




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: October 28, 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, Deputy City Manager and Code Compliance Manager met with representatives of United For Animals regarding animal control policies.
- The City Manager and Deputy City Manager met with Mayor Hudson for a weekly update of current City issues.
- The City Manager met with the County Attorney regarding the City's legal services.
- The City Manager and Deputy City Manager met with Commissioner Becht for an update of current City issues.
- The City Manager and Deputy City Manager conducted interviews for the MIS Manager and the Director of Finance positions.
- The City Manager met with the Director of Utilities for an update of issues of mutual interest.
- The City Manager and Deputy City Manager met with Commissioner Alexander for an update of current City issues.
- The City Manager met with Commissioner Perona for an update of the City's legal services.
- The City Manager met with Mr. Porter regarding 25th and Avenue J apartments.
- The City Manager attended a meeting with Mayor Hudson and the City Clerk regarding records retention.
- The City Manager met with the Deputy City Manager and Director of Administrative Services to discuss the job description for the City Attorney.
- The City Manager and Deputy City Manager met with the Building Official for an update on departmental issues.

City Clerk's Office

- **Business Tax Receipts –**
New: 34 Renewals: 53 Transfers: 3
- **Vendor Permits Issued –**
New: 0 Renewals: 0
- **Contractor Licensing –**
New: 15 New (Board): 2 Renewals: 47
- **Public Records Requests (not including Building Department) –**
New Requests: 10
- **Animal Registrations –**
New/Renewals/Impound Fees: 6
- **Enterprise Zone Applications –**
Sales Tax Refund Applications: 2
- **Vehicle Tags/ Title Applications – 6**
- **Agenda Preparation and Meeting Minutes –**
 1. Conference Agenda – 10/12/2015
 2. Fort Pierce Redevelopment Agency – 10/19/2015
 3. Fort Pierce City Commission Meeting – 10/19/2015
- **Meetings/Special Events Attended**
 1. City Clerk and Deputy City Clerk attended Florida Association of City Clerk Training in Tampa 10/12-10/15
 2. City Clerk toured a vessel at the Port undergoing work

Administrative Services Department

- **Procurement –**
 1. Opened Bid No. 2015-054 Sale of Mixed Performance Mortgage Loans.
 2. Opened Bid No. 2015-056 Furnish & Install Playground Equipment, Surfacing/Shade Structures, Outdoor Fitness Equipment/Fitness Trails.
 3. Provided additional information to respondents/vendors of RFP No. 2015-050 Catering/Hospitality Services for Evaluations purposes.
 4. Processed RFP No. 2016-003 Banking Services Advertisement dates: 10/16/15 & 10/23/15.
 5. Processed Purchase Orders and day to day operations of the Purchasing Division.
 6. Processing and / or completion of Awards to vendors contractors approved by Commission.
 7. Meetings:
 - a) Director of Administrative Services, Chief of Police, Deputy Chief, and HR Staff Met with
 - b) Representative from the International Police Union Association (IPUA) for Union Negotiations.
 - c) Director of Administrative Services, City Manager and Deputy City Manager conducted Interviews for the MIS and Finance Director Positions.
 - d) Director of Administrative Services, and Public Works Manager met regarding a HR Issue.
 - e) Director of Administrative Services, and Deputy City Manager met with the Liberian Delegation at Indian River College.

- **Human Resources –**
 1. Calculation/Processing of Raises for Non Bargaining & Teamsters Employees
 2. Calculation/Pre-Processing of Employee Sick Leave Conversions.
 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 employee.
 8. Complete Family Medical Leave package for employees.

- **Risk Management –**
 1. Participated in Pre-Mediation teleconference.
 2. Processed day to day Risk Management Duties.
 3. Accident Investigation and Injury Reviews.
 4. Audited, Closed, and Processed WC Claims.
 5. Processed Insurance Subrogation.
 6. Consulted with the City Carrier Regarding Liability Claims.

