



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 27, 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 and City Clerk met with Pete Tesch regarding the 2016 Economic Development Work Plan.
- The City Manager attended a meeting with Allegany Franciscan Ministries regarding economic development in Lincoln Park.
- The City Manager held the first Quarterly Strategic Management Team Retreat on January 26, 2016.
- The City Manager met with the County Administrator regarding mutual issues.

City Clerk's Office

- **Business Tax Receipts –**
New: 35 Renewals: 14 Transfers: 2
- **Vendor Permits Issued –**
New: 0 Renewals: 0
- **Contractor Licensing –**
New: 14 New (Board): 0 Renewals: 7
- **Public Records Requests (not including Building Department) –**
New Requests: 11
- **Animal Registrations –**
New/Renewals/Impound Fees: 18
- **Enterprise Zone Applications –**
Sales Tax Refund Applications: 0
- **Vehicle Tags/ Title Applications – 2**
- **Agenda Preparation and Meeting Minutes –**
 1. Fort Pierce City Commission Conference Agenda – 1/11/2016
 2. Fort Pierce Redevelopment Agency – 1/19/2016
 3. Fort Pierce City Commission 0 1/19/2016
- **Special Projects –**
 1. Coordinating with MIS to begin scanning for permanent retention and search-ability all BTR applications
 2. Continue to work with Code Enforcement to verify closed businesses not renewing their BTRs
 3. Review and scan into Opti-View all city contracts
 4. Developing database for all city vehicles to include titles and registration information
 5. Indexing and scanning all agreements with St. Lucie County
 6. Review, scan and file FPRA minutes and resolutions
 7. Research with IT options for public access portals for minutes, resolutions and ordinances.
- **Meetings/Special Events Attended**
 1. 1/8/2016 City Clerk and ED Team met with UF/IFAS County Extension
 2. 1/8/2016 Deputy City Clerk attended MLK Opening Reception
 3. 1/11/2016 Deputy City Clerk attended MLK Candlelight March
 4. 1/12/2016 City Clerk attended SLC Leadership Orientation
 5. 1/12/2016 Deputy City Clerk attended Leadership St Lucie Orientation
 6. 1/13/2016 Deputy City Clerk attended Leadership St Lucie ROPES Course
 7. 1/13/2016 Deputy City Clerks attended City Health Fair
 8. 1/14/2016 City Clerk met with EDC President
 9. 1/14/2016 Deputy City Clerk attended City Job Fair
 10. 1/14/2016 Deputy City Clerk attended Lincoln Park Main Street Board meeting
 11. 1/16/2016 Deputy City Clerk attended MLK Awards Breakfast
 12. 1/18/2016 City Clerk and Deputy City Clerk participated in MLK Jr. Parade
 13. 1/21/2016 Deputy City Clerk attended Livingston Roberts Ceremony

Administrative Services Department

- **Procurement –**
 1. Opened RFP No: 2016-012 Real Estate Broker Services.
 2. Opened RFP No: 2016-013 Sale or Lease of Surplus Property 505 N. 7th Street.
 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 attended the Public Risk Management Annual Meeting in Lakeland, FL.
 - b) Purchasing Manager and Engineering Project Coordinator met regarding upcoming Request for Qualification (RFQ).
 - c) Director of Administrative Services, Purchasing Manager, Deputy Chief Amandro, Lt. Bender and Officer Schramm met regarding a purchasing matter.

- **Human Resources –**
 1. Processed 6 new hires and 3 Promotions for Public Works Department.
 2. Updated Job Descriptions for Fort Pierce Redevelopment Department.
 3. Assisted with re-organization for Finance, MIS and Golf Course.
 4. Worked with Evergreen Solutions for Salary Survey.
 5. Processed day to day Human Resources Duties.

- **Risk Management –**
 1. Attended Harvest Food and Outreach Board Meeting/Luncheon.
 2. Processed day to day Risk Management Duties.
 3. Accident Investigation and Injury Reviews.
 4. Reviewed Insurance Requirements for Contractor Bids.
 5. Audited, Closed, and Processed WC Claims.
 6. Processed Insurance Subrogation.
 7. Consulted with the City Carrier Regarding Liability Claims.

