




# 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 29, 2015

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

## City Manager's Office

- The City Manager and Code Compliance Manager met with a representative with the Humane Society of St. Lucie County for a review of the agreement.
- The City Manager met with each Department Head to discuss operations and to provide clear expectations.
- The City Manager and Finance Director met with Director of Utilities and FPUA Finance Director regarding the loan payment for 2017.
- The City Manager met with the Administrative Services Director and H.R. Manager regarding personnel policies.
- The City Manager met with the City Attorney and Administrative Services Director regarding a Civil Services Appeal Board matter.
- The City Manager met with the Building Official regarding a building issue.
- The City Manager met with Mayor Hudson regarding current City issues.

**City Clerk's Office**

- **Business Tax Receipts –**  
New: 3      Renewals: 76      Transfers: 0
- **Vendor Permits Issued –**  
New: 0      Renewals: 0
- **Contractor Licensing –**  
New: 11      New (Board): 1      Renewals: 4
- **Public Records Requests (not including Building Department) –**  
New Requests: 11
- **Animal Registrations –**  
New/Renewals/Impound Fees: 7
- **Enterprise Zone Applications –**  
Sales Tax Refund Applications: 6
- **Vehicle Tags/ Title Applications – 8**
- **Agenda Preparation and Meeting Minutes –**
  1. Conference Agenda – 12/14/2015
  2. Fort Pierce City Commission Meeting – 12/21/2015
- **Special Projects –**
  1. Coordinating with MIS to begin scanning for permanent retention and search-ability all BTR applications
  2. Deputy City Clerks calling all businesses with unrenewed BTRs to collect outstanding tax payments
  3. Working with Code Enforcement to verify closed businesses not renewing their BTRs
  4. 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. 12/14/2015 City Clerk attended a business climate visit with ED Team
  2. 12/15/2015 Deputy City Clerk attended Highwaymen Heritage Trail Project Meeting
  3. 12/15/2015 City Clerk attended Economic Development Team Meeting
  4. 12/15/2015 City Clerk attended Economic Development Manufacturer Network Holiday Event
  5. 12/16/2015 Deputy City Clerk attended Chamber Business After-Hours Event
  6. 12/17/2015 City Clerk attended EDC Board meeting
  7. 12/17/2015 City Clerk attend Roundtable Steering Committee Meeting
  8. 12/17 – 12/18/2015 Deputy City Clerks acted as Secret Santa
  9. 12/18/2015 City Clerk acted as Secret Santa
  10. 12/18/2015 Deputy City Clerk attended Department of Health Holiday Festival
  11. 12/19/2015 Deputy City Clerk attended Christmas on Avenue D Event
  12. 12/21/2015 Deputy City Clerks participated in Ugly Sweater Contest
  13. 12/22/2015 City Clerk's office attended Holiday Luncheon with City Manager's and City Attorney's office

**Administrative Services Department**

- **Procurement –**
  1. Processed RFP No: 2016-012 Real Estate Broker Services Advertisement dates 12/21/15 & 12/28/15 Opening date 01/12/16
  2. Processed RFP No: 2016-013 Sale or Lease Surplus Property 505 N. 7th Street. Advertisement dates 12/28/15 & 1/4/16 Opening date 01/19/16
  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, Human Resources Manager & Staff attended Training on Applicant Tracking and Employee Self-Serve Software Programs.
    - b) Director of Administrative Service, Human Resource Manager & Staff attended International Police Union Association (IPUA) Meeting.
    - c) Purchasing Manager chaired Evaluation Committee Meeting for RFP No: 2015-050 Catering/Hospitality Services, Sunrise Theatre.
    - d) Purchasing Manager presented an overview of the RFP Process for the CRA Advisory Committee.
  
- **Human Resources –**
  1. New Hire P.A. Processing, and New Hire Orientation
  2. Distributed monthly Reports to each department such as Accrual Register, Time Sheets and payroll registers to all Departments.
  3. Verified car and clothing allowance along with payroll report.
  4. Processed employee evaluation forms.
  5. Complete Verification of Employment/Loss of Income forms.
  6. Create and process retirement package for employee.
  7. Complete Family Medical Leave package for employees.
  
- **Risk Management –**
  1. Processed day to day Risk Management Duties.
  2. Accident Investigation and Injury Reviews.
  3. Audited, Closed, and Processed WC Claims.
  4. Processed Insurance Subrogation.
  5. Consulted with the City Carrier Regarding Liability Claims.

