



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: January 13, 2016

A handwritten signature in blue ink, appearing to read "N. Mimms", is written over the "FROM:" line.

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 attended the Economic Development Council of St. Lucie County's luncheon on January 5, 2016.
- The City Manager held a Step 3 Grievance Hearing on January 6, 2016.
- The City Manager met with Port St. Lucie City Manager, Jeff Bremer, to discuss various issues.
- An interview panel, which included the City Manager, conducted interviews for the MIS Manager position.
- The City Manager attended a meeting with City Attorney staff and Planning staff to discuss a right-of-way abandonment.
- The City Manager and Police Chief participated in a conference call regarding the ShotSpotter program.
- The City Manager and members of the Economic Development Team attended a meeting regarding small business development and building industry diversity throughout the County.
- The City Manager held a Conference Agenda meeting on January 11, 2016.
- The City Manager, City Engineer and Planning Manager attended a meeting at the County to discuss a station study, quiet zones and port use.
- The City Manager attended a meeting regarding the progress of Restoring the Village.

City Clerk's Office

- **Business Tax Receipts –**
New: 11 Renewals: 174 Transfers: 8
- **Vendor Permits Issued –**
New: 1 Renewals: 0
- **Contractor Licensing –**
New: 12 New (Board): 1 Renewals: 17
- **Public Records Requests (not including Building Department) –**
New Requests: 13
- **Animal Registrations –**
New/Renewals/Impound Fees: 3
- **Enterprise Zone Applications –**
Sales Tax Refund Applications: 4
- **Vehicle Tags/ Title Applications – 3**
- **Agenda Preparation and Meeting Minutes –**
 1. Fort Pierce City Commission Meeting – 1/4/2016
- **Special Projects –**
 1. Coordinating with MIS to begin scanning for permanent retention and search-ability all BTR applications
 2. Working with Code Enforcement to verify closed businesses not renewing their BTRs.
 3. 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. 1/2/2016 Deputy City Clerk attended Highwaymen Heritage Trail planning meeting
 2. 1/5/2016 City Clerk attended EDC Investor Meeting
 3. 1/6/2016 City Clerk attended Lawnwood Breakfast Meeting
 4. 1/6/2016 City Clerk attended Treasure Coast Council of Local Governments
 5. 1/7/2016 City Clerk met with St. Lucie County Business Navigator and EDC Representatives

Administrative Services Department

- **Procurement –**
 1. Processed Addendum No.1 for RFP No: 2016-012 Real Estate Broker Services
 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, Purchasing Manager & Planning Manager met regarding the RFP (Request for Proposal) for the Parking Services.
 - b) Director of Administrative Services, Human Resources Manager & Staff attended the Civil Service Appeals Board Meeting.
 - c) Director of Administrative Services, Human Resources Manager & Staff attended a Meeting with Consultant to update/ revise Employee Policies and Procedures Handbook.
 - d) Director of Administrative Services, City Manager, Human Resources Manager, City Clerk, & Planning Manager conducted interviews for MIS Director.
- **Human Resources –**
 1. Director of Administrative Services, HR Staff, Public Works Manager, and Inspector conducted a Pre-determination Hearing
 2. Human Resources Manager, and staff, met with City Manager regarding a Grievance.
 3. Prepared Power-Point Presentation of Human Resources Initiatives to be presented to City Commissioners.
 4. Researched Organizations to obtain a Salary Survey.
 5. Create and process retirement package for employee.
 6. 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 – Special Magistrate Blandino**
 1. 15 regular hearings
 - 7 complied prior to hearing
 - 8 found in violation

- **Code Enforcement –**
 1. Issued 64 written warnings
 2. Issued 0 citations
 3. Initiated 44 new cases
 - 27 general violations
 - 14 lot clearing violations
 - 3 nuisance abatement violations
 4. Conducted 185 follow-up inspections
 5. Closed 103 cases

- **Animal Control –**
 1. Daily Animal Control activities.

- **Revenue –**
 1. Conducted 28 title / lien searches.

