



INTEROFFICE MEMORANDUM

FROM THE OFFICE OF THE
CITY MANAGER

TO: The Honorable Mayor and Members of the City Commission
FROM: Nicholas C. Mimms, Interim City Manager
RE: Departmental Activity Report
DATE: December 2, 2015

A handwritten signature in blue ink, appearing to read "N. Mimms".

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

City Manager's Office

- The Interim City Manager and Finance Director met with the auditors regarding the audit plan.
- The Interim City Manager and Finance Director met with the Sunrise Theatre Director to discuss the department's budget and funding of positions.
- The Interim City Manager attended a Parking Committee meeting on November 18, 2015.
- The Interim City Manager met with the Planning Manager and Code Compliance Manager to discuss an item regarding vacation rentals for the December 14, 2015 Conference Agenda meeting.
- The Interim City Manager attended a CRA Advisory Committee meeting on November 18, 2015.
- The Interim City Manager met with Mayor Hudson to discuss current City issues.
- The Interim City Manager attended a meeting with the Planning Manager, City Engineer and Senior Planner regarding Ohio Avenue signalization and roadway realignment at US 1.
- The Interim City Manager and City Engineer met with representatives from St. Lucie County and the St. Lucie County TPO to discuss potential improvements to the intersection at Ohio Avenue and US 1.
- The Interim City Manager attended a meeting regarding the Port of Fort Pierce.
- The Interim City Manager met with the Building Official and also with a local business owner regarding a building issue.
- The Interim City Manager participated in the City of Fort Pierce Update to the St. Lucie County Chamber of Commerce on December 2, 2015.

City Clerk's Office

- **Business Tax Receipts –**
New: 39 Renewals: 79 Transfers: 7
- **Vendor Permits Issued –**
New: 0 Renewals: 0
- **Contractor Licensing –**
New: 8 New (Board): 0 Renewals: 20
- **Public Records Requests (not including Building Department) –**
New Requests: 22
- **Animal Registrations –**
New/Renewals/Impound Fees: 9
- **Enterprise Zone Applications –**
Sales Tax Refund Applications: 3
- **Vehicle Tags/ Title Applications – 0**
- **Agenda Preparation and Meeting Minutes –**
 1. Conference Agenda – 11/9/2015
 2. Fort Pierce City Commission Meeting – 11/16/2015
 3. Fort Pierce City Commission Shade Meeting – 11/16/2015
 4. Fort Pierce Redevelopment Agency Meeting – 11/16/2015
 5. Fort Pierce City Commission Meeting – 11/16/2015
- **Special Projects –**
 1. Set up Task Tracker system in Agenda Quick to assign, track and report Action Items of the Mayor and City Commission
 2. Coordinating with MIS to begin scanning for permanent retention and search-ability all BTR applications
 3. Deputy City Clerks calling all businesses with unexpired BTRs to collect outstanding tax payments
 4. Coordinating holiday meeting of Treasure Coast Council of Local Governments
 5. Coordinating holiday meeting of Florida Association of Business Tax Officials
- **Meetings/Special Events Attended**
 1. 11/6/2015 City Clerk attended Fort Lauderdale Boat Show for Economic Development meetings
 2. 11/9/2015 City Clerk attended St. Lucie County Annual Update to the Chamber
 3. 11/9/2015 City Clerk attended Fort Pierce Area Council
 4. 11/11/2015 City Clerk attended Veterans Day Celebration
 5. 11/12/2015 City Clerk attended Farm City BBQ
 6. 11/12/2015 City Clerk attended Leadership St. Lucie Graduation
 7. 11/18/2015 Deputy City Clerks attended OptiView Training
 8. 11/18/2015 Deputy City Clerk attended Chamber Business After Hours
 9. 11/20/2015 City Clerk attended Coffee with the Mayor
 10. 11/24/2015 City Clerk and Deputy City Clerk attended Heathcote Botanical Gardens Lighting Ceremony

Administrative Services Department

- **Procurement –**
 1. Opened RFP No 2016-003 Banking Services.
 2. Processed Contact Documents for Bid No: 2015-045 Veterans Memorial Park Stormwater Improvements.
 3. Purchase Orders and day to day operations of the Purchasing Division.
 4. Processing and / or completion of Awards to vendors contractors approved by Commission.
 5. Meetings:
 - a) Director of Administrative Services, met with the Public Works Manager and staff regarding HR issues.
 - b) Director of Administrative Services and Interim City Manager met regarding HR issues.