**Code Enforcement Division**

- **Hearing – None**
- **Code Enforcement –**
  1. Issued 4 written warnings
  2. Issued 0 citations
  3. Initiated 28 new cases
    - 11 general violations
    - 15 lot clearing violations
    - 2 nuisance abatement violations
  4. Conducted 290 follow-up inspections
  5. Closed 101 cases
- **Animal Control –**
  1. Daily Animal Control activities.
- **Revenue –**
  1. Conducted 25 title / lien searches.
- **Miscellaneous –**
  1. Code Compliance Manager met with City Manager Mimms and David Robertson of the Humane Society to begin negotiations for FY2017.
  2. Code Enforcement Manager prepared responses for agenda items and attended the monthly Technical Review Committee Meeting.
  3. Daily code enforcement and animal control activities.

**Finance Department**

- Met with City Manager, FPUA Director & FPUA Finance Director on loan repayment
- Met with City Attorney, Assistant City Attorney, & Atty. Gonano on modifications
- Met with API on transparency portal launch
- Prepared Monthly Financial Report
- Preparing funds for year-end audit
- Oversee Day to Day Operations.

**MIS Department**

- Processing of SunGard – Public Sector Calendar End of Year Procedures.
- Working with Finance and Advanced Processing and Imaging on Fiscal Transparency.
- MIS senior staff is working with Swagit and Prosound to order and install equipment which is now progress to install 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 has provided training to Human Resources staff and we anticipate a "Go Live" date for both applications during the 1st Quarter of 2016.
- Working with Selectron Technologies, Inc. to migrate to the Interactive Voice Response (IVR) system to hosted cloud services for the Building Department.
- Working to continue to upgrade cell phones with Text Guard application. Working with Diebold and Chief of Police on upgrading hardware and software for Security System for City Hall.
- Working with Group Business Software on transitioning Sunrise Theatre emails to a cloud hosted solution. Assessment for transition completed. We are awaiting a quote from vendor to approve 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. Sunrise Theatre has already been transitioned to the My Florida Network Voice over IP telephone service. 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. 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).
- Working with City Manager and City Attorney on updating MIS policies and procedures (on-going).
- Received forty-one (41) new work orders and completed eighty-seven (87) work orders for the period ending December 23, 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 – Cottages at Taylor Creek.
  
- **Development Review –**
  1. Site Plan & Conditional Use - Causeway Cove Marina - 601 Seaway Drive – Technical Review Committee Re-review
  2. Waiver of Distance - Fraternal Order of Eagles - 1717 S US Highway 1 – City Commission Approval
  3. Site Plan & Conditional Use - The Baker Residence -1709 Surfside Drive – City Commission Staff Report & Public Notification
  4. Lawnwood Regional Medical Center - Renovation Plan Review - Building Permit
  5. Conditional Use with New Construction - Indian River Villas - 401 S Indian River Drive
  6. Zoning Atlas Amendment / PD, Development Plan - Indian River Commerce - 401 S Indian River Drive
  7. Conditional Use - Harbor Community Bank - 600 Edwards Road
  8. ROW Abandonment - Indian River Villas/Commerce - 401 S Indian River Dr.
  9. Zoning Atlas Amendment / PD, Development Plan / Preliminary Plat - Village at Midway - 9850 Midway Road
  10. Conditional Use with New Construction - RG Towers 2551 Jenkins Road
  11. Site Plan & Design Review - Cumberland Farms - 2009 S 35th Street
  12. Conditional Use - The Haven Detox - 4707 Oleander Avenue
  13. Conditional Use - Water's Edge Detox - 912 Avenue I
  14. Conditional Use - Adult Day Care - 2400 Rhode Island Avenue
  
- **Comprehensive Planning, Long Range Planning –**
  1. Voluntary Annexation - Oleander Avenue
  
- **Historic Preservation –**
  1. 647 N 2nd Avenue – Siding Replacement – Administrative Certificate of Appropriateness issued
  2. 436 N 9th Street – Demolition - Historic Preservation Board Power Point Presentation
  3. 302 S 2nd Street - Sign - Historic Preservation Board Staff Report & Power Point Presentation
  4. Avenue D – Memorial Wall and Landscaping - Historic Preservation Board Power Point Presentation
  5. 521 N 4th Street – Demolition - Historic Preservation Board Staff Report
  6. 225 Orange Avenue – Outside Dog Area - Historic Preservation Board Staff Report
  7. Zoning Atlas Amendment/PD, Development Plan - Indian River Commerce - 401 S Indian River Dr.
  8. Conditional Use with New Construction - Indian River Villas - 401 S Indian River Drive
  
