



# INTEROFFICE MEMORANDUM

FROM THE OFFICE OF THE  
CITY MANAGER

**TO:** The Honorable Mayor and Members of the City Commission  
**FROM:** David L. Recor, ICMA-CM, City Manager  
**RE:** Department Activity Report  
**DATE:** November 30, 2011

*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

- City Manager met with specific department heads to discuss issues, activities and follow-up status reports.
- The City Manager and Building Official met on site with the owners of Robinson's Grocery on 13<sup>th</sup> Street.
- The City Manager and Mayor met with members of the United for Animals organization to discuss animal control issues.
- The City Manager attended Coffee with the Mayor.
- The City Manager met with Commissioner Perona to discuss city issues.
- City Manager met with the City Attorney, Public Works Director and Assistant City Attorney to prepare for a meeting with Waste Management regarding Waste Management's Capacity Agreement which is being scheduled for the December 5, 2011 Commission meeting.
- The City Manager attended a Public Records and Sunshine Law presentation at the Indian River County Administration Complex on Monday, November 28, 2011.
- The City Manager met with the Communications and Marketing Manager to discuss the agenda item regarding Ordinance No. L-225.
- City Manager met with the City Attorney to be updated on several legal matters.
- City Manager and the Code Compliance Manager went on a tour of the City to discuss code enforcement issues.
- City Manager met with the City Attorney, Assistant City Attorney, Public Works Director and Waste Management to discuss Waste Management's Capacity Agreement.
- City Manager met with Commissioner Sessions, the Interim Assistant Director of Planning and John George to discuss a resolution in support of FDOT funding a community planning initiative for the Port of Fort Pierce.

**City Manager's Office contd.**

**Communications & Marketing Manager**

- Met with webmaster Duane Yazzie and Federico Sandoval to discuss hosting, maintenance and design for Fort Pierce Authentic Tours website development.
- Interviewed for WCCI Channel 10 Vero Beach monthly Fort Pierce update.
- Attended Fort Pierce Utilities Authority Monthly meeting for City Manager Recor.
- Attended bi-monthly City Commission meeting.
- Working with Public Works Staff on the PAL Park/Center Ribbon Cutting on December 8 at 10:00 a.m. - Invitations, news release, program, etc.
- Attended Public Record and Florida Sunshine Law presentation given by Indian River County/City of Vero Beach.
- Coordinated Installation of Marina Square Holiday Lights with vendor, sponsor signage created and Wave sculpture relocation to the River Walk Center.
- News Releases: 23-11 PAL Park Ribbon cutting, 24-11 2<sup>nd</sup> Annual FEC Toys for Tots Christmas Train.

**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: 11                      Renewals: 45                      Transfers: 5
- 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: 7                      Renewals: 15
- Gave assistance and answered questions from the public who have contacted office by phone: 487
- Assisted public with questions received via e-mail through the City's web-page.
- Assisted the public by researching and providing copies of various public records.
- Assisted public by providing DVD copies of City Commission Meetings.
- Assisted the public by processing paperwork and payment associated with animal registration.
- Assisted Code Enforcement by processing payments associated from the Happy Hounds Program.
- Assisted Code Enforcement Manager by processing payment received from SLC Humane Society for animal registrations in October 2011.
- Assisted Code Enforcement Manager by processing payment for animal registrations received from Tri-County Animal Hospital & Pet Health Care Center.
- Processed payment received from SLC Humane Society for impound fees for October 2011.
- On-going updating of contractors' records for current Liability Insurance, Workman Compensation Insurance, and State License information.
- Prepared legal advertisements, letters, resolutions, & ordinances for various departments for upcoming City Commission agenda items.
- Prepared several Proclamations.
- Attended, recorded and transcribed minutes of the City Manager's Conference Agenda Meeting on November 14, 2011 and the City Commission Meeting on November 21, 2011.
- Daily balancing process of cash receipts and submittal to Finance Department for bank deposit.
- Revenue Recovery working with Code Enforcement on new businesses that have not applied for a Business Tax Receipt.
- Licensing/Permit Clerk gave courtesy calls to businesses that received renewal notices for the 2012 year and have not renewed.
- On-going implementation of scanning City Commission Agenda Packets onto DVD's.
- On-going implementation of computerization of annexation records.
- Assisted MIS Department in correcting and adding unit numbers to existing address data base.