- **Human Resources –**
 1. Processed Public Record Request from D. Gilroy, Keona Gardner, & George Andreassi.
 2. Processed Sick Leave Conversion Payroll.
 3. Processed November 2015 employee evaluation forms.
 4. Advertise Job Openings, New Hire P.A. Processing, New Hire Orientation and completed exit interviews for terminated/resigning employees.
 5. Distributed monthly Reports to each department such as Accrual Register, Time Sheets and payroll register to all Departments.
 6. Verified car and clothing allowance along with payroll report.
 7. Complete Verification of Employment/Loss of Income forms.
 8. Create and process retirement package for employee.
 9. Complete Family Medical Leave package for employees.

- **Risk Management –**
 1. Attended Harvest Food and Outreach Board Meeting.
 2. Met with Kids at Hope Coordinator regarding upcoming training sessions.
 3. Conference call with Florida Blue for Health slated January 13, 2016.
 4. Audited, Closed, and Processed WC Claims/ performed daily Risk Management duties.
 5. Processed Insurance Subrogation.
 6. Consulted with the City Carrier Regarding Liability Claim.

Code Enforcement Division

- **Hearing –**
 1. Code Enforcement Board
 - a) 11 regular hearings
 - b) 1 lien reduction requests
 - c) 1 request for extension of time

- **Code Enforcement –**
 1. Issued 0 written warnings
 2. Issued 0 citations
 3. Initiated 53 new cases
 - 15 general violations
 - 36 lot clearing violations
 - 2 nuisance abatement violations
 4. Conducted 257 follow-up inspections
 5. Closed 81 cases

- **Animal Control –**
 1. County Court – Judge Cliff Barnes: COFP v. Lifhrad – Rabies vaccination required – dismissed by Judge
 2. Daily Animal Control activities.

- **Revenue –**
 1. Conducted 52 title / lien searches.

- **Miscellaneous –**
 1. The pre-Thanksgiving lot clearing sweep is underway. We expect to do a smaller one before Christmas to address lots that did not make the first sweep.
 2. The new Code Enforcement Officer, Mr. Mike Morabito, started work on November 23rd.
 3. Code Compliance Manager met with Interim City Manager Mimms and Rebecca Grohall, Planning Manager to discuss short term vacation rentals.
 4. Code Compliance Manager reviewed and prepared items for the monthly Technical Review Committee meeting.
 5. Code Compliance Manager met with Attorney Rob Schwerer to discuss two cases and the potential for receiving excess tax sale proceeds.
 6. All Code Enforcement and Animal Control staff attended the 1st Annual Thanksgiving Luncheon and had a wonderful (and filling) experience.
 7. Daily code enforcement and animal control activities.