Code Enforcement Division

- **Hearings –**
 1. Code Enforcement Board
 - a) 11 regular hearings
 - 7 found in violation
 - 1 complied prior to hearing
 - 3 continued by staff
 2. Special Magistrate Ross
 - a) 7 regular hearings
 - 3 complied prior to hearing
 - 4 found in violation
 - b) 4 fine reduction requests
 - c) 1 lien reduction request
- **Code Enforcement –**
 1. Issued 8 written warnings
 2. Issued 0 citations
 3. Initiated 73 new cases
 - 31 general violations
 - 31 lot clearing violations
 - 11 nuisance abatement violations
 4. Conducted 157 follow-up inspections
 5. Closed 78 cases
- **Animal Control –**
 1. Daily Animal Control activities.
- **Revenue –**
 1. Conducted 21 title / lien searches.
- **Miscellaneous –**
 1. Code Compliance Manager met with City Manager Mimms to discuss several code enforcement issues.
 2. Code Compliance Manager and Code Officer Saucedo coordinated with the FPPD to investigate a boat moored in Faber Cove.
 3. Code Manager met with Deputy Chief Amandro and FEC Officer Stephen Michael to discuss the problem of homeless people living in the overgrown trees and bushes along the FEC railway. They have agreed to have their landscaping crews come out and clean up between Citrus Ave and Seaway Drive. The work initiated on 1/21/2016.
 4. Most of the Code Enforcement staff attended the Health Fair.
 5. Code Compliance Manager and ACO Gasparre met with a representative of the ASPCA at the Humane Society to evaluate the dog that was involved in the dog fight.
 6. Code Compliance Manager, ACO Gasparre and ACO Nelson are coordinating with Assistant City Attorney Emerson to petition the court for custody of the dogs seized in the dog fight on Jan. 1.
 7. 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.

Information Technology Department

- Restored services from Comcast internet site outage at Public Works on 1/11
- Resolved Citywide VOIP phone issues report on 1/19.
- High level view of departmental needs and organization.
- Completed FPUA.Net install for FPTV27. Initiated testing phase.
- Working with API to migrate our in-house document management system to the cloud.
- Completed Fiscal Transparency project w/ Finance.
- Swagit /Prosound to complete Tigtrope installation beginning February 3-5th, 2016 (rescheduled from January 25th).
- Working with HR to implement Click-2-Gov Employee Self Service Portal and Applicant Tracking. Attempting to allocate funding and schedule upgrade from V1 to V3. Advised HR manger against launching a product 2 version behind with functionality that falls short of our goals possible leading to a negative overall reception.
- Working with Selectron Technologies, Inc. to migrate the IVR system to hosted cloud services for the Building Department.
- Migrating helpdesk to new platform, also migrating mobile device manager platform.
- 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.
- Completed upgrading of leased copiers for departments.
- Exploring cloud based options for different applications.
- Servers for Sunrise Theatre are being processed for distribution

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. Historic Preservation Board Meeting
 5. Technical Review Committee Meeting
 6. Genuine Bio-fuel - 1103 N 2nd Street - Pre-Application Meeting
 7. Research Services - 5300 S US Hwy 1 – Pre-Application Meeting
 8. St. Lucie County Technical Review Committee Meeting

- **Development Review –**
 1. Causeway Cove - Site Plan & Conditional Use - 601 Seaway Drive – Planning Board Review
 2. Mount Bethel Baptist Church - Major Amendment to Site Plan - S 25th Street – Planning Board & City Commission Approval
 3. The Smoke Shop - Waiver of Distance – City Commission Staff Report
 4. Hartman Road Properties (Hartman & Whiteway Dairy) - Rezoning & FLUMA – Planning Board Review
 5. Foster Vacation Rental - 1916 Rio Vista Drive – City Commission Denial
 6. Vacation Rental Text Amendment - Multi-family Districts – Technical Review Committee Review
 7. Adult Day Care - 2400 Rhode Island Ave. - Conditional Use – Planning Board Review
 8. Indian River Villas - 401 S Indian River Drive - Conditional Use with New Construction
 9. Indian River Commerce - 401 S Indian River Drive - Zoning Atlas Amendment / PD, Development Plan
 10. Indian River Villas/Commerce - 401 S Indian River Dr. - ROW Abandonment
 11. Village at Midway - 9850 Midway Road - Zoning Atlas Amendment / PD, Development Plan / Preliminary Plat
 12. Cumberland Farms - 2009 S 35th Street - Site Plan & Design Review
 13. The Haven Detox - 4707 Oleander Avenue - Conditional Use
 14. Water's Edge Detox - 912 Avenue I- Conditional Use
 15. Mariner Cove - 3200 Edwards Road - Site Plan & Design Review

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

- **Historic Preservation –**
 1. 436 N 9th Street - Demolition – Certificate Of Appropriateness Issued
 2. Avenue D - Memorial Wall and Landscaping – Certificate Of Appropriateness Issued
 3. 521 N 4th Street – Demolition - Certificate Of Appropriateness Issued
 4. 225 Orange Avenue – Outside Dog Area - Certificate Of Appropriateness Issued
 5. 111 Orange Avenue – Art Display – Staff Report
 6. Zoning Atlas Amendment / PD, Development Plan - Indian River Commerce - 401 S Indian River Drive
 7. Conditional Use with New Construction - Indian River Villas - 401 S Indian River Drive

- **GIS/Mapping –**
 1. Zoning Map Finalization

Engineering Department

- **Development Reviews** – Intake of eight (8) 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. We have recently completed rehabilitation of SR 70 and Oleander Avenue along with SR 70 and the western mall entrance. This includes span wire signal wiring and new signal heads. Seaway Drive and US 1 will be the next intersection to receive upgrades.
- **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. We have been notified that the State will be working on our grant documents at the end of January. RFP anticipated advertisement in February and construction start anticipated March/April 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 was conducted on 1-12-16. The contractor still has to replace all new sign poles in order to comply with FDOT standards.
- **Indian Hills Recreation Area - Stormwater Improvements** – Work continues on the pedestrian bridges with pile driving and sub-structure construction. Path work began 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 will complete installation this week preventing vehicular traffic into recreation area.
- **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 construction is complete and the ribbon cutting ceremony is scheduled for February 2, 2016.
- **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. Contractor notified of blown down fencing and damaged wind screen around perimeter of site. Site to be secured by early next week.
- **Lincoln Park Neighborhood Improvements** – Construction complete. The 2nd walk-thru is scheduled for 1-27-16.
- **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.
- **Street Resurfacing** – Engineering is currently preparing City Commission agenda item for the first meeting of February for the “piggy-backing” of Port St. Lucie resurfacing contract with Lynch Construction of Okeechobee. Streets to be resurfaced include 12th Street (Ave. H to Ave. M), 21st Street, Birch Street, and 23rd Street from Georgia Avenue to Virginia Avenue.

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. They are also conducting Roll Calls where our crimes are occurring.
- **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. Representative Larry Lee, Jr. and Scot Van Duzer are still working on replicating this event at another park in Fort Pierce and a park in Port St. Lucie.
- **Updates** –
 1. January 18th, Dr. Martin Luther King, Jr. Parade and Festival. This year's event went exceptionally well. Reserves Officers, Officers, Detectives, and Command Staff attended this year's parade and festival. While there were rumors of retaliatory shootings, our diligence and heightened security made for a truly special celebration this year.