**City Clerk's Office contd.**

- On-going implementation of scanning City Commission Meeting minutes, ordinances, resolutions, and the Fort Pierce Redevelopment Meeting minutes into the Optiview system.
- Assisted Finance Department with invoices received from Scripps Newspaper for advertisements and invoices received from St. Lucie County Clerk of Court for recordings, to determine which departments are to be billed.
- Prepared and delivered various paperwork to SLC Courthouse Recording Division to be recorded.
- Assisted Code Enforcement by providing certified copies of code liens to be filed by Code Enforcement with the St. Lucie County Clerk of Court.
- Assisted Finance Department by signing and affixing the City Seal to necessary paperwork associated with release of liens.
- Assisted Planning Department by answering questions pertaining to business tax applications.
- Assisted Planning Department by providing copies of various ordinances and site plans.
- Assisted City Attorney's Office by researching and providing copies pertaining to various city issues.
- Deputy City Clerk, MIS Director, and John Kercher of Novusolutions had a conference call pertaining to issues with Novusagenda.
- Assisted the Program Analyst by researching and providing copies of Tetra Tech EC Specific Authorization No. 1-10.
- Assisted Engineering Department by researching and providing a copy of an interlocal agreement from 1999 pertaining to Stormwater Utility Fee or Assessment between St. Lucie County School Board and the City of Fort Pierce.
- Worked with MIS Director and HTE pertaining to an issue with Business Tax accounts once they have been inactivated.
- City Clerk, Deputy City Clerk and Director of MIS had a conference call with John Kercher of Novusolutions to discuss issues with Novusagenda and the creation of the agenda PDF.

**Finance Department**

- Met with City Manager
- Met with Asst. City Attorney
- Attended joint meeting with Commission & FPUA Board
- Met with the General Retirement Board for Monthly Meeting
- Prepared Financials for Month End
- Preparing for FY 2011 Audit

**Administrative Services Department**

- **Meetings –**
  1. Attended two pre-bid meetings for Bid No. 6086 and 6087 FPRA bids.
  2. Met with City Attorney to discuss Teamsters contract.
  3. Attended Conference Agenda Meeting on 11/14/11.
- **Procurement –**
  1. Opened one bid for exterior signage for the Sunrise Theatre.
  2. Prepared packets for Conference Agenda Meeting on 11/14/11.
  3. Processed and/or completed awards to vendors/contractors approved by Commission/FPUA Board and processed FY 2012 annual contracts/FPUA & City.
- **Risk Management –**
  1. Continued collaboration with Blue Cross/Blue Shield to do an on-site health fair.
  2. Implementing a more robust Wellness Program.
  3. Collaborated with Florida League of Cities to close WC claims.
  4. Filed subrogation against several insurance companies.
  5. Processed new WC claims.
  6. 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. November 2011 employee monthly evaluations.
  7. Completed Verification of Employment/Loss of Income forms.

**Police Department**

- **Missing Person –** Detectives are searching for Scott William Johnson. The 56 year old white male was last seen on Saturday November 12, 2011 between 4:30 and 5:00 pm at Harbortown Marina.
- **PAL Center Grand Opening –** The grand opening for the new PAL Center and Park will be held on December 8, 2011 at 10:00 AM.
- **Main Station Dedication –** The City Commission and Police Department will hold a ceremony on January 12, 2011, at 10:00 AM to dedicate and name the main station in honor of James Wouters and Grover Cooper, who were killed in line of duty on that date 25 years ago.
- **Police Department Holiday Luncheon and Annual Awards Ceremony -** The police department's annual holiday luncheon will be held on December 21, 2011 at 12:15 AM, at the Riverwalk Center. Annual awards will also be presented at this time.