MIS Department

- MIS senior staff is working with Swagit and Prosound to order equipment which is in progress to acquire tightrope hardware and software for 2nd floor conference room, audio/visual, and broadcasting equipment.
- Working with the Interim City Manager, Chief of Police, & Public Works Manager regarding enhancements of City Hall Security.
- Working with Chief of Police on adding Police Department website services to the City's main website.
- Working with Marina on wireless meters and configuring the NuCore application which reads the water and electric usage.
- Working with SunGard – Public Sector to implement Click-2-Gov Employee Self Service Portal and Applicant Tracking. SunGard is scheduled provide training
- Working with Selectron Technologies, Inc. to migrate to the Interactive Voice Response (IVR) system with hosted services for the Building Department.
- Working to continue to upgrade cell phones with Text Guard application.
- Working with Diebold on upgrading hardware and software for Security System for City Hall.
- Working with Group Business Software on Transitioning Sunrise Theatre emails.
- Converting all sites to City Hall with a true WAN with River Walk, Marina, Indian Hills/Police Department and Public Works completed. Work has started on Sunrise Theatre.
- Searching for options for Commissioners to be able to engage in audio or video conferencing when not physically able to attend meetings.
- Upgrading out of lease copiers for several departments.
- Working on new switches, servers, racks and Intune software citywide.
- Exploring cloud based options for different applications.
- Working on a WorkOptiFlow pilot program with Indian Hills Department.
- Major problems with email due to virus attacks to our system (on-going).
- Servers and computer equipment for Sunrise Theatre are being processed for distribution.
- Software integrations citywide (on-going).
- Working with AT&T and State of Florida on the fiber optic installation preparation for Public Works/Solid Waste (ongoing).
- Updating MIS documentation and procedural policies (on-going).
- Received twenty-two (22) new work orders and completed sixty-three (63) work orders for the period ending November 20, 2015.

Planning Department

- **Administrative/Meetings –**
 1. All Staff members conducted ‘Planner of the Day’ duties on a rotating basis
 2. Walk-ins/Call-ins
 3. Historic Preservation Board Meeting
 4. Planning Board Meeting
 5. East Coast Greenways & Trails Meetings & Presentation Prep
 6. Pre-application meeting - Daycare located at 2512 Acorn St.

- **Development Review –**
 1. Conditional Use - Sailfish Brewery - 130 N 2nd Street - City Commission Approval
 2. Conditional Use - Dwelling Rental requests for 1916 Rio Vista Drive – Planning Board Recommendation to Deny
 3. Minor Amendment to Site Plan - Family Dollar - 1210 S 25th Street - City Commission Approval
 4. Causeway Cove - Site Plan & Conditional Use - 601 Seaway Drive – Technical Review Committee Review
 5. Mayfair at Lawnwood - Planned Development - 1801 N Lawnwood Circle - Technical Review Committee Review
 6. Hartman Road Property - FLUMA & Rezoning - Hartman & Whiteway Dairy - Technical Review Committee Review
 7. Baker Residence - Conditional Use with New Construction - 1709 Surfside Drive - Technical Review Committee Review
 8. Conditional Use - Saint James Christian Academy - City Commission Staff Report
 9. Conditional Use with New Construction - Indian River Villas - 401 S Indian River Drive
 10. Final Plat - Inlet Palms - 1502 Seaway Drive
 11. Zoning Atlas Amendment / PD, Development Plan - Indian River Commerce - 401 S Indian River Drive
 12. Conditional Use - Harbor Community Bank - 600 Edwards Road
 13. ROW Abandonment - Indian River Villas/Commerce - 401 S Indian River Dr.
 14. Zoning Atlas Amendment / PD, Development Plan / Preliminary Plat - Village at Midway - 9850 Midway Road
 15. Conditional Use with New Construction - RG Towers 2551 Jenkins Road

- **Comprehensive Planning, Long Range Planning –**
 1. R-5, Medium Density Residential Text Amendment
 2. Voluntary Annexation - Oleander Avenue

- **Historic Preservation –**
 1. 101 Seaway Dr. – Renovations – Site inspection, Administrative Certificate of Appropriateness issued
 2. 651 N 2nd St – Roof - Historic Preservation Board Report and Power Point presentation, Certificate of Appropriateness issued
 3. 605 N 8th St – Demolition - Historic Preservation Board Report and Power Point presentation, Certificate of Appropriateness issued
 4. 718 Ave E – Demolition - Historic Preservation Board Report and Power Point presentation, Certificate of Appropriateness issued
 5. 301 S 7th St – Demolition - Historic Preservation Board Report and Power Point presentation
 6. 206 N 2nd St - Sign - Historic Preservation Board Report and Power Point presentation, Certificate of Appropriateness issued

