



INTEROFFICE MEMORANDUM

FROM THE OFFICE OF THE
CITY MANAGER

TO: The Honorable Mayor and Members of the City Commission
FROM: Nick Mimms, P.E., Interim City Manager
RE: Department Activity Report
DATE: May 16, 2012

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

City Manager

- The City Manager attended the Port of Fort Pierce Community Meeting at the St. Lucie County Commission Chambers on Wednesday, May 2, 2012.
- The City Manager met with the City Attorney, City Clerk, Public Works Director, Finance Director and City Engineer to discuss the FEC and Flagler right of way properties.
- The City Manager met with the Finance Director to discuss the FY13 Employee Net Pay Analysis.
- City Manager met with Commissioner Perona to update him on City activities.
- City Manager met with the Public Works Director to brief him on his duties as Interim City Manager.
- The City Manager met with the City Attorney, Marketing and Communications Manager and Public Works Director to discuss pending City Manager matters.
- The Interim City Manager met with the Mayor to discuss pending matters with the City.
- The Interim City Manager attended the St. Lucie County Chamber of Commerce Fort Pierce Area Council Meeting on Monday, May 14, 2012.
- Interim City Manager met with the Planning Director to discuss planning issues.
- The Interim City Manager met with the MIS Director to discuss the transfer of information from Public Works to the City Manager's Office.
- Interim City Manager met with the Administrative Services Director to discuss several personnel matters.
- The Interim City Manager attended the FPUA Board Meeting on Tuesday, May 15, 2012.
- Interim City Manager attended the Port of Fort Pierce Community Meeting at the River Walk Center and the Port of Fort Pierce Community Meeting in the City Commission Chambers on Wednesday May 16, 2012.
- Interim City Manager met individually with the Mayor and City Commissioners to discuss their expectations while he is in the interim position.

City Manager's Office contd.**Communications & Marketing Manager**

- Attended City Commission meeting on May 7, 2012.
- Attended monthly Channel 13 Fort Pierce update in Vero Beach.
- CGI Communications video script completed. Video shooting is scheduled for June 2012. Met with advertising representatives to discuss potential sponsors.
- Completed Parks, Special Events resolution establishing fees in resolution form, sent to City Attorney.
- Attended Fort Pierce Authentic Tours monthly meeting/grant awards.
- Attended Special Call Commission Meeting on May 9, 2012 for City Manager's resignation.
- Attended meeting with City Manager, Interim City Manager and City Attorney to discuss ongoing projects, administrative processes, etc.
- Created 2012 Florida League of Cities Annual Event ad.
- Held Big Splash Kick-off event on May 10, 2012 at Marina Square.
- News Releases: 12-12 FDOT Community Meeting to Be Held; 13-12 City to Hold Big Splash Kick-off of Marina Protection Project; 14-12 Fort Pierce Wins Mayor's Water Conservation Challenge.

City Clerk's Office

- Gave assistance and answered questions to the walk-in public on various aspects of Business Tax Receipts which include but is not limited to:
 - New Applications: 27 Renewals: 0 Transfers: 0
- Gave assistance and answered questions to the walk-in contractors on various aspects of Contractor's Licensing which include but is not limited to:
 - New Applications: 18 Renewals: 8
- Gave assistance and answered questions from the public who have contacted office by phone: 692
- Gave assistance/answered questions received by the public via e-mail through the City's web-page.
- Assisted the public by researching and providing copies of various requested public records.
- Assisted the public, various departments, newspaper and other government entities by providing DVD copies of various commission meetings.
- Assisted the public by processing paperwork and payment associated with animal registration.
- Assisted Code Enforcement by processing payment received from Tri-County Animal Hospital for animal registrations for April 2012.
- Daily balancing process of cash receipts and submittal to Finance Department for bank deposit.
- Processed payment for animal registrations from Happy Hounds Program.
- Processed payment received from SLC Humane Society for animal registrations for April 2012.
- Processed payment received from SLC Humane Society for Impound Fees from April 2012.
- Compiled and submitted monthly animal registration report to Code Enforcement for the month of April 2012.
- On-going updating of contractors' records for current Liability Insurance, Workman Compensation Insurance, and State License information.
- Reviewed applications for correctness and completeness for competency cards submitted by contractors for the 5/8/12 meeting of the Board of Examiners of Contractors.
- Assembled packets of applications for the Board of Examiners of Contractors meeting agenda held on 5/8/12.
- Attended and recorded the Board of Examiners of Contractors meeting on 5/8/12.
- Input all necessary data into system to establish an account and issue competency cards for contractors that were approved by the Board of Examiners of Contractors at their 5/8/12 meeting.
- Prepared legal advertisements, letters, resolutions, & ordinances for various departments for upcoming City Commission agenda items.
- Prepared several Proclamations.

