



# INTEROFFICE MEMORANDUM

FROM THE OFFICE OF THE  
**CITY MANAGER**

**TO:** The Honorable Mayor and Members of the City Commission  
**FROM:** Nicholas C. Mimms, City Manager  
**RE:** Departmental Activity Report  
**DATE:** December 16, 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 City Manager and City Clerk met to discuss the updating of action items for City Commission meetings.
- The City Manager and City Attorney met with Commissioner Perona to discuss the agenda for the December 7, 2015 City Commission meeting.
- The City Manager and Finance Director met with the Sunrise Theatre Director regarding positions at the theatre.
- The City Manager met with a downtown business owner regarding his concerns.
- The City Manager met with Commissioner Becht to discuss various City issues.
- The City Manager met with Colin Baenziger regarding the search for a City Attorney.
- The City Manager held a Conference Agenda meeting on December 14, 2015.
- The City Manager attended the FPUA Board meeting on December 15, 2015.

**City Clerk's Office**

- **Business Tax Receipts –**  
New: 10    Renewals: 110    Transfers: 3
- **Vendor Permits Issued –**  
New: 0    Renewals: 1
- **Contractor Licensing –**  
New: 14    New (Board): 2    Renewals: 14
- **Public Records Requests (not including Building Department) –**  
New Requests: 2
- **Animal Registrations –**  
New/Renewals/Impound Fees: 7
- **Enterprise Zone Applications –**  
Sales Tax Refund Applications: 1
- **Vehicle Tags/ Title Applications – 0**
- **Agenda Preparation and Meeting Minutes –**
  1. Treasure Coast Council of Local Governments – 12/2/2015
  2. Fort Pierce City Commission Meeting – 12/7/2015
- **Special Projects –**
  1. Launched 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 unrenewed BTRs to collect outstanding tax payments
  4. Final mailing of invoices for BTR renewals
  5. Working with Code Enforcement to verify closed businesses not renewing their BTRs
  6. Working with Destiny Software to utilize the Term Tracker system to integrate all Board and Committee members' names and terms on the City website.
- **Meetings/Special Events Attended**
  1. 12/1/2015 Deputy City Clerk attended Highwaymen Heritage Trail Project Meeting
  2. 12/2/2015 City Clerk participated with Economic Development Team to give Fort Pierce Update to Chamber of Commerce
  3. 12/2/2015 Deputy City Clerk attended Treasure Coast Council of Local Government's Holiday Meeting
  4. 12/3/2015 City Clerk's office hosted and attended the Florida Association of Business Tax Officials Holiday Meeting
  5. 12/3/2015 Deputy City Clerk attended Mingle and Jingle Open House Event
  6. 12/3/2015 Deputy City Clerk attended Chamber Business After Hours
  7. 12/5/2015 City Clerk attended Learn to Read Feast for Literacy Event
  8. 12/6/2015 City Clerk participated in Sights and Sounds Christmas Parade
  9. 12/6/2015 Deputy City Clerk attended Sights and Sounds Christmas Parade
  10. 12/7/2015 City Clerk attended PIO Training at Fort Pierce Police Department
  11. 12/10/2015 Deputy City Clerk attended LPMS Board Meeting

**Administrative Services Department**

- **Procurement –**
  1. Completed and distributed Contract for Bid No: 2015-045 Veterans Memorial Park Stormwater Improvement.
  2. Purchase Orders and day to day operations of the Purchasing Division.
  3. Processing and / or completion of Awards to vendors contractors approved by Commission.
  4. Meetings:
    - a) Director of Administrative Services met with City Manager, and Consultant regarding Hiring of City Attorney.
    - b) Director of Administrative Services and Human Resource attended the Civil Service Appeals Board Meeting.
    - c) Director of Administrative Services met with Public Works Manager and Lisa's Kayaks regarding RFP No: 2015-052 Non- Motorized Watercraft and Bicycle Rental.
    - d) Purchasing Manager, Director of Finance, Accountant and Evaluation team met regarding RFP No: 2016-003 Banking Services.
  
- **Human Resources –**
  1. Orientated New HR Manager on current HR Processes and issues
  2. New Hire P.A. Processing, and New Hire Orientation
  3. Distributed monthly Reports to each department such as Accrual Register, Time Sheets and payroll registers to all Departments.
  4. Verified car and clothing allowance along with payroll report.
  5. Processed employee evaluation forms.
  6. Complete Verification of Employment/Loss of Income forms.
  7. Create and process retirement package for employee.
  8. Complete Family Medical Leave package for employees.
  