- **GIS Map –**
 1. Improvements and updates to zoning layer

Engineering Department

- **Development Reviews** – Intake of twelve (12) Building Permit, Site Plan, or Certificate of Occupancy reviews.
- **Traffic Control** – City continues maintenance of all signals. We continue system software upgrades for traffic controllers, video detection cameras and CENTRACs system controller. We have started equipment procurement for various intersection upgrades.
- **City Marina Reconstruction – Phase II – Docks** – FEMA is working to wrap up the closeout of the 2004 projects and will be scheduling a final inspection soon.
- **City Marina Dinghy Dock Construction** – Once we have the executed FIND and BIG grant contracts we will proceed with the project advertisement. RFP anticipated advertisement in January and construction start anticipated March 2016.
- **S. 21st Street / Havana Ave. Sidewalk Project** – A final inspection has been conducted and a final punch list was provided to the contractor.
- **Indian Hills Recreation Area - Stormwater Improvements** – Pile driving has begun for the observation deck and 5 pedestrian bridges in the Phase II area, south of Savannah Road. Coordination completed with contractor to be hauling material to St. Lucie County Land Fill Operations. Material that contains small amounts of construction debris will be accepted at no cost to utilize for their landfill cover. Hauling to commence the second week of November. Connecting path from Phase I to Phase 2 is under construction. Reimbursement in the amount of \$1,340,000 submitted to FDEP
- **Veterans Memorial Park Phase II Stormwater Improvements** – Construction of the stormwater improvements is scheduled to commence on November 30, 2015. A meeting with the local veteran groups to discuss the non-stormwater related items and the potential grant funding of these items has been scheduled for December 1, 2015.
- **Melody Lane Fishing Pier** – Construction underway. Completion date currently scheduled for December 21, 2015.
- **H.D. King Power Plant Clean-up** – Cardno has begun design work on the seawall replacement along Moore's Creek. Final design build costs will be provided within 60 days. Cardno has also been contacted to repair screening material along the construction fencing at the site.
- **Lincoln Park Neighborhood Improvements** – Construction complete. A preliminary walk-thru was conducted on 11-24-15 and a punch list of items has been generated.
- **13th Street and 17th Street Reconstruction** – The design professional is working on phasing the existing plans so we can proceed with advertisement of bids. The project limits along 13th Street will begin at a point 360 LF south of Avenue D, north a distance of 1,160 LF to a point 60 LF north of Avenue E. 17th Street work will extend From Orange Avenue to Avenue D.

Police Department

- **Staffing** – The police department has seven (7) vacancies as of this report: four (4) sworn officer positions and three (3) civilian positions (Senior Accounting Clerks, Records Supervisor, and Crime Scene Investigator).
- **Front Porch Roll Call** – Shift Commanders and Supervisors have concentrated their Front Porch Roll Calls throughout Downtown, the City Marina, and River Walk Center in response to the increase off panhandling and vagrant complaints, conducting checks of our known homeless camps. They are also conducting Roll Calls at our shopping centers for this holiday shopping season.
- **Parking Problems** – The Parking Committee met to discuss the Commission’s recommendations and directions as a result of Nicholas Mimms, Interim City Manager presentation. The Parking Committee is moving forward with these recommendations and direction.
- **Homeless Initiative** – The police department’s Crime Prevention Unit has met with each business owner to provide them with some crime prevention and safety tips when dealing with our Homeless population. The Salvation Army is still pursuing the building at 707 N. 7th Street, the old Head Start building as a temporary shelter. We are working with Pastor Hazel Hoylman, Image of Christ to expand her shelter services to assist the police department with providing an alternative to arrest.
- **“The First Step”** – The attendance by the neighborhood children and community leaders has steadily grown since the first event. As previously reported, there is talk about expanding this initiative to another location in Fort Pierce and in Port St. Lucie but there is no new update.
- **Updates** –
 1. December 6th, the Sights and Sounds Parade and Festival.
 2. December 5th, Breakfast with Santa, Fort Pierce Police Explorer Post # 477
 3. December 12th, the Boat Parade, City Marina
 4. December 13th, Fort Pierce Police PAL Toy Drive, Victory Motorcycle
 5. December 22nd, Shop with a Cop, Wal-Mart
 6. December TBA, Santa Cop.