City Clerk's Office contd.

- Attended, recorded and transcribed minutes of the City Commission Meeting on April 16, 2012.
- Revenue Recovery working with Code Enforcement on new businesses within the city limits that have not applied for a Business Tax Receipt.
- Licensing/Permit Clerks worked with Code Enforcement on businesses that have not renewed Business Tax to the 2012 year.
- Licensing/Permit Clerk worked with Building to contact business tax applicants to set up appointments for building inspections and other issues associated with a business tax application.
- On-going implementation of computerization of annexation records.
- On-going implementation of scanning City Commission Agenda Packets onto DVD's.
- On-going implementation of scanning City Commission Meeting minutes, ordinances, resolutions, and the Fort Pierce Redevelopment Meeting minutes into the Optiview system.
- Assisted MIS in correcting and adding unit numbers to existing address data base.
- Prepared and delivered various paperwork to SLC Courthouse Recording Division to be recorded.
- Assisted Finance by signing and affixing the City Seal to paperwork associated with release of liens.
- Assisted Finance with invoices received from Scripps Newspaper for advertisements and invoices received from SLC Clerk of Court for recordings, to determine which departments are to be billed.
- Assisted Planning by answering questions pertaining to business tax applications.
- Assisted Planning by researching and providing copies of various ordinances, rezoning, conditional uses and annexations.
- Assisted Planning by researching and providing the cost for legal advertising of various projects they are processing.
- Assisted City Attorney's Office by researching and providing copies pertaining to various city issues.
- Licensing/Permit Clerk attended one day re-certification seminar presented by the Florida Association of Business Tax Officials.
- City Clerk researched, provided copies and attended a meeting with City Manager, City Attorney, Director of Public Works and City Engineer pertaining to FEC property.
- City Clerk researched, provided copies and attended a meeting with City Manager, Assistant City Attorney and Director of City Marina pertaining to leases.
- Deputy City Clerk attended 5/7/12 City Commission Meeting to present Ordinance No. L-256 amending Section 9-30, Business Tax.
- Licensing/Permit Clerks attended Health Fair held at the Fenn Center on 5/8/12.
- Assisted Human Resources by researching and providing a copy of a resolution associated with appointment of members to the Civil Service Appeals Board.

City Clerk's Office contd.

- Assisted Public Works by providing copies of several ordinances pertaining to annexations.
- Assisted Public Works by researching and providing copies of any information pertaining to the Public Works Compound and also pertaining to the tower that is located at the compound.
- Licensing/Permit Clerk assisted applicant with the processing of season sales permit for the sale of flowers for Mother's Day.

