report: nine (9) 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 a steady number of 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.
- **Fort Pierce Police Department Highlights** – The police department’s FPPD Highlights continues to be a huge success. The publication highlights the police department’s sworn and support staff with our community partners and their combined efforts in crime prevention and crime fighting. The publication highlights officers and support staff 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 Downtown and South Beach. The Committee will be making recommendations to the City Commission and Manager’s Office at the Conference Agenda Meeting in October.
- **Homeless Initiative** – The City is experiencing an increase in the number of homeless within the last few weeks. The police department is working with the Treasure Coast Homeless Coalition in finding resources so that they may have productive lives.
- **Pinewood Park** – The police department continues to provide increased patrols inside the park to curtail any public concerns inside the park. We will continue to monitor the park’s “food service” that is provided there.
- **Updates** –
  1. The Police Department received an award from the Chamber of Commerce at their September 23rd Business & Industry Awards Dinner for our outstanding work in our community.
  2. On September 25th, TD Bank presented the Fort Pierce Police Athletic League (PAL) with a check in the amount of \$2,431.00.

**Urban Redevelopment Department**

- **Grants Administrator –**
  1. Closed out 6 commercial facade and 5 public service agency grant awards from 2014-2015 program year
  2. Provided project coordination and oversight for upcoming SCORE business workshops at Percy Peek Gym
  3. Continued work on Highwaymen Heritage Trail ribbon cutting, art show and festival
  4. Provided oversight for the creation of City of Fort Pierce Work Plans for Fort Pierce and Lincoln Park Main Street organizations
  5. Provided project coordination and oversight for 2015-2016 Summer Jam Basketball Camp
  6. Collaborated with SLC TDC on Fort Pierce Authentic Tours marketing program
  7. Finalized creation and submittal of RFP for playground equipment purchase to Purchasing
  8. Continued project oversight of Paint Our Town program - will paint 2 homes next weekend
  9. Continued project oversight of Melody Lane Public Fishing Pier project
  10. Assisted in creation of yard signs for Mayor's Gold Hammer presentations
  11. Represented the City at Lenzi's Diner meeting with small businesses
  12. Created and mailed membership renewal letters for Fort Pierce Authentic Tours members
  13. Created and mailed information letters to the Highwaymen artists on upcoming ribbon cutting, art show and festival
  14. Continued development oversight of Zora Trail website and trail marker maintenance
  15. Represented City at FPAT booth at Smithsonian's Indian River Lagoon Science Festival.
  16. Meetings:
    - a) Leslie Olsen - Land for Avenue D Grocery
    - b) Brothers Construction - Melody Lane Pier
    - c) FPUA-Jason Hoffman - Economic incentives for small businesses
    - d) Gelencia Carter - Playground Equipment RFP
    - e) Pamela Carithers - Highwaymen project and Lincoln Park Main Street Work Plan
    - f) Pastor Harry Shaw - Paint Our Town program
    - g) Pastor Banks, Mike Reals, Michelle Kubitschek - 2015-2016 Summer Jam Basketball program
    - h) Ken Emanuel - Paint Our Town program
    - i) Upendo Shabazz-Phillips, Arlease Hall - Collaborative economic development efforts for Lincoln Park neighborhood
    - j) Pat Cochran - Melody Lane Pier benches
- **Program Analyst –**
  1. Marina Project
    - a) Reconciling numbers
    - b) Scanning in remaining data
  2. Windows Expansion Project
    - a) All close out information submitted and accepted. Expect to receive close out letter very shortly.
    - b) Preparing power point presentation of funds expended and window installations
  3. SHIP
    - a) Applications updated for the next cycle of funding is complete
    - b) Reviewing waiting list for applicants still interested in rehabilitations
    - c) Preparing information to create new SHIP link on CFP website
    - d) Scanning in completed files
    - e) Completed change orders for two homes
    - f) Preparing power point presentation of completed rehabilitations
    - g) Preparing for SHIP follow up review from Aida Andujar, Technical Advisor Florida Housing Coalition

**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. This project is nearing completion
- **Dan McCarty Track Resurfacing** – Resurfacing of the walking track and LED light replacement is set to begin soon. The ILA has been approved and this project will begin shortly.
- **River Walk Center** – Beginning October 5, 2015 the RWC will begin hosting a Food Truck Invasion along the waterfront on the first and third Tuesday’s of the month.
- **Multi-Family Single Stream Recycling** – The PWD is excited to implement our Multi-family Single Stream Recycling Program. Our goal is to initiate a rollout of this service during the first quarter of 2016.

**Marina**

- Oversee daily operations for City Marina and Fisherman's Wharf Marina.
- Marina staff working on programming dock and input of store inventory into new marina program.

**Golf Course**

- Prepared agenda item for blanket purchase orders over \$10,000 for Commission meeting on October 5th.
- Continuing to meet with vendors for FY 2016 orders.
- Met with Assistant Golf Professionals to discuss October rates.
- Met with Superintendent to discuss update on golf course projects.
- Day-to-day operations.

**River Walk Center**

Park Permits	637.50
Programming	840.72
River Walk Center	1129.48
Garden Center	265.73
Special Events	800.00
Maravilla Center	200.00
Historic City Hall	564.00
Youth Activity	0
<u>Total</u>	<u>\$4,437.43</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 September 15; Comedy Corner Improv on Saturday, September 26; Performances on the Sunrise Theatre main stage included: Fort Pierce PAL - Dancing With The PAL'S was held on Saturday, September 19, a VIP reception was held in the Friend's Lounge and after party in the Black Box, a rehearsal was held on Friday, September 18. Maintenance continues on the Sunrise Theatre main stage, Black Box, front entry, and throughout the building in preparation for the 2015/16 Season.
- Assistance continues with future rental events and co-presentations with various community groups including, but not limited to: Alpha Kappa Alpha's Fashionetta on November 8; St. Lucie County Public School STE@M Rap Battle November 18 & 20, Treasure Coast Advocates for Seniors on November 21; South FL Dance Company – A Christmas Carol on December 5 & St Lucie Ballet's Nutcracker on December 11 & 12.
- 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. The Sunrise Playbill is complete and has been delivered to the theatre. Copies have also been mailed to members and delivered to area businesses.
- 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.