Code Enforcement Division

- **Hearing –**
 1. Special Magistrate Blandino
 - a) 10 regular hearings

- **Code Enforcement –**
 1. Issued 2 written warnings
 2. Issued 0 citations
 3. Initiated 151 new cases
 - 7 general violations
 - 136 lot clearing violations
 - 8 nuisance abatement violations
 4. Conducted 142 follow-up inspections
 5. Closed 61 cases

- **Animal Control –**
 1. A new rabies alert has been issued by the SLC Health Department. We had a raccoon attack a dog this past weekend in the area of Fisherman's Wharf, which tested positive for rabies. All departments that work in that area were notified of the problem.
 2. MIS has determined that the ShelterPro software is not compatible with our secure server. Currently looking at alternative software programs.

- **Revenue –**
 1. Conducted 30 title / lien searches.

- **Miscellaneous –**
 1. Code Compliance Manager attended the monthly Technical Review Committee meeting.
 2. Code Compliance Manager met with City Manager Bradshaw, Deputy City Manager Mimms, United for Animals and Mr. Rick Reed regarding animal control policies.
 3. Applications for the code enforcement officer were received and reviewed. A short list of candidates was forwarded to Human Resource and interviews will be conducted next week.
 4. Code Compliance Manager prepared several items for the November conference agenda.
 5. Daily code enforcement and animal control activities.

MIS Department

- MIS senior staff is working with Swagit and Prosound to order equipment which is in progress to acquire tigtrope hardware and software for 2nd floor conference room, audio/visual, and broadcasting equipment.
- Working with the City Manager, Deputy City Manager, Chief of Police, & Public Works Manager regarding enhancements of 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. SunGard is scheduled provide training
- 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.
- 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 twenty (20) new work orders and completed fifty-eight (58) 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. Pre-Application Meeting – Harbor Community Bank - 600 Edwards Road
 6. Orange Avenue Redevelopment Corridor Revisions
 7. Zoning Verification Letter - 221 N US Hwy 1

- **Development Review –**
 1. Indian River Villas - 401 S Indian River Drive
 2. Conditional Use - Sailfish Brewery - 130 N 2nd Street – Technical Review Committee Review
 3. Conditional Use - Dwelling Rental requests for 1905 Rio Vista Drive, 1916 Rio Vista Drive, 1712 Bayshore Drive, 1813 Surfside Drive - Technical Review Committee Review
 4. Conditional Use - Hollander Vacation Rental - 2025 S Ocean Drive – Planning Board Presentation
 5. Minor Amendment to Site Plan - Family Dollar - 1210 S 25th Street - Technical Review Committee Distribution
 6. Conditional Use – St. James Christian Academy – 4300 Okeechobee Road - Technical Review Committee Review
 7. Inlet Palms - 1502 Seaway Drive

- **Comprehensive Planning, Long Range Planning –**
 1. Annexations - South US Hwy 1 and Smallwood Avenue
 2. R-5, Medium Density Residential Text Amendment
 3. South Indian River Drive – Transmittal for Comprehensive Plan Map Amendment
 4. Voluntary Annexation - Oleander Avenue
 5. City/County Annexation Project
 6. Filling Stations Text Amendment

- **Historic Preservation –**
 1. 225 Orange Avenue - Yuppy Puppy Artificial Turf and Fence - Historic Preservation Board Report
 2. 512 Dundas Court – Demolition – Historic Preservation Board Report
 3. 518 N 15th Street - Garage Demolition - Historic Preservation Board Report
 4. 131 N 2nd Street - New Awnings -Historic Preservation Board Report
 5. 436 N 9th Street - Demolition - Historic Preservation Board Report
 6. 116 N 2nd Street - Subway Signs - Historic Preservation Board Report
 7. 607 S Indian River Drive - Exterior stucco and paint - Administrative COA Approval
 8. 507 S 9th Street - Roof Replacement - Administrative COA Approval

- **Economic Development –**
 1. Backus Museum Sign Replacement – City Commission Approval

- **GIS Map –**
 1. Future Land Use Map

Engineering Department

- **Development Reviews** – Intake of twelve (12) 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.
- **City Marina Reconstruction – Phase II – Docks** – We requested closeout with FEMA and are awaiting further instructions from FEMA. FEMA is working to wrap up the closeout of the 2004 projects and will be scheduling a final inspection soon.
- **City Marina Dinghy Dock Construction** – The City has received an Environmental Resource Permit for construction of the dinghy docks. Once we have the executed FIND and BIG grant contracts we will proceed with the project advertisement. RFP anticipated advertisement in January and construction start anticipated March 2016.
- **S. 21st Street / Havana Ave. Sidewalk Project** – A final inspection was conducted on 10-7-15 and a punch list was generated. The contractor was given three (3) weeks to address the outstanding items.
- **Indian Hills Recreation Area - Stormwater Improvements** – Pile driving to start the week of October 26, 2015 for observation deck and 5 pedestrian bridges in the Phase II area, south of Savannah Road. Coordination completed with contractor to be hauling material to St. Lucie County Land Fill Operations. Material that contains small amounts of construction debris will be accepted at no cost to utilize for their landfill cover. Connecting path from Phase I to Phase 2 is under construction. Finalizing reimbursement request to FDEP for Phase I work.
- **Veterans Memorial Park Phase II Stormwater Improvements** – A Pre-construction Meeting has been scheduled for 11- 4-15. Construction commencement for the stormwater improvements will occur upon contractor's receipt of the executed contract and Notice to Proceed. We are actively pursuing additional grant funding for the non-stormwater related items and will coordinate with the local veteran groups to relay this information.
- **Melody Lane Fishing Pier** – Construction underway. The pedestrian archway has been poured and stuccoed. Staff is currently in talks with the contractor pertaining to the color and finish of the stucco as it does not coincide with what was approved. Doyle Masonry has completed the will block work with the exception of four (4) columns (two of which are to be re-done as staff has rejected them). These columns cannot be completed until the supplier delivers the correct block which could take four (4) weeks as they are a special order. The electrical and potable water work is underway. Anticipate construction of the decking to begin next week. Completion date currently scheduled for November 21, 2015, but may be moved back due to the block delivery.
- **H.D. King Power Plant Clean-up** – Cardno has begun design work on the seawall replacement along Moore's Creek. Final design build costs will be provided within 60 days.
- **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.

Police Department

- **Staffing** – The police department has ten (10) vacancies as of this report: five (5) sworn officer positions and five (5) civilian positions (Grant/Program Coordinator, Senior Accounting Clerks, Records Specialist, Accreditation Manager and Community Service Aide). Five (5) new police officers start Monday, October 26th.
- **Front Porch Roll Call** – It has been almost two months since the police department started the Front Porch Roll Call program. The popularity and notoriety of this program has continued to grow. We are seeing the benefits of this program, along with other community oriented policing programs, strengthening our relationship in our community.
- **Fort Pierce Police Department Highlights** – The police department’s FPPD Highlights continues to be a huge success. A copy of the highlights is attached for the Commission.
- **Parking Problems** – Deputy City Manager Nicholas Mimms presented the Commission with the list of potential solutions that the Parking Committee developed. With the direction from the Commission, the Parking Committee will move forward with some short term recommendations for the upcoming tourism season, while continuing to work on the long term solutions to alleviate the parking complaints in Downtown and South Beach.
- **Homeless Initiative** – Officers have conducted several Front Porch Roll Calls at Marina Square and the River Walk. Afterwards, they have conducted a sweep of known transient hot spots with these areas, which has had a positive impact on the number of complaints about vagrants panhandling and loitering. The police department continues to work with the Treasure Coast Homeless Coalition and other community leaders in finding resources so that they may have productive lives.
- **The First Step** – Tuesday, October 20th marked the third week of this new initiative, which brings community leaders together with children in our community. Michael Thomas, starting Defensive Back of the Miami Dolphins attended Tuesday. Commissioner Alexander presented him with a Proclamation and a Key to the City. Attendance by the neighborhood children has steadily grown since the first event.
- **Updates** –
 1. On October 10th, the police department participated in Safe Space’s Walk a Mile in Her Shoes campaign to stop Domestic Violence. This year’s event was hosted by the City of Fort Pierce, at Marina Square. There was a phenomenal turnout. Officer Keith Holmes raised the second highest amount of money.
 2. On October 25th, the Fort Pierce Police Athletic League will be hosting its annual “Biker-Treat PAL Park”, which is a free Halloween Event for children under the age of 12. The event starts at 1:00 PM.