Building Department

- Single Family Home, New Construction - 4404 Belle Grove Drive: Building Permit Application Received
- Single Family Home, New Construction - 4407 Belle Grove Drive: Certificate of Occupancy Issued
- Commercial Property, New Construction - O'Reilly Auto Parts, 2600 Okeechobee Road: Building Permit Issued
- Building Department Investigator
 - 19 cases seen before the Special Magistrate
 - 10 in violation
 - 4 continued
 - 4 complied
 - 1 fine mitigated
 - 1 Contractor Complaints brought before the Board
 - 1 Unlicensed Contractor brought before the Board

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

1. Completed promotion, materials, organization and held 1st Annual Fort Pierce Job Fair - January 14
2. Created promotional materials, handouts, etc. set up and operated booths to promote Fort Pierce at Stuart Boat Show Jan 15,16,17 and at St. Lucie County Fairgrounds' Sportsman's Expo Jan 23, 24
3. Attended Leadership St. Lucie - Jan 12 and Jan 13
4. Provided PowerPoint presentation for public review and comment on Analysis of Impediments to Fair Housing Report creation January 13 at Communitywide Council meeting and January 20 at Percy Peek Gym
5. Created programs, press release, organized event and attended ceremony to affix name plate under Highwaymen Artist Livingston Roberts depiction on obelisk in roundabout on Avenue D - January 21
6. Created and submitted HUD IDIS Quarterly SF-425 report
7. Continued preparation for SCORE Small Business Workshop scheduled for February 3
8. Continued preparation for ribbon cutting for Melody Lane Fishing Pier scheduled for February 2
9. Continued oversight of 2015-2016 Public Service grant opportunity which is open until February 8
10. Coordinated exhibit of Highwaymen paintings that will be displayed in City Hall the entire month of February
11. Meetings:
 - a) Monthly Communitywide Council meeting - January 13
 - b) Fort Pierce and Lincoln Park Main Streets - grant reporting requirements
 - c) John Hoser - SCORE Small Business Workshop
 - d) Andrea Kochanowski (Fort Pierce Housing Authority) - Development of Transitional Housing program for Fort Pierce's homeless families
 - e) Doretha Hair Truesdale - Narratives for Highwaymen Heritage Trail Guided Trail Stops
 - f) Rebecca Grohall - Potential Grant Opportunity
 - g) Nick Mimms, Linda Whalen - Status of SHIP Housing program
 - h) Matt Samuels - Highwaymen Art Exhibit at City Hall

• 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) Attended meeting with City Manager and Urban Redevelopment Manager regarding rehabilitations with 2015-2016 SHIP funds
 - b) Following up on balances of SHIP and REACH program loans
 - c) Preparing mortgages and rehabilitation agreements for signing

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. Kone Elevator has been selected to make the repairs and the parts have been ordered.
- **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.
- Working with St. Lucie Tourism to bring Southern Kingfish Association National Championship to St. Lucie County in November.
- Met with potential new business franchise owner of Freedom Boat Operation.

Golf Course

- Continued working with HR Staff to get the open positions at Indian Hills filled.
- Contacted LF Staffing to get open positions in the golf shop filled.
- Met with representative from Legacy Turf to develop program for improving course conditions.
- Day-to-day operations.

River Walk Center

Park Permits	200.00
Programming	833.53
River Walk Center	1239.80
Garden Center	650.00
Special Events	392.82
Maravilla Center	259.60
Historic City Hall	490.00
Youth Activity	0
Total	\$4,065.75

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 January 12 and 19; Comedy Corner Improv on Saturday, January 9; Performances on the Sunrise Theatre main stage included: “I Lived” The Life of Zora Neale Hurston on January 2; National Touring Company of Ragtime on January 10; Chris MacDonald’s Memories of Elvis on January 15.
- Assistance continues with future rental events and co-presentations with various community groups including, but not limited to: Kyman Entertainment Doo Wop Weekend February 19 & 20; St Anastasia’s Passion Play on March 14; Family Meals, Inc. McCartney Mania on April 16; John Carroll High School Graduation on May 20.
- New shows announced for the 2015/16 Season: Brass Transit “The Music of Chicago” on February 4; Gladys Knight on February 13; Natural Wonder: The Ultimate Stevie Wonder Tribute March 3; Jewel on March 11.
- Contracts for artists and attractions are being received and executed for the current season and the upcoming 2016/17 season.
- Research on artists, teleconferences with agents discussing artist fees, tour routing and availability for the 2015/16 and 2016/17 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.