**MIS Department**

- Working with SunGard HTE staff on Blade Centers.
- Working with FPUA on PW/SW internal network.
- Urgent need to secure funding for additional routers citywide or connectivity problems will escalate.
- 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 continued dialog with SunGard HTE technical staff to complete setup of the Blade Center.
- Working with Delta Petroleum, Public Works/Fleet Maintenance and Finance on a resolution to our fuel system updated fuel controller and the fuel usage conversion to the City's mainframe.
- Software integrations citywide (on-going).
- Working with Diebold and HR on security issues, including activating new employees or replacing lost security cards.
- Working with State of Florida DMS, GSI Hosting & SunGard HTE on Click2Gov Building Permits (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 sixty eight (68) new work orders and completed eighty six (86) work orders.

**Building Department**

- **Developments –**
  1. Inspections: A total of 234 inspections were conducted within the past eight days. This extraordinary accomplishment is more impressive since it was accomplished during the holiday/vacation season.
  2. Building Permit Issuance: The number of building permits issued, thus far in 2011, has surpassed the 2,811 permits that were issued last year. This is noteworthy because Building Department staffing levels continue to decline.
  3. Complaints: Numerous contractor and resident complaints were successfully resolved.
  4. Kings Inn: The Kings Inn Committee convened during the week of November 14, 2011.
  5. McDonalds: The site work and building permits have been issued for the renovation of the McDonalds located at 615 N US Hwy 1.

**Public Works Department**

- **PAL Park** – Construction is approximately 99% complete. The first Police Athletic League at this park and facility will be the Saint Lucie County Toy Run to be held December 11, 2011. A grand opening has been scheduled for December 8, 2011.
- **Energy Efficiency & Conservation** –
  1. Public Works Department staff has only one energy conservation measure remaining for City Hall as part of the U.S. Energy Department Energy Efficiency & Conservation Block Grant (EECBG) Program. The lighting retrofit project is approximately 60% complete and currently being performed within City hall by Facilities Maintenance personnel on an interim basis as time permits. A presentation of the progress of the Energy Efficiency & Conservation Team will be presented to the City Commission on December 19, 2011.
  2. The City Commission granted authorization to enter energy savings performance contracting negotiations with Siemens Industry at the November 21, 2011 City Commission Meeting. Subsequently, the Public Works Department received an extensive public records request from an attorney representing BGA, Inc. (ConEdison) and the Purchasing Division has received a verbal Notice of Intent to Bid Protest from BGA, Inc. (ConEdison). Both are forecasted to significantly lengthen the contract negotiation process.
- **Beach Erosion** – Public Works Department and Saint Lucie County staff are continuing to monitor the remaining beaches at South Jetty Park. Minimal sand has been added to the area by Saint Lucie County to help protect the surrounding area.
- **Solid Waste Disposal Options** – Contract negotiations are continuing at this time with Waste Management. The City Manager and Director of Public Works have provided the City Attorney with comments on the technical and financial aspects of the draft proposal forwarded by Waste Management. We are currently awaiting comments from the City Attorney with respect to form and correctness so that we may proceed with the contract negotiation process.

