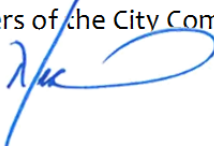




INTEROFFICE MEMORANDUM

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: February 10, 2016

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 held a Conference Agenda meeting on February 8, 2016.
- The City Manager participated in tour and overview of the Treasure Coast Food Bank.
- The City Manager met with the Planning Director to discuss departmental issues.
- The City Manager, City Clerk and Mayor Hudson participated in a tour of the Rocla site.
- The City Manager attended a meeting regarding the development of the Causeway Cove Marina.
- The City Manager attended the Code Enforcement Board meeting on 2/10/16.
- The City Manager, Planning Director and City Engineer met with Trina Angelone regarding a possible partnership with St. Andrews for an elite sports youth academy.

City Clerk's Office

- **Business Tax Receipts –**
New: 22 Renewals: 16 Transfers: 5
- **Vendor Permits Issued –**
New: 0 Renewals: 0
- **Contractor Licensing –**
New: 17 New (Board): 6 Renewals: 11
- **Public Records Requests (not including Building Department) –**
New Requests: 11
- **Animal Registrations –**
New/Renewals/Impound Fees: 12
- **Enterprise Zone Applications –**
Sales Tax Refund Applications: 0
- **Vehicle Tags/ Title Applications – 1**
- **Agenda Preparation and Meeting Minutes –**
 1. Fort Pierce City Commission 2/1/2016
- **Special Projects –**
 1. Implementation of BTR scanning program
 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. 1/22/2016 Deputy City Clerks attended FABTO Meeting in Fellsmere
 2. 1/26 – 1/28/2016 Deputy City Clerk attended Microsoft Access Training
 3. 1/28/2016 City Clerk attended press conference announcing SKA Tournament in Fort Pierce
 4. 2/2/2016 Deputy City Clerk attended Highwaymen Heritage Trail planning meetings
 5. 2/2/2016 City Clerk attended Melody Lane fishing pier ribbon cutting
 6. 2/3/2016 City Clerk attended Lawnwood Breakfast Club meeting
 7. 2/3/2016 City Clerk attended Treasure Coast Council of Local Governments meeting

Human Resources Department

- Conducted training session for Public Works employees that included: Communication – Open Door Policy, Upward Mobility, Career Advancement and Interviews.
- Mediated 5 pre-grievance discussions
- Conducted Civil Service Appeals Board Administrative Session.
- Attended Quarterly Strategic Management Team Retreat
- Posting and advertising jobs
- Coordinate Pre-employment physicals and background checks for new hires.
- Create several Personnel Action forms for new hires and promoted employees, retirees, and terminations
- Distributed monthly Reports to each department such as Accrual Register, Time Sheets and payroll register to all Departments.
- Verified car and clothing allowance along with payroll report.
- Processed February 2016 employee evaluation forms.
- Complete Verification of Employment/Loss of Income forms.
- Create and process retirement package for employees.
- Complete Family Medical Leave package for employee's four (3) employees
- Complete E Verify Reports for five (5) new hires
- Post New and update State, Federal and Local Laws Posters for 2016
- Accept applications for opening positions

Purchasing Department

- Processing and/or completion of Awards to vendors contractors approved by City Commission.
- Meetings
 1. Director of Procurement, City Manager, Human Resources Manager and Risk Manager met regarding departmental reorganization.
 2. Director of Procurement attended the Quarterly Strategic Management Retreat.

Code Enforcement Division

- **Hearings –**
 1. Special Magistrate Ross
 - a) 15 regular hearings
 - 4 complied prior to hearing
 - 11 found in violation
 - b) 4 fine reduction requests
 - c) 1 lien reduction request

- **Code Enforcement –**
 1. Issued 1 written warnings
 2. Issued 0 citations
 3. Initiated 106 new cases
 - 54 general violations
 - 44 lot clearing violations
 - 8 nuisance abatement violations
 4. Conducted 223 follow-up inspections
 5. Closed 102 cases

- **Animal Control –**
 1. Petitioned SLC Court for custody of four dogs seized from a dog fight. Prepared case for court, which was heard on February 3, 2015 and settled
 2. Daily Animal Control activities.

- **Revenue –**
 1. Conducted 20 title / lien searches.

- **Miscellaneous –**
 1. Code Compliance Manager attended the Management Retreat held at the Sunrise Theater.
 2. Code Compliance Manager met with Johnna Morris, Finance Director to draft a proposed budget for the “clean community fee”.
 3. Tax signs are being to pop up all over town. We are addressing these on a daily / weekly basis.