- **Risk Management –**
  1. Conference Call with Florida Blue to finalize Heath Fair.
  2. Processed day to day Risk Management Duties.
  3. Accident Investigation and Injury Reviews.
  4. Audited, Closed, and Processed WC Claims.
  5. Processed Insurance Subrogation.
  6. Consulted with the City Carrier Regarding Liability Claims

**Code Enforcement Division**

- **Hearing –**
  1. Special Magistrate Blandino
    - a) 11 regular hearings
    - b) 1 request for extension of time
  
- **Code Enforcement –**
  1. Issued 4 written warnings
  2. Issued 0 citations
  3. Initiated 56 new cases
    - 36 general violations
    - 16 lot clearing violations
    - 4 nuisance abatement violations
  4. Conducted 231 follow-up inspections
  5. Closed 46 cases
  
- **Animal Control –**
  1. County Court – Judge Cliff Barnes
    - a) COFP v. Granados
      - Rabies required (2 counts) – guilty of 1 count / 1 count dismissed by judge.
      - Registration required (2 counts) – guilty of 1 count / 1 count dismissed by judge.
  2. Daily Animal Control activities.
  
- **Revenue –**
  1. Conducted 39 title / lien searches.
  
- **Miscellaneous –**
  1. Code Enforcement and Animal Control staff attended the seminar in Port St Lucie about Animal Violence and how it relates to physical violence.
  2. Code Enforcement staff attended a seminar in Port St Lucie on Active Shooters.
  3. Animal Control Officers attended a webinar on Animal Cruelty.
  4. Code Compliance Manager and ACO Gasparre met with a potential buyer of a residence on Delaware Ave to determine the feasibility of maintaining a dog breeding and grooming business at this location.
  5. Code Compliance Manager met with Assistant City Attorney Walker and new Code Board member Jim Flynn for a training session.
  6. Daily code enforcement and animal control activities.

**MIS Department**

- Processing of SunGard – Public Sector biannual updates of the AS400 and SunGard HTE applications and backups.
- MIS senior staff is working with Swagit and Prosound to order and install equipment which is in progress to acquire tightrope hardware and software for 2nd floor conference room, audio/visual, and broadcasting equipment.
- Working with the City Manager, 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 to 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. Assessment for transition completed. Waiting for quote from vendor for approval to transition email system.
- 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-nine (29) new work orders and completed ninety-three (93) work orders for the period ending December 11, 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. Planning Board Meeting
  4. Pre-application meeting - Adult Daycare - 2400 Rhode Island.
  
- **Development Review –**
  1. Conditional Use - Adult Day Care Center - 2400 Rhode Island
  2. Baker Residence - Conditional Use with New Construction - 1709 Surfside Drive – Planning Board Approval
  3. Fraternal Order of Eagles - Waiver of Distance - 1717 US Highway 1 – Planning Board Approval
  4. Causeway Cove - Site Plan & Conditional Use - 601 Seaway Drive - Applicant Meeting
  5. Mount Bethel Baptist Church - Major Amendment to Site Plan - S 25th Street – Technical Review Committee Review
  6. O'Reilly Autoparts - Site Plan - S 25th Street - Technical Review Committee Re-Review
  7. Conditional Use with New Construction - Indian River Villas - 401 S Indian River Drive
  8. Final Plat - Inlet Palms - 1502 Seaway Drive
  9. Zoning Atlas Amendment / PD, Development Plan - Indian River Commerce - 401 S Indian River Drive
  10. Conditional Use - Harbor Community Bank - 600 Edwards Road
  11. ROW Abandonment - Indian River Villas/Commerce - 401 S Indian River Dr.
  12. Zoning Atlas Amendment / PD, Development Plan / Preliminary Plat - Village at Midway - 9850 Midway Road
  13. Conditional Use with New Construction - RG Towers 2551 Jenkins Road
  14. Site Plan & Design Review - Cumberland Farms - 2009 S 35th Street
  15. Conditional Use - The Haven Detox - 4707 Oleander Avenue
  16. Conditional Use - Water's Edge Detox - 912 Avenue I
  
- **Comprehensive Planning, Long Range Planning –**
  1. Voluntary Annexation - Oleander Avenue
  
