



"A City for All Ages"

JEFF BREMER
City Manager

CITY OF PORT ST. LUCIE

Office of the City Manager

July 7, 2016

Honorable Mayor, Vice Mayor and Esteemed Members of City Council:

Pursuant to Section 4.04 (g) of the City Charter, the proposed budget for the Fiscal Year (FY) 2016-2017 is hereby submitted to you for your review and consideration. This submittal provides the administration's recommendations for our annual financial plan that covers all aspects of our operations. In general, all programs and services remain in place.

The proposed budget for the 2016-2017 fiscal year is recommended at \$485,272,517 for all funds. This is a decrease of \$74,096,636 from the originally approved budget for FY 2015-2016. The details of this increase, and other significant areas of the budget can be found under OMB Director Pollard's memorandum dated June 24, 2016. The proposed budget provides for a net increase in personnel of 24.95 FTE's for a total staffing level of 1,040.11 FTE's.

For the fourth year in a row the City has seen an increase in its taxable value, with this year producing the highest of the four years at 9.18%. This has helped our financial picture, but there continues to be factors (mostly related to the ghosts of the past) that will not loosen their grip on our finances. Despite these factors, we have still crafted a budget that will advance our organization, although not at a pace that we should be advancing, with a balanced General Fund budget. Please see the section entitled "stresses on our Organization" for a brief discussion of these factors.

Good News:

As the year has progressed we continue to see good news about the City of Port St. Lucie. This good news is both from an external view of our City and a local perspective in terms of recognized indicators.

Views from external sources include the following:

1. According to the United States Census Bureau's 2015 population estimates, Port St. Lucie is the 8th largest city in Florida (third largest in South Florida) with 179,413 residents.
2. Port St. Lucie is the #1 city for millennials buying their first home.
3. Post St. Lucie ranked 7th safest places to drive in an Allstate report.

4. Forbes.com names Port St. Lucie as one of the 10 best cities in the U.S. for job growth.
5. Port St. Lucie captured the #2 spot among cities with the lowest property crimes rate in "Property Crime in the South: Midsize Cities with the Lowest, Highest Rates", a study by Quotes Safeco.com.
6. Port St. Lucie was named the 5th best city in the U.S. for real estate agents.
7. Port St. Lucie is one of the best cities in which to start a business according to WalletHub.Com.
8. Port St. Lucie is one of the best places to live in Florida, according to Livability.com, a website which examines community amenities, education and the economy to develop city rankings.
9. Port St. Lucie is one of America's 50 best cities to live, according to 24/7 Wall St., a website which offers online analysis and commentary for U.S. and global investors.

And the list goes on, but the overall message is that Port St. Lucie is an awesome place to locate and is recognized accordingly. For a more complete listing, please see the "Good News" section of the City's webpage.

Views from within our area includes the following:

1. According to the United States Census Bureau's 2015 population estimates, Port St. Lucie is the 8th largest city in Florida (third largest in South Florida) with 179,413 residents, an 8.9% increase since the 2010 census.
2. For the fourth year in a row the City saw a taxable value increase. This year's increase was 9.18%.
3. The real estate market continues to show strong growth. The volume of closed sales and the median sales price show a strong increase for the St. Lucie County market which continues to be great news and will contribute to higher taxable values and the corresponding property tax revenue in future years.
4. Another great trend for the Port St. Lucie MSA is taxable sales. Using the annual total of taxable sales for the past six years, there has been growth every year. The overall growth rate is 34.6%, or an annual average of 6.9%. This indicates a strong local economy and reflects this trend in the City's Sales Tax Revenues.
5. Statistics centered on employment have an improving trend over the past five years. The total number of persons employed in the City's MSA grew each year and is 16,274 (9.3%) higher than in 2012. The latest unemployment rate (April, 2016) of 4.8% is half the rate in April 2012. While it is unknown how much the marginally attached and discouraged workers have affected this rate, based on national trends these groups have been relatively stable, or unchanged from a year ago. I would tend to look at the job growth numbers as positive.
6. Both single family and commercial permit totals show strong growth with the City issuing a total of 14,489 permits in 2014-2015. Of this total, 719 were for new single family permits, 29 were for new multi-family permits and 279 were for

commercial permits. As compared with the 2011-2012 period permits have increased by over 389%.

7. There is a 5% Tourist Development (Bed) Tax collected by St. Lucie County. The trend of this county revenue gives an indication of the level of tourism for our local economy. Although the revenue trended down from FY 2005-2006 to FY 2008-2009, since then there has been a strong level of growth. From FY 2009-2010 to last fiscal year, the County experienced a 67% growth rate in this revenue. And the growth continues with the first seven months of the current fiscal year showing a 6.7% gain over the same period last year.
8. From a capital investment perspective, the level of new construction in the past five years has grown by increasing amounts. The taxable value for new construction in tax year 2016 was over \$94 million which is a 226% increase over the same date for 2012. The total new construction value for the five years is over \$295 million. This strong growth in new construction contributes toward growth in the taxable value for the City which generates higher levels of Property Tax Revenue.

The general economic outlook is reflective of positive trends for all of the above discussed areas. Many of the indicators will trend in the same direction such as lower unemployment leads to stronger taxable sales. Higher numbers of permits will help create higher taxable value for the City to earn higher property tax revenue. With so many positive economic trends for the City of Port St. Lucie, one would expect the City to be in a strong financial position. And there are several areas of the City's budget that are showing strength. However, there continues to be stresses on our organization that are holding us back. These will be addressed further in this message.

The future will likely continue having positive trends for many of our local indicators. And at this point, the City's General Fund has already been impacted by the worst case of our Failed Economic Investments. As we continue to put some distance behind us with respect to the FEI's, and as the local economy grows, the City's financial position should settle into a more normal pattern and generate sufficient revenues to advance the City's goals as articulated in the Strategic Plan. However, and as a cautionary note, there are issues such as the presidential election, a looming recession, the fallout from Brexit, the Southwest Annexation Area, the global economy as a whole and the local and national focus on water quality issues in our region that may have future impacts here locally.

Strategic Goals and Accomplishments:

In addition to the above, your staff continues to make progress on the City's Strategic Plan. We are currently on track with the agreed upon action items for this year. Also, in the budget message for the 2015-2016 fiscal year there is a listing of Departmental goals for the year. A review of these goals shows that staff has completed nearly every single item listed therein.

In previous budget messages I have highlighted many of the accomplishments throughout our organization. Since there so many accomplishments that have occurred over the past year, I have included the submitted accomplishments as provided by each department as a supplemental item to this message. As you will note it has been a busy year!

Millage Rate and Fees:

As mentioned previously, the General Fund budget has been submitted with the same millage rate as approved for the FY 2015-2016 budget. As we continue to see through our Strategic Planning sessions, Retreats and budget amendments we continue to have mounting pressures to increase our maintenance efforts across the board for our facilities and equipment. And while the submitted General Fund budget is balanced, a look at the submitted expanded level of service to address the increase in population and development demands from GF Departments shows we have a long way to go.

Beyond the millage rate there are two rates that need to be discussed, stormwater fees and water/sewer fees.

The stormwater fund has been running a deficit that is not likely to balance in the near future. The last increase in this fee was in FY 2009-2010. It has remained at \$153 per year since that time. Serious consideration should be given to increasing this fee, particularly since we are embarking on a program to determine sources of pollution affecting our waterways and the likely resulting projects to correct the problems. OMB has provided an analysis of the effect of a \$5.00 increase this year and a \$5.00 increase in the 2017-2018 fiscal year. While this does not eliminate the deficit, it brings us closer to a balanced budget in 2018-2019.

On the water and sewer side, based on the rate study that was conducted for the Utilities Division, there are proposed rate adjustments being submitted for your consideration. A discussion of the recommendations will be provided at the July 20th and 21st Summer Retreat. For those who have both water and sewer service, they will see a decrease in the rate from \$80.61 to \$80.39. For those with just water service they will see an increase in the rate from \$29.20 to \$31.00. These proposed rates only impact utilities customers and not residents of St. Lucie West and the Reserve since they have their own utilities.

There are no proposed increases in either the Solid Waste fees or Street Lighting fees.

General Fund:

As you will note from the submitted budget, the current budget column reflects a deficit of \$1,782,883. This was the submitted budget from OMB and reflects the outcome from

budget discussions with each department. I reviewed the current level budget, as submitted, and made the following adjustments:

1. Reduction in the operating expenses for VGTI from \$3,474,134 to \$1,469,271. The debt service requirements remain the same.
2. Reduction in the capital budget of Parks and Recreation Parks Division from \$2,439,900 to \$1,200,000. At \$1,200,000, this provides funding for both high priority maintenance items (\$772,800) and an additional amount (\$427,200) for lower priority maintenance items.
3. Reduction of Torrey Pines contribution from \$1,200,000 to \$1,000,000.
4. Reduction in legal operating costs from \$1,196,640 to \$1,000,000.

The result of these reductions (\$3,619,363 in total) produced a General Fund budget surplus of \$1,836,500. Looking at this surplus and keeping in mind the increasing level of maintenance needs and priority organizational expansion pressure, I added the following expenditures:

Expanded Operating and Capital Investments:

1. \$33,500 to Communications for remote system to broadcast community center meetings.
2. \$52,000 to MIS for a multitude of purchases and upgrades to our systems.
3. \$2,000 to Industry (Economic) Development for a computer and desk for the Business Navigator position.
4. \$400,000 to the Civic Center for urgent, necessary and one year maintenance projects as identified through an analysis completed by the Director.
5. \$160,000 for maintenance items for the Airoso Community Center.
6. \$65,000 to replace the roof at the Parks and Recreation Gymnasium.
7. \$35,800 in operating expenditures for Industry Development.
8. \$50,000 to Human Resources for the tuition reimbursement program under the City's succession plan.
9. \$20,000 for the City's paid internship program.
10. \$42,237 in contingency funds.

The total for these additions amounts to \$860,617.

Personnel:

1. \$94,982 to Communications for a Staff Writer.
2. \$136,146 to MIS for a Programmer III.
3. \$74,350 to MIS for a Programmer.
4. \$83,777 to Industry (Economic) Development for a Business Navigator.
5. \$70,302 to Civic Center Hospitality for a Sales Specialist.
6. \$39,235 to Civic Center Hospitality to move the AV Specialist from P.T. to F.T.