Finance Department

- Met with City Manager & Planning Director on funding for parking consultant
- Attended Strategic Management Retreat
- Attended Pension Conference
- Met with API on next module of transparency portal
- Met with Human Resources Manager on pension issues
- Working with auditors to complete year-end audit

Information Technology Department

- Testing FPUA.Net internet service for FPTV27.
- Installed microphone system for 2nd floor conference room (see attached)
- Begin Tightrope broadcast upgrades. **One component was defective out of the box and had to be returned via rma. This has delayed our launch and somewhat interrupted our broadcast abilities. Currently we are limited to the web stream only. Once the replacement device is received, the contractors will return to finalize the upgrade. Training is scheduled for the 22-23 February with a go live day of March 1, 2016.

Planning Department

- **Administrative/Meetings –**
 1. All Staff members conducted ‘Planner of the Day’ duties on a rotating basis
 2. Planning Board Meeting
 3. Board of Adjustment Meeting

- **Development Review –**
 1. Zoning Atlas Amendment / PD, Development Plan / Preliminary Plat - Village at Midway - 9850 Midway Road
 2. Site Plan & Design Review - Cumberland Farms - 2009 S 35th Street
 3. Conditional Use - The Haven Detox - 4707 Oleander Avenue
 4. Conditional Use - Water's Edge Detox - 912 Avenue I
 5. Site Plan & Design Review - Mariner Cove - 3200 Edwards Road
 6. Planned Development; Zoning Atlas Amendment; Preliminary Plat - Village at Midway - 9850 Midway Road
 7. 2400 Rhode Island Avenue - Conditional Use - Adult Day Care
 8. 5300 S US HWY 1 - Conditional Use - Rico Farms
 9. Causeway Cove - Site Plan & Conditional Use - 601 Seaway Drive - City Commission Report
 10. The Smoke Shop - Waiver of Distance – City Commission Approval
 11. Hartman Road Properties (Hartman & Whiteway Dairy) - Rezoning & FLUMA - City Commission Report
 12. Landmark Oceanside Dwelling Rentals - 1144 & 1156 S Ocean Drive – Planning Board Report
 13. Vacation Rental Text Amendment - Multi-family Districts - Planning Board Report
 14. Treasure Coast Bio-fuel - 1103 N 2nd Street - Submittal

- **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. 111 Orange Avenue – Art Display – Historic Preservation Board Staff Report
 4. 317 S 2nd Street – Early Learning Center - Historic Preservation Board Staff Report
 5. 729 S Indian River Drive – Wall - Historic Preservation Board Staff Report
 6. 512 S 10th Street – Fence - Historic Preservation Board Staff Report
 7. 434 N 7th Street – New Shutters – Administrative Certificate Of Appropriateness Issued

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

- **Program Analyst –**
 1. FEMA
 - a) Projects completed and waiting on final close out
 - b) Preparing to turn over to other staff
 2. SHIP
 - a) Overview of projects and files
 - b) Preparing to turn over to other staff

Planning Department contd.

- **Urban Redevelopment Manager –**
 1. Continued work on The Highwaymen Heritage Trail ribbon cutting, art show and festival.
 2. Recruited speakers, created programs and attended Ribbon Cutting for Melody Lane Fishing Pier
 3. Created materials for 2nd SCORE Small Business Workshop
 4. Created PowerPoint and supportive materials for 5-Year Plan public presentations
 5. Wrote press release for Highwaymen art exhibit at City Hall
 6. Transcribed minutes, created agenda and supportive materials for Communitywide Council meeting
 7. Created letter and mailed with confirmations for Highwaymen Guided Trail Tour
 8. Meetings:
 - a) Numerous potential applicants for Public Service Grant opportunity
 - b) Sword Outreach Ministries - Paint Our Town program
 - c) AJ Brown - 2nd Generation Highwaymen artists
 - d) Matt Samuel - Highwaymen Art Exhibit at City Hall
 - e) Public Meeting - 5 Year Consolidated Plan / Analysis of Impediments to Fair Housing
 - f) City Commission - presentation on SHIP Housing and Wind Retrofit projects

Building Department

- Single Family Home, New Construction - 4416 Belle Grove Drive: Building Permit Application Received
- Single Family Home, New Construction - 4342 Gator Trace Circle: Certificate of Occupancy Issued
- Building Department Investigator
 - 8 cases seen before the Special Magistrate
 - 7 in violation
 - 1 complied