- **Historic Preservation –**
  1. 201 S 2nd Street – Wall Sign - Administrative Certificate of Appropriateness issued
  2. 100 N 2nd Street – Wall Sign - Administrative Certificate of Appropriateness issued
  3. 709 Easter Avenue – Roof, Shutters, Door - Administrative Certificate of Appropriateness issued
  4. 308 Avenue A – Roof – Administrative Certificate of Appropriateness issued
  5. 647 N 2nd Avenue – Siding Replacement – Administrative Certificate of Appropriateness pending
  6. 436 N 9th Street – Demolition - Historic Preservation Board Staff Report
  7. 302 S 2nd Street - Sign - Historic Preservation Board Staff Report
  8. Avenue D – Memorial Wall and Landscaping - Historic Preservation Board Staff Report
  
- **Economic Development –**
  1. Chamber of Commerce - ED Team Presentation

**Engineering Department**

- **Development Reviews** – Intake of thirteen (13) Building Permit, Site Plan, or Certificate of Occupancy reviews.
- **Traffic Control** – City continues maintenance of all signals. We continue system software upgrades for traffic controllers, video detection cameras and CENTRACs system controller.
- **City Marina Reconstruction – Phase II – Docks** – FEMA is working to wrap up the closeout of the 2004 projects.
- **City Marina Dinghy Dock Construction** – Once we have the executed BIG grant contracts we will proceed with the project advertisement. RFP anticipated advertisement in January and construction start anticipated March 2016. We have received the executed FIND documents for incorporation into the RFP documents.
- **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** – Work continues on the pedestrian bridges with pile driving and sub-structure construction. Hauling material to St. Lucie County Land Fill Operations has been completed. 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 underway. Contractor has commenced with the lake excavation. A meeting with Senator Joe Negron's staff and Rep. Larry Lee was held on 12-8-15 to discuss funding options for the non-stormwater related items.
- **Melody Lane Fishing Pier** – Construction underway. Completion date currently scheduled for December 23, 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 the next 30 days.
- **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. Contractor is currently addressing the outstanding issues.
- **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 eight (8) vacancies as of this report: five (5) 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 continue to concentrate their Front Porch Roll Calls in recent crime areas and throughout Downtown, the City Marina, and River Walk Center. They are also conducting Roll Calls at our shopping centers for this holiday shopping season.
- **Parking Problems** – The Parking Committee is moving forward with the recommendations and direction from the City Commission at the November 18th Commission Meeting.
- **Homeless Initiative** – Nothing new to report: 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. There will be a special Christmas First Step Event at the December 22nd gathering at the park (N. 31st Street and Avenue G), 4:30 PM.
- **Updates** –
  1. December 5th, Breakfast with Santa, Fort Pierce Police Explorer Post # 477. We are pleased to report that the 1st Annual Breakfast with Santa was a wonderful event. It was well attended, raising several hundred dollars for our Explorer Post. We are already looking at plans to enhance next year.
  2. December 6th, the Sights and Sounds Parade and Festival. We are pleased to report that this year's event was a huge success. One of, if not, the largest crowd to attend the parade and the longest parade in memory (70+ floats/entries).
  3. December 12th, Toy Train, 1:30 PM. 2nd Street and Orange Avenue
  4. December 12th, the Boat Parade, 6:00 PM, City Marina
  5. December 13th, Fort Pierce Police PAL Toy Run, 10:00 AM, Victory Motorcycle
  6. December 18th, Santa Cop. This year will be delivering toys and dinner to approximately 100 families in Fort Pierce.
  7. December 22nd, Shop with a Cop, Wal-Mart, 10:30 AM. We are pleased to report that we have expanded this year's event with the additional funding from the Boys and Girls Club. We will be able to provide gift cards to another 34 children, allowing us to bring Christmas to a grand total of 84 children.