Urban Redevelopment Department**• Grants Administrator –**

1. Created and published Draft 2014-2015 Consolidated Annual Performance Evaluation Report (CAPER)
2. Created and submitted 2014-2015 WBE/MBE reports to HUD
3. Worked with graphic artists and printers to design Highwaymen Trail invitation
4. Received responses to RFP to purchase playground equipment for Maravilla Park
5. Provided videos, clipart, etc. to MIS for FPTV
6. Transcribed and published Communitywide Council meeting minutes, agenda for October meeting
7. Created press release for two grant awards for design and construction of dinghy docks at City Marina
8. Completed and submitted quarterly report for FL Division of Cultural Affairs grant award for Sunrise Theater
9. Continued working with Lincoln Park and Fort Pierce Main Streets to create Work Plans for 2015-2016 program year
10. Website updates for FortPierceTours.com and Urban Redevelopment (city site)
11. Continued oversight for Hurston Trail website creation
12. Continued work on Highwaymen Trail festivities
13. Continued coordination of Paint Our Town program.
14. Meetings:
 - a) Florida Redevelopment Association Conference, Tampa - 10/20-10/22
 - b) George Porter - Potential repacking business in Fort Pierce

• Program Analyst –

1. FEMA
 - a) Marina Project
 - Waiting on final inspections for two project worksheets to close out Marina.
 - b) Windows Expansion Project
 - All close out information submitted and accepted. Expect to receive close out letter very shortly
 - Preparing power point presentation of funds expended and window installations
2. SHIP
 - a) Following up on suggestions from technical advisor from Florida Housing Coalition
 - b) Creating sample specifications for inspections
 - c) Mailed documents to four applicants to update verifications for use with this year's funding
 - d) Working with Shyanne for information on website
 - e) Working on SHIP successful rehabilitation pictures to be viewed on website
 - f) Preparing power point presentation of completed rehabilitations

Finance Department

- Met with Asst. City Attorney on Retirement Board Agenda
- Retirement Board Meeting
- Working with OpenGov on software
- Met with API on transparency portal
- Met with bond counsel on FPRA refunding bond closing
- Completed Preliminary Quarterly Financial Report for Commission & Citizens
- Preparing funds for year-end closing
- Preparing funds for year-end audit
- Oversight of daily operations.

Building Division

- Single Family Home, New Construction - 4427 Belle Grove Drive: Building Permit Application Received
- Single Family Home, New Construction - 4436 Belle Grove Drive: Building Permit Application Received
- Inlet Palms - 1502 Seaway Drive: Application for Site Work & One Building Received
- Walmart Distribution Center - 4001 S. Jenkins Road: Application to Install Conveyor Belt Received.
- **Building Department Investigator –**
 - a) 10 Cases seen before the Special Magistrate
 - b) 8 in Violation, 2 Complied Prior to Hearing
 - c) 2 Contractor Complaints brought before the Board
 - d) 1 Unlicensed Contractor brought before the Board

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** – The second Food Truck Invasion along the waterfront was also a huge success. The next event will be November 3rd.
- **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. Our order of Multi-family carts has been placed and we should see them by the end of the year.

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

- Attended a meeting of the Employee Appreciation Thanksgiving Luncheon committee.
- Securing contracts for the league plays for upcoming season.
- Met with Assistant Golf Professionals and Superintendent to discuss rates for the upcoming season.
- Day-to-day operations.

River Walk Center

Park Permits	1,350.00
Programming	1,484.88
River Walk Center	967.51
Garden Center	206.11
Special Events	500.00
Maravilla Center	506.34
Historic City Hall	975.00
Youth Activity	0
Total	\$5,989.84

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 October 13; Comedy Corner Improv on Saturday, October 10; The Flame radio station hosted Working Women's Wednesday on October 21; Performances on the Sunrise Theatre main stage included: John Cleese and Eric Idle on October 9. The Black Box floor repair began October 19 and was completed October 23.
- 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; St. Andrew's Academy Christmas Program on December 17.
- Meeting with Al Quincy at the Lincoln Theatre
- New show Brian Wilson, co-founder of the Beach Boys, went on sale to the general public October 8.
- 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.
- 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.