- **Economic Development –**
  1. Highwaymen Dedication Ceremony Preparation - Event Map Creation
  
- **GIS/Mapping –**
  1. Adjustments and development of new Land Use and Zoning Map

**Engineering Department**

- **Development Reviews** – Intake of five (5) Building Permit, Site Plan, or Certificate of Occupancy reviews.
- **Stormwater Division** – Inputting location and elevation information of existing drainage structures into GIS mapping system. Preparation of 2015 report to FDEP – the biennial requirement of the City’s NPDES Stormwater Permit.
- **Traffic Control** – City continues maintenance of all signals. Staff is continuing a refurbishment program on City maintained signals which include the rewiring of the existing mast arms. Staff is working with FDOT on the development of the new Phase 2 Signal Maintenance JPA requirements for FY 2015/16 which will look at increased performance requirements and adjusted reimbursement increases. FDOT has provided a copy of the proposed revisions for agency review.
- **City Marina Reconstruction – Phase II – Docks** – Bellingham has completed operational turn-over for the North docks (L, M and N docks). Bellingham has started the installation of the finger piers for A-dock and the south side of B-dock. We are working with marina staff and the electrical equipment manufacture on issues with nuisance tripping of the dock electrical sub panels. This tripping is caused by a new requirement in the 2011 electrical code for public safety which allows for only 100 ma of ground fault leakage. This leakage is coming from vessels parked on the dock. This is a new problem to Marina operators and will require education and repairs by boat owners to their own electrical systems.
- **S. 21st Street / Havana Ave. Sidewalk Project** – Project is currently being advertised for bids. Bid opening is scheduled for January 29, 2015.
- **Indian Hills Recreation Area - Stormwater Improvements** – Final certification from FDEP expected within two weeks. This will complete the necessary utility relocations to enable the final portion of the lake expansion to occur. Pedestrian bridges have been substantially completed. Work on Alum Treatment plant continues with the installation of the mixing pumps and three injection points. Overall project completion is at 85%.
- **Veterans Memorial Park** – Contractor is addressing Phase I punch list items. Final plans have been received and staff is currently reviewing the plans. FDEP notified staff that they received approval from EPA on 12-23-14 for the 319 grant funding. FDEP will be forwarding an agreement in the next month or two which will go before the commission for approval.
- **Melody Lane Fishing Pier** – Received the revised plans, less the piling plan which had to have a few revisions. Once we receive the structural plans we will request advertisement for bids.
- **H.D. King Power Plant Clean-up** – Remaining work being split between 2015 and 2016 to take full advantage of the Voluntary Cleanup Tax Credit (VCTC). The \$400k RFL loan was approved during the 11-21-14 Treasure Coast Regional Planning Council meeting. FPUA has issued a purchase order in the amount of \$617,437 for their portion of the 2015 clean-up. Notice to Proceed will be issued January 2015.
- **Lincoln Park Neighborhood Improvements** – Purchasing will be forwarding the contract to the low bidder, Timothy Rose Contracting, for execution. We expect to commence construction next month. The proposed work includes sidewalk and curbing construction, along with drainage installation, and milling and resurfacing of 8th Street (Avenue C to Moore’s Creek); 9th Street (Avenue C to Avenue D); 10th Street (Avenue D to Moore’s Creek); Avenue C (10th Street to 7th Street); and Dundas (Avenue C to Avenue D).

