



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: September 16, 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 the City Attorney, Code Compliance Manager, Finance Director, Chief Accountant and City Clerk regarding a revised policy for the processing of lien releases.
- The City Manager met with the FPUA Director of Utilities regarding the loan repayment.
- The City Manager and City Attorney participated in a conference call with the trial attorney regarding Anderson v. City.
- The City Manager met with the Police Chief and City Attorney regarding a proposed alarm ordinance.
- The City Manager met with Police Department staff regarding an update on an investigation.
- The City Manager attended the ROCLA Concrete Ties, Inc. groundbreaking.
- The City Manager and Deputy City Manager met with Mayor Hudson for a weekly update of current City issues.
- The City Manager held a Conference Agenda meeting on September 14, 2015.
- The City Manager attended a meeting regarding the pre-hiring screenings to determine the fitness for duty evaluations.
- The City Manager attended a court proceeding at the 4th District Court of Appeals in West Palm Beach.
- The Deputy City Manager held a CRA Advisory Committee meeting on September 16, 2016.
- The Deputy City Manager attended a Keep Fort Pierce Beautiful Board meeting.
- The Deputy City Manager attended the Communitywide Council meeting.

City Clerk's Office

- **Business Tax Receipts –**
New: 20 Renewals: 187 Transfers: 4
- **Vendor Permits Issued –**
New: 0 Renewals: 0
- **Contractor Licensing –**
New: 11 Renewals: 181
- **Public Records Requests (not including Building Department) –**
New Requests: 15
- **Animal Registrations –**
New/Renewals/Impound Fees: 2
- **Enterprise Zone Applications –**
Sales Tax Refund Applications: 2
- **Agenda Preparation and Meeting Minutes –**
 1. Fort Pierce City Commission Budget Hearing – 09/01/2015
 2. Treasure Coast Council of Local Governments – 09/02/2015
 3. Fort Pierce City Commission Meeting – 09/08/2015
- **Special Projects**
 1. On-going records retention/destruction project
 2. Public Record Request Policy.
- **Meetings/Special Events Attended**
 1. City Clerk attended Treasure Coast Public Information Officers Meeting – 09/04/2015
 2. City Clerk attended Rocla Concrete Ties groundbreaking ceremony – 09/08/2015
 3. City Clerk attended meeting with Mainstreet Fort Pierce – 09/08/2015

Administrative Services Department

- **Procurement –**
 1. Opened RFP No. 2015-049 Various Property & Casualty Insurance Coverages (09/03/15)
 2. Opened RFP No. 2015-051 Realtor Services (09/10/15)
 3. Processed Addendum No. 1 for RFP No. 2015-052 Non- Motorized Watercraft and Bicycle Rental.
 4. Processed Addendum No. 1 for RFP No. 2015-053 Kayak and Paddle Board Rental at the City Marina.
 5. Processed Bid No. 2015-054 Sale of Mixed Performance Mortgage Loans
 6. Advertisements dates 09/10/15 and 09/17/15
 7. Processed Purchase Orders and day to day operations of the Purchasing Division.
 8. Processing and / or completion of Awards to vendors contractors approved by Commission.
 9. Meetings:
 - a) Director of Administrative Services met with Public Works Manager, and Risk Manager regarding a personnel issue.

- **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. Accident Investigations & Injury Review
 2. Audited, Processed and Closed WC Claims.
 3. Processed Insurance Subrogation.
 4. Consulted with the City Carrier Regarding Liability Claims.
 5. 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 Swagit, LLC to acquire hardware for 2nd floor conference room and broadcasting equipment quote.
- Completed work with Public Works and Solid Waste on switch failure.
- Working with Chief of Police on adding Police Department website services to the City's main website.
- Migration from the existing IBM Power 7 to the new IBM Power 8 system complete.
- 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 thirty-eight (38) new work orders and completed one-hundred and fifty-six (156) 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. Backus Museum - Draft Lease Submitted for Legal Review
 4. Florida State Senate Bill 1094 – Research
 5. Village at Midway meeting