7. \$97,943 to Civic Center Maintenance for a Building Supervisor.
8. \$93,379 to PD Animal Control for an Animal Control Manager.
9. \$147,417 to PD Criminal Investigations for a CSI Sergeant.
10. \$38,189 to Planning to move an Administrative Assistant from P.T. to F.T.
11. \$38,720 to Civic Center Hospitality for 2 P.T. Event Representatives.
12. \$61,443 to Civic Center Maintenance for an Electrician.

The total for these additions amounts to \$975,883 and represents the addition of 11 FTE's to the General Fund. As you will note, from the Expanded Level of Service requests from Departments contained within the General Fund, the total number of requested positions reaches almost 50 FTE's. The positions funded above are targeted to advance a number of areas identified in our Strategic Plan and were identified during Workshops and Retreats as higher priority positions.

The total of all expenditures from the above two listings is \$1,836,500 and brings the General Fund budget to a balanced position.

Stresses on the organization:

There continues to be financial stresses on our organization that are preventing us from moving forward at a faster clip than many would like to see. The following is a listing of these stresses.

- VGTI: This failed economic investment has continued to draw finances from the General Fund and was basically a budget buster for the 2015-2016 fiscal. It is our goal to reduce expenditures to a more refined level of debt service, Receiver fees and maintenance costs for the 2016-2017 fiscal year. As it stands now, we will likely top \$10 million in total cost for this FEI in the current fiscal year.
- Attorney fees: these fees have escalated as we have had to address areas such as the 10400 building, the City Center Receivership and associated legal issues, the payment of the Severance Agreement for the prior City Attorney, and all of our outside Counsel. Again, it is anticipated that much of these fees will be reduced as we move into the 2016-2017 fiscal year.
- Our debt level is high, but we continue to follow our debt policy and refund and refinance debt as they become eligible for refinancing. During the current fiscal year we anticipate over \$413.7 million representing an estimated reduction of \$63.8 million annually. Once these refinancing efforts have been concluded we have exhausted all of our call provisions for the near future.
- The Southwest Annexation Area will likely see requests for changes to the entitlements that currently exist as a result of changing market conditions. The current refinancing efforts will see the carrying cost burden reduced, but the question remains will it be enough for the current owner to continue to pay the special assessments on the vast area.

- Our maintenance needs continue to increase. A discussion of this area is provided in a subsequent section of this message.
- As with the 2013-2014 fiscal year, I have asked our Department Heads to provide me with a listing of expanded levels of service. For the General Fund, staff has requested over 50 new FTE's, which is up from the 39 FTE's they identified for the 2013-2014 fiscal year. We have, however, been able to strategically increase our staff as the opportunities presented themselves and will continue to do so as future opportunities present themselves. A listing of the expanded level of service is included in the budget document.
- Our health care costs are going to see a significant increase (24%) in the 2016-2017 budget. As you are aware, we have had to amend our 2015-2016 budget in the amount of \$1,000,000 as a result of increased costs, despite the fact that the employees are paying more for their health care than in past years.

Maintenance Needs:

As we have seen over the past couple of years our need for maintenance of our facilities has been on the increase. Budget Amendment #1 for the 15-16 fiscal year contained over \$300,000 in additional maintenance expenditures to cover repairs that fall in the health and safety category. For the 2016-2017 fiscal year, General Fund requests for additional maintenance funding topped \$3.7 million for Parks and Recreation and the Civic Center alone.

Staying within the existing millage rates required that many of the proposed maintenance items needed to be deferred until the 2017-2018 fiscal year. However, this budget still contains a significant amount of funding in maintenance requests. By classifying high priority from lower priority we have been able to provide increased funding to our parks system and the Civic Center to make sure that these facilities remain safe for our residents' enjoyment and use.

Conclusion:

The submitted budget provides the financial plan for the next fiscal year and provides the funding to advance our organization on multiple fronts. As the Great Recession is further and further in our rear view mirror there are signs of progress everywhere that move this City on a forward trajectory. The 2016-2017 fiscal year should see the end of many issues centered on our failed economic investments and be fully absorbed into our General Fund. The City should continue on its more conservative path. Increasing pressures to grow our organization as more services are provided should be carefully considered and evaluated in subsequent years.

As I prepare to exit as the City Manager for the City of Port St. Lucie, I want to thank each and every employee who work hard every day to bring about a sense of real community to our citizens. I have seen their commitment in so many ways and their

dedication is equally as strong. It has been a pleasure to work with so many fine people.

Respectfully submitted,



Jeffrey A. Bremer
City Manager



CITY OF PORT ST. LUCIE

Building Department

MEMORANDUM

To: Jeff Bremer, City Manager

From: Joel A. Dramis, Building Code Administrator

Date: July 5, 2016

RE: 2015/2016 Department Accomplishments

1. 61% of all permits can now be applied for, signed, paid for, and printed online.
2. The Building Department is in the final stages of receiving full Building Department Accreditation.
3. 100% of Plan Reviews of Miscellaneous Permits are now completed in less than 24 hours.
4. The Building Department applied for and received approval as a Continuing Education Provider from the Florida Real Estate Commission. This will allow the City of Port St. Lucie Building Department to create new training programs and teach these programs to Real Estate Professionals in the State of Florida.
5. The Building Department has applied for certification from the Construction Industry Licensing Board as an approved Continuing Education Provider for Licensed Contractors.
6. The Building Department has created a Florida Building Code Educational Class for Homeowner Associations and civic groups. The next class will be presented to the Cascades Men’s Club on July 13, 2016.



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7. The Building Department has participated in Building Safety Month and Fire Prevention Month.



CITY OF PORT ST. LUCIE

Office of the City Manager

MEMORANDUM

To: Jeff Bremer, City Manager

From: Daniel Holbrook, AICP, Assistant City Manager – Com. Dev. Director

Date: July 5, 2016

RE: 2015/2016 Department Accomplishments

In response to your request for annual accomplishments, I would like to report the following items for this year:

- Neighborhood Planning: the first three plans were created, reviewed and approved by City Council.
- International Council of Shopping Centers – Orlando 2015; We lead a regional approach to retail and office development and worked with our partners (Economic Development Council of St. Lucie County, St. Lucie County, City of Fort Pierce, and Tradition) at this deal making event. The feedback that we received was extremely positive and numerous deals resulted from this effort. We are now preparing for a more robust presence with our partners next month at this.
- Business Assistance:
 - Tradition Medical Center expansion, staff has assisted with phase two construction project that will double the capacity of this hospital. They anticipate creating *300 new jobs*.
 - QVC, staff assisted with the transition of this business to its new tenant.
 - McKesson, staff facilitated this business’ relocation to Port St. Lucie into the former QVC building. Many former QVC employees were recruited from this expansion. They anticipate creating *700 new jobs*.



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- Expert Shutters, assisted this company with their 24,800 SF expansion, a \$2.1 million investment that will grow their 31 employee operation by 30% in the coming years.
- Teleperformance, assisted, pre-application meetings and tax abatement assistance, one of the City's largest employers by selling the City's 10400 building to them to allow them to retain their PSL operation with 800 employees and expand to 1,100 employees. They anticipate creating *300 new jobs*.
- St. Lucie West Shoppes (Menin) assisted this property owner with attracting new businesses: Tijuana Flats, Pollo Tropical, and Cheddars.
- Legislative Priorities 2015/16, staff with the assistance of City Council was successful in presenting the key legislative priorities in Tallahassee. Two City projects were budgeted.
 - The funding of the Riverwalk Boardwalk extension design will move the city closer to the creation of a riverfront attraction expected to increase tourism, improve the quality of life and provide a positive economic impact on area restaurants and retail stores. The \$350,000 from the state will be matched by the city and will fund professional design and permitting consultant services. The extension will add an additional 2,000 feet to the existing boardwalk south along the North Fork of the St. Lucie River.
 - The Historic Preservation Grants Program includes \$250,000 for the Peacock Home Relocation and Preservation Project. Three historic structures owned by the Peacock family during the early 1900's are being relocated from western Port St. Lucie to a 9.7-acre city-owned parcel next to the Botanical Gardens, along the eastern shoreline of the North Fork of the St. Lucie River. This property is adjacent to the proposed extension of the Riverwalk boardwalk.
- Special projects: succession planning, holiday lights, Economic Development Framework plan was submitted to the City Council in June 2016 and presented at the June 20th City Council workshop, marketing materials, business website, annual impact fee update, Visit Florida marketing push, State business process review with Representative Magar, speaking engagements (Latin Chamber, Beth El Israel, Rotary, and EDC), PSL – Government Day, Howlin River Boat Parade and Enchanted Forest, City Center model (Fred Cook), Enterprise Florida visit, community garden,



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electronic permitting, Western Grove DRI, Riverland/Kennedy DRI, Land Development Regulations updates, and updated the City's welcome packet.

- Failed/Stalled Economic Investments:
 - Digital Domain, it went from being for sale, to us marketing and holding a premier open house, then pre-application meetings, to being sold to Christ Fellowship Church. The church will have their ribbon cutting and first service on 7/10/16.
 - Southern Grove, carrying cost reduction have been proposed to lessen the financial burden and encourage development (refinance and decrease CDD capital improvement program). This will go before the City Council for second reading on 7/11/16.

Relationship Building: Staff continues to work collaboratively with our partners St. Lucie County, City of Fort Pierce, Economic Development Council of St. Lucie County, St. Lucie County Chamber of Commerce, FL Department of Economic Opportunity, and Enterprise Florida.