Administrative Services Department

- **Procurement –**
 1. Processed and/or completed awards to vendors/contractors approved by Commission/FPUA Board.
 2. Prepared three solicitations for formal bid; one for FPUA, one for FPRA and one for Public Works.
 3. Processed purchase orders.
- **Meetings –**
 1. Director of Administrative Services attended Civil Service Appeals Board meeting.
- **Risk Management –**
 1. Revised Gym/Activity Liability Waiver.
 2. Attended Storm Disaster Symposium, Sanford, FL.
 3. Held 11th Annual Employee Health & Safety Fair (FPUA, County & City), Fenn Center, Tuesday, May 8, 2012.
 4. Revised Gym/Activity Liability Waiver.
 5. Collaborated with Florida League of Cities to close WC claims.
 6. Filed subrogation against several insurance companies.
 7. Processed new WC claims.
 8. Processed day to day Risk management duties.
- **Human Resources –**
 1. Coordinated pre-employment physicals and background checks.
 2. Created several personnel action forms for employees.
 3. Distributed monthly reports to each department such as accrual register, time sheets and payroll register to Police Department.
 4. Processed purchase orders and requisitions.
 5. Verified payroll.
 6. May 2012 employee monthly evaluations.
 7. Completed Verification of Employment/Loss of Income forms.

Police Department

- **100 Club Award's Dinner** – Officer Michael Harding received the St. Lucie County 100 Club Officer of the Year Award for his efforts in protecting our community. Among many other accomplishments, Officer Harding made 76 DUI arrests in 2011.
- **Mooring Field Project** – Chief Baldwin and Officer Keith Holmes met with the Marina Director and Planning Director to review the process for establishing a Mooring Field within the Indian River Lagoon. Officer Holmes is preparing a briefing for the City Commission, which will be presented at an upcoming Conference Agenda Meeting.
- **Special Events Ordinance** – Chief Baldwin has drafted an ordinance revision that will allow licensed businesses and caterers to sell alcoholic beverages at special events within Marina Square and Veteran's Parks. The ordinance has been reviewed by staff, the interested private parties, and is currently under legal review by the City Attorney's Office.
- **Law Enforcement Memorial** – The annual St. Lucie County Law Enforcement Memorial Service will be held on May 17, 2012, 7:00 PM, at St. Bernadette Catholic Church in Port St. Lucie (SLW).
- **Stand your Ground Law** – Chief Baldwin is participating in a community forum on Florida's Stand your Ground Law on May 20, 2012, 4:00PM, at Mt. Olive Missionary Baptist Church.

Finance Department

- Attended mandatory Discrimination Workshop.
- Met with City Building Official.
- Met with City Manager, City Attorney, Director of Planning, & City Engineer.
- Met with City Manager.
- Met with City Manager & City Attorney.
- Prepared month end financials.

MIS Department

- Working with State of Florida and AT&T on new POE Telephone system including ordering POE switches for various remote sites.
- Major problems with email due to virus attacks to our system (on-going). Working on new application to help mitigate unwanted emails.
- Received and working on installation of computer equipment for City Manager's office and Marina departments.
- Placing order on consent agenda for Finance on viewing new application to make Accounts Payable processes more visible to city staff.
- Testing iPads for use in current environment (NovusAgenda, Lotus Notes email, and Click2Gov Building permits).
- Working with Marina on camera installation and WiFi access (ongoing).
- Work Order system is 98% restored and still working to get back into full production.
- Working with vendors to lease much needed computer equipment awaiting sign off from legal department to complete purchase.
- Working currently in parallel mode with regular manual agenda and the NovusAgenda (paperless agenda package) still having user issues.
- Working on Blade Center servers and remote site servers and continuing dialog with SunGard HTE technical staff to complete setup of the Blade Center.
- 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).
- Lotus Notes IQsuite e-mail spam, and archiving (ongoing).
- Processing the firewall upgrades for all sites to enhance network security (ongoing).
- Updating MIS documentation and procedural policies (on-going).
- Received fifty seven new work orders and completed fifty five work orders.