**Engineering Department**

- **A1A – Phase I –**
  1. Roadway construction is on-going along South Ocean from Seaway to Gulfstream.
  2. Northbound traffic has been detoured onto the west side of South Ocean between Avalon and Seaway and the east half of the roadway between Gulfstream and Avalon. Periodic lane closures have been activated thus allowing the contractor installation of utility road crossings.
  3. All the storm drainage along South Ocean has been installed.
  4. The contractor is preparing the roadbed between Avalon and Gulfstream.
  5. Driveway turnouts and curb installation is underway along the east side of the roadway between Avalon and St. Lucie Court.
  6. Installation of the street lighting conduit and irrigation is underway along the east side of the South Ocean Drive roadway between Porpoise and Seaway.
  7. The underground electric construction and potable water installation is on-going along Seaway.
  8. South Ocean Drive, between Avalon and Seaway, northbound and southbound travel lanes are expected to accommodate vehicular traffic in approximately 30 days.
  9. The Bayshore Drive drainage outfall construction is expected to commence the first week in December.
- **13th Street (Orange Ave to south of Ave D) –** Contractor has submitted final billing. In process of preparing FDOT final reimbursement.
- **29<sup>th</sup> Street (Orange Ave to Ave Q) –** Construction underway.
- **Oleander Ave./Sunrise Blvd. Sidewalk and Bike Paths –** Review comments of the 90% design plans were submitted on 10-31-11. The consultant will submit 100% design plans the week of 11-21-11. Construction commencement is slated to begin January 2012.
- **Development Reviews –** Intake of three Building Permits, Site Plans, and Certificate of Occupancy reviews.
- **10th Street Reconstruction –** SLC conducted the bid opening on November 16, 2011. The bids are currently being reviewed. The proposed work includes the reconstruction of 10<sup>th</sup> Street from Citrus Avenue to Moore's Creek. The 10<sup>th</sup> Street improvements include the undergrounding of electric, infrastructure replacement, sidewalks, curb & gutter, street lighting, and landscaping in accordance with the \$1.9 million CDBG Grant.
- **Jetty Park Reconstruction –** 100% plans were received 11-18-11 for staff's review. The plans were forwarded to FDOT for review and comment on 11-22-11. According to their review schedule, the City should receive comments from FDOT on 01-02-12. The proposed A1A roundabout at Seaway and South Ocean has been relocated to a locale which would eliminate any impacts to the Jetty Park property. Final plans will be submitted to FDOT the end of November.
- **City Marina Reconstruction - Phase I –** Continuing contract negotiations with Lucas Marine Construction a second meeting is scheduled for Wednesday November 30, 2011. City and Tetra Tech are reviewing potential value engineering concepts put forth by the contractor.
- **Street Resurfacing –** One of the City's Policy Agenda Action Items, "Roadway Resurfacing and Reconstruction"; Staff has divided the City into maintenance sections, listing "poor" condition roadways. We are currently working on one section, re-evaluating street conditions, providing maps, spreadsheets, and cost estimates to enable a true and equitable methodology of cost assessment. Anticipate presentation to City Commission in January.
- **Pinecrest Subdivision Drainage Improvements –** SLC has awarded the construction contract to the low bidder, Guettler and Sons Construction. The project is a CDBG Disaster Fund project being done through a joint partnership with St. Lucie County. Project entails canal widening, bank stabilization and drainage infrastructure improvements. Construction commencement scheduled for mid December.
- **Avenue "E" at Snake Ditch –** Plans have been forwarded to Public Works and FPUA for review.