- **Miscellaneous –**
 1. Code Compliance Manager met with City Manager Mimms to discuss expectations of both the City Manager's office and the Community Response Divisions.
 2. All Code Officers conducted a sweep of businesses who had failed to renew their Business Tax Receipts. Code Officers knocked on approximately 275 doors during the last week of 2015 to try and notify the businesses that they needed to renew their BTR's by Dec. 31st to avoid a penalty.
 3. Tax signs are being to pop up all over town. We are addressing these on a daily / weekly basis.
 4. Daily code enforcement and animal control activities.

Finance Department

- Met with City Manager on department expectations
- Met with Harbor Community Bank for loan docs inspections
- Met with API on transparency portal launch
- Working with auditors on year-end audit
- Oversee Day to Day Operations.

MIS Department

- Working with FPUA to install new Internet access service to replace Comcast as the existing ISP to help improve the state of televised meetings.
- Working with email hosting vendor Group Business Software (GBS) to create an annual permanent archive of all emails within 2015 and to migrate our email archives to the new IQsuite Store Pro application to better facilitate public records requests.
- Processing of FIS (SunGard) – Public Sector Calendar End of Year Procedures with the Department of Finance.
- Working with Advanced Processing and Imaging (API) to migrate our in-house document management system to the cloud.
- Working with the Finance Department and Advanced Processing and Imaging (API) on Fiscal Transparency project.
- 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 FIS (SunGard) – Public Sector and Human Resources 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 (GBS) on transitioning Sunrise Theatre emails to a cloud hosted solution. Assessment for transition completed. Received quote from vendor and we are awaiting Sunrise Theatre approval to begin work on migrating their existing 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, City Attorney, City Clerk, and Human Resources on updating MIS policies and procedures (on-going).
- Received twenty (20) new work orders and completed fifty (50) work orders for the period ending January 8, 2016.

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. ROW Abandonment Meeting.

- **Development Review –**
 1. Conditional Use with New Construction - Indian River Villas - 401 S Indian River Drive
 2. Zoning Atlas Amendment / PD, Development Plan - Indian River Commerce - 401 S Indian River Drive
 3. ROW Abandonment - Indian River Villas/Commerce - 401 S Indian River Dr.
 4. Zoning Atlas Amendment / PD, Development Plan / Preliminary Plat - Village at Midway - 9850 Midway Road
 5. Conditional Use with New Construction - RG Towers 2551 Jenkins Road
 6. Site Plan & Design Review - Cumberland Farms - 2009 S 35th Street
 7. Conditional Use - The Haven Detox - 4707 Oleander Avenue
 8. Conditional Use - Water's Edge Detox - 912 Avenue I
 9. Baker Residence - Conditional Use with New Construction - 1709 Surfside Drive – City Commission Approval
 10. Causeway Cove - Site Plan & Conditional Use - 601 Seaway Drive – Planning Board Staff Report
 11. Mount Bethel Baptist Church - Major Amendment to Site Plan - S 25th Street – Planning Board & City Commission Staff Report
 12. The Smoke Shop - Waiver of Distance – Planning Board Staff Report
 13. Hartman Road Properties (Hartman & Whiteway Dairy) - Rezoning & FLUMA – Planning Board Staff Report
 14. Foster Vacation Rental - 1916 Rio Vista Drive – City Commission Staff Report
 15. Conditional Use - Adult Day Care - 2400 Rhode Island - Planning Board

- **Comprehensive Planning, Long Range Planning –**
 1. Voluntary Annexation - 3255 S US Hwy 1

- **Historic Preservation –**
 1. Zoning Atlas Amendment / PD, Development Plan - Indian River Commerce - 401 S Indian River Drive
 2. Conditional Use with New Construction - Indian River Villas - 401 S Indian River Drive
 3. 712 Citrus Avenue – Antennas Replacement on Existing Cell Site – Administrative Certificate of Appropriateness Issued
 4. 902 Florida Avenue – Roof Replacement – Administrative Certificate of Appropriateness Issued
 5. 436 N 9th Street – Demolition – Power Point Presentation, Meeting Notifications
 6. 302 S 2nd Street - Sign - Power Point Presentation, Meeting Notifications
 7. Avenue D - Memorial Wall and Landscaping - Power Point Presentation, Meeting Notifications
 8. 521 N 4th Street – Demolition - Power Point Presentation, Meeting Notifications
 9. 225 Orange Avenue – Outside Dog Area - Power Point Presentation, Meeting Notifications

