



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 *[Signature]*
RE: Department Activity Report
DATE: November 9, 2015

The information that follows is intended to keep the Commission abreast of the on-going activities, issues, programs and services within the City.

City Manager's Office

City Manager

- The City Manager and Deputy City Manager 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 regarding current City issues.
- The City Manager and Deputy City Manager met with Steve Tarr regarding downtown development and Building issues.
- The City Manager and Deputy City Manager met with Darryl Bey regarding his concerns about the Sunrise Theatre's Black Box.
- The City Manager met with the County Attorney regarding port development, All Aboard Florida and the city attorney position.
- The City Manager, Deputy City Manager and Mayor Hudson met with Rusty Roberts, All Aboard Florida for an update on quiet zones for the city and future plans/timetable.
- The City Manager and Deputy City Manager participated in the Joint Workshop with St. Lucie County on November 4, 2015.
- The City Manager and Deputy City Manager met with Commissioner Sessions regarding the interlocal agreement with St. Lucie County for port development.
- The City Manager held a Conference Agenda meeting on November 9, 2015.
- The City Manager and Deputy City Manager met with the Marina Manager for an update of the Marina.
- The City Manager and Building Official met with Don O'Steen of East Coast Lumber regarding permit issues.

City Clerk's Office

- **Business Tax Receipts –**
New: 22 Renewals: 68 Transfers: 8
- **Vendor Permits Issued –**
New: 1 Renewals: 0
- **Contractor Licensing –**
New: 20 New (Board): 1 Renewals: 29
- **Public Records Requests (not including Building Department) –**
New Requests: 6
- **Animal Registrations –**
New/Renewals/Impound Fees: 4
- **Enterprise Zone Applications –**
Sales Tax Refund Applications: 1
- **Vehicle Tags/ Title Applications – 0**
- **Agenda Preparation and Meeting Minutes –**
 1. Fort Pierce City Commission Meeting – 11/2/2015
 2. Fort Pierce City Commission & St. Lucie County Joint Meeting – 11/4/2015
 3. Treasure Coast Council of Local Governments – 11/4/2015
- **Special Projects –**
 1. Implementation of Scanning Process for all BTR applications in an effort to go paperless
 2. Second run of BTR renewal notice – investigating our capabilities of doing so
- **Meetings/Special Events Attended –**
 1. City Clerk and Economic Development Team met with SBA representatives - 10/27/2015
 2. City Clerk's Office hosted meeting of Treasure Coast Chapter of Florida Association of Business Tax Officials -10/29/2015
 3. ED Team met with EDC and County Officials - 10/30/2015
 4. Deputy City Clerk attended Highwayman Trail Project Meeting – 11/3/2015
 5. Deputy City Clerk attended FPRA / LPMS Meeting – 11/5/2015

Administrative Services Department

- **Procurement –**
 1. Processing of all Departmental Requisitions for Fiscal Year 2016.
 2. Purchase Orders and day to day operations of the Purchasing Division.
 3. Processing and / or completion of Awards to vendors contractors approved by Commission.
 4. Meetings:
 - a) Director of Administrative Services, met with City Manager and Deputy City Manager Reviewed/ updated Job description for the City Attorney.
 - b) Director of Administrative Services Conducted interviews for the HR Manager.
 - c) Purchasing Manager and Applications Specialist attended a Purchasing Card Summit.

- **Human Resources –**
 1. Calculation/Processing of Employee Sick Leave Conversions.
 2. New Hire P.A. Processing, and New Hire Orientation
 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. Processed day to day Risk Management Duties.
 2. Accident Investigation and Injury Reviews.
 3. Audited, Closed, and Processed WC Claims.
 4. Processed Insurance Subrogation.
 5. Consulted with the City Carrier Regarding Liability Claims.

Code Enforcement Division

- **Hearing –**
 1. Special Magistrate Blandino
 - a) 15 regular hearings
 - b) 1 fine reduction request
 - c) 2 lien reduction requests

- **Code Enforcement –**
 1. Issued 4 written warnings
 2. Issued 0 citations
 3. Initiated 28 new cases
 - 9 general violations
 - 17 lot clearing violations
 - 2 nuisance abatement violations
 4. Conducted 337 follow-up inspections
 5. Closed 94 cases

- **Animal Control –**
 1. Daily Animal Control activities.

- **Revenue –**
 1. Conducted 26 title / lien searches.

- **Miscellaneous –**
 1. Code Enforcement is working on a city-wide lot clearing sweep. 185 properties were cited for tall grass and overgrown lots. The list of lots to be cut will be sent out to bid today (Friday, 11/6) and awarded next week. All work should be completed prior to Thanksgiving.
 2. Code Compliance Manager met with Ms. Charlene Adair to review the short term rental working spreadsheet.
 3. Code Compliance Manager met with David Robertson from the Humane Society to begin negotiations for the 2016/2017 FY.
 4. Code Compliance Manager and Barbara Moore from Human Resources interviewed four individuals for the open Code Enforcement Officer position. An offer has been made and accepted. Mr. Mike Morabito will begin on November 23rd.
 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 tightrope 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. Historic Preservation Board Meeting
 4. Pre-Application Meeting – 1010 Seaway Drive
 5. Pre-Application Meeting – 1404 S. 25th Street
 6. Zoning Verification Letter - 2730 S US Hwy 1
 7. Pre-Application Meeting - Indian River Commerce
 8. Orange Avenue Redevelopment Corridor Research
 9. 820 & 822 Atlantic Avenue - Onsite Meeting – Renovations
 10. 436 N. 9th Street – Meeting with Applicant - Historic Preservation Board Denial

- **Development Review –**
 1. Indian River Villas - 401 S Indian River Drive
 2. Conditional Use - Sailfish Brewery - 130 N 2nd Street – Planning Board Staff Report
 3. Conditional Use - Dwelling Rental requests for 1916 Rio Vista Drive– Planning Board Staff Report
 4. Conditional Use - Hollander Vacation Rental - 2025 S Ocean Drive – City Commission Presentation/Disapproval
 5. Conditional Use – St. James Christian Academy – 4300 Okeechobee Road – Planning Board Staff Report
 6. Inlet Palms Final Plat - 1502 Seaway Drive
 7. Indian River Commerce - 401 S Indian River Drive
 8. Harbor Community Bank - 600 Edwards Road
 9. Minor Amendment to Site Plan - Family Dollar - 1210 S 25th Street – City Commission Report
 10. Causeway Cove - Site Plan & Conditional Use - 601 Seaway Drive
 11. Mayfair at Lawnwood - Planned Development - 1801 N Lawnwood Circle
 12. Hartman Road Property - FLUMA & Rezoning - Hartman & Whiteway Dairy
 13. Baker Residence - Conditional Use with New Construction - 1709 Surfside Drive

- **Comprehensive Planning, Long Range Planning –**
 1. Annexations - South US Hwy 1 and Smallwood Avenue
 2. R-5, Medium Density Residential Text Amendment
 3. Voluntary Annexation - Oleander Avenue
 4. Filling Stations Text Amendment – Planning Board Staff Report

- **Historic Preservation –**
 1. 225 Orange Avenue - Yuppy Puppy Artificial Turf and Fence - Historic Preservation Board Denial
 2. 512 Dundas Court – Demolition – Historic Preservation Board Approval
 3. 518 N 15th Street - Garage Demolition - Historic Preservation Board Approval
 4. 131 N 2nd Street - New Awnings -Historic Preservation Board Approval
 5. 436 N 9th Street - Demolition - Historic Preservation Board Denial
 6. 116 N 2nd Street - Subway Signs - Historic Preservation Board Approval
 7. 605 North 8th Street - Demolition - Historic Preservation Board Report
 8. 718 Avenue E - Demolition - Historic Preservation Board Report
 9. 301 S 7th Street - Demolition - Historic Preservation Board Report
 10. 651 N. 2nd S Indian River Drive - Reroof - Historic Preservation Board Report
 11. 206 N 2nd Street - Signage - Historic Preservation Board Report

Engineering Department

- **Development Reviews** – Intake of sixteen (16) Building Permit, Site Plan, or Certificate of Occupancy reviews.
- **Traffic Control** – City continues maintenance of all signals. We continue system software upgrades for traffic controllers, video detection cameras and CENTRACs system controller.
- **City Marina Reconstruction – Phase II – Docks** – 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** – 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** – Contractor has notified this office that the punch list items have been addressed and a final inspection is scheduled for next week.
- **Indian Hills Recreation Area - Stormwater Improvements** – Pile driving has begun for the 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. Hauling to commence the second week of November. Connecting path from Phase I to Phase 2 is under construction. Reimbursement in the amount of \$1,340,000 submitted to FDEP
- **Veterans Memorial Park Phase II Stormwater Improvements** – A Pre-construction Meeting was held on 11- 4-15. The contractor has submitted the executed contract, insurance and bonding to Purchasing for final acceptance. Commencement upon receipt of the contract and PO. We are attempting to schedule a meeting with the local veterans to discuss the non-stormwater items and the potential grant funding for these items.
- **Melody Lane Fishing Pier** – Construction underway. The pedestrian archway has been poured and stuccoed. Doyle Masonry has completed the block work with the exception of two (2) columns. These columns should be completed the week of November 16th. The electrical and potable water work is underway. Completion date currently scheduled for December 21, 2015.
- **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. Cardno has also been contacted to repair screening material along the construction fencing at the site.
- **Lincoln Park Neighborhood Improvements** – Paving and drainage work complete. The contractor is replacing some broken sidewalks and a preliminary walk-thru will be scheduled for the week of November 16, 2015.

Police Department

- **Staffing** – The police department has seven (7) vacancies as of this report: four (4) sworn officer positions and three (3) civilian positions (Senior Accounting Clerks, Records Supervisor, and Crime Scene Investigator). Three (3) new employees start Monday, November 9th.
- **Front Porch Roll Call** – The Front Porch Roll Call program continues to grow in popularity and notoriety. We are seeing the benefits of this program; citizens are participating in the roll call. It may be a simple hello or thank you for your service or even bringing the officers refreshments but the program is strengthening our relationship in our community.
- **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 continue to conduct Front Porch Roll Calls throughout Downtown, at Marina Square, and along the River Walk. There has been an increase in the number of complaints about vagrants panhandling and loitering. In response to these complaints, the police department has intensified patrols of the known transient hot spots within these areas. The police department’s Crime Prevention Unit is also meeting with each business owner to provide them with some crime prevention and safety tips.
- **“The First Step”** – Tuesday, November 3rd marked the fifth week of this initiative, which brings community leaders together with children in our community. Attendance by the neighborhood children and community leaders has steadily grown since the first event. There is talk about expanding this initiative to another location in Fort Pierce and in Port St. Lucie.
- **Updates** –
 1. There were numerous Halloween events throughout the City during the week of October 25th. There were no reported problems associated with any of the events. Each event was well attended and had a positive impact on our young people and our community. Trick or Treating on Halloween Night also went exceptionally well.
 2. On November 7th from 11:00 AM to 3:00 PM, the Grace Baptist Church of St. Lucie will be hosting an “All Lives Matter Forum” at the Port St. Lucie Civic Center. Renowned author Michel Eric Dyson will be the featured speaker. Criminal Justice officials from Fort Pierce, Port St. Lucie and St. Lucie County will be participating in a panel discussion.

Urban Redevelopment Department**• Grants Administrator –**

1. Created press releases and surveys for:
 - a) 5-Year Consolidated Plan (2016-2020)
 - b) Analysis of Impediments to Fair Housing Choice - for Citizens
 - c) Analysis of Impediments to Fair Housing Choice - for Businesses and Supportive Service Organizations
2. Worked with both Main Streets to develop their 2015-2016 Work Plans
3. Collaborated with SLC TDC to create Fort Pierce tourism advertisements for Bird Watcher's Digest and the SLC Travel Guide
4. Submitted advertisement to Indian River Magazine for Highwaymen Trail festivities
5. Purchased paint and paint supplies to paint a home through Paint Our Town program
6. Began development of 5-Year Consolidated Plan
7. Collaborated with SLC Community Services Dept. and began development of City of Fort Pierce's Analysis of Impediments to Fair Housing Choice report
8. Created grant application for attendees of SCORE Small Business Workshops
9. Continued Coordination of:
 - a) Highwaymen Heritage Trail festivities
 - b) Hurston Trail (website creation; rehab for trail markers)
 - c) SCORE Small Business Workshop (November 18, Percy Peek Gym)
 - d) Remaining commercial facade grant funded projects
 - e) Fort Pierce Authentic Tours program
 - f) Melody Lane Public Fishing Pier grant awards
 - g) Lincoln Park Mural Project
 - h) January 14 Job Fair
10. Meetings:
 - a) Highwaymen Festival - Site Meeting
 - b) Highwaymen Team Meeting
 - c) Doretha Hair Truesdale - Highwaymen Festival
 - d) Lincoln Park Main Street Board
 - e) ABC Printing, Vero Beach - Highwaymen Invitation
 - f) Paul Bertram - Keep Fort Pierce Beautiful grant opportunity
 - g) Reverend Kenny Mills - Save Our Children commercial facade grant

• 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) Creating sample specifications for inspections
 - b) Met with one applicant to receive documentation to proceed with rehabilitation. Waiting on return of verifications.
 - c) Contacted 2 applicants and will be setting up appointments to meet with them to receive documentation to proceed with rehabilitation process
 - d) Mailed documents to four applicants to update verifications for use with this year's funding
 - e) Working on SHIP successful rehabilitation pictures to be viewed on website
 - f) Preparing power point presentation of completed rehabilitations

Finance Department

- Preparing funds for year-end closing
- Preparing funds for year-end audit
- Oversight of daily operations.

Building Division

- Single Family Home, New Construction - 1705 Rio Vista Drive: Building Permit Application Received
- A.E. Backus Museum & Gallery - 500 N. Indian River Drive: Revisions for Commercial Addition Received.
- **Building Department Investigator** –
 - a) 8 Cases seen before the Special Magistrate
 - b) 8 in Violation

Public Works Department

- **Energy Efficiency & Conservation** – This project is nearing completion with just a few punch list items left to complete. PWD staff has received training on the HVAC controls and will begin overseeing the function of the units shortly.
- **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 17th.
- **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

- Met with representative for radio advertising for the upcoming season.
- Met with Superintendent to discuss and set priorities for golf course projects.
- Met with Public Works employees to have ramp to shed replaced.
- Day-to-day operations.

River Walk Center

| | |
|--------------------|-------------------|
| Park Permits | 575.00 |
| Programming | 425.35 |
| River Walk Center | 736.21 |
| Garden Center | 516.10 |
| Special Events | 675.00 |
| Maravilla Center | 603.66 |
| Historic City Hall | 490.00 |
| Youth Activity | 100.00 |
| <u>Total</u> | <u>\$4,121.32</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 October 27 and November 3; Comedy Corner Improv on Saturday, October 24; Sunrise Theatre Members Reception on November 6. Performances on the Sunrise Theatre main stage included: Main Street Ghost Walking Tour on October 28; A free community performance by the United States Army Field Band – The Volunteers sponsored by Sunrise Theatre and Sunrise Theatre Foundation on November 1 at 3pm; Boz Scaggs on November 6.
- 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 Ashley Mock of St Lucie Children's Society to discuss our partnership on the Holiday Program.
- Meeting with Kevin Barrett, General Manager of Coral Springs Center for the Arts, to discuss rentals and block bookings.
- Meeting with Josie DiBosco, iHeart Media, to discuss marketing promotions.
- 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.