**Engineering Department contd.**

- **Frances Avenue Storm Drainage Replacement** – Plans have been forwarded to Public Works and FPUA for review. The bid document preparation is underway.
- **Atlantic Avenue Storm Drainage Replacement** – Preparation of design plans for the retrofit of the existing decrepit storm drainage system along Atlantic Avenue from 5<sup>th</sup> Street to 7<sup>th</sup> Street.
- **Avenue “F” and 6th Street Drainage Improvements** – Plans have been forwarded to Public Works and FPUA for review. Bid plans and cost estimate are 100% complete.
- **Stormwater Division** – City Commission approved contract with Kimley-Horn and Associates for preparation of SMU Assessment report. Met with Marty Sanders from St. Lucie School Board regarding SMU Fees. The School Board has determined it will no longer pay their storm water user fees totaling \$ 63,102 per year, but reduce the amount to \$30,472. The school districts rationale is the same as Westside Baptist Church that they should be exempt if their storm runoff does not drain directly into a City owned facility. Coordination continues with City Attorney’s office reviewing existing methodologies for collection of user fees in response to filed law suit.
- **Traffic Control** – We continue to work with FDOT on refining the scope of work for a \$245,000 JPA to upgrade the computerized traffic control system. We should be ready to submit to Commission the revised JPA agreement by the end of the year.
- **S. 21st Street / Havana Ave. Sidewalk Project** – Funding has been approved by FDOT for FY 2015.
- **Garden Avenue Sidewalk and Pedestrian Bridge** – This project is being funded by a Transportation Enhancement grant through the St. Lucie County TPO. The project entails sidewalks on both sides of Garden Avenue from Oleander Avenue to the Mayflower Canal and a pedestrian bridge crossing Mayflower Canal connecting the neighborhood with Sabal Palm Shopping Plaza. The consultant is currently gathering the required field information as deemed necessary for design purposes.

**Urban Redevelopment**

- **Grants –**
  1. Met with VGTI staff to discuss HIV-AIDS grant assistance and potential health facility/brownfield federal funding for environmental justice.
  2. Developmental meeting with volunteer professionals re: King's Inn Energy Project.
  3. Continued research and meetings re: Highwaymen Trail grant.
  4. Completed FWC Derelict Vessel Removal grant application (on 11/21 agenda).
- **CDBG/SHIP –**
  1. Converted HUD 108 loan from variable to fixed rate term. Continued negotiations with Tulepan for possible loan restructuring. Transferred conversion fees to HUD from local CDBG account (\$14,672.11-lower than staff's initial \$17k estimate).
  2. Drafted Enterprise Zone annual report.
  3. Staff attended pre-bid meeting and mandatory walk-thru with contractors for 710 N. 23<sup>rd</sup> Street (L. Anderson) rehab.
  4. Mailed award letter for down payment assistance to H. Williams.
  5. Intake meeting for foreclosure prevention assistance with M. Jackson.
  6. Made initial purchase offer for property east of Kings Inn.
- **FPRA Activities –**
  1. Garage demolition at 827 Atlantic completed (NSP), awaiting building permit. Issues with plans, building permit denied, working with architect to gain compliance.
  2. Responded to 5 calls re: purchase of NSP homes, no contracts.
- **Administrative/Financial –**
  1. Staff attended quarterly board meeting - Florida Council for Arts and Culture in Tallahassee.
  2. Basic accounts receivable activity for Sunrise Theatre.
  3. Florida Hardest Hit program - average one closing per week.
- **Economic Development –**
  1. Met with Marty Cummins/Henry Leong (fm. Viet Nam) re: EB-5 investments in Ft. Pierce (Second group from Russia toured City on 11/22.)
  2. Received refusal for port contract offer from Bell representatives. (Details confidential under F.S.288.075.)
  3. Second phone conference re: port with Canadian investor group. (Details confidential under F.S. 288.075.)
  4. Made follow-up inquiries with confidential foundation re: September port offer. (Details confidential under F.S.288.075.)
  5. Continued financial analysis and lease discussions with Inlet Fisheries re: Fisherman's Wharf proposal.
- **FEMA –**
  1. Hurricane close outs continue. State laid off all Florida Disaster Recovery staff, except two administrators. Working with Bob Seibert (Tallahassee) re: marina issues and closeout work.