Engineering Department

- **Pinecrest Subdivision Drainage Improvements** – Construction complete. The contractor is addressing punch list items. A final walk thru is scheduled for the first week in May.
- **13th Street (Orange Ave to south of Ave D)** – Submitted final reimbursement to FDOT for approval.
- **Development Reviews** – Intake of 5 Building Permits, Site Plans, and Certificate of Occupancy reviews.
- **Street Resurfacing** – Engineering staff continues to up-date street condition report and associated mapping.
- **A1A – Phase I** –
 1. South Ocean Drive is open to two-way traffic. The contractor is in the process of cleaning and videotaping the storm drainage system and replacing broken curb, sidewalk and cross walks where needed. The final lift of asphalt is scheduled for the week of 5/21/12.
 2. Seaway's eastbound travel lane between Binney and Eldorado will be closed for 2-1/2 months while the contractor installs drainage and constructs the east half of the right-of-way improvements. Eastbound traffic will be detoured down Binney to Eldorado at which point they will merge back on to Seaway Dr. Detour is scheduled to begin the week of 5/14/12.
 3. The business blue identification signs have been installed.
 4. Bayshore irrigation repair has been completed and the Bayshore roadway restoration work is scheduled to begin the week of 5/14/12.
 5. Seaway/South Ocean Roundabout is currently under review by FDOT. Title of Opinion has been reviewed by FDOT and they have provided a list of revisions to the paperwork along with some additional information. City Attorney's office has scheduled a conference call with FDOT's legal department to discuss the items.
 6. Final drainage outfall work at 1502 Seaway will begin as soon as the baffle box has been delivered.
- **Traffic Control** – Econolite has started equipment procurement and City specific software development for the CENTRACS traffic control system. We are trying to schedule kick off conference call with all parties the week of 5/21/12.
- **Oleander Ave./Sunrise Blvd. Sidewalk and Bike Paths** – Construction underway. Final completion expected this summer.
- **Stormwater Division** – Gathering survey information for base map in the area of Hernando Ave. and Avalon Avenue. Engineering plans to be developed to alleviate flooding problems in this locale.
- **S. 21st Street / Havana Ave. Sidewalk Project** – Funding has been approved by FDOT for FY 2015.
- **Garden Avenue Sidewalk and Pedestrian Bridge** – Required Preliminary Submittal package has been submitted to FDOT. Project is funded by a Transportation Enhancement grant through the St. Lucie County TPO. Project entails sidewalk on both sides of Garden Ave from Oleander Ave to the Mayflower Canal and a pedestrian bridge crossing Mayflower Canal connecting the neighborhood with Sabal Palm Shopping Plaza. Funding has been approved by FDOT for FY 2014.
- **City Marina Reconstruction - Phase I – Islands** – City has completed the entire permit required preconstruction tasks. Lucas Marine has continued rock stockpiling operations in preparation of in-water activities scheduled to start 5/14/12. Staff continues working with local stake holders on concerns of the Marina reconstruction project.
- **City Marina Reconstruction – Phase II – Docks** – Staff has started to compile documentation and specifications for preparation of bid documents.
- **10th Street Reconstruction** – SLC awarded the construction contract to Dickerson. A pre-construction meeting has been scheduled for 5/17/12. FPUA crews will be commencing the relocation of their electric facilities in May.

Engineering Department contd.

- **29th Street (Orange Ave to Ave Q)** – Construction complete. The contractor will schedule a final walk thru with FDOT and City staff.
- **31st Street Sidewalks from Okeechobee Road to Tennessee Avenue** – Required Preliminary Submittal package has been submitted to FDOT. Project is being funded by a “Safe Routes to School” grant through the St. Lucie County TPO. Project entails the installation of approximately 1,850 LF of sidewalks along 31st Street from Okeechobee Rd to Tennessee Ave. Funding approved by FDOT for FY 2014. The original grant application requested the engineering design services be funded by the grant. FDOT has rejected this funding request, indicating funds are only available for construction. Engineering is currently exploring different possibilities for funding the design services that are mandated by the type of grant – (FDOT LAP project).
- **Jetty Park Reconstruction** – Staff has submitted additional information as requested by FDOT addressing FHWA and SHPO comments. In order to expedite the LAP Agreement, FDOT has informed us that they will be forwarding the agreement to the City for execution. Depending on when we receive the documentation, it is possible that this agreement could be brought before the Commission for approval on 6/4/12.

Code Enforcement

- **Hearings –**
 1. Special Magistrate Blandino – May 2, 2012 (cancelled)
 - a) 8 violation hearings scheduled
 - b) 8 cases complied prior to hearing
- **Code Enforcement –**
 1. Received 89 complaints
 2. Initiated 52 new cases
 - a) 41 general violations
 - b) 11 lot clearing violations
 3. Conducted 117 follow-up inspections
 4. Closed 85 cases
- **Animal Control –**
 1. Responded to 108 dispatched calls
 2. Conducted 199 self-initiated calls
 3. Conducted 71 follow-up investigations
 4. Issued 11 written warnings
 5. Issued 1 citations
- **Income & Expenses –**
 1. April income from SLC Clerk of Court (animal control) - \$1,035.85
 2. April income for property violations - \$2,000.00
 3. Processed 28 lien/title search requests.
 4. All lien & fine case folders are being manually reviewed and updated to address past due accounts (on-going).
- **Miscellaneous –**
 1. Very quiet two weeks – focused on daily work, updating animal registration computer program and building new websites.
 2. Updating Naviline System to close inactive / old case files (on-going).
 3. Updating Naviline System to correct errors that occurred when cases transferred from the old system to the new system (on-going).

Urban Redevelopment

- **FEMA –**
 1. Updated draft of City Hall Window Replacement contract and forwarded to contractor, Legal. Submitted draw request to State for \$700k. Researching Legal files regarding issues concerning previous City Hall construction problems.
 2. Prepared request for state funding for window replacements at other City-owned buildings.
 3. Letter to State (Anderson) re: single source contractor for wind mitigation work.
 4. Created spreadsheet to track FEMA payments for City Hall and Marina projects.
 5. Attended weekly marina construction meetings.

- **Fort Pierce Authentic Tours Program (FPAT) –**
 1. Held FPAT monthly meeting on 5/3.
 2. Board reviewed and recommended 2012 grant program.
 3. Voted on new advisory board members.
 4. Prepared City Commission agenda item on grants and resolution for new members.

- **Grants –**
 1. Attend BOCC meeting on 5/1 to successfully gain support for Melody Lane fishing pier Interlocal agreement.
 2. Application for additional \$200k for King brownfield cleanup to TCRPC.
 3. Drafted Derelict Vessel removal RFP for Purchasing.
 4. CDBG PSA grants with recipients and processing check requests.
 5. Kids PAL fishing clinic - order dog tags for participants (event in June).

- **CDBG/SHIP/Housing Issues –**
 1. Memo on economic development initiative re: Casauari factory/Highwaymen concept. Second conceptual meeting with Emily McHugh on 5/3.
 2. Staff meetings on updating CDBG 5-year and annual plan to reflect plan modifications. Drafted amendment to 2011-12 CDBG Action Plan.
 3. Began research and drafted for 2012-13 CDBG Annual Action Plan.
 4. Drafted Communitywide Council agenda, held monthly meeting on 5/9.
 5. Signed foreclosure document for Serena Knight home.
 6. Anderson home (N. 23rd St.), received \$29k change order request, deny request, tour home, stop work, met with owners, suggested alternative to rehabbing existing structure, tour alternate home, owners want to rebuild on existing site, memo to contractor re: rebuild.
 7. Updated HUD CDBG Citizen Participation Plan.
 8. Drafted RFP for pool of handyman repair contractors.
 9. Inspected contractor warranty repairs to Pratt home.
 10. Processing 2 down payment assistance applications, 4 CDBG housing rehab applications, 1 CDBG emergency application and 2 SHIP replacement housing applications.
 11. 1909 Juanita Avenue - window installation failed initial City inspection, passed on 5/10.
 12. Closed out last of 08/09 SHIP expenditures, reclassify CDBG-R expenditures and prepared financial closeouts for current State fiscal year.
 13. Redrafted City strategy for Florida Hardest Hit program to address program changes.

- **Administrative –**
 1. Welcomed two interns to the department. Both enrolled in the Master's Degree Program's Environmental Consultancy Project from the University of Leeds, Leeds, England. Worked to identify their project scopes and focus, toured redevelopment area.
 2. Updated strategic plan for City Manager.
 3. Attended Downtown Main Street annual meeting.
 4. Attended Chaney's Flowers 75th Anniversary celebration.
 5. Drafted memo to Commission on Compostable Food Service ware.
 6. Attended SLC Lending Consortium meeting on 5/9.

Urban Redevelopment contd.

- **FPRA/NSP –**
 1. Negotiated contract for Paseo NSP home. Deal ultimately cancelled (insurance costs).
 2. Drafted scope for RFP for Fisherman’s Wharf development proposals.
 3. Met with contractor on Atlantic NSP home, modify plans, drafted memo to Building, met with consultant contractor re: disallowing change order request.
 4. Assisted SLC with RFP draft for Intermodal Facility naming initiative.

Public Works Department

- **Keep Fort Pierce Beautiful –**Public Works will be hosting the Great American Cleanup on May 19, 2012. This event annually promotes litter and trash removal, stormwater pollution prevention, and community beautification. The Fort Pierce Magnet School of the Arts, Moore’s Creek Linear Park, and the Illous Ellis Park areas have been targeted for improvement.
- **National Public Works Week –** Public Works will be celebrating National Public Works Week beginning May 21, 2012 through May 26, 2012. During this time community outreach, community beautification, teambuilding, and employee appreciation activities are planned.
- **Curbside Residential Recycling –** Public Works is currently generating technical specifications for the advertisement of a bid for curbside residential recycling utilizing single stream methodology. The prospective vendor will provide every eligible resident a container and implement an aggressive education and awareness program to ensure elevated participation rates. It is anticipated that this bid will be advertised within the next 30 to 60 days.
- **Energy Efficiency & Conservation –** The Energy Efficiency & Conservation Team (EECT) is completing negotiations with ConEdison to perform an Investment Grade Audit on City of Fort Pierce buildings, facilities, and other infrastructure. Contract negotiation process is complete. Final draft agreement is currently being reviewed by the City Attorney’s Office. The recommendation to the City Commission for contract award has been tentatively rescheduled for June 4, 2012.
- **Summer Youth Employment Program -** Public Works is partnering with the Police Department and Administrative Services to generate an eight week youth employment program designed to mentor young people and provide practical work experience. The program is tentatively scheduled to begin June 2012. Over 50 applications have already been received to participate in this program.

Building Department

- **Developments –**
 1. **Click 2 Gov. Training:** In advance of making C2G available to the general public, Building and MIS staff conducted a training class for selected local contractors and staff members. The training was successful and the C2G goal is to go live in early June 2012.
 2. **Mc Donald’s 615 N US HWY 1:** All building issues have been resolved and the final inspection was approved. Certificate of Completion has also been issued.
 3. **Neighborhood Bible Way Church 512 N 13th Street:** Building staff received the application for this project and is in the process of routing it to all pertinent departments.
 4. **Orange Blossom Business Center:** Despite the best efforts of the Building Official and staff to warn the property manager of the consequences of authorizing work to be done without first obtaining building permits and employing unlicensed and uninsured workers; it appears that the property manager continues to ignore staffs direction. For this reason, Building staff will proceed to investigate this work site and will forward all findings impropriety to the appropriate State and Local agencies for prosecution.

Planning Department

- **Administration/Meetings –**
 1. Met with Police Chief and Marina Director to discuss issue of designating a Mooring Field in the City of Fort Pierce.

- **Planning –**
 1. Pain Management Ordinance- Incorporated Final Revisions & Memo to City Attorney
 2. Sidewalk Ordinance- Incorporated Final Revisions & Memo to City Attorney
 3. Research Original PUR Designation for City Marina Regarding Residential Uses
 4. Neil Farms -Road Improvement Agreement-St. Lucie County Memo
 5. Mount Bethel Baptist Church- County Memo Site Plan Status
 6. St. Lucie County Property Appraiser- Ad Valorem Tax Exemptions for City Property
 7. PAL Park- Connect Range Extender/Network Configuration for Zap
 8. Temporary Use Application- Fishing Frenzy
 9. LDR Rewrite-Review Updated Comment Table
 10. Site Plan Extension St. Lucie Court
 11. Webinar- DOE Update
 12. Project Manager Workflow and Scheduling
 13. Phone Calls, Email, POD, Payroll Management, PC Card Transaction Maintenance
 14. Zoning & Land Use Determinations
 15. City Commission Meeting 5-7-12 & 5-9-12
 16. Planning Board Meeting 5-8-12
 17. Wellness Health Fair 5-8-12
 18. Agriculture Use Request
 19. Prepared City Commission Agenda Item for Smirna Pentecostal Council of Churches - Conditional Use - 3115 South Jenkins Road
 20. Public Phone Inquiries regarding Zoning and Code Requirements
 21. Business Tax Application review
 22. Home Occupation Application review
 23. Address Assignments - PASLC/SLC GIS additions/corrections
 24. Pre-Application Meeting Management - FPHA Community Center, Inquesia Pentecostal Church, Pine Creek Village Club House
 25. Conditional Use Application Prep Meeting - El Bethel Community Development Center
 26. Met with Property Owner & Representative regarding Treasure Coast Business Park Activity
 27. Zoning Verification Letter - Bethany Court Apartments
 28. COA Preparation; COA File Transfer - S:/drive to Naviline
 29. Electronic File Conversion Assistance
 30. Landscape Inspection/Tree Removal Coordination
 31. Property Owner Notification Preparation & Distribution
 32. Conference Scheduling/Logistics
 33. Planning Board Packet Compilation & Distribution
 34. Prepared Comp. Plan Amendments Adoption Package for external agency review (BFIP and Ancient Oaks FLUMA)
 35. Water Supply Plan Amendment - coordination with FPUA/SFWMD - amending Future Land Use, Infrastructure, ICE, Conservation and Public Facilities Management Elements of the Comp. Plan and inclusion of new GIS maps
 36. Reviewed City of Port St. Lucie EAR-Based Amendments
 37. Completing CIE Update (coordinating with Finance to update revenue sources; Engineering to identify FDOT and St. Lucie County transportation projects to maintain City adopted LOS)
 38. Ancient Oaks FLUMA / Rezone adoption CC packet
 39. BFIP CP amendment adoption CC packet
 40. Density Bonus Provisions - Planning Board Packet
 41. Reviewed land use and zoning assignments on parks w/in City limits; identifying proposed land use and zoning changes (coordinated with Public Works re: identification of all parks within City limits)

Planning Department contd.

- **Historic Preservation/Urban Design –**
 1. Treasure Galleon Historic Preservation Awards: 2012 Planning the City of Fort Pierce Historic Preservation Awards, to be held at the Sunrise Theater's Black Box on 5/31/12 at 4:00 pm. Compiled nominations and documented with photos, arranged and held selection committee meeting, met with Sunrise Theater to plan logistics.
 2. Congress for the New Urbanism: 2012, Annual Conference, Mobile Workshop. The Congress for the New Urbanism traveled to Fort Pierce on 5/12/12. Planning and Ramon Trias led the walking tour of historic, downtown Fort Pierce. Prepared handouts, maps and a presentation.
 3. Planning Board: Edgartown Special Area Plan, Phase One: Edgartown Settlement (ES) zoning district.
 4. Site Visits: Orange Avenue Apartments project management; Peacock Coffee Shop; Emporium Antiques.
 5. Interview: Potential Planning Intern.

- **GIS/Web Service Support –**
 1. Published web data for Building, Historic Preservation Board, Planning Board (multiple), Communications Manager (multiple), vacancy announcement for Planning Board, City Manager, Urban Redevelopment, Community Wide Council, City Clerk and City Commission.
 2. Corresponded with MIS regarding viruses.
 3. Summarized review of FPAT web site.
 4. GIS review & analysis for 2nd group of property - So. Hutchinson Island.
 5. GIS edit regarding zoning change for mainland property & disseminated to Staff.
 6. Preliminary GIS review & analysis for A1/A2 zoning districts to be digitized.
 7. GIS correspondence between Planning and Public Works.
 8. GIS edits/input annexation agreements 4 of 4 batches.
 9. GIS follow up for annexation agreements issues.
 10. Reviewed & analyzed proposed sign for commercial property.
 11. Weekly project meeting with Assistant Director of Planning.
 12. Continued migration of Planning server data into NavilLine system (ongoing).
 13. Backup of City of Fort Pierce web data, FPAT data (external), Indian Hills Golf Course web data (external) and Planning server data (ongoing).

River Walk Center

Garden Club	\$ 100.00
Maravilla Center	\$ 600.00
River Walk Center	\$1,184.03
Park Permits	\$1,525.00
Programming	\$ 239.74
Special Events	\$ 300.00
TOTAL	\$3,948.77

Golf Course

- Final prep work has been completed for aerification beginning May 14th.
- Held a golf outing to raise money for the junior golf program at Indian Hills.

Marina

- Oversee daily operations for City Marina and Fisherman's Wharf Marina.
- Working with seasonal dockage and events (see weekly email "Marina Happenings" newsletter for updates).
- Consulting on Marina rebuild project.
- The Engineering drawings are being completed for the fish cleaning station pavilion. F.I.N.D. Grant. Will be placed out for bid as soon as the drawings are received.
- Continuing to install security cameras throughout marina.
- Tetra Tech to assist in permitting for the dredging of Moore's Creek (marina area). Staff will continue to work with the city grant writer to gain a grant from F.I.N.D. to assist in the funding for the dredging project.

Sunrise Theatre

- Over the past two weeks, the following performances and activities were presented in the Sunrise and Black Box Theatres: Performances and events in the Black Box included: Fort Pierce Jazz and Blues Society and the Sunrise Theatre co-presented Jazz Jam on May 1 and 8; Comedy Corner on May 12; An Appreciation Reception for Volunteers of the Sunrise Theatre was held on May 7 with over 100 attendees. John Wilkes, who hosted the annual event, was on-hand to thank all those who volunteer their time to help the theatre throughout the year and Mayor Benton spoke on behalf of the City.
- Performances on the main stage included: A sold-out performance with Reggae artist Ziggy Marley on May 6. The theatre is busy with on-going registrations for the four week long summer camps with Missoula Children's Theatre.
- On a daily basis offers and contracts continue to be negotiated with artists and their representatives for the 2011/12 Season and the 2012/13 Season. The Membership campaign for the coming season is about to kick-off; both new and renewed memberships continue to come in regularly. Sales are up and continue to grow for this season.
- Assistance with future rental events and co-presentations continue with various community groups including, but not limited to, St. Andrew's Academy Spring Musical on May 17 & 18; John Carroll High School graduation on May 23; Wings To Fly's performance "Time" on June 9; Simply Dance Academy's student recital on June 10.
- Budget projections and adjustments for this and next year's fiscal continue to be reviewed and implemented.