- **Development Review –**
 1. Conditional Use - Daniel M. Foundation - 4300 Okeechobee Road - City Commission Approval
 2. Zoning Atlas Amendment - Causeway Cove - 601 Seaway Drive - City Commission Approval First Reading
 3. Conditional Use - The Perky Puppy - 509 Georgia Avenue – Planning Board Staff Report
 4. Conditional Use – Tropical Recycling – 1450 Bell Avenue – Planning Board Staff Report
 5. Final Plat - Inlet Palms Townhomes - 1502 Seaway Drive
 6. Site Plan - Mariner Cove - 3200 Edwards Road

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

- **Historic Preservation –**
 1. 1105 Avenue D - Roof Replacement - Historic Preservation Board Report
 2. 225 Orange Avenue - Installation of Artificial Turf - Historic Preservation Board Report
 3. Old Fort Park – Erosion Control and Stabilization - Historic Preservation Board Report
 4. 512 S. 10th Street – Fence - Historic Preservation Board Report
 5. 607 S. Indian River Drive – Stucco and Paint - Pending

Code Enforcement Division

- **Hearing –**
 1. Code Enforcement Board
 - a) 7 regular hearings
 - b) 1 fine reduction request
 - c) 3 lien reduction requests
 2. Special Magistrate Blandino
 - a) 7 regular hearings
 - b) 1 fine reduction request
 - c) 1 extension of time request
 3. County Court – Judge Barnes
 - a) COFP v. Deeco's – 2 counts of parking within 15 ft. of roadway – paid prior to hearing
 - b) COFP v. Fassold – 2 counts of animal restraint – dismissed by judge. 2 counts of running at large – guilty – fined \$50 each plus court costs.
 - c) COFP v. Seymour – maintaining nuisance – guilty – fined \$250 plus court costs.
- **Code Enforcement –**
 1. Issued 3 written warnings
 2. Issued 0 citations
 3. Initiated 79 new cases
 - 44 general violations
 - 33 lot clearing violations
 - 2 slum & blight violations
 4. Conducted 211 follow-up inspections
 5. Closed 95 cases
- **Animal Control –**
 1. Transferring all bite reports to Shelter Pro.
 2. Scanning in files for attachments in Shelter Pro.
- **Revenue –**
 1. Conducted 3 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 worked with the FPPD to address a nuisance business.
 2. Code Compliance Manager attended the budget hearing.
 3. Code Compliance Manager met with City Manager Bradshaw Deputy City Manager Mimms and City Attorney Schwerer to discussed code enforcement liens.
 4. Code Compliance Manager drafted a new policy for releasing code liens and forwarded to the City Manager's office for review and approval.
 5. 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. 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** – The City has received an Environmental Resource Permit for construction of the dinghy docks.
- **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. 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 working with the low bidder in hopes of reducing the construction cost and bringing the bid closer to budget.
- **Melody Lane Fishing Pier** – Construction underway. Staff is working with local artist Pat Cochran on the design of the pier benches.
- **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 October 2015.

Building Division

- ROCLA Concrete Tie, Inc. - 600 South 3rd Street: All Building Permits have been issued.
- Public Fishing Pier - 220 Melody Lane: Building Permit has been issued.
- Duplex, New Construction - 1020 Mayflower Road: Building Permit application received.
- Single Family Home, New Construction - 507 Hernando Street: Foundation Permit application received.
- **Building Department Investigator** –
 - a) 7 Cases seen before the Special Magistrate, 7 in Violation
 - b) 7 Cases seen before the Code Enforcement Board
 - c) 4 Contractor Complaints brought before the Board
 - d) 1 Unlicensed Contractor brought before the Board
 - e) 0 Appeals presented to CBAA

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.
- **911 Events**– The police department participated in several 911 events throughout the city on Friday, September 11th. These events included: Annual 911 Memorial Service in memory of former police officer and Flight 93 flight attendant, CeeCee Lyles, Jetson’s Annual 911 Blood Drive, and the Treasure Coast Food Bank’s “Pack the House” food drive. Officers also participated in the annual Blue Mass Ceremony on Sunday, September 13th at Holy Family Catholic Church.
- **Hibiscus Park Association & Crime Watch** – The residents of the Hibiscus Park Resident's Association/Crime Watch invited Police Chief D. Hobley-Burney to their September 15th meeting. Along with a pledge to bring positive change to the city, Chief Hobley-Burney encouraged the residents to get involved in Crime Watch and talked about the importance of it.
- **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 Manager’s Office within the next few weeks.
- **Homeless Initiative** – No new update from the Homeless Shelter Committee. We are continuing our efforts to find 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. September 19th marks the annual showing of Dancing with PAL held at the Sunrise Theater. The police department encourages everyone to come out and help support our PAL Kids.