Urban Redevelopment Department**• Grants Administrator –**

1. Created Agenda Item for City Commission to consider award of contract to purchase playground equipment for Maravilla Park
2. Created required reports then submitted Program Year 2014-2015 Consolidated Annual Performance Report (CAPER) to HUD
3. Created packets and various materials/handouts for attendees of first quarterly small business workshop
4. Completed drawdown of funds from HUD IDIS system to reimburse the City for CDBG-eligible expenses
5. Created posters to promote downtown Christmas boat parade
6. Worked with Michelle Kubitschek to set up Percy Peek Gym for 11/18 Small Business Workshop
7. Finalized work plan for Fort Pierce Main Street for 2015 program year.
8. Continued Coordination of:
 - a) Highwaymen Heritage Trail festivities
 - b) Hurston Trail (website creation; rehab for trail markers)
 - c) Remaining commercial facade grant funded projects
 - d) Fort Pierce Authentic Tours program
 - e) Melody Lane Public Fishing Pier grant awards
 - f) Lincoln Park Mural Project
 - g) January 14 Job Fair
9. Meetings:
 - a) Customer Service Training
 - b) City Commission - 11/16 - final CAPER Public Hearing
 - c) SCORE Small Business Workshop - 11/18 - 23 businesses attended
 - d) Ironside Press, Vero Beach - Highwaymen Heritage Trail invitation
 - e) At FPHA - collaboration with FPHA, SLC Roundtable to create Juvenile Reentry Assistance Program grant application
 - f) Melody Lane Pier ribbon cutting festivities
 - g) Main Street Fort Pierce, consultant and downtown businesses - creating "Fort Pierce Snap Shot" booklet

• Program Analyst –

1. FEMA
 - a) Marina Project
 - Waiting on final site inspections for two project worksheets to close out Marina
 - Close out versions of PW 9399 & 438 have been written and approved by the State and forwarded to FEMA for their approval.
 - b) Windows Expansion Project
 - All close out information submitted and accepted. Expect to receive close out letter very shortly
 - Preparing power point presentation of funds expended and window installations
2. SHIP
 - a) Met with 3 applicants from 2014 waiting list and I am proceeding with verifications for eligibility under 2015-2016 requirements
 - b) Ordered and received Ownership & Encumbrance Reports for 3 applicants
 - c) SHIP presentation is complete and will present in December to commissioners
3. NSP - Received quarterly financials from Fort Pierce Housing Authority for 1116 & 1122 Orange Avenue Apartments

Finance Department

- Met with API on transparency portal
- Interviews for Executive Assistant
- Interviews for Chief Accountant
- Met with Interim City Manager and Auditors on upcoming audit
- Met with Interim City Manager and Sunrise Theatre Director
- Met with Asst. City Attorney on Retirement Board Agenda
- Retirement Board Meeting
- Met with City Attorney, City Manager, Assistant City Attorney, & Grant Writer on loan issue
- Teleconference with Interim City Manager and RBC on Tax Credit Sale
- Met with Harbour Community Bank on sale of loans
- Preparing funds for year-end audit
- Oversee Day to Day Operations.

Building Division

- Single Family Home, New Construction - 4411 Belle Grove Drive: Building Permit Application Received
- Single Family Home, New Construction - 2705 Oak Alley Drive: Certificate of Occupancy Issued
- Single Family Home, New Construction - 1601 Frances Avenue: Certificate of Occupancy Issued
- Commercial Renovation - Lawnwood Regional Medical Center, 1700 South 23rd Street: Plans Received for a New Angiography Suite
- Commercial Renovation - Sailfish Brewery, 130 North Second Street: Plans Received for Commercial Renovation
- New Townhomes - Inlet Palms, 1502 Seaway Drive: Plans Received for 2 Buildings.
- **Building Department Investigator –**
 - a) 7 cases seen before the Code Enforcement Board
 - b) 3 in violation
 - c) 1 extension given
 - d) 1 continued until next meeting
 - e) 2 in compliance
 - f) 1 Unlicensed Contractor brought before the Board

Public Works Department

- **Energy Efficiency & Conservation** – This project is nearing completion with just a few punch list items left to complete. PWD staff has received training on the HVAC controls and will begin overseeing the function of the units shortly.
- **Dan McCarty Track Resurfacing** – Resurfacing of the walking track and LED light replacement is set to begin soon. The ILA has been approved and this project will begin shortly.
- **Old Fort Park** – The mounds stabilization project is completed. Members of the Lion’s Club, Planning and Public Works Department worked together to accomplish this tasks. Stability netting was placed on the mound and approximately 6 inches of soil was spread over the mound before 600 native dune daisies were planted.
- **Multi-Family Single Stream Recycling** – The PWD is excited to implement our Multi-family Single Stream Recycling Program. Our goal is to initiate a rollout of this service during the first quarter of 2016. Our order of Multi-family carts has been placed and we should see them by the end of the year.

Marina

- Oversee daily operations for City Marina and Fisherman's Wharf Marina.

Golf Course

- Attended the Employee Appreciation Luncheon at the River Walk.
- Completed final preparations for the Thanksgiving Day Turkey shoot at Indian Hills.
- Accepted the Superintendent's resignation and discussed plans with Director of Administrative Services for his replacement.
- Completed the necessary Job Posting for one of the greenskeepers who is also retiring.
- Day-to-day operations.

River Walk Center

Park Permits	525.00
Programming	1,024.41
River Walk Center	1,030.31
Garden Center	535.00
Special Events	700.00
Maravilla Center	383.10
Historic City Hall	70.00
Youth Activity	275.00
Total	\$4,542.82

Sunrise Theatre

- Over the past weeks, the following performances and activities were presented in the Sunrise & Black Box Theatre: Fort Pierce Jazz and Blues Society and the Sunrise Theatre co-presented Tuesday Night Jazz Jam evenings on November 10 & 17 & 24; Comedy Corner Improv on Saturday, November 14; BlueBird Educational Productions presented Sammy Figueroa on Friday, November 20; Treasure Coast Advocates for Seniors presented McCartney Mania on November 21. Performances on the Sunrise Theatre main stage included: Alpha Kappa Alpha's Fashionetta on November 8; Sunrise Theatre and St. Lucie County Public Schools presented the 3rd Annual STE@M Rap Battle; rehearsal on November 18, 10:30am School Time and evening performance on November 20.
- Assistance continues with future rental events and co-presentations with various community groups including, but not limited to: South FL Dance Company – A Christmas Carol on December 5, St Lucie Ballet's Nutcracker on December 11 & 12; St. Andrew's Academy Christmas Program on December 17; Chris MacDonald's Memories of Elvis on January 15.
- Attended Customer Service Training in Commission Chamber on November 13.
- On November 13 the following new shows were announced and tickets went on sale to members:
 - The Jive Aces – King Of The Swingers: Sunday, January 24 @ 7pm
 - Melissa Etheridge – This Is M. E. Solo: Sunday, February 21 @ 7pm
 - Gordon Lightfoot: Saturday, March 12 @ 8pm
- Contracts for artists and attractions are being received and executed for the coming season.
- Research on artists, teleconferences with agents discussing artist fees, tour routing and availability for the 2015/16 season, along with offers, artist confirmations, and contract negotiations are ongoing on a daily basis.
- Information from all departments is collected on a daily basis for the monthly report on the activities of the Sunrise Theatre, which was requested by the City Manager's office, to be delivered on a monthly basis. This report includes the schedule of in-house shows, rentals, attendance, revenue, and expenditures (tech, marketing, etc.).
- Marketing and show sponsorship packages are being put together to solicit for next season. Foundation grant opportunities continue to be researched and grant applications continue to be written and submitted.
- Budget projections and adjustments for this and next year's fiscal year continue to be reviewed and implemented.