### Police Department

- **Staffing** – The police department has nine (9) vacancies as of this report: five (5) sworn officer positions and four (4) civilian positions (Senior Accounting Clerks, Records Supervisor, System Administrator, 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.
- **Homeless Initiative** – Nothing new to report: the Salvation Army has had a change in command this past month. However, the new commander officer is very passionate about the Jail Diversion Program. They will still be pursuing the building at 707 N. 7th Street, the old Head Start building as a shelter.
- **The First Step** – The attendance by the neighborhood children and community leaders has steadily grown since the first event. The Christmas First Step Event that was held on December 22nd at the park (N. 31st Street and Avenue G), was absolutely phenomenal; the largest turn out to date with numerous sponsors and donations from individuals and businesses. Representative Larry Lee, Jr. and Scot Van Duzer will be trying to replicate this event at another park in Fort Pierce and a park in Port St. Lucie.
- **Updates** –
  1. December 18th, Santa Cop. This year's event went exceptionally well. Explorers, Officers, Detectives, and Command Staff delivered toys and dinner to approximately 100 families in Fort Pierce. More importantly, we delivered the Christmas Spirit to those that were truly in need of a little joy and happiness.
  2. December 22nd, Shop with a Cop, Wal-Mart, 10:30 AM. Wal-Mart was packed with children of all ages and with Santa's special helpers: Explorers, Officers, Detectives, and Command Staff. We provided gifts to approximately 70 children, our largest turn out ever. This was due to our partnership with Wal-Mart, the Fort Pierce Police Athletic League, the Boys and Girls Club, and several private donations.

### 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

**Urban Redevelopment Department**

- **Interim Urban Redevelopment Manager –**
  1. Designed Cover and wrote articles to promote Highwaymen Event for January Lincoln Park Newsletter and Main Street FOCUS
  2. Completed and submitted report to Florida Division of Cultural Affairs for Sunrise Theatre grant award
  3. Wrote narratives for MIS to provide voice-overs for FPAT video
  4. Toured old Post Office site
  5. Set up HUD IDIS System for 2015-2016 program year
  6. Played "Secret Santa" at Intermodal Station
  7. Assisted Linda Fasano with educational component and coloring contest materials for Highwaymen Trail event
  8. Promoted upcoming Public Service grant opportunity through area organizations, churches, media, Main Streets, etc.
  9. Continued work on the Analysis of Impediments to Fair Housing Choice PowerPoint and Report
  10. Assisted Linda Whalen with edits to SHIP PowerPoint
  11. Prepared FPAT Meeting materials
  12. Prepared new and existing member meeting packets for Communitywide Council members
  13. Attended funeral of Highwaymen Carnell "Pete" Smith
  14. Meetings:
    - a) Commissioner Conference
    - b) City Commission Meeting
    - c) Roy Whitehead - FPAT "Snap Shot" booklet creation
    - d) Ironside Press, Vero Beach - Highwaymen Invitation
    - e) City Manager/Department Heads
    - f) 'Walk Thru' at Percy Peek Gym with Career Source Research Coast for January 14 Job Fair
    - g) Hal Roberts, Harbor Community Bank - Mortgage purchases
  
- **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
    - c) Completed presentation for commission
    - d) Attended final walk thru of 2612 Delaware and submitted final payment request
    - e) Working with CRS Plumbing to resolve issue at 709 Easter Avenue
    - f) Working with Gentile LLC to complete rehabilitation of 709 Easter Avenue

**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**

- Conducted interviews for the Greenskeeper position and selected a candidate.
- Continued painting and sprucing-up the area around the clubhouse.
- Had several of the palm trees trimmed.
- Met with the Assistant Golf Professionals to discuss rates for the upcoming season.
- Day-to-day operations.

**River Walk Center**

Park Permits	275.00
Programming	610.70
River Walk Center	604.93
Garden Center	0
Special Events	250.00
Maravilla Center	550.00
Historic City Hall	810.00
Youth Activity	0
<b>Total</b>	<b>\$3,100.63</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 15 & 22; Comedy Corner Improv on Saturday, December 12; The Annual Volunteer Holiday Party was held on December 16 from 5:30-7:30pm. Over 175 volunteer ushers, bartenders, Advisory Board & Foundation Board members, and the Mayor were in attendance and served by the Sunrise Theatre staff; The Sunrise hosted a free showing of The Miracle on 34th St. at 11am & A Christmas Story at 2pm. Performances on the Sunrise Theatre main stage included: St. Andrew's Academy Christmas Program on December 17; The Children's Home Society of St. Lucie County and Sunrise Theatre partnered for the 5th Annual Free Sounds of the Season holiday show on December 18; State Ballet Theatre of Russia performed The Nutcracker on December 23.
- 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; ; Chris MacDonald's Memories of Elvis on January 15; St Anastasia's Passion Play on March 14; Family Meals, Inc. McCartney Mania on April 16; John Carroll High School Graduation on May 20 .
- The following added shows went on sale to the public on December 14: Gladys Knight, Graham Nash, Natural Wonder: Tribute to Stevie Wonder.
- 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.