Urban Redevelopment Department

- **Grants Administrator –**
 1. Continued oversight of remaining commercial facade and public service grant-funded projects
 2. Received and submitted FLDEP permits required for grant awards to FL Boating Infrastructure Grant and Florida Inland Navigation District for floating dinghy dock project at City Marina
 3. Created, ordered and received promotional rack card for Highwaymen Heritage Trail
 4. Wrote article and purchased ad space in TC Almanac's Oct/Nov/Dec and Jan/Feb/March editions for Highwaymen Heritage Trail ribbon cutting
 5. Continued project oversight for Hurston Trail maintenance, website creation and promotion
 6. Created New Program - Paint Our Town - partnering with area churches and nonprofits who will provide volunteers to paint and provide minor repairs and landscaping to lower-income citizens homes; partnering with businesses to provide paint, building materials and landscaping supplies; Received 55 5-gallon buckets of primer from Habitat Re-Store for the project
 7. Transcribed minutes and created meeting agenda and backup materials for Communitywide Council meeting
 8. Ordered and oversaw delivery of cots for In the Image of Christ homeless services
 9. Began collaborative effort with St. Lucie County Library System to provide Resume Writing and Interview Skills workshops at Hurston Library prior to January Job Fair at Percy Peek Gym
 10. Continued oversight of Fort Pierce Authentic Tours Program - 2015-2016 marketing, membership, monthly meeting materials.
 11. Meetings:
 - a) Pastor Vernon Shazier - Mount Bethel Ministries - Paint Our Town Program
 - b) Habitat for Humanity - Paint Our Town Program
 - c) Melody Lane Public Fishing Pier - Status Meeting
 - d) Paul Bertram - Submittal of Keep Fort Pierce Beautiful application for National Improvement Award
 - e) Fort Pierce Authentic Tours - monthly meeting
 - f) Communitywide Council - monthly meeting
 - g) Ana Castilla - TD Bank - affordable housing loan/construction program for lower-income citizens
 - h) Mark Freed, Susan Jacob - SLC Library's commitment to provide resume writing and interview workshops prior to January job fair
 - i) Economic Development Team
- **Program Analyst –**
 1. Marina Project
 - a) Filed Quarterly Reports
 - b) Completed final reconciliation with Ed Seissiger on expended funds for close out
 - c) 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) Scanning in remaining information
 - c) Preparing power point presentation of funds expended and window installations
 3. SHIP
 - a) Filed Annual Reports
 - b) Updating Applications for the next cycle of funding
 - c) Reviewing waiting list for applicants still interested in rehabilitations
 - d) Preparing information to create new SHIP link on CFP website
 - e) Met with three homeowners to sign their revised mortgage and notes made necessary from change orders
 - f) Scanning in completed files
 - g) Preparing power point presentation of completed rehabilitations

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. 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.

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 representatives from St. Andrew's Episcopal Academy regarding their golf program. Will be hosting practicing and match play.
- Preparing for aerification of the greens beginning Sept. 14.
- Met with various vendors regarding ordering needs for FY 2016.
- Day-to-day operations.

River Walk Center

Park Permits	801.58
Programming	501.31
River Walk Center	1733.46
Garden Center	400.00
Special Events	550.00
Maravilla Center	200.00
Historic City Hall	525.00
Youth Activity	75.00
<u>Total</u>	<u>\$4,786.35</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 1; Comedy Corner Improv on Saturday, September 12; Maintenance is being performed on the Sunrise Theatre main stage, 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: Dancing With The PAL'S on September 19; Treasure Coast Advocates for Seniors on November 21; Alpha Kappa Alpha's Fashionetta on November 8; St. Lucie County Public School STE@M Rap Battle November 18 & 20.
- 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.