CITY OF PORT ST. LUCIE

Civic Center

MEMORANDUM

To: Jeff Bremer, City Manager
From: Kathleen McAlpine, Director, Civic Center
Date: July 5, 2016
RE: 2015/2016 Department Accomplishments

New Director in place

Civic Center Clock Tower repairs, estimates in, RFP complete, request for Council approval in process, repairs should be completed this fiscal year

Ticketing System RFP issued, should be fulfilled by year end



CITY OF PORT ST. LUCIE

Clerk's Office

MEMORANDUM

To: Jeff Bremer, City Manager
From: Karen A. Phillips, City Clerk
Date: July 5, 2016
RE: 2015/2016 Department Accomplishments

Accomplishments for 2015/2016:

- *Worked with the Police Department training record's staff to prepare, index, and box a voluminous backlog of records for processing to storage. Staff has been fully trained and the process is still ongoing. The backlog is due to the ongoing Robinson litigation hold. The records prepared for storage will be transferred once the facility and facility staff are approved by FDLE.*
- *The Clerk's Office staff provided recording and transcription services for 171 public meetings, processed 1,319 record's requests received by the department, prepared 155 legal notices for advertising, processed 3,770 liens/releases, and managed and maintained 9,400 boxes of records.*



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<i>Task</i>	<i>Quantity</i>
Council Meetings Attended	59
Street Lighting Boundaries Processed,	42
Board and Committee Meetings Attended	122
Written, Verbal and E-Mail Requests for Records (Public & Internal)	1,319
Outgoing Mail – US & UPS	79,173
Council/CRA/GFC/Zoning Appeals	414
Agendas, Paper & Electronic Packets, & Minutes Created & Distributed	Sets
Ordinances	88
Resolutions	116
Liens Recorded	2,007
Liens Released – Capital Charges	1763
Plats Processed	17
Legal Notices Posted	155
Records Processed/Stored/Archived (Boxes)	9,400
Records Management Space Savings	908 cu ft.



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<p>Time to complete and Publish Minutes: 3,290 pgs. of minutes typed</p> <p>Typing Hours 1 pg. Per hr. +</p> <p>Proofing Hours 10 pages per hour x 2 employees proofing</p> <p>Corrections/Distribution 1 pg/3.5 min. + Total hrs. to Publish</p> <p>*Totals include Council, CRA, GFC, Boards, Committees and all Union Negotiation Minutes</p>	<p>3,723 hrs. = 93 Forty Hour Weeks of transcription.</p> <p>This number does not include Deputy Clerk attendance time at meetings; only transcription and proofing time.</p>
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CITY OF PORT ST. LUCIE

Communications Department

MEMORANDUM

To: Jeff Bremer, City Manager
 From: Kristina Ciuperger, Communications Director
 Date: July 5, 2016
 RE: 2015/2016 Department Accomplishments

This memorandum is to provide you with an update on the 2015/2016 accomplishments of the Communications Department:

Accomplishments	
E-Newsletters	
District 3 Councilwoman Shannon Martin	monthly
Total E-Newsletters Sent	53
Graphics	
Magazine/Ads/Marketing Materials	55
PSL TV-20	
Meetings	84
Special Programming	96
Updated Cameras in the Council Chambers	
Updated studio equipment in Control Room	
Began LIVE broadcasts of the Council Retreat and Workshops from the Community Center	
Filmed the first City University	
Produced New Show: Places & Faces	
Rebuild Sound System in Council Chambers	
Rebuild Video System in Council Chambers	
Rebuild Sound System in Civic Center & Community Center	



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Hosted Positively Port St Lucie (bi-monthly)	
Website	
Calendar Updates	198
Webpage Updates	533
Media/Press	
Press Releases	114
Information Request/Interviews from Media	53
Social Media	
Facebook Posts	679
Tweets	421
Instagram Posts	14
Nextdoor Posts	18
Access PSL App Submissions	77
Photo/Video	
Photos taken for the Police Department & City of Port St. Lucie	6,865
Processed Audio/Video for the Police Department	32



CITY OF PORT ST. LUCIE

Community Redevelopment Agency

MEMORANDUM

To: Jeff Bremer, City Manager
From: BRIDGET KEAN, CRA DIRECTOR
Date: July 5, 2016
RE: 2015/2016 Department Accomplishments

In association with the Westmoreland and Riverwalk projects, the Community Redevelopment Agency applied for a special category matching grant for \$350,000 from the Florida Department of State Division of Historical Resources to relocate historic structures from the Peacock Ranch in western Port St. Lucie to the 9.7 acre Westmoreland property. The Agency’s application was ranked 25 on a list of 50 projects that were recommended for funding by the Florida Historical Commission. On March 17, 2016, the Governor signed the FY 2016-17 Florida state budget. It includes \$10.8 million for the special category grant program and is sufficient to fund the first thirty-seven projects on the list of recommended projects. The Division of Historical Resources has notified staff that a grant agreement is being prepared and will be submitted to the Agency within the next couple of weeks. The grant period is from July 1, 2016 to June 30, 2018.

Agency staff prepared the City’s request for \$250,000 from the State of Florida for FY 2016-17 under the state local initiative grant program. The City’s funding request was approved in the 2016-17 state budget. The grant agreement was approved by the City



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Council at their June 11, 2016 meeting. The funding is designated for the design, permitting, engineering, and site plan work for the extension of the Riverwalk Boardwalk and development of the Westmoreland properties. The grant period is from July 1, 2016 to June 30, 2017.

A Request for Proposal was issued for the design, planning and engineering work. The review team is currently negotiating a contract with the top ranked firm – Culpepper and Terpening. Approval of the contract is tentatively scheduled for either the July 25, 2016 or August 8, 2016 City Council meeting. The RFP includes the southern extension of the riverwalk boardwalk, the development of the 10 acre Westmoreland middle tract, and improvements to the 13-acre conservation tract to the south. The conservation tract is subject to a management plan through the Florida Communities Trust program. The management plan does allow for passive recreation. Improvements are required to provide the public with safe access to the property.

The extension of the Riverwalk boardwalk and the development of the Westmoreland properties have been added to the City's Capital Improvement Program under Fund # 301 General Fund Capital Budget. Construction of the related projects is spread out over a period of five years. Potential funding sources are identified in the CIP including use of the Conservation Trust Fund revenue for improvements to the 13 acre Westmoreland Conservation Tract, Parks Impact Fee Funds, and future grant funding.



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Community Services Department

MEMORANDUM

To: Jeff Bremer, City Manager
From: Patricia J. Selmer, Community Services Director
Date: July 5, 2016
RE: 2015/2016 Department Accomplishments

Departmental Mission and Responsibilities: Community Services supports the City Council's Strategic Planning Mission to provide "Exceptional Municipal Services" that are "Responsive to the Community", while acting in a "Financially Responsible Manner."

The Community Services Department is responsible for administering the housing program with grant funding from the State Housing Initiatives Partnership (SHIP) program, HUD's Community Development Block Grant (CDBG) Program and the remaining program funds from the Neighborhood Stabilization Programs (NSP1 and NSP3). The Department also administers community development and public service projects with the federal CDBG funding. We research, write and administer grant funding for other federal, state and privately funded programs in coordination with the appropriate city departments. Community Services also works as a liaison between the federal or state agency and the city department, assuring that all federal and state regulations are followed during implementation of the grant-funded program.

Accomplishments: The Department's accomplishments for the 2015-2016 fiscal year are tied to its mission and responsibilities as follows:



City of Port St. Lucie

CDBG Funding

- Met timeliness goal (must spend 1.5 times the current year's allocation by July 30th each year)
- Completed funding for the following projects:
 - Darwin Blvd HAWKS Streetlight at Belmont and Landale
 - HAWKS Streetlight at Tunis & Chartwell
 - Lyngate, Veteran's Memorial & Sand Hill Crane Park Improvements
 - PAL Building Improvements Phase 1
- Disbursing CDBG funding for the following projects that are underway:
 - PAL Building Improvements Phase 2
 - Lyngate Security Cameras
 - Community Gardens
- Completed rehab on 7 homeowner files; working on 1

SHIP

- Completed rehab on 2 homeowner files; working on 17
- Preparing SHIP Annual Report due September 2016

NSP-1

- Met expenditure deadline (100% of original funds must be expended by 3/3/13; currently at 157% of original funds (includes program income from sale of funds)
- Met set-aside requirement (25% of funds must be used to benefit low income (50% of median and below) – currently at 33.15% of original funds plus program income
- Since the inception of the NSP program:
 - 173 purchased foreclosed houses from lenders
 - 1 home sold to neighboring property owners at cost for commercial corridor
 - 1 home donated to Non-Profit serving ELI clients
 - 140 rehabbed homes sold to new homeowners
 - 30 homes demolished: 9 homes reconstructed and sold- 7 under NSP 1 & 2 under NSP 3, 10 vacant lots sold to adjacent owners; 7 vacant lots reserved for veteran's program, 4 lots transferred to Public Works & Utilities for stormwater and infrastructure needs in low income areas
- **147 total homes sold under NSP 1**



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- In the 15/16 fiscal year: Due to increasing real estate market prices - purchased 0 homes and sold 0 homes

NSP-3

- Met expenditure deadline (original funds must be expended by 3/10/14; currently at 141.32% of original funds (includes program income from sale of homes)
- Met set-aside requirement (25% of funds must be used to benefit low income (50% of median and below) – currently at 28% of all funds expended for the program
- Since the inception of the NSP program:
 - 33 homes were purchased using NSP3 funding
 - 32 homes were rehabbed and sold to qualified households
 - 1 home was demolished, reconstructed and sold to a qualified household
 - 2 homes were purchased under NSP1 and reconstructed and sold under NSP3
 - **35 total homes sold under NSP 3**
- In the 15/16 fiscal year: Due to increasing real estate market prices - purchased 0 homes and sold 0 homes

Grants

- Applied for 11 competitive grants YTD (as of 6/30/16) totaling \$1,042,928.

Grants	Amount Requested	Awarded (Yes/No)	Awarded Amount
Historic Preservation at Westmoreland Property – (Peacock)	\$350,000	Yes	\$350,000
Florida Department of Economic Opportunity (for CRA)	\$250,000	Yes	\$250,000
FDLE (State) JAG – (Police Equipment)	\$31,363	Yes	\$31,363



City of Port St. Lucie

FL Inland Navigation District (Police Boat Dock & Lift)	\$25,000	Yes	\$25,000
Federal JAG – (Police Equipment)	\$24,256	Yes	\$24,256
Residential Construction Mitigation Program	\$194,000	Pending	\$0
Victim of Crime Acts (Victim Services)	\$106,809	Pending	\$0
PetSafe - Bark for Your Park (SW Neighborhood Dog Park)	\$25,000	Pending	\$0
FL League of Mayors City Catalyst – (CIP Project)	\$1,500	Pending	\$0
People for Bikes (C-24 Canal Bike Path)	\$10,000	No	\$0
Florida Beverage Association (Family Fitness Park)	\$25,000	No	\$0
Total Awarded	\$1,042,928	Five (5) Awarded Four (4) Pending (\$327,309) Two (2) Not Awarded (\$35,000)	\$680,619

Accomplishments: The Community Services Department has set the following goals for 2016-2017:



City of Port St. Lucie

- Provide assistance for other departments to obtain additional grant funding, when available.
- Continue to meet timeliness and compliance requirements for grant funding.