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. 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 final punch list item is the installation of the on specified sign poles in order to comply with FDOT standards. This item is being completed this week. Preparing the FDOT close-out package.
- **Indian Hills Recreation Area - Stormwater Improvements** – Work continues on the pedestrian bridges with 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 at access points completed.
- **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 was conducted on February 2, 2016.
- **H.D. King Power Plant Clean-up** – Cardno continues design work on the seawall replacement along Moore's Creek. Preparing schedule for 2016 work based on schedule of RLF loan documents. Contractor repaired blown down fencing and damaged wind screen around perimeter of site.
- **Lincoln Park Neighborhood Improvements** – Construction complete. The 2nd walk-thru conducted on 2-3-16. An updated punch list is being generated.
- **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 throughout the City. They are conducting anywhere from 20 to 30 of these Front Porch Roll Calls each week.
- **Multi-Agency Task Force** – In response to the recent shooting activity, the police department partnered with our Federal Law Enforcement Agencies to form a Multi-Task Force. The Task Force has been operating for almost a month now, and their efforts are having a positive impact. There has been a noticeable decrease in shooting activity over the past few weeks. A number of significant arrests have been made and several guns have been taken off the streets. But there is still more work to be done.
- **Homeless Initiative** – The police department teamed up with Code Enforcement and the Florida East Coast (FEC) Railway to identify several homeless camps along the FEC property. These properties have been cleared of either their over brush and/or trash, making it less attractive for homeless. Our Patrol Shifts have also identified several homeless camps throughout the city and will work with Public Works to have these camps cleared out as well. We have seen less vagrants and panhandling as a result of these efforts.
- **The First Step** – The attendance by the neighborhood children and community leaders is still strong and active, making a positive impact on our neighborhood boys and girls. Representative Larry Lee, Jr. and Scot Van Duzer will be recognizing those agencies that have participated in the First Step program since its inception at the February 15th City Commission Meeting, which will include the Fort Pierce Police Department, the St. Lucie County Fire District, the St. Lucie County Sheriff's Office, along with several Community Leaders.
- **Updates** –
 1. January 30th, the police department participated in the 5th Annual Jetson Highwaymen Show. Chief Hobley-Burney spent the better part of Saturday at the event promoting the police department and our mission.
 2. February 4th, the police department received delivery of our Segway's. Several officers from each shift received training. Therefore, our citizens should see our Segway's in action within the next few days. The Segway's will be used throughout Downtown and for special events around the entire City.
 3. February 8th, the police department will participate in the Veteran's Medal of Honor Foundation Event, which will be held at Veterans Memorial Park, 2100 SE Veterans Memorial Pkwy, Port St Lucie.

Public Works Department

- **Energy Efficiency & Conservation** – This project is completed. Presentation is tentatively scheduled for March 7, 2016.
- **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. The repairs are scheduled to commence on February 9th.
- **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.

- **River Walk Center**

Park Permits	1,000.00
Programming	500.77
River Walk Center	2,049.64
Garden Center	453.05
Special Events	250.00
Maravilla Center	500.00
Historic City Hall	715.73
Youth Activity	800.00
Total	\$6,269.19

Marina

- Meeting with potential new business franchise owner of Freedom Boat Operation.
- Working with event organizers for the Marine Trawlers Owner Assoc. Marina Rendezvous, April 5th thru the 7th.

Golf Course

- The 1st Tee Program started on Wednesday, Feb. 3. Eight children were in attendance. Program will run every Wednesday.
- Completed wall-to-wall fertilization of the golf course.
- Met with all staff to discuss customer service initiatives.

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 26 and February 2; Comedy Corner Improv on Saturday, January 23; On The Verge Concert Series “Girls, Guns & Glory – A Tribute to Hank Williams” on February 5. Performances on the Sunrise Theatre main stage included: Air Supply performed to a sold-out crowd on January 17; Street Beat Kidz a School Time Performance on January 19; Paul Anka on January 20; Engelbert Humperdinck on January 22; The Jive Aces – King of the Swingers on January 24; The Bronx Wanderers on January 29; Graham Nash on January 30; Masters of Illusion on February 3; Brass Transit performing the music of “Chicago” on February 4; The National Touring Company of “Buddy: The Buddy Holly Story” on February 5.
- 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.
- Met with members of the Treasure Coast Film Society on January 21 to discuss hosting the Treasure Coast Film Festival in October.
- City of Fort Pierce Quarterly Management Team Retreat was held at the Sunrise on January 26 from 8:30am – 1:30pm.
- Sunrise Theatre Advisory Board Subcommittee meeting on February 2 to discuss revisions to STAB Resolution No. 07-08.
- 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.
- Budget projections and adjustments for this and next year’s fiscal year continue to be reviewed and implemented.