Engineering Department

- **Development Reviews** – Intake of six (6) 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. Beginning to work with FDOT regarding traffic responsive system to be installed on US 1 from Virginia Avenue to Avenue H. Funding for this system to be provided by FDOT with funds becoming available July 2016.
- **City Marina Reconstruction – Phase II – Docks** – FEMA is working to wrap up the closeout of the 2004 projects. Finishing miscellaneous warranty work.
- **City Marina Dinghy Dock Construction** – Awaiting the executed BIG grant contracts to 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 2nd final inspection is scheduled for 1-12-16.
- **Indian Hills Recreation Area - Stormwater Improvements** – Work continues on the pedestrian bridges with pile driving and sub-structure construction. Path work to begin next week from southern most end working north. Contractor currently grading and shaping banks along pathway. Picnic shelters for both phases scheduled to ship March 2016. Fencing contractor to begin installation of fencing at all dead-end streets bordering the project.
- **Veterans Memorial Park Phase II Stormwater Improvements** – Construction of the stormwater improvements is underway. Contractor is currently constructing the lake and the southern bio-swale. Storm drainage infrastructure is also being constructed on the south side of the project.
- **Melody Lane Fishing Pier** – Pier to open to public on 1-9-16. Fish cleaning table is scheduled for delivery on 1-11-16 and the plumber will install and make the utility connections on 1-12-16.
- **H.D. King Power Plant Clean-up** – Cardno has begun design work on the seawall replacement along Moore's Creek. Preparing schedule for 2016 work based on schedule of RLF loan documents.
- **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** – Paving and drainage plans have been completed for both projects. Contract documents being assembled for 13th Street with anticipation of bidding set for second week of February. FPUA currently working on design plans for water and sewer for 17th Street.

Police Department

- **Staffing** – The police department has eleven (11) vacancies as of this report: eight (8) sworn officer positions and three (3) civilian positions (Senior Accounting Clerks, Records Supervisor, and System Administrator).
- **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.
- **Homeless Initiative** – With the winter season is now in full swing, we have experienced an increase in the number of homeless, transients, and vagrants calling Fort Pierce home. We have increased our patrols of their hang outs and compiling a list of homeless camps throughout the city. We will work with Public Works to demolish camps as we find them. The Salvation Army is still pursuing the building at 505 N. 7th Street, the old Head Start building as a temporary shelter.
- **The First Step** – The attendance by the neighborhood children and community leaders has steadily grown since the first event. The First Step Program will be expanding to a second location, Moore's Creek Linear Park at 10th Street. There is also talk about finding a location in Port St. Lucie.
- **Updates** –
 1. January 2nd, a special "job well done" to Fort Pierce's own Administrative Assistant Linda Small and Officer Elizabeth Lewis for their outstanding performances in a play "I've Lived," which describes the life of Zora Neale Hurston. Hurston, who spent many years living in Fort Pierce, is considered to be the "Queen of Harlem Renaissance". She is famous for the numerous writings she completed during that time period, and became an award-winning author, whose stories have inspired thousands.
 2. January 5th, we show-cased our two (2) new ATV's to the South Beach Association to show our deep appreciation for their generous donation and continued support of the police department.
 3. The three (3) Segway's have been ordered and should be delivered within the next few weeks.
 4. January 11th, the week of January 11th is Fire Responder's Appreciation Week.
 5. January 11th, is the Candle Light March starting at the Lincoln Theatre, ending at the Mount Olive Missionary Baptist Church. The march starts at 6:00 PM.
 6. January 18th, is the annual Dr. Martin Luther King, Jr. Celebration. The Parade starts at 10:00 AM and follows Dr. Martin Luther King Jr. Boulevard, and the Festival will be held at

Building Division

- Veteran's Memorial Park, Renovation - 600 N. Indian River Drive: Building Permit Issued
- Regis - 130 S. Indian River Drive – Units 202, 203, 204, 303: Certificates of Occupancy Issued
- Building Department Investigator
 - 9 cases seen before the Special Magistrate
 - 8 in violation
 - 1 in compliance
 - 2 CBAA Cases Resolved prior to Board Meeting

Urban Redevelopment Department**• Interim Urban Redevelopment Manager –**

1. Received Grant Award from FDOT Keep America Beautiful for Keep Fort Pierce Beautiful program
2. Released Public Service Grant Opportunity for local nonprofits - Opened January 5; Will Close February 8 @ 3pm
3. Coordinated design, print, delivery then mailed invitations to Highwaymen Heritage Trail festivities
4. Assisted Linda Fasano with educational component and coloring contest materials for Highwaymen Trail event
5. Continued work on the Analysis of Impediments to Fair Housing Choice PowerPoint and Report
6. Assisted Linda Whalen with edits to SHIP and Wind Mitigation presentations for Commission
7. Prepared FPAT Meeting materials
8. Solicited bids then designed and submitted draft across-the-street banner for Highwaymen event
9. Assisted remaining commercial facade grantees with project closeouts
10. Continued coordination and implementation of logistics for January 14 Job Fair
11. Submitted full-page ad for Hometown News promoting January 14 Job Fair
12. Continued coordination and implementation of logistics for February 20 Highwaymen Trail event
13. Began coordination and implementation of ribbon cutting ceremony for Melody Lane Public Fishing Pier - scheduled for February 2
14. Created and ordered bronze plaque then began coordination and implementation of ceremony to mount the plaque naming Livingston Roberts on mural on Highwayman Obelisk at round-about.
15. Created and organized promotional materials to be used at FPAT booths for January 15,16,17 Stuart Boat Show and January 23-24 Fisherman's Expo at SLC Fairgrounds
16. Meetings:
 - a) City Commission Meeting
 - b) Ironside Press, Vero Beach - Highwaymen Invitation
 - c) City Manager/Department Managers
 - d) Conference Call - Career Source Research Coast - January 14 Job Fair
 - e) Hal Roberts, Harbor Community Bank - Mortgage purchases
 - f) Conference Call - Florida Humanities Council - grant opportunity
 - g) Highwaymen Heritage Trail Team Mtg
 - h) Fort Pierce Authentic Tours monthly meeting

• 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
 - PowerPoint presentation of funds expended and window installations finalized for Commission
2. SHIP
 - a) Working on 2015-2016 applicants
 - b) Received third SHIP disbursement

Public Works Department

- **Energy Efficiency & Conservation** – This project is completed. Look for a presentation to Commission in the near future.
- **Parking Garage Elevators** – Staff is currently seeking recommendations/quotes to completely replace the elevators controls.
- **GAC Clean-up** – The PWD management team has begun meeting to plan this years Keep Fort Pierce Beautiful, Great American Clean-up.
- **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.
- **Citizens Academy** – The PWD is excited to once again participate in the Citizens Academy. Staff has begun brainstorming ideas to make this year’s presentation more informative, interactive, and exciting than ever.

Marina

- Oversee daily operations for City Marina and Fisherman's Wharf Marina.
- Working with Sunrise Paddleboard and Kayaks who were awarded a contract to operate out of the City Marina starting 2016.

Golf Course

- Met with representatives of the First Tee Program which will start at Indian Hills on January 27th.
- Started preparations for the 11th annual City Championship.
- Met with Golf Shop personnel to establish schedules for season.
- Day-to-day operations.

River Walk Center

Park Permits	575.00
Programming	1226.13
River Walk Center	1236.90
Garden Center	100.00
Special Events	3275.00
Maravilla Center	550.00
Historic City Hall	297.51
Youth Activity	0
Total	\$7,260.54

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 29 and January 5; Comedy Corner Improv on Saturday, December 26; Performances on the Sunrise Theatre main stage included: The Ten Tenors on December 26; "I Lived" The Life of Zora Neale Hurston on January 2.
- Assistance continues with future rental events and co-presentations with various community groups including, but not limited to: 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.
- 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.