## Code Enforcement

- **Hearings –**
  1. Special Magistrate Ross – November 16, 2011 – 10 cases scheduled
    - a) 7 complied prior to hearing.
    - b) 3 continued for 30 days.
  2. Animal Control Hearing – November 15, 2011 – 14 cases scheduled
    - a) 10 cases found in violation. Ordered to pay \$810.00 in fines.
    - b) 3 cases dismissed (complied prior to hearing).
    - c) 1 case paid prior to hearing.
- **Code Enforcement –**
  1. Received 27 complaints.
  2. Initiated 77 new cases.
    - a) 12 general violations.
    - b) 65 lot clearing violations.
  3. Conducted 268 follow-up inspections.
  4. Closed 58 cases.
  5. Continued investigation of businesses without current Business Tax Receipts in conjunction with the City Clerk's office.
- **Animal Control –**
  1. Due to computer problems – unable to print report at this time.
- **Income and Expenses –**
  1. Processed 18 lien / title search requests.
  2. All lien & fine case folders are being manually reviewed and updated to address past due accounts (on-going).
- **Miscellaneous –**
  1. Code staff continues to process a lot clearing sweep of all the major roadways within the City. All City initiated lot cuttings will be completed in the beginning of December in time for the holidays.
  2. New forms and procedures for the Friends of Animals grant were created and are being reviewed. Developed two categories: Happy Hounds and Frisky Felines.
  3. Met with City Manager for bi-weekly meeting.
  4. Updating Naviline System to close inactive / old case files (on-going).
  5. Updating Naviline System to correct errors that occurred when cases transferred from the old system to the new system (on-going).

**Planning Department**

- **Meetings –**
  1. City Commission Meeting: 11/21/2011
  2. LDR Advisory Committee Meeting: 11/23/2011
  3. Historic Preservation Board - 11/16/2011: 712 Citrus Avenue: ATT lattice tower: *Issues:* Migratory Black Vultures as increasing multi-neighborhood pest problem, poorly-maintained site incompatible inconsistent with residential historic district. Applicant received approval with conditions for addition of antennas to tower. Appeal of decision to City Commission is likely.
  4. Board of Adjustment: 11/16/2011
  5. Technical Review Committee - 11/17/2011: Grace Way Village Site Plan & Conditional Use resubmittal and Waste Pro Minor Replat
  6. Pre Application Meeting - 11/17/2011: 2814 S US Highway 1: Eckerd Schools enquiring re: feasibility of relocating to said location. Requires Conditional Use. Proposed location is currently trending toward office/semi-public uses, and may be compatible.
  7. Planning Staff meeting: 11/14/2011
  8. Met with City Engineer and County Engineer - 2<sup>nd</sup> Street Road Improvements
  9. Met with City Engineer - Proposed Stormwater Improvements
  10. Committee Meeting - Kings Inn: Project Scope, Feasibility, End Uses
  11. Met with Building Official and City Engineer - 7151 Okeechobee Road
  12. Met with FPUA - City Lighting Requirements
  13. Met with Public Works - PAL Park Design Options
  14. Met with Communications Manager and Consultant - Initial Design of City and FPAT Website
  15. Supervisory Project Update Meetings with Each Staff Member
  
- **Development Review –**
  1. Business Tax Licenses and Building Permits
  2. Met with Building Department to assist with changes to the Floodplain Ordinance
  3. Grace Way Village Site Plan & Conditional Use resubmittal and Waste Pro Minor Replat: TRC Review, Report and Meeting
  4. Acura Site Plan; Sunrise Country Preschool Site Plan & Conditional Use; and Synkoski Residence Site Plan & Conditional Use: Intake Meetings for City Commission Submittals, City Commission Agenda Package Preparation
  5. Phone calls / E-mails / POD/Counter Coverage
  
- **GIS Mapping –**
  1. Updated Web Information for Departments within City Hall
  2. Continued Removing Data from Server to Naviline
  3. Researched CMS Software Products and Tested at Baseline
  4. Attended Meeting with Interim Director of Planning and Communications Manager - Reviewed CMS Status Versus Hard Coding Sites
  5. Edited City Map with Data Zoning Changes along Moore's Creek Linear Park (50%)
  6. Continued Updating Applicant and City Re: Dedication of ROW from FCHC
  7. Reviewed GIS Trimble Data for Preparation to Upload to Public GIS Server
  8. Edited Historic Preservation Board Minutes
  9. Training Review for Interdepartmental Personnel Regarding GIS Mapping Concepts
  10. Backed-up GIS and Web Data
  