**Urban Redevelopment Department****• Grants Administrator –**

1. Continued Coordination of:
  - a) Highwaymen Heritage Trail ribbon cutting and festivities
  - b) Hurston Trail (website creation; rehab for trail markers)
  - c) Remaining 2014-2015 commercial facade grant funded projects
  - d) Remaining 2014-2015 public service grant funded projects
  - e) Fort Pierce Authentic Tours program
  - f) Melody Lane Public Fishing Pier grant award management
  - g) Lincoln Park Mural Project
  - h) January 14 Job Fair
  - i) Highwaymen Trail website
2. Created
  - a) Meeting Advertisements for creation of 5-Year Consolidated Plan and Analysis of Impediments of Fair Housing Report
  - b) Grant Application to FDOT/Keep America Beautiful for Keep Fort Pierce Beautiful program
  - c) Mid-Term Grant Report to Allegany Franciscan Ministries for Public Service Agency grants they provided for Lincoln Park Supportive Service providers
  - d) Board Recruitment Letters for FPAT
  - e) Program for Melody Lane Public Fishing Pier Ribbon Cutting
  - f) Program for Highwaymen Heritage Trail Ribbon Cutting
  - g) Designed and placed order for brass plaque engraved with Livingston Roberts name and info to affix to Highwaymen Obelisk
  - h) Press Release announcing new Zora Neale Hurston Dust Tracks Heritage Trail website going live
  - i) Press Release and Poster for January 14 Job Fair
  - j) Updated and preparations to release 2015-2016 Public Service Agency grant opportunity
3. Meetings:
  - a) Ironside Press - Vero Beach - Creation of Highwaymen Heritage Trail Invitation
  - b) St. Lucie County Chamber Update Presentation at Pelican Yacht Club
  - c) Career Source Research Coast - January 14 Job Fair
  - d) Fort Pierce Authentic Tours Advisory Board

**• 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 by State.
    - Awaiting concurrence from FEMA for final close out letter
    - Preparing power point presentation of funds expended and window installations
2. SHIP
  - a) Working on 2015-2016 applicants
  - b) Received second SHIP disbursement

### Finance Department

- Met with Asst. City Attorney and employee's attorney on retirement issue
- Retirement Board Meeting
- Met with evaluation team on banking services RFP
- Met with Grant Writer on year end CDBG matters
- Met with Interim City Manager and Sunrise Theatre Director
- Met with API on transparency portal launch
- Preparing funds for year-end audit
- Oversee Day to Day Operations.

### Building Division

- Single Family Home, New Construction - 2721 Oak Alley Drive: Building Permit Application Received
- Single Family Home, New Construction - 2726 Oak Alley Drive: Building Permit Application Received
- Single Family Home, New Construction - 4427 Belle Grove Drive: Building Permit Application Received
- Park Renovation, Veteran's Memorial Park - 600 North Indian River Drive: Building Permit Application Received
- New Construction, Mt. Bethel Baptist Church - 4150 South 25th Street: Building Permit Application Received
- **Building Department Investigator –**
  - a) 8 cases seen before the Special Magistrate
  - b) 6 in violation
  - c) 1 continued until next meeting
  - d) 1 in compliance
  - e) 0 Contractor Complaints brought before the Board
  - f) 1 Unlicensed Contractor brought before the Board
  - g) 0 Appeals presented to CBAA

**Public Works Department**

- **Energy Efficiency & Conservation** – This project is completed.
- **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.
- **River Walk Center** – Phase II of the storm water construction has begun at Veteran’s Park.

**Marina**

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

**Golf Course**

- Met with Director of Administrative Services to discuss the Superintendent position.
- Met with maintenance staff to go over assignments in absence of Superintendent.
- Met with Assistant Golf Professionals to access what assignments they could take over for maintenance staff short-term.
- Day-to-day operations.

**River Walk Center**

Park Permits	150.00
Programming	873.14
River Walk Center	918.65
Garden Center	235.00
Special Events	1300.00
Maravilla Center	100.00
Historic City Hall	480.00
Youth Activity	0
<b>Total</b>	<b>\$4,056.79</b>

**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 December 1 & 8; Comedy Corner Improv on Saturday, November 28; 104.7 The Flame held Working Women's Wednesday on December 2; ST On The Verge Concert Series presented Danielle Nicole on December 5 at 8pm; Lawnwood Medical Center & Heart Institute Board of Directors held their Holiday Reception on December 10. Performances on the Sunrise Theatre main stage included: Billy Gibbons & The BFG's on November 28; A Christmas Carol rehearsal on December 3 & performance on December 5; Howie Mandel on December 4; Brian Wilson on December 6; Neil Sedaka on December 9; St. Lucie Ballet – The Nutcracker rehearsal on December 10, 10:30am School Time performance December 11 and evening performances on December 11 & 12.
- Assistance continues with future rental events and co-presentations with various community groups including, but not limited to: St. Lucie County Agape Center's I've Lived, The Life of Zora Neale Hurston, January 2; St. Andrew's Academy Christmas Program on December 17; Chris MacDonald's Memories of Elvis on January 15.
- 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.