CITY OF PORT ST. LUCIE

Finance Department

MEMORANDUM

To: Jeff Bremer, City Manager

From: Edwin M. Fry, Jr., Finance Director/City Treasurer

Date: July 5, 2016

RE: 2015/2016 Department Accomplishments

The Finance Department Mission Statement is: "To safeguard the assets of the city and provide timely, accurate financial information to the City Council, city management, city residents and other interested parties."

For the Fiscal Year 2015-2016, the following accomplishments demonstrate the Finance Department's commitment to our Mission Statement:

- The FY 2014-2015 Comprehensive Annual Financial Report (CAFR) was issued February 28, 2016, one month earlier than required by State law.
- The Government Finance Officers Association awarded the Certificate of Achievement for Excellence in Financial Reporting for the City's FY 2013-2014 CAFR, the 24th consecutive year the City has receive this prestigious award.
- Staff upgraded the Munis financial system from version 10.3 to 10.5. This upgrade was necessary to implement enhancements to the financial system which benefit all city staff who use the financial system.
- One goal of the Department is to reduce the amount of paperwork maintained by the Department and the need to provide copies. Staff expanded the use of the paperless system in Munis to provide electronic images of purchase orders, vendor invoices, checks, cash receipts, backup documentation and other financial information. All departments can now view the backup documents for their



City of Port St. Lucie

revenues and expenses, eliminating the need to retain paper copies and provide copies to the departments.

- City Council approved the establishment of a Lien Division to consolidate all lien information in one area, resulting in a much improved level of service. Two employees were added to the Finance Department and the Council approved a \$50.00 fee.
- City Council approved the addition of an employee in the Pension Office to increase the level of service to all city employees. This position is funded by ICMA administrative fees and funds from the Police Pension Board.
- To assist employees with understanding the pension benefits and provide retirement planning services the Pension Administration staff provided additional educational sessions for employees on retirement planning, investment alternatives, money management and other pension related topics.
- Monthly utility financial statements were issued within 20 days of the end of each month, providing financial information to assess the financial condition of the utility system in a timely manner.
- In line with the City's Debt Policy, proceeds from the sale of Tradition Studio were used to call \$13,525,000 of bonds. Additionally, excess special assessment payments were used to prepay \$9,040,000 of special assessment bonds.



CITY OF PORT ST. LUCIE

Human Resources Department

MEMORANDUM

To: Jeff Bremer, City Manager
From: Jerome Post SPHR, SHRM-SCP, Human Resources Director
Date: July 5, 2016
RE: 2015/2016 Department Accomplishments

Below you will find a list of accomplishments by the staff in the Human Resources Dept. for the FY2015-16:

Completed bargaining with the three police unions

Opened bargaining with FOPE and the two OPEIU units

Conducted a compensation and classification study and continue to work through issues with the vendor

Led the recruitment of the Civic Center Director and assisted in the recent recruitment of the Communications Director

Submitted a plan for a formal internship program

Clarified the pre-employment drug testing process to comply with a recent court decision, yet maintain the City's due diligence in identifying required positions

Developed a draft Tuition Assistance Policy and Program for inclusion in the 2016-17 budget and as part of the City's Succession Plan

Coordinated 20 Lunch & Learn topics, 709 employees have attended

Distributed \$105,650 of Wellness monies to 465 employees for participating in FY 14/15



City of Port St. Lucie

FMLA requests, denials, reminders, Additional info, approvals-346

Exit Interviews conducted: 22 employees

Processed 124 newly hired employees

Processed 124 terminating employees

Processed 247 background screenings, including employees and volunteers

8 orientations conducted with 85 employees.

Processed 47 Public Records Requests from 10/1/2015 – 6/24/2015

Organize the following fundraising events:

Team Jersey Fridays to benefit the March of Dimes - \$656.54 raised

Relay for Life - \$271.75 raised

Played a lead role in the coordination of the annual PATCHES summer toy drive.

Annual Employee Luncheon Committee- Assisted with organizing the event. Gathered the information for the years of service awards.



CITY OF PORT ST. LUCIE

MIS Department

MEMORANDUM

To: Jeff Bremer, City Manager

From: Bill Jones, Director, MIS

Date: July 5, 2016

RE: 2015/2016 Department Accomplishments

MIS has continued to enhance physical and network security through the addition of cameras, access control points and intrusion detection systems. Also, several policies and procedures have been implemented to increase awareness of security issues. Advanced application development techniques have been utilized in an effort to aid the departments in creating efficient and user-friendly applications for both the public and the employees.

Below is a listing of the MIS accomplishments for 2015-2016.

Physical Security Enhancements

1. New Dvtel Server NVR plus 23 new cameras installed at the Police Department.
2. 7 new Cameras installed at Animal Control.
3. New Dvtel Server NVR installed at the Civic Center.
4. 9 new Cameras installed at McCarty Ranch.
5. 17 new Cameras installed at Rangeline.
6. 13 new Cameras with another 8 to be installed in the next couple weeks at JEA.
7. 3 new cameras with another 13 to be installed in the next couple weeks at the Community Center.
8. 11 new Electronic Door Locks (FOB) installed with another 18 going to be replaced in the next couple months at City Hall.



City of Port St. Lucie

Network Security Enhancements

1. Installed redundant IPS “Intrusion Prevention System” sensors to the network.
2. Installed 921 AMP for Endpoints on all users’ computers.
3. Removed the old antivirus VIPRE and have replaced it with Symantec End Point Protection on 621 computers. The police department was already using this security software so we didn’t have to install it on their computers.
4. We now have a way to apply the latest security update patches such as Adobe and Firefox. We accomplish this by using KACE to install all security updates for the most commonly used software.
5. We are in the process of currently rolling out a more secure password policy. This new policy has users changing their password more frequently and makes the end user use a more complex password.
6. We have enabled a better internet filter which helps block malicious websites that could get potentially installed without the end user knowing it.
7. We have added more than 30 WiFi access points to the city network. This would include the city hall outside, the south side of the civic center and many Utilities buildings now have wireless capabilities.
8. Added two more physical servers to our VMware cluster expanding compute capacity.
9. Upgraded the firewalls in City Hall.
10. Upgraded the internet connection in City Hall.
11. Added more storage space to our backup server.
12. Added more storage to our NetApp system.
13. Replaced 20 end of life switches in various locations on the network. Some would include Prineville, Building B, Thornhill and the Police Department buildings.
14. Upgraded 11 servers running 2003 window server which is no longer supported by Microsoft to 2008 or 2012 window server.
15. Replaced batteries in the Emerson 20KVA UPS unit. This located in the Police Department Data Center.

Security Policies

1. IT Password Policy (S.O.P. 1320-01) – Finalized and approved by Bill on 6-7-16 and is currently being implemented by department. Current departments are



City of Port St. Lucie

MIS, Risk Management, and H.R. in which the policy has been implemented.
Upcoming is Finance on Friday 7/8/16

2. IT Backup and Recovery Policy (S.O.P. 1320-02) - Final draft is completed and awaiting review and approval by Bill after his return from vacation.
3. IT Electronic Communication, Internet Access, Email and Retention Acceptable Use Policy (S.O.P. 1320-03) – 1st draft completed
4. IT Server Security, Virtualization & Patch Management Policy (S.O.P. 1320-04) - 1st draft completed
5. IT Database Password Policy (S.O.P. 1320-05) - 1st draft completed
6. IT Telephone & Voicemail Acceptable Use Policy (S.O.P. 1320-06) – 2nd draft completed
7. IT Physical & Logical Security Policy (S.O.P. 1320-07) - 1st draft is in progress
8. Computer Security Incident Response Team (CSIRT) Plan (S.O.P. 1320-15) 2nd draft completed for Internal IT CSIRT

Application Development Enhancements

1. Created Code Liens Application for the new Lien Services Division.
2. Migrated Engineering Inspections Access 2003 application and websites to .NET and added online payments.
3. Completed High Alert security updates to existing applications.
4. Updated the Utilities Billing website.
5. Added the ability to automatically update residential impact fees to Panda.
6. Created Panda Online Permitting initially with 4 permit types.
7. Added 2 new Permit Types to the Online Panda application.
8. Created the PMD Continuous Contracts application.
9. Migrated Building Complaints from Oracle/Access 2003 to SQL Server/.NET platform.
10. Migrated Utilities Engineering Projects from Access 2003 to .NET.
11. Migrated Utilities Engineering Grinders from Access 2003 to .NET.
12. Migrated Risk Management Access 2003 application to .NET.
13. Created HR Online Internal Job postings website.
14. Created HR Online Background Investigation form.
15. Created Partners Against Crime database and website for the Police Department.
16. Created the MIS Mantis Online Work Order Submittal website for employees.



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17. Reorganized IIS Web servers and SQL Server databases to increase efficiency and speed.
18. Upgraded SQL 2008 servers to SQL 2014.
19. Added and updated workflows in CitySourced involving Utilities, Public Works and Police.
20. Created Communications Work Order application.
21. Created Phase 1 City 311 application.
22. Created Keep Port St Lucie Beautiful application.
23. Public Works Inventory migration from outside consultant to internal development.
24. PAM: Permit Application Mapping: Pam allows P&Z staff to automate creation of Planning Project Maps and Mailing Labels required for Planning and Zoning Review Board and City Council Meetings. PAM is under a constant state of monitoring and improvements.
25. PAM Boundary Assistance: Some development projects require special boundaries that are not easily mappable with the standard parcels from the Property Appraiser. In these cases, GIS makes the boundary for P&Z staff. Other times, GIS will make the map series for a project if it is difficult. This was done over 30 times in 2015-2016.
26. Flood Zone Viewer: Allows staff in the Public Works department to quickly identify and create a map of the FEMA flood zones given an address. This was updated from the aging Silverlight platform to the new JavaScript/HTML platform that works on multiple devices. Re-written in JavaScript.
27. Liner App: Allows staff in the Public Works department to manage the location of existing liner by mapping the liner. Assists staff in the planning of build out by providing length of liner needed by city section. Assists staff in the operation of maintenance by providing website, maps, and contract documents. Operation of this app was moved to Public Works staff in accordance with the MIS GIS policy of having the data owners manage their own information. MIS maintains Python Scripts. This was also re-written in JavaScript.
28. PSL PD Zones: Allows staff in the Police department to quickly locate an address and identify which patrol zone/district contains the address and appropriately assign incidents.
29. PZ ALF: Planning and Zoning maintains an active list of Assisted Living Facilities with this application. This task used to be managed by MIS GIS but has been moved to the PZ department.



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30. City Owned Property: this app was created for staff to identify the location, use and responsible department for city owned property. This app allows users to identify and maintain the properties in the database.
31. Mailing Addresses: This application allows staff in various departments to produce mailing labels for city blocks or census tracks.
32. Sex Offender Map: This application allows PD staff to enter an address and quickly identify if the address is suited to housing for a sex offender. It searches parks, schools, daycare, etc... and checks the provided address against the prescribed buffer distance dictated by city statute.
33. PCI map: The Pavement Condition Index map was created for Public Works Traffic Division to show updated information that was collected for every mile of street in the city. City staff updates the database that was provided by Lucity and this application provides web access.
34. Demographics: there have been several demographic analyses and websites created in an effort to create economic development in an effort to bring development to the city. These sites were also used to market city assets for sale; such as the tradition studios building.
35. City Mapping Tool: This application allows staff and public to create maps from city data. The app was specifically designed to allow staff to create maps for inclusion in documents provided to City Council Meetings for various projects and expenditures. This was also re-written in JavaScript.
36. P&Z Viewers: The P&Z viewer allows the public to see what development projects are being considered by the Planning and Zoning Board/City Council and their status. A partner to the P&Z Viewer allows public to see the status of development projects that were approved by the council to show current status. These were also re-written in JavaScript.
37. Fence Diagrams: This app allows contractors to create a pdf map that is submitted along with a permit application to the Building Department to show where fence and small structures will be placed on the property. This was also re-written in JavaScript.
38. Driveway Mapping: This application is a sister to the fence app that allows contractors to map changes to the driveways and submit a map along with a permit application.
39. Building Permits: This application allows the public to search for and look at the locations of permits.



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40. Site Selection: This location finder app allows staff to enter various buffer distances for churches, parks, schools and daycares to search for commercial areas that certain restricted business can locate.
41. Refuse Schedules: This application allows city residents to search for their address and see the garbage and recycling days for their location.
42. Vacant Lots: This application allows staff in the Public Works department to check the status of a lot next to a complainant lot for removal of Pepper Trees from the vacant lot.
43. City of PSL Schools: A general map of the schools in the city limits and their contact information.
44. Westmoreland: Created 2 web apps that showcase the Veterans Park boat ramp and Rivergate Boardwalk as well as the Westmoreland Property to be developed.
45. Business Analyst Online: Worked with various staff and departments to create maps and reports of census, demographic, physiographic and distance criteria to assist in describing the makeup of the city.
46. Building Permit Mapper Python Scripts: These scripts allow GIS staff to create a map of the locations of any permit type for any date range. A point map is produced along with a Heat Map showing the density of activity for any permit type.
47. KPSLB: This app allows staff and groups to locate an address, make linear measurements and print maps for the Keep Port St Lucie Beautiful program.
48. Elevation Benchmarks: Worked with Public Works staff to consolidate and map the elevation benchmarks throughout the city. A web app was created to allow easy searching and location.
49. NPDES Outfalls and Drainage: Allows Public Works staff to map and notate the location of NPDES outfalls in the city on an iPad or other mobile device. Another app notates the location of stencils on drainage outfalls in the city and to keep track of their condition.
50. Sidewalk mapping: Worked with Public Works staff to create application and processes for mapping issues related to sidewalk repair by taking pictures with iPads and creating work orders.
51. ArcGIS Open Data Site: This site works from ArcGIS Online and allows anyone to view and download GIS layers such as Land Use and Zoning. This site is still being populated with more layers for downloading.



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52. Census analysis: Several departments have requested analyses related to the poverty levels of census tracts. An application was developed to show the poverty data for the city.
53. Courting Costco: Several maps, figures, and applications were created to assist the Mayor and staff in courting Costco to move to the city after they faced opposition in Martin County.
54. Monthly Parcel Updates: The SLC Property Appraisers Office worked with GIS staff to develop a Geo-enabled transfer of updates by FTP. Their office supplies a File Geodatabase with all the tables, annotation and geometries to the city. This FGDB is used in Python scripts that automate the update process.



CITY OF PORT ST. LUCIE

Office of Management and Budget

MEMORANDUM

To: Jeff Bremer, City Manager
From: David K. Pollard, MBA, CGFO, Director of OMB
Date: July 5, 2016
RE: 2015/2016 Department Accomplishments

For FY 2015-16, OMB again accomplished the most significant annual requirement we face. All deadlines and requirements were met for the State Department of Revenue’s TRIM compliance. This includes the timeline, the advertisements, the submittal of tax forms and the budget adoption process.

Also in FY 2015-16, OMB was notified of receiving the Distinguished Budget Award from the Governmental Finance Officers Association. This was the 26th consecutive award for the City.

OMB also assisted with the bargaining sessions during the year in order to cost the various proposals. All monthly and quarterly budget reports were completed and long-range models maintained.

If any further information is needed, please feel free to contact me.

/DKP



CITY OF PORT ST. LUCIE

Parks and Recreation Department

MEMORANDUM

To: Jeff Bremer, City Manager

From: Brad Keen, Assistant Director, Parks & Recreation

Date: July 5, 2016

RE: 2015/2016 Department Accomplishments

Per your request, below please find our FY 2015-2016 Departmental Accomplishments:
Administration Volunteer Program

- Served on Florida Recreation & Parks Association's Editorial Board, which allowed for our department to be featured in the March 2016 FRPA Journal as an Agency profile. Also submitted two Book Reviews, one of which was published in the FRPA Journal Summer Edition, with the second being published in the Fall.
- Formed and was part of the City University Parks & Recreation Team, who then presented a thorough and well-received presentation at our portion of the City University, held at the Civic Center in the Art Gallery.
- Developed a Welcome Program, which will be initiated for all new employees within our department. Conducted quarterly, this program consists of a four-hour mandatory orientation with each new employee, providing an overview of the department, introduction to key staff and overall welcoming new staff to the department.
- In FY 2014-2015, City of Port St. Lucie Volunteers donated 39,642 hours to the City.

Since the inception of the Volunteer Program in 2009, volunteers have served 156,919 hours, with a recognized savings to the City of \$3,308,434



City of Port St. Lucie

- Top-ranking Saints Golf Course maintains profitability and continues to provide a level of excellence in customer to its patrons with the dedicated assistance of an average of 45 volunteers.
- Since May of 2016, the Volunteer Program has been diligently working along with the Hospitality staff at the Civic Center to create a team of Hospitality Events Volunteers to assist with the upcoming events and rentals.

Building Maintenance/HVAC

- Oversaw installation of CXT restrooms (McCarty Preserve and Girl Scout Friendship Park)
- Involved with hiring process of Maintenance staff at Civic Center to maintain adequate staff to meet event schedules.
- Contract Supervisor for numerous City contracts (Garage door, fire extinguisher, Custodial, Security and fire systems, etc.)
- Contract Supervisor of ongoing projects at the Civic Center (roof leak repair, EIFS replacement at Clock Tower, quotes for major upcoming projects).
- Working with OMB/PMD on quotes for bid packages.
- Attended numerous Committee meetings and took lead in various decorations throughout City (Blue for Autism, Orange for Hunger, Holiday decorations, etc.)
- Provide input, tours, and maintenance of City owned properties (10400 Bldg., house at Florets)

Parks

- Upgrade to Sportsman's Park security cameras has been completed
- Proposed 10 park projects for the Community Development Block Grant (CDBG) Committee for approval. Projects have been identified in the low to moderate income areas and are shovel ready
- Girl Scout Friendship and Kiwanis Parks - solar light conversion to LED lighting will be completed by August 2016 as approved and included in FY 2015-2016 Budget Amendment #1
- McChesney Park - roof repairs have been completed as part of an approved FY 2015-16 Capital Improvement Project



City of Port St. Lucie

- Sportsman's Park - building renovations to two buildings will be complete in July 2016 as part of an approved FY 2015-16 Capital Improvement Project
- Sportsman's Park West and Pop Warner football goals will be replaced as part of an identified deferred maintenance item. Funding for this replacement was included in Council-approved FY 2015-2016 Budget Amendment #1.
- Girl Scout Friendship Park - CXT modular restroom has been constructed and is fully operational.
- Lyngate Dog Park - ADA sidewalk improvement project will be completed in July 2016. Funding was provided for via FY 2015-2016 Budget Amendment #1
- Jessica Clinton Park - tennis and basketball court resurfacing will be completed in August 2016 as part of an approved FY 2015-16 Capital Improvement Project
- Charles E. Ray, River Place and Elks Parks - basketball court resurfacing will be completed in August 2016 as part of an approved FY 2015-16 Capital Improvement Project
- Lyngate Park - basketball fencing and standards have been replaced as part of an identified deferred maintenance project. Funds were made available through FY 2015- 2016 Budget Amendment # 1
- Sportsman's Park - parking lot asphalt repairs will be complete by September 2016 and were part of an approved FY 2015-16 Capital Improvement Project
- Whispering Pines Park - parking lot lighting improvements will be competing in July 2016 and were part of FY 2015-16 Capital Improvement Projects
- Veteran's Memorial Park - bench replacement has been complete
- Sandhill Crane Park - softball field fencing has been competed as part of the FY 2015-16 Capital Improvement Project list
- Lyngate Park - bleacher replacement has been completed on all fields
- Botanical Gardens - fence replacement at the Butterfly Garden and additional sidewalk improvements at the Hibiscus Garden have been completed
- Sportsman's Park - field #3 has been renovated to improve playability to include multi-base paths
- Sandhill Crane Park - dumpster enclosure has been completed to remove all safety infractions
- Staff assisted the Friends of the Botanical Garden with the installation of the new Art Work
- As part of an approved CDBG project list for FY 2015-16, two roofs on buildings located at Sandhill Crane Park were replaced



City of Port St. Lucie

- Lyngate Park - roof and siding has been replaced and tennis and basketball court resurfacing has been completed as part of CDBG funding for FY 2015-16
- Veterans Park at River gate - door replacement has been completed as part of the approved CDBG FY 2015-16 project list
- Lyngate Park - security camera system, that was part of the CDBG FY 2015-16 project list, will be completed in July 2016
- Sportsman's Park West - irrigation wiring upgrade has been completed
- McCarty Ranch Preserve - installation of new benches to serve nature trails and disc golf
- Park furnishings for Botanical Gardens, Veterans Park @ Rivergate and various Neighborhood Parks are being purchased and installed as part of the FY 2015-2016 Capital Improvement Plan
- CIP Team - future Southwest Neighborhood Park was approved by City Council and is to be funded through Planning and Zoning for FY 2016-17

Recreation/Special Events/Minsky Gym/Civic Center Recreation & Fitness

- More than 2,000 members in two Fitness Centers
- More than 60 Fitness Classes offered at two locations
- More than 16 teams formed and playing in Men's Basketball League
- Treasure Coast Championship Body Building and Bikini Show
- Quality Art Gallery Work & Production and new exhibits
- Special Needs programs, including dances, Fun n Fit classes and special events such as our Holiday Luncheon
- Expanded Pickleball Program to three days and additional time allowed for indoor play with 60+ participants (in-season)
- Expanded the Power Lifting Team and Power Lifting Meets
- Over the past year, we have completed several major improvements at the Community Center. These improvements were: Remove and replace the ceramic tile in the lobby, added temperature humidity control for the Community Center auditorium, game room and office area, updated playground equipment, removed old rubber surface and replaced it with pour and place and changed out rubber mulch for wood mulch, and, lastly, we changed the overhead front entrance lighting



City of Port St. Lucie

- Over the past year, we have completed major improvement projects at Minsky Gym. These improvements include exterior front door replacement and installation of new office window,
- The City of Port St. Lucie Junior Basketball Program, coordinated through Minsky Gym staff, has expanded to new levels in its ability to offer recreational instruction and the opportunity to learn good sportsmanlike conduct to over 1,000 citywide children through the gift of a team of 120 volunteer coaches who willingly contribute so much of their time to mentor the youth of our City. The Junior Basketball league continues to be a very popular program. We continue to use the school sites to expand our practices and weekend games. Treasure Coast High School is allowing us to offer open gym to the Great Kids three days a week during the summer.
- All Co-produced events were self-sustaining and a profit was made on each event.
- Working on the General Populations Needs Assessment.
- Working together with all divisions of Recreation to create a positive experience at all our facilities
- Continuing to implement a variety of programs for residents, including, but not limited to, Junior Basketball, Flamenco, Tot Drop, Mah Jongg, Judo and Kung Fu

Saints Golf Course

- With the assistance of local consultants, Saints staff developed a new successful and affordable cultural and nutrient-based greens program. More importantly, diligent execution of this program has produced superior greens conditions for our citizens.
- Adaptive traffic control techniques were also introduced this year and have improved the turf conditions near tees and greens without disruption to golfers.
- Addition of several cart access areas, near tees and greens, to assist our older/less mobile golfers has been met with great appreciation.
- Fine tuning and expansion of a fungicide program that was designed to address site specific disease pressure which would have detrimental effects on greens quality.



City of Port St. Lucie

Thank you in advance.

BK/PR

c: Sherman Conrad, Director, Parks & Recreation
Mark Olsen, Building Maintenance Administrator, Parks & Recreation Jay Liss,
Recreation Administrator, Parks & Recreation
Curtis Wichern, Golf Course Administrator, Parks & Recreation



CITY OF PORT ST. LUCIE

Planning and Zoning Department

MEMORANDUM

To: Jeff Bremer, City Manager

From: Patricia A. Tobin, Planning & Zoning Director

Date: July 5, 2016

RE: 2015/2016 Department Accomplishments

The Planning & Zoning Department's accomplishments for FY 2015-2016 are the following:

- Completed the updates of the Landscape and Land Clearing, Sign, Natural Resource Protection, Zoning and Model Home ordinances.
- Completed the Neighborhood Plans for Planning Areas 3, 4N and 4S.
- Promoted a planning technician to planner.
- Completed the separation of the development orders for the Developments of Regional Impact in the SW Annexation Area.
- Successfully implemented the online submittal of development applications.
- Received, reviewed and processed 141 development applications of which 87 were online submittals.



CITY OF PORT ST. LUCIE

Police Department

MEMORANDUM

To: Jeff Bremer, City Manager
From: JOHN BOLDUC, CHIEF OF POLICE
Date: July 5, 2016
RE: 2015/2016 Department Accomplishments

This memorandum serves to provide you with the Police Department’s accomplishments for Fiscal Year 2015 - 2016:

- According to the Florida Department of Law Enforcement (FDLE), from 1998 through 2004, the City of Port St. Lucie had the lowest crime rate in Florida cities with a population of more than 75,000. From 2010 through 2015, the City of Port St. Lucie also had the lowest crime rate in Florida cities with a population of more than 100,000. Currently, the City of Port St. Lucie is experiencing the lowest crime rate in 25 years. Our city continues to remain one of America’s safest cities.
- The Traffic Unit was established, whose focus is on chronic traffic complaints and the identification of repeat traffic accident locations.
- Partners Against Crime (P.A.C.) program was initiated to strengthen partnerships between local businesses and the Port St. Lucie Police Department through communication and interaction. The Port St. Lucie Police Department provides information to local businesses regarding the latest crime patterns in their area that is relevant to their businesses.



CITY OF PORT ST. LUCIE

Procurement Management Department

MEMORANDUM

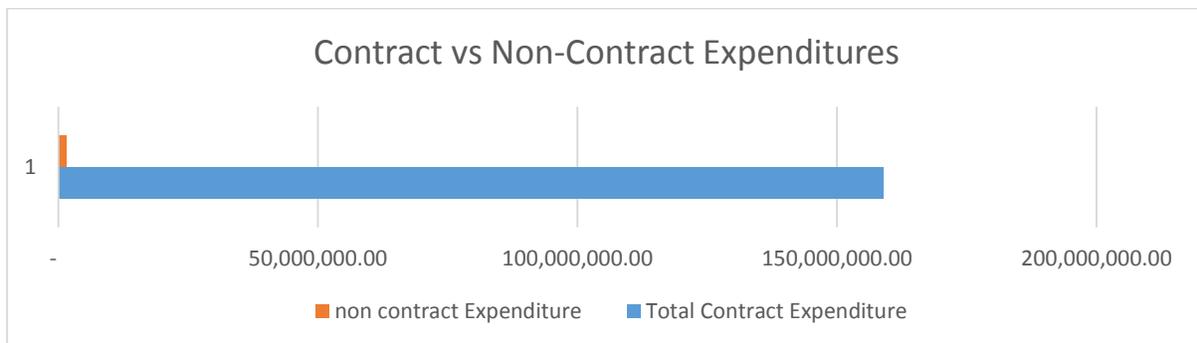
To: Jeff Bremer, City Manager

From: Cheryl Shanaberger, MPA, CPPO

Date: July 5, 2016

RE: 2015/2016 Department Accomplishments

- The Annual Purchasing Appreciation and Training Day was held on March 10, 2016 with forty (40) employees attending. The session included guest speakers Renee Major from the City’s Risk Management Department and Greg Montalvo from Public Surplus. Training was provided on specification writing, insurance requirements, auction process and visa chip and pin system.
- The below chart provides the total spend for the City which was \$160,500,601.35 with only \$1,602,778.20 being purchased as non-contracted items. The measure indicates that the PMD department is providing the term contracts required for the City employees to perform their tasks.



- The department is also very proactive in generating revenue and received the first payment from the Contract Revenue Program. As the City grows the potential



City of Port St. Lucie

increases for the City to issue bids that other agencies will utilize and the revenue generating portion should increase. The Auction Contract already has twelve (12) agencies participating. The amount of rebates is substantial and should be a consideration for increases in staff.

- PMD researched avenues of increasing local vendor participation in the bid process. One method was to divide several of the large service contracts into smaller manageable portions. By reducing the size of the contracts small local businesses were provided an opportunity to compete due to no or smaller bid bonds and a scope of work that could be easily managed. The result has provided seven (7) vendors instead of two (2), a decrease in the unit prices, and the City having less reliance on one or two vendors.
- The department received accredited by the National Institute of Government Purchasing (NIGP) as an Outstanding Agency (OA4) in 2015. PMD has been accredited since 2003. This is the second highest accreditation awarded within the United States and only 54 other agencies have received this honor. The OA4 accreditation recognizes agencies that lead the public procurement profession through the implementation of established industry best practices and performance metrics.
- PMD, with the approval of City Council, reinstated Professional Engineering Services Continuing Contracts. Three (3) Continuing Service Contracts were issued which included design, construction engineering inspection and geotechnical services. As of June 2016, these contract have been utilized for six (6) design projects, four (4) construction engineering inspection projects and one (1) geotechnical project. This has saved PMD, Public Works and Utilities three hundred and thirty (330) hours of combined staff time. It is difficult to measure the cost avoidance, but if you use a conservative figure of \$20.00 per hour for staff time this equates to \$6,600.00.

Below are some procurement facts:

1. VISA program provided cost avoidance of 3.40 FTE (\$80,000) or \$272,000.00
2. Purchase order reduction equated to a savings of \$1.08 million @ \$74.00 per PO
3. VISA Rebate of \$ 300,021.46 for expenditures of \$24,658,584.70
4. Solid Waste Contract Rebate of \$246,448.23



City of Port St. Lucie

5. WEX Rebate of \$15,225.32 for expenditures of \$1,050,022.58
6. Public Surplus Rebates from date of inception is \$174,379.62 and since October 1, 2015 \$107,656.01
7. Revenue generating Contracts \$291.00
8. Total rebates \$ 669,964.02
9. Cost avoidance from Copier Program \$241,000
10. Savings from Bid Requirement \$1,024,701.84
11. Total bids to date 154 in 174 working days, 38 bids per person
12. Bid Protest/Legal 0
13. Total Open Contracts 786
14. Vendor Satisfaction Survey of 87%
15. Internal Customer Satisfaction Survey of 100%
16. Eligible Staff Certified 100%
17. Awarded Achievement of Excellence Award
18. Awarded Florida Association of Procurement Officials Award of Achievement-13 years



CITY OF PORT ST. LUCIE

Public Works Department

MEMORANDUM

To: Jeff Bremer, City Manager

From: JAMES E. ANGSTADT, P.E. – PUBLIC WORKS DIRECTOR

Date: July 5, 2016

RE: 2015/2016 Department Accomplishments

As per your request, please note the following list of accomplishments for the Public Works Department.

2015-2016 Accomplishments

- Projects Completed / Underway
 - Savona Blvd. Sidewalk (LAP Funded) – 20,064 LF with Ped Bridge/Completed
 - Darwin Blvd. Sidewalk (LAP Funded) – 7,920 LF with Ped Bridge/Completed
 - Tiffany Ave. Sidewalk (City Funded) – 3,168 LF/Completed
 - Torino Sidewalk (City funded) – 2,500 LF/Completed
 - Cashmere Blvd Sidewalk – Under construction
 - Cameo Blvd. Sidewalk (LAP Funded) - Design complete
 - Del Rio Blvd. Sidewalk (LAP Funded) - Design complete
 - Del Rio Blvd. Sidewalk (City Funded) - Design complete
 - Selvitz Rd. Sidewalk (LAP Funded) – Design underway
 - Idol Dr. Sidewalk (City Funded) – Design underway
 - Thornhill Dr. Sidewalk – Design underway
 - Rosser Blvd. Sidewalk and Roadway Reconstruction - Design underway
 - PSL Blvd South (Darwin to Paar) – Design underway
 - Tom Hooper Park Weir Replacement – Completed
 - B-12 Outfall Repair - Completed
 - D-9 Canal Improvements - Completed



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NW California Blvd. Turn Lanes – Completed
SE Melaleuca Blvd. Roadway Rehabilitation - Completed
Darwin/Tunis HAWK Signals - Completed
Veterans Memorial Pkwy Pedestrian Bridges – Under construction
Bayshore/Selvitz Intersection Improvements – Design underway
California/University Intersection Improvements – Design underway
California/Del Rio (West) Signalization – Design underway
California/Del Rio (East) Turn Lane – Design underway
PSL/Gatlin Blvd Intersection Improvements – Design underway
Blackwell Pump Station Repairs – Under construction
D-12 Improvements – Design underway
E-3 Canal Bank Restoration – Design underway
C-105 Outfall Repair – Design complete
SW-1 control structure Emergency repair – Completed
A-19 Water Control Structure – Design complete
US-1 Bus Shelters – Under construction
Entry Feature Signs – Completed

- Crosstown Parkway
Design Build team selected
Design Plans 90%
Platts Creek complete
Savannas Recreation Trail complete
Savannas Education Center complete
Canoe Launch complete
R/W acquisition 95% complete
- Swale Liner Program
100,220 LF of new swale liner installed
25 Driveway culverts reset (Various sizes)
- Sidelot Pipe/Large Culvert Program (Contractor Services) – 2,407 LF of Pipe Installed
SE Bywood Avenue – 140 LF of 24" Poly Pipe
SW Certosa Road – 140 LF of 30" Poly Pipe
SE Degan Drive – 150 LF of 30" Pipe Liner



City of Port St. Lucie

SW Del Rio Boulevard – 20 LF of 18" Poly Pipe
SW Del Rio Boulevard – 40 LF of 24" Poly Pipe
SW Del Rio Boulevard – 20 LF of 30" Poly Pipe
SW Del Rio Boulevard – 216 LF of 42" Reinforced Concrete Pipe
SE Gowin Drive – 20 LF of 14"x23" Reinforced Concrete Pipe
SW Gray Beal Avenue – 120 LF of 30" Poly Pipe
SW Gray Beal Avenue – 60 LF of 48" Reinforced Concrete Pipe
SW Hickock Terrace – 150 LF of 36" Poly Pipe
SW Kestor Drive – 90 LF of 18" Poly Pipe (Scheduled)
SW Kestor Drive – 40 LF of 24" Poly Pipe (Scheduled)
SW Kestor Drive – 128 LF of 38"x60" Reinforced Concrete Pipe (Scheduled)
NW Kilpatrick Avenue – 205 LF of 19"x30" Pipe Liner
SW Milburn Circle – 60 LF of 10'x3' Reinforced Concrete Box Culvert (Scheduled)
SW Provincetown Lane – 150 LF of 24" Poly Pipe
NE Sagamore Terrace – 8 LF of 30" Reinforced Concrete Pipe
SW Savona Boulevard – 4 Drainage Inlet Repairs
SW Savona Boulevard – 100 LF of 30" Poly Pipe (Scheduled)
SE Seahouse Drive – 410 LF of 72" Pipe Liner
SE Wald Street – 140 LF of 24" Poly Pipe

- Sidelot Pipe/Culvert Replacement Program (City Forces) 1,997 LF of Pipe Installed
SW Dinner Street – 40 LF of 19" x 30" Reinforced Concrete Pipe
SW Canary Ter. – 40 LF of 19" x 30" Reinforced Concrete Pipe
SW Cutlass Street – 2/80 LF of 12" x 18" Reinforced Concrete Pipe
SW Ruiz Ter. – 150 LF of 36" Plastic Pipe
SW Bellevue Avenue – 40 LF of 19" x 30" Reinforced Concrete Pipe
SW Babylon Street – 40 LF of 12" x 18" Reinforced Concrete Pipe
SW Alesio Lane – 40 LF of 12" x 18" Reinforced Concrete Pipe
SE Greenway Ter. – 40 LF of 19" x 30" Reinforced Concrete Pipe
SW Janice Avenue – 56 LF of 19" x 30" Reinforced Concrete Pipe
SW Provincetown Lane – 40 LF of 14" x 23" Reinforced Concrete Pipe
SE Shipping Road – 140 LF of 30" Plastic Pipe
SW Cameo Blvd – 64 LF of 19" x 30" Reinforced Concrete Pipe
SW Baoy Avenue / Darwin Blvd – 2/80 LF of 12" x 18" Reinforced Concrete Pipe
SW Susset Lane – 40 LF of 19" x 30" Reinforced Concrete Pipe
SE Stewart Road – 44 LF of 13" x 17" Corrugated Aluminum Pipe



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SE Taurus Lane – 48 LF of 18" x 24" Corrugated Aluminum Pipe
SW Wabash Street – 40 LF of 14" x 23" Reinforced Concrete Pipe
SW Abingdon Avenue – 40 LF of 18" x 24" Corrugated Aluminum Pipe
SW McMullen Street – 40 LF of 19" x 30" Reinforced Concrete Pipe
SW Kromley Street – 40 LF of 19" x 30" Reinforced Concrete Pipe
SW Masilunas Street – 149 LF of 36" Plastic Pipe
NW Theda Lane – 48 LF of 12" x 18" Reinforced Concrete Pipe
SE Parkwood Circle – 24 LF of 12" x 18" Reinforced Concrete Pipe
SE Parkwood Circle – 32 LF of 14" x 23" Reinforced Concrete Pipe
NW Poly Court – 40 LF of 15" x 21" Corrugated Aluminum Pipe
NW Taper Court – 40 LF of 13" x 17" Corrugated Aluminum Pipe
SE Short Street – 40 LF of 14" x 23" Reinforced Concrete Pipe
SE Shell Avenue – 40 LF of 12" x 18" Reinforced Concrete Pipe
SE Calais Street – 40 LF of 15" x 21" Corrugated Aluminum Pipe
SW Columbus Drive – 64 LF of 19" x 30" Reinforced Concrete Pipe
SE Fallon Drive – 140 LF of 24" Plastic Pipe
SE Vesthaven Court – 38 LF of 15" x 21" Corrugated Aluminum Pipe

- Road Swale Replacement Program (City Forces) – 160 LF of Pipe Installed
SW McIntyre Street - 40 LF of 12" x 18" Reinforced Concrete Pipe
SW Kadlic Street / Parr Drive - 40 LF of 19" x 30" Reinforced Concrete Pipe
SW Jalso Avenue / Jarmer - 40 LF of 12" x 18" Reinforced Concrete Pipe
SW Lisbon Street – 40 LF of 13" x 17" Corrugated Aluminum Pipe
SE Crystal Mist – Deleted (no culvert)
- Traffic Operations Projects/Studies/Analysis
Traffic Management System Upgrades
Off-System Mast Arm Inspection Program Implemented
Traffic Calming Policy written and adopted by City Council
Idaho Lane Independent Level of Service (LOS) Analysis
Bayshore/Lakehurst Warrant Study
Traffic Signal Rehabilitation at 6 Intersections
Bayshore/PSL Congestion Management Study
Del Rio/California (West) Warrant Study
Del Rio/California (East) Congestion Management Study
Floresta/Damask Warrant Study



City of Port St. Lucie

Chapman Traffic Calming Follow up Study

PSL/Cameo Protected vs Protected/Permissive study

SLW/California Protected vs Protected/Permissive study

Feasibility of LED Street Light Conversion Review and Report

Public Works Vehicle Identification Numbers Revamping and Enhancement

Gatlin/Import Turn Lane Evaluation.

Crosstown Parkway Traffic Signal Coordination Evaluation and Enhancement

Completed 4 Traffic Calming Studies

120 Speed Studies completed

Mid-block Crosswalk Sign and Pavement Marking Enhancements at various locations

Upgrades of Traffic Monitoring Cameras

Enhanced Pavement Markings on Commerce Center Dr., Prima Vista Blvd, California Blvd, Rivergate Pkwy,

Gatlin Blvd (PSL intersection), Lakehurst Dr., Tiffany Ave. & Morningside Blvd.

Added 3 traffic signals to Fiber Optic Network

Added 4 Utility facilities to Fiber Optic Network

Added 1 Police Department facility to Fiber Optic Network

Added 1 Public Works facility to Fiber Optic Network

- Paving Program: 16.29 Miles of roadways milled and resurfaced
 - Section 11 - Pamona St, Alberca Ln, Dow Ln, Cecelia Ln, Cycle St, Bradway Ln, Hickock Ter, Commerce Ave
 - Section 14 - Merrick St, Medley Ln, Escobar Ln, Feather Ter, Prairie Cir, Moody Pl, Flounder Ln, Aledo Ln, Collings Dr, Fresno Rd, Adalusia Rd, Flagami Rd
 - Section 18 - Haddon St, Belvedere St, Deacon Ave, Thanksgiving Ave, Wald St, Glover St, Haddon St, Penn Ave
 - Section 30 - Caladium Ave, Caladium Ct, Jason Ave, Ibis Ave, Ibis Ct, Jason Ct., Jason Pl., Calais St
 - Section 39 - Peru St, Felix Ave, Beth Ct, Daly Ct, Ruby CT, Pace Dr, Cliff Rd, Duff Ct, Bibb Ct, Kyle Rd
 - Section 40 - Rawlings Rd, Genaro Ter, Buccaneer Cir, Gifford St, Balleto St, Duma Ter, Cabana Ter, Gantry Ct, Campina Pl
 - Section 31 - Import Dr, Abingdon Ave
 - Section 45 - Lucero Dr, Ravenswood Ln, SLW - Peacock Blvd, SE Rivergate Pkwy



City of Port St. Lucie

- Bridge/Guardrail Maintenance Program
 - Southbend/C-24 Bridge Rehabilitation - Completed
 - Citywide Guardrail Maintenance/Upgrade - Completed
 - Approach Slab and Slope Pavement Ground Penetrating Radar (GPR) Void Investigate Various Locations - Completed
 - SLW Eastbound Bridge (@ Turnpike) Approach Slab Replacement – Soliciting Construction Bid
- Citywide Sidewalk Repairs - 711.4 SY of sidewalk repaired
 - Solida Cir, Brasher Ct, Cullman Ct, Irving St, Melaleuca Blvd, Airoso Blvd, Overbrook St, Gatlin Blvd, Darwin Blvd, Belmont Cir, Village Green Dr, St. James Dr, Southbend Blvd, Treasure Island Rd
- Landscape Maintenance Program
 - 10,236 CY of Mulch Installed
 - 1,696 acres of Canals sprayed
 - 12,492 acres of lakes and Waterways inspected/sprayed
 - 4,218,000 LF of Major thoroughfares edged
 - 4,670 acres of Major thoroughfares mowed
 - 6,224 acres of Residential Right of Way mowed
 - 6,450 acres of Drainage Right of Way mowed
 - 11,712 acres of Greenbelts mowed
 - 23,004 acres of Medians mowed
 - 3,600 miles of Swale liner cleaned.
 - 12,792 Irrigation zone monitored /Inspected
 - 362,010 acres of EWIP mowed
 - 53.5 acres of EWIP Sprayed
 - 7,604 Palms trimmed
 - 5,989 Ornamental trees trimmed
 - 668 water control structures inspected, mowed and maintained
 - 100 bridges inspected, mowed and maintained
- Water Quality Program
 - Central Watershed Study – Study Completed
 - Veterans Memorial Water Quality Retrofit – Design Completed



City of Port St. Lucie

Sampled 22 canals for nutrients

Sampled 15 canals for fecal coliform nine (9) times

- Special Programs or Events (Coordinated and/or attended by staff)
 - Safety in the City (4 events attended)
 - Adopt-A-Street BBQ – Volunteer appreciation event
 - Adopt-A-Street Program – 87 active groups
 - America Recycles Day Clothing Drive – 250 pounds of clothing donated
 - Appreciation Night at Tradition Field – 2,100 pounds of food donated
 - KSPLB Automated Program – Staff & MIS created a system that automates KSPLB stats for programs and events.
 - City Government Week – School presentations (4) with City Council
 - City University – First annual program completed
 - Cleanup Day – 20th Annual City Cleanup Day
 - Cigarette Litter Prevention Program Grant - \$2,500
 - FDOT Grant - \$15,000 for litter control/beautification
 - Fourth Grade Foresters – Event where trees are provided to children as part of their Arbor Day celebration.
 - Household Hazardous Waste Collection Day – Participation rate of 635 vehicles
 - Holiday Lights – Citywide coordination of expanded holiday lighting program
 - Hurricane Preparedness Expo – 9th City hurricane awareness event
 - Keep America Beautiful Award of Good Standing
 - Litter Index – Citywide litter benchmark continues to improve.
 - Pet Waste Station Installation – 5 new stations installed
 - Solid Waste Franchise Agreement Management – 2,291 requests and 517 complaints from July 1, 2015 – March 31, 2016 out of approximately 9.5M service stops.
 - Tree City USA & Growth Award – 11th consecutive year
 - Tree Giveaway - 485 trees
- Regulatory
 - 134 Excavation Permits Issued
 - 41 Commercial Permits Issued
 - 1,039 House Permits Issued
 - 334 Driveway Permits Issued
 - 333 Pool Permits Issued



City of Port St. Lucie

239 Site Plans/Subdivisions Reviewed
89 NPDES Plans Reviewed
26 Surveys (Plat) Reviewed

- Survey
435 Residential Stakeouts completed
4 Commercial Stakeouts completed
1510 Residential/Commercial Inspections
284 Courtesy Inspections
- Request for Services
4,855 Processed

The above information covers the majority of the accomplishments which the Public Works Department have completed from June 2015 through June 2016. Should you have any questions, or need additional information about any of these items, please contact me.

cc: Patricia Roebing, P.E. – Assistant City Manager/City Engineer
Roxanne Chesser, P.E. – Assistant Public Works Director



CITY OF PORT ST. LUCIE

Risk Management Department

MEMORANDUM

To: Jeff Bremer, City Manager
From: Renée Major, Director, Risk Management
Date: July 5, 2016
RE: 2015/2016 Department Accomplishments

As per your request, below is a list of accomplishments for the Risk Management Department for Fiscal Year 2015/16 YTD:

Safety Training Classes Conducted– 75

Claims Processed

- Workers’ Compensation – 80
- Property – 186
- Auto – 132
- General Liability – 72

Subrogation Claims Processed \$154,879 / Recovered \$90,061

Site Inspections – 33

In addition to the aforementioned, we also coordinated numerous occupational health testing to include Spirometry and Respiratory Fit Testing, Audiometry Testing, DOT physicals, Hepatitis B vaccinations, as well as random DOT and safety sensitive drug and alcohol testing. Should you have any questions, please feel free to get with me.



CITY OF PORT ST. LUCIE

Utility Systems Department

MEMORANDUM

To: Jeff Bremer, City Manager

From: JESUS A. MEREJO, UTILITY DIRECTOR

Date: July 5, 2016

RE: 2015/2016 Department Accomplishments

Per your request, below please find the Utility Systems Department’s 2015-2016 accomplishments.

Top accomplishments:

1. Worked with the OMB & Legal Departments to create the cattle lease for the maintenance of the McCarty Preserve
2. Worked with multiple Utility Divisions & City Departments to organize and maintain the Liberty Bldg on US1
3. Implemented the SEMS Work Order System for use by the Distribution & Collection Division.
4. Added the Utility GIS map to the SEMS work order tablets
5. Completed phase two of the Environmental Site Assessment for the McCarty Extension, along with the SLERA portion with Umesh Asrani
6. All wastewater bio-solids are now being sent to a composting facility
7. Completed rate study with Raftelis Financial Consultants
8. Working to improve the Public Works department’s base map
9. Updated the Prineville Site Master Plan
10. Began the process to Master Plan the McCarty Ranch Preserve



City of Port St. Lucie

11. Received Council approval to implement use of an interactive voice recognition (IVR) system and credit card payment process improvements.
12. Completed the CCR report
13. Completed biennial National Environmental Laboratory Accreditation Council (NELAC) Audit
14. Assisted with Microbial Source tracking (St. Lucie River)
15. Retested the Club Med water line per FDEP requirement with good results.
16. Implemented the Utility Systems Dept New Employee Onboarding program
17. Executive Management team participated and completed 2-day workshop "Reinventing the Future"
18. Designed & Developed Supervisory Leadership Training for Managers/Supervisors/Leaders – Leadership Courage Breakthrough Training
19. The Utility's self-permitting permit certifications have added 36,190 linear feet of water mains; 24, 599 linear feet of gravity sewer, 7,133 LF of force main, 133 manholes and 5 pump stations to our system.
20. Completed NP-06 and NP-03 Lift Station replacement
21. Northport WM Replacements Phase 1 Eyerly Ave (pipe bursting); (AC water main) need length replaced.
22. Designing replacement of additional 34.7 miles of AC water main
23. Electronic submittals are being received through the Site Plan Review Committee process and also through the County Development Review Committee process.
24. Processed 72 new commercial water and sewer service Applications compared to (27 last year), 126 Tenant Build-out Applications (107 last year) and collected \$41,812 in application fees compared to \$5,524.00 last year.
25. Received 32 executed commercial Utility Service Agreements (50 last year) and collected \$1,075,389 in fees based on new service agreements and additional usage requests compared to \$375,820.00 last year.
26. Implementation tablet computers (iPads) rather than notebook computers for locates
27. Restructured the Customer Service and Billing Division and integrated the Utility Maintenance Switchboard, emphasizing and streamlining of processes.

Should you have any questions or require additional information, please do not hesitate in contacting me.



City of Port St. Lucie

- c: Patricia Roebing, Assistant City Manager
- Brad Macek, Assistant Utility Director
- Daniel M. Segui, Deputy Director
- Donna Rhoden, Deputy Director
- Julian Lucas, Manager Systems Support
- Jennifer Tomes, Project Coordinator Utility Outreach
- MaryAnn Verillo, Executive Secretary