- **Urban Forestry –**
  1. Waiver of Distance Intake, TRC and Project Management - Pelican Seafood: 733 N. US Hwy 1
  2. Variance Intake, TRC and Project Manager - Liberty Truth Church: 1402 Avenue B - Presentation to Board of Adjustment in December
  3. LDR Review Process of Landscaping in the new City Code Chapter 22
  4. Reviewed, Inspected and Approved Building Permits and New Site Plans

### Planning Department contd.

- **Urban Forestry –**
  5. Beach Erosion Assessments: All 60,000 yards of sand placed on Fort Pierce Beach, May 2011, as part of the SLC Erosion Control District's emergency beach protection project is gone. The Fort Pierce Public Works Department has closed off all beach access points from the Jetty Park boardwalk. SLC has coordinated with State DEP and placed sand at the hot spot located at the east end of Seaway Drive. This sand placement can continue once every 30 days until the Federal spring 2012 ACOE beach sand replacement project starts in February/March of 2012.
  6. Everglades Restoration Project: Attended the official ACOE groundbreaking of the C-44 project in Martin County Oct. 28 2011 on behalf of the City of Fort Pierce monitoring the developments with the SFWMD 10 mile creek 5000 acre water treatment and holding area and the ACOE retro fit and dike stabilization project that is located adjacent to the City limits at Gordy Road.
  
- **Planning Specialist/Front Desk –**
  1. Counter coverage
  2. Public phone inquiries regarding zoning and code requirements
  3. Business Tax Application review
  4. Home Occupation Application review
  5. Minor Building Permit review
  6. HPB Approval Certificates
  7. TRC distribution packets
  8. Payroll management
  9. Public Records Request fulfillment
  10. Public notification letter distribution
  11. Pre-Application scheduling

### River Walk Center

Programming:	\$ 378.04
Garden Club:	\$ 200.00
Maravilla:	\$ 250.00
Park Permits:	\$ 75.00
River Walk:	\$1,476.66
Special Events:	\$3,200.00
<b>TOTAL:</b>	<b>\$5,579.70</b>

### Golf Course

- Was informed by South Florida Water Management that water restrictions for the golf course have been lifted.
  
- Met with staff to finalize plans for Thanksgiving Day shotgun.

### Marina

- Oversee daily operations for City Marina and Fisherman's Wharf Marina.
- Working with seasonal dockage and events (see weekly email "Marina Happenings" for updates).
- Working on master plan for marina expansion. Selected contractor. Will be placed on agenda.
- In process of creating 1st Annual Oyster and Seafood Fest - April 7, 2012.
- Continuing to install security cameras throughout marina.

### Sunrise Theatre

- Performances and events in the Black Box included the Fort Pierce Jazz and Blues Society and the Sunrise Theatre co-presented Jazz Jam on November 8th & 15th; Comedy Corner on November 12; PGA Golf Club held a reception on Sunday, November 13 prior to the Benise performance in the main theatre; On Friday, November 18, the Sunrise Theatre Foundation held a Celebrity Bartenders fundraising event prior to the Fab Four performance in the main theatre; On Saturday, November 19, Michelle Shocked.
- Performances on the main stage included: Benise on Sunday, November 13; The Fab Four on Friday, November 18.
- New additions to the 2011/12 Season just announced are Willie Nelson on February 1, 2012, for his third appearance at the Sunrise and BB King, on April 1. On a daily basis offers and contracts continue to be negotiated with artists and their representatives for the 2011/12 Season. Memberships (both new and renewed) are continuing to come in at this time. Sales are up for this coming season with fewer shows on sale at this time than last year. Additional shows and events will be announced as they are confirmed.
- Assistance with future rental events and co-presentations continue with various community groups including, but not limited to, Let Loose Productions All Star Comedy Jam on November 23, BlueBird Educational Productions' