

CITY OF FORT PIERCE

CONFERENCE AGENDA

Conference Agenda Meeting - Monday, January 11, 2016 - 8:30 a.m.

City Hall - 2nd Floor Conference Room, 100 North U.S. #1, Fort Pierce, Florida

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **New Business**
 - A. Human Resources Initiatives - Kevin Browning, Human Resources Manager
 - B. Introduction of New Financial Transparency Portal - Johnna Morris, Finance Director
 - C. Update on FY 2016 Capital Improvement Projects - Jack Andrews, City Engineer
5. **Adjournment**

City Commission Conference Agenda

Agenda Item # 4. A.

Meeting Date: 01/11/2016

Re: HR Division Initiatives

Submitted For: Kevin Browning, Human Resources Manager, Human Resources

SUBJECT:

Human Resources Initiatives - Kevin Browning, Human Resources Manager

SUMMARY:

The Human Resources Department takes a look at Retention, Turnover, Hiring, Discipline, Training, and demos the new Applicant Tracking System and the Employee Self Service System.

RECOMMENDATION:

No actions recommended at this time.

ALTERNATIVES:

N/A

RESPONSIBLE STAFF:

Kevin Browning, Barbara Moore

COORDINATED WITH:

N/A

Fiscal Impact

Budgeted Y/N:

Fiscal Year:

Account:

Amount:

OTHER INFORMATION:

No fiscal impact.

Attachments

HR ppt

Form Review

Inbox

City Manager

Form Started By: Kevin Browning

Reviewed By

Date

Started On: 01/06/2016 08:46 AM



HUMAN RESOURCES

Kevin Browning, HR Manager

Barbara Moore, HR Technician

Natasha King, HR Administrative Assistant



OVERVIEW

- ▶ 330 Employees
- ▶ 16 Departments
- ▶ Over 40,000 Residents



RETENTION AND TURNOVER

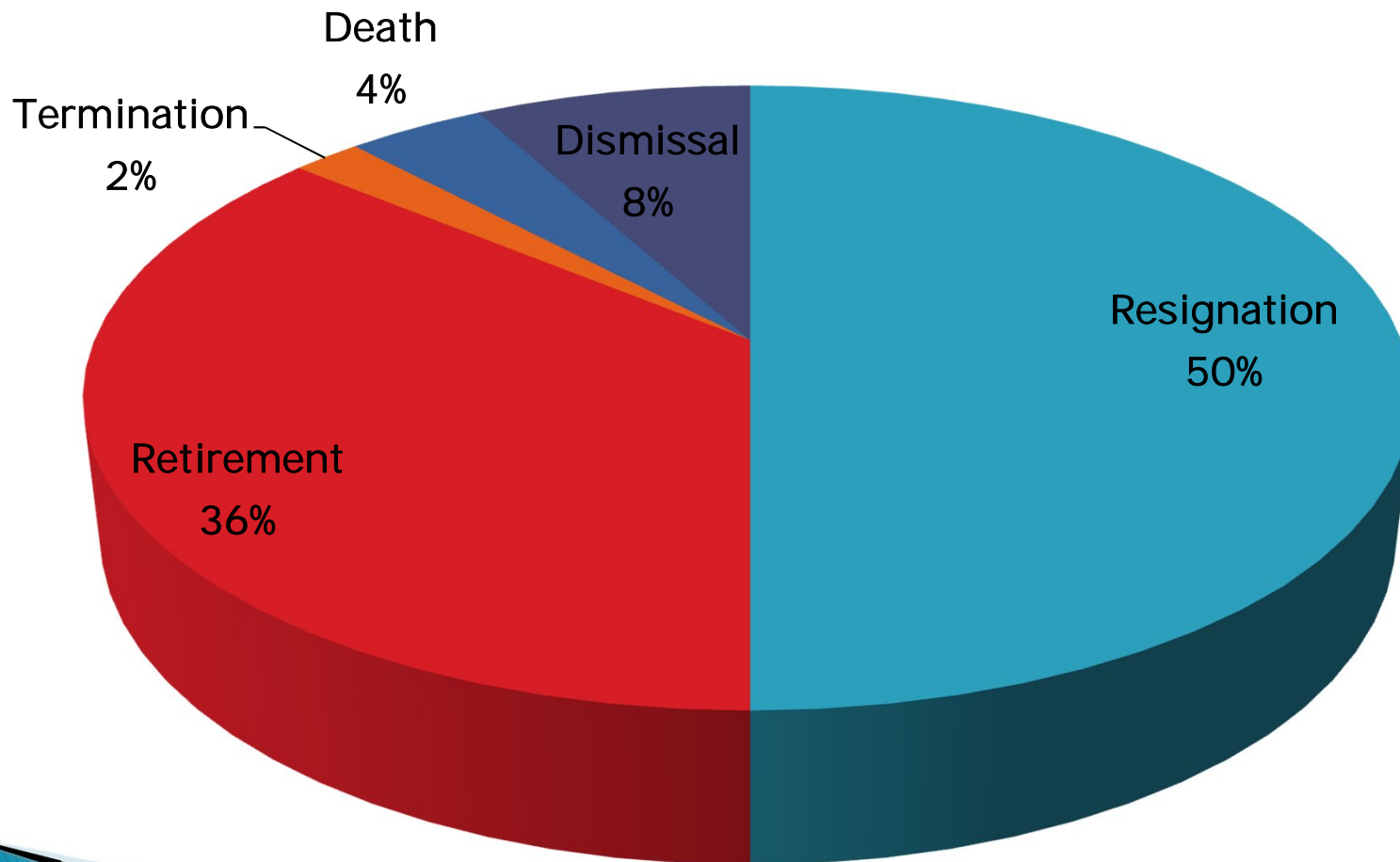
- ▶ 2015 – 50 Employees (15%) of workforce left

Attrition Type	By Category	%age of work force
Resignation	$25/50 = 50\%$	$25/330 = 7.5\%$
Retirement	$18/50 = 36\%$	$18/330 = 5\%$
Dismissal	$04/50 = 9\%$	$04/330 = 1.2\%$
Termination	$01/50 = 2\%$	$01/330 = .3\%$
Death	$02/50 = 4\%$	$02/330 = .6\%$



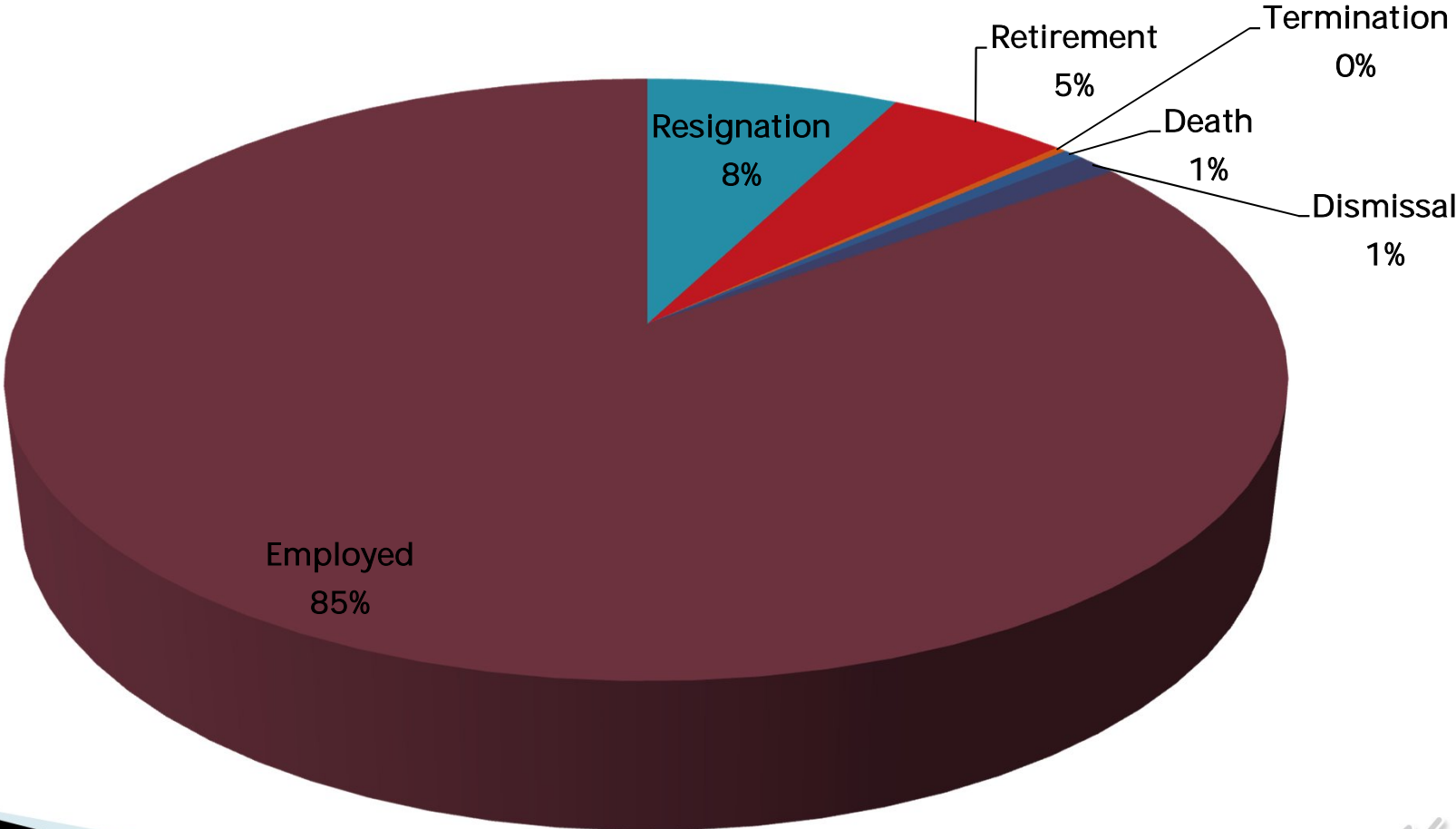
RETENTION AND TURNOVER

(by attrition categories -50 employees)



RETENTION AND TURNOVER

(Attrition vs. total employees)



TURNOVER RATE

- ▶ According to the 2011 XpertHR staff turnover rates and costs survey, labour turnover rates in the public sector stood at an average of 12.6% of employees at each organisation, compared with 17.4% of workers in the private sector
- ▶ The average voluntary resignation rate public sector at 8.2%



RETENTION

- ▶ Offer a competitive benefits package that fits your employees' needs
- ▶ Provide some small perks.
- ▶ Promote from within whenever possible.
- ▶ Foster employee development
- ▶ Create open communication between employees and management
- ▶ Conduct "stay" interviews.



BENEFITS AND COMPENSATION STUDY

- ▶ Compensation Study needed:
 - Evergreen Solutions (already contracted with those below – The City of fort Pierce participated):
 - PSL
 - Martin County
 - Palm Beach

 - Ideally, job descriptions updated also



HIRING –POSTING VACANCIES

- ▶ Postings 7-10 days, unless asked to post longer
- ▶ All vacancies to be posted internally and externally
- ▶ HR sitting in on all interviews
 - Formalizing all questions



© Can Stock Photo - csp7548647

ADVERTISING VACANCIES

- ▶ Advertising for position vacancies in the following:
 - City Website
 - Local television station
 - Hometown News*
 - News Tribune*
 - Fort Pierce Redevelopment Agency
 - Outside Professional Groups (as requested)*
 - Engineering society etc.
 - * = May be an added cost for advertising



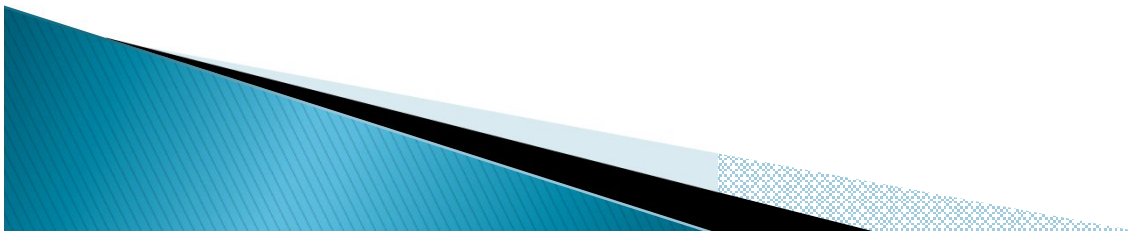
HIRING

- ▶ If vacant, the following positions will be filled through a consultant / search firm:
 - City Attorney
 - City Auditor
 - City Clerk
 - City Manager
 - Chief of Police
 - Director of Finance



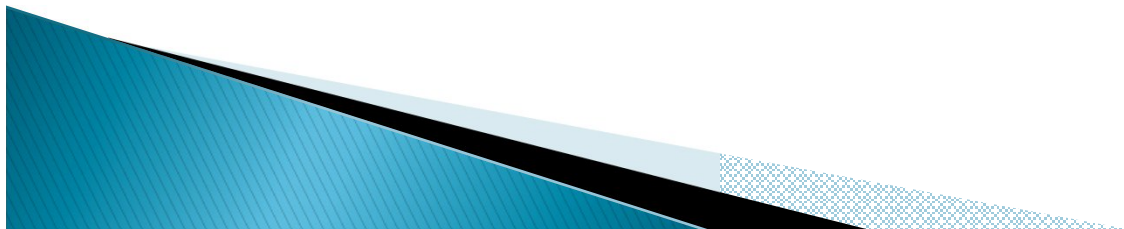
TAKING APPLICATIONS

- ▶ Applicants currently print off and fill out paper applications to hand in or faxed
- ▶ 52 Vacancies Posted IN 2015
- ▶ HR received approximately 1,153 applications IN 2015



Click2Gov APPLICANT TRACKING

- ▶ A computerized application system
- ▶ Closer to a paper-less environment
- ▶ Allows for better tracking of applications
- ▶ Managers receive applications faster, via email
- ▶ Time saved in finding candidates
- ▶ Creates a database for the future
- ▶ Reduces time to hire



EMPLOYEE SELF SERVICE

- ▶ Online check viewing system
- ▶ Moving closer to paperless checks
- ▶ What-if scenarios for paychecks, deductions etc.

123 - John R. Doe				Pay Period 06/02/06 to 06/16/06		Required Deductions	
Earnings				Federal Income Tax	00.00	00.00	
Hours	Rate	This Period	YTD	FICA - Medicare	06.08	12.18	
50	9.00	450.00	900.00	WI State Income Tax	00.00	00.00	
Gross Pay				FICA - Social Security	25.92	51.84	
		450.00	900.00	Other Deductions			
				Health Insurance	00.00	00.00	
				401K	00.00	00.00	
				Parking	00.00	00.00	
				NET PAY	\$418.00	\$836.00	

Your Employer: 1234 Some Street Milwaukee, WI ZIP CODE	Check Number: XXXXX Pay Date: 06/18/06
PAY ***Four hundred eighteen dollars and 00 cents*****18.00	
To the Order of John R. Doe 555 Some Street Milwaukee, WI ZIP CODE	



POLICIES AND PROCEDURES

Working Diligently to get the following updated:

1. Personnel Rules & Regulations
2. FMLA
3. Domestic Violence
4. Sexual Harassment
5. Human Resources Operating Manual
6. Smoking
7. Among others



DISCIPLINE

- ▶ Training
- ▶ Updating rules and Procedures for consistency
- ▶ Standardizing forms
- ▶ HR becomes the clearing house



TRAINING

1. Employee Assistance Program (EAP)
2. Employee, Supervisor, and Management Continuing Education Training
3. Diversity Training
4. Partnership with IRSC
5. Retirement Workshops for employees
6. Safety Workshops
7. How to Handle Stress
8. Sexual harassment



NEW SERVICES DEMO

- ▶ Applicant Tracking –(where employees apply)
 - <http://cofpweb01.city-ftpierce.com/Click2GovKA/index.jsp>
- ▶ K2gov –(to send applications to managers)
 - <http://cofpweb01.city-ftpierce.com/Click2GovKA/console/index.jsp>
- ▶ Employee Self Service
 - <http://cofpweb01.city-ftpierce.com/Click2GovPR/Index.jsp>



City Commission Conference Agenda

Agenda Item # 4. C.

Meeting Date: 01/11/2016

Re: FY 2016 Capital Improvement Projects - Update

Submitted For: John Andrews, City Engineer, Engineering

SUBJECT:

Update on FY 2016 Capital Improvement Projects - Jack Andrews, City Engineer

Attachments

Capital Improvement Update

Form Review

Inbox

City Manager

Form Started By: John Andrews

Reviewed By

Date

Started On: 01/06/2016 03:33 PM



FY 2016 Capital Improvement Projects – Update

City Commission
Conference Agenda
January 11, 2016

Prepared By:
City of Fort Pierce
Engineering Department

FY 2016 Capital Improvement Projects - Update

Proposed Projects:

Reconstruction

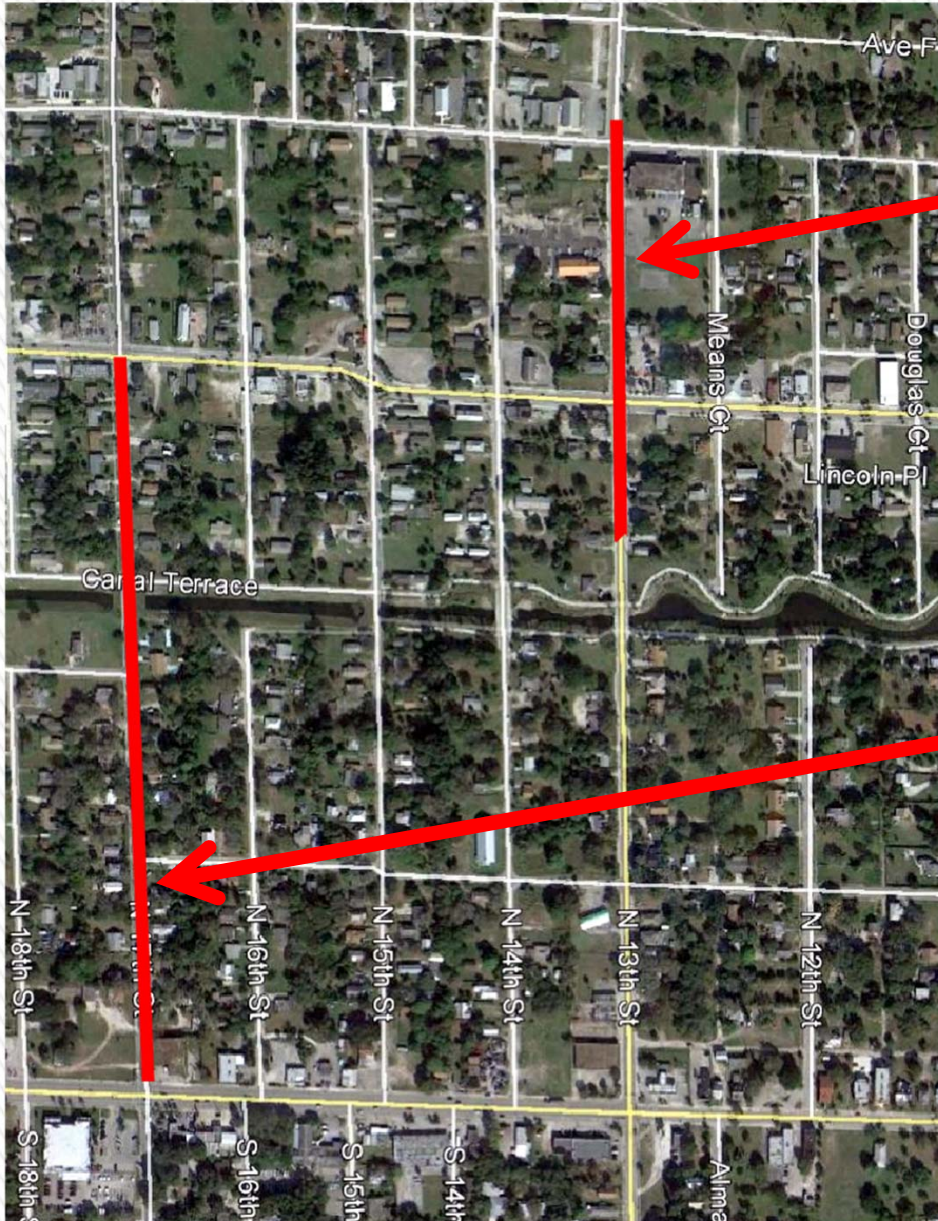
- 13th Street (350' south of Avenue D to Avenue E)
- 17th Street (Orange Avenue to Avenue D)
- 7th Street (Wendell Road to S. 10th Street)

Resurfacing

- Avenue M (13th Street to 25th Street)
- N 12th Street (Ave. H to Ave. K and Ave. L to Ave. M)
- 21st Street (Georgia Ave. to Dayman Ave.)
- Birch Street (Dayman Ave. to Nebraska Ave.)
- 23rd Street (Nebraska Ave. to Virginia Ave.)

Projects 

FY 2016 Capital Improvement Projects - Update

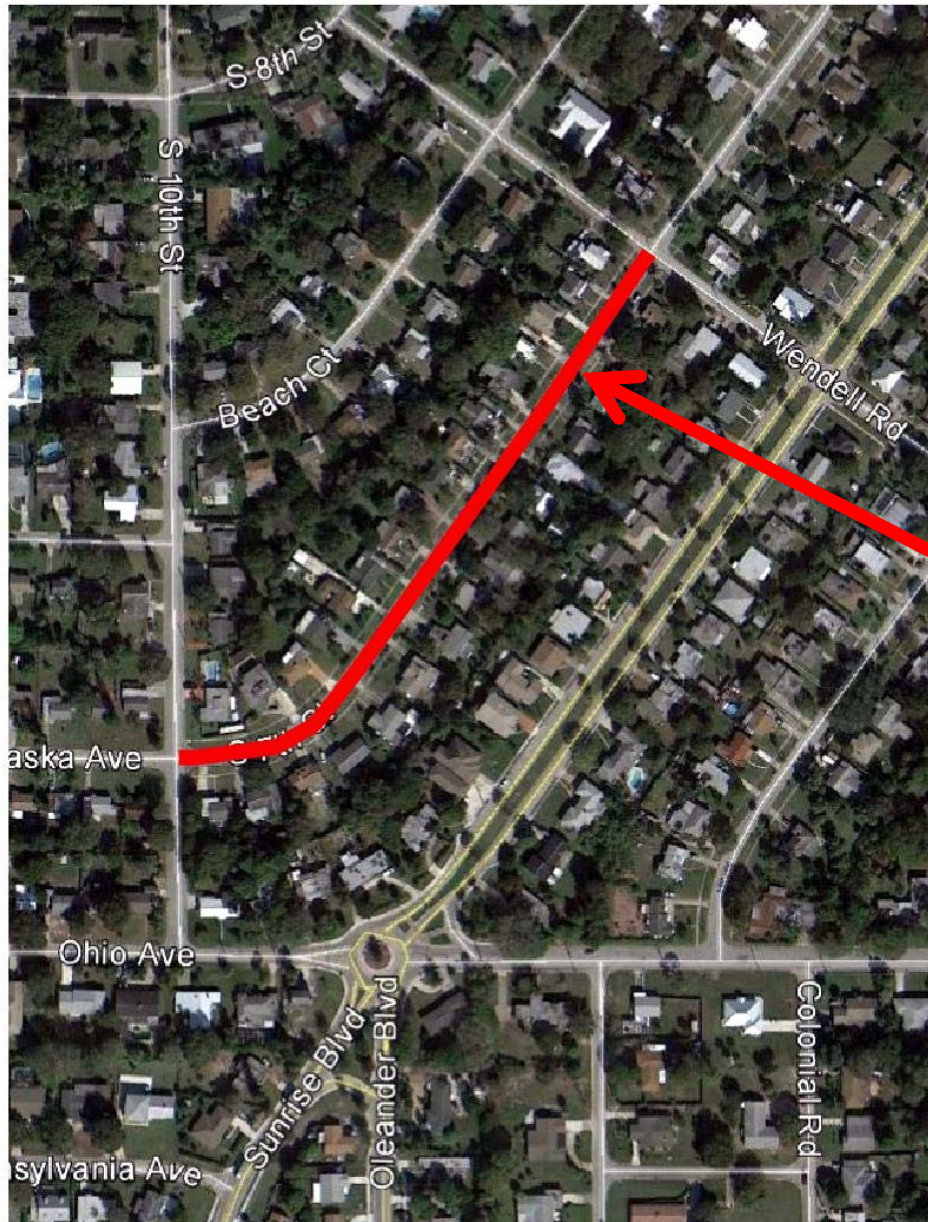


13th Street – 1,151 Ft.
Plans to be completed by January 29, 2016. Advertise for bids 2nd week of February 2016

17th Street – 2,076 Ft.
Paving and drainage plans to be completed by January 29, 2016. Water and sewer plans estimated to be completed within 60 days. Plan to advertise for bids 2nd week of April 2016

RECONSTRUCTION ➤

FY 2016 Capital Improvement Projects - Update

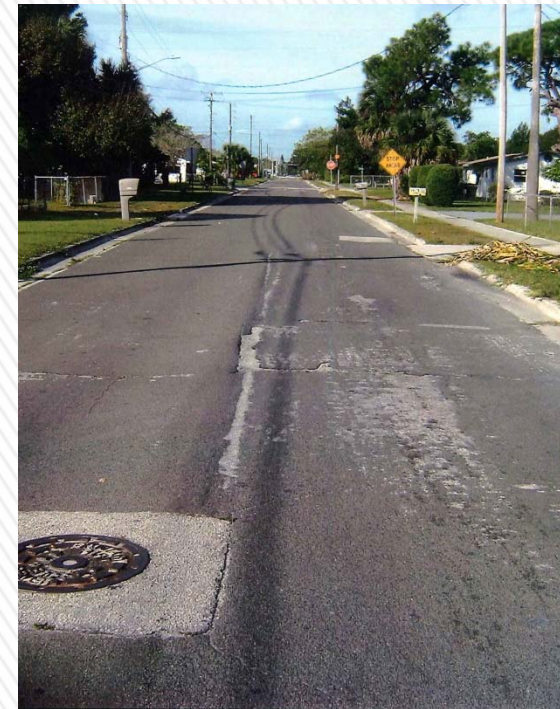


**7th Street – 1,128 Ft.
Survey and base drawings
completed. Design plans to
be completed by June
2016.**

RECONSTRUCTION



FY 2016 Capital Improvement Projects - Update



**Avenue M – 4,117 Ft.
Proposed mill and
resurface. Estimated cost
\$192,000**

RESURFACING ➤

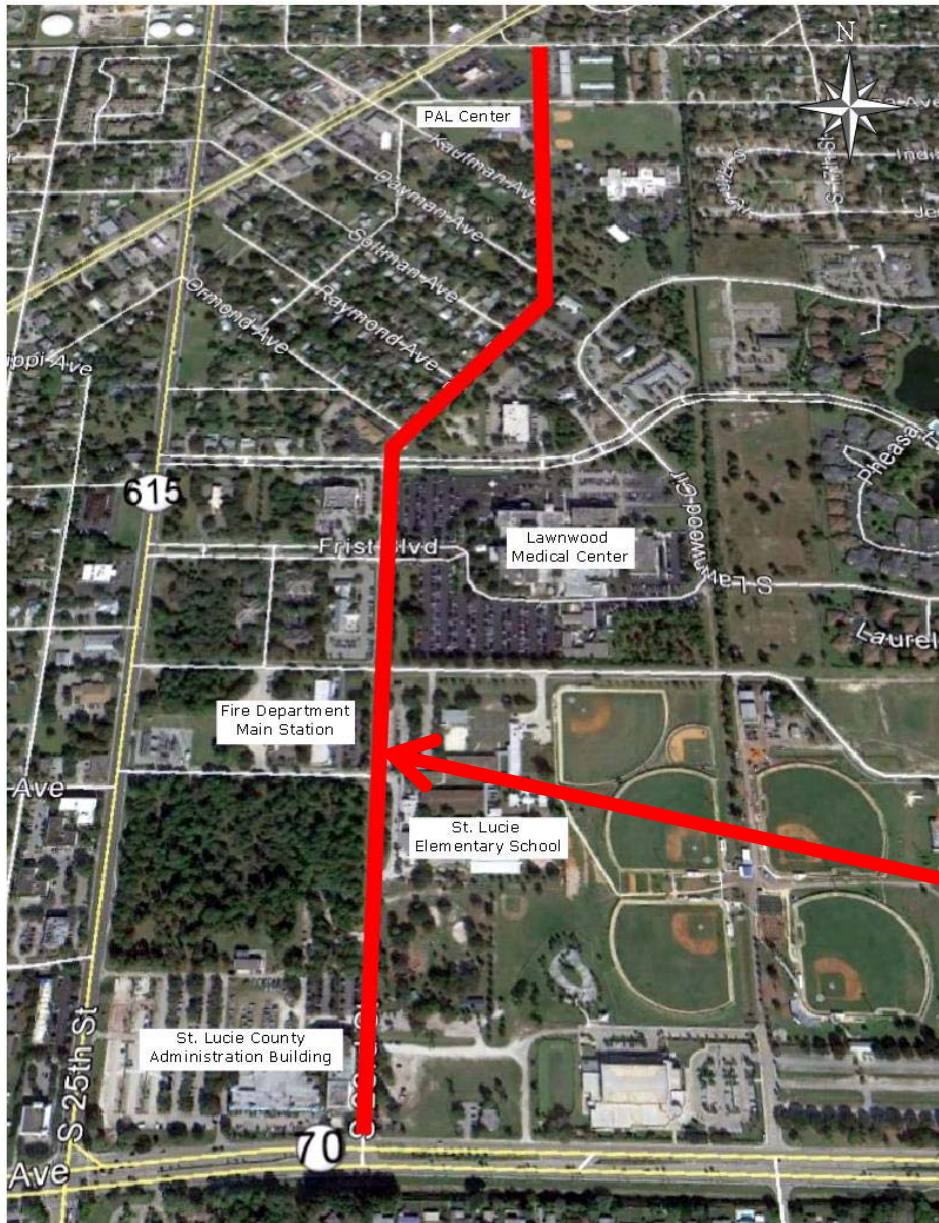
FY 2016 Capital Improvement Projects - Update



**N. 12th Street – 1,313 Ft.
Proposed resurfacing
Estimated cost \$35,752**

RESURFACING ➤

FY 2016 Capital Improvement Projects - Update



**21st, Birch, 23rd
Proposed resurfacing.
Estimated cost \$146,143**

RESURFACING ➤

FY 2016 Capital Improvement Projects - Update

- **Estimated Cost for Reconstruction Projects:**
 - **13th Street:** \$1,200,000
 - **17th Street:** \$1,700,000
 - **7th Street:** \$ 350,000

TOTAL \$3,250,000

- **Estimated Cost for Resurfacing Projects:**
 - **Avenue M** \$192,000
 - **N. 12th Street** \$ 35,752
 - **21st / Birch / 23rd Street** \$146,143

TOTAL \$373,895

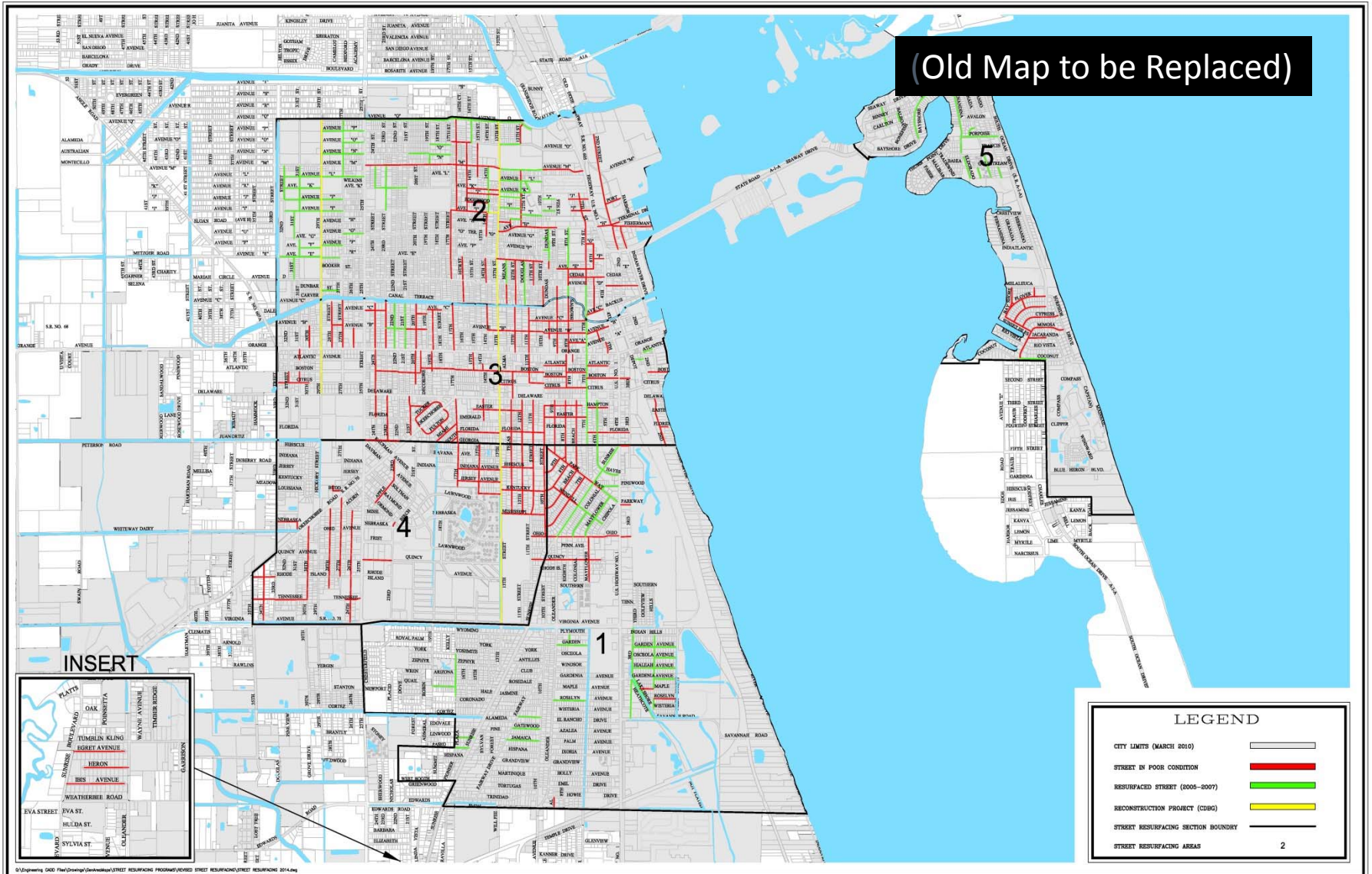
Estimated Cost >

FY 2016 Capital Improvement Projects - Update

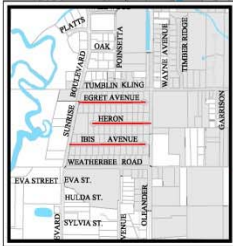
- Engineering is currently working on updating the Street Inventory
 - All information being updated in the field
 - Information being input into GIS system
 - Developing a viewer for ease in information retrieval and logging of current photographs.

Street Inventory 

FY 2016 Capital Improvement Projects - Update



(Old Map to be Replaced)



LEGEND	
CITY LIMITS (MARCH 2010)	
STREET IN POOR CONDITION	
RESURFACED STREET (2005-2007)	
RECONSTRUCTION PROJECT (CDBG)	
STREET RESURFACING SECTION BOUNDARY	
STREET RESURFACING AREAS	2



CITY OF FORT PIERCE
DEPARTMENT OF ENGINEERING

CITY OF FORT PIERCE
STREET CONDITIONS MAP

DATE: 7/26/14 DWG. BY: SAA
SCALE: 1"=500' DESIGN BY:
SURVEY BY: APPROVE BY:



No.	DATE	BY	REVISIONS

SHEET
1
OF
1

FY 2016 Capital Improvement Projects - Update



STREET CONDITION

SECTION	NAME	SUFFIX	Owner	MAINT JURIS	FROM	TO	ROW	LENGTH	WIDTH	AREA	CONDITION
N01	AVENUE J		City	FP	25TH STREET	27TH STREET	50	661.3	21	13987.31	5
N01	AVENUE K		City	FP	25TH STREET	27TH STREET	50	666.4	22	14660.89	5
N01	AVENUE L		City	FP	25TH STREET	27TH STREET	0	662.4	22	14572.8	5
N01	AVENUE M		City	FP	25TH STREET	27TH STREET	0	666.2	22	14656.43	3
N01	WILKINS	AVE	City	FP	25TH STREET	27TH STREET	0	665.3	22	14636.67	5



SIDEWALK CONDITION

SECTION	NAME	FROM	TO	OWNER	MAINT JURIS	LENGTH	WIDTH	AREA	CONDITION
N01	AVENUE J	25TH STREET	27TH STREET	CITY	FP	176.63	5	883.13	8
N01	AVENUE K	25TH STREET	27TH STREET	CITY	FP	590.44	5	2952.19	7
N01	AVENUE J	25TH STREET	27TH STREET	CITY	FP	588.81	5	2944.04	8
N01	AVENUE L	25TH STREET	27TH STREET	CITY	FP	591.53	5	2967.67	8
N01	AVENUE L	25TH STREET	27TH STREET	CITY	FP	590.39	5	2951.95	8
N01	AVENUE M	25TH STREET	27TH STREET	CITY	FP	610.13	5	3050.63	7
N01	WILKINS AVENUE	25TH STREET	27TH STREET	CITY	FP	532.75	5	2663.76	8



CURB CONDITION

SECTION	NAME	FROM	TO	OWNER	MAINT JURIS	LENGTH	WIDTH	AREA	CONDITION
N01	AVENUE K	25TH STREET	29TH STREET	CITY	FP	628.78	2	1257.55	8
N01	AVENUE K	25TH STREET	27TH STREET	CITY	FP	630.95	2	1261.90	8
N01	AVENUE L	25TH STREET	29TH STREET	CITY	FP	634.02	2	1268.03	8
N01	AVENUE L	25TH STREET	29TH STREET	CITY	FP	626.11	2	1252.22	8
N01	AVENUE M	25TH STREET	27TH STREET	CITY	FP	636.85	2	1273.69	6
N01	AVENUE M	25TH STREET	27TH STREET	CITY	FP	630.95	2	1261.90	7
N01	WILKINS AVENUE	25TH STREET	29TH STREET	CITY	FP	546.42	2	1082.83	8
N01	WILKINS AVENUE	25TH STREET	29TH STREET	CITY	FP	60.66	2	121.322	10
N01	WILKINS AVENUE	25TH STREET	27TH STREET	CITY	FP	546.6	2	1093.20	8
N01	WILKINS AVENUE	25TH STREET	29TH STREET	CITY	FP	57.39	2	114.783	10

Updated interactive map with ability to select a street by "point and click" and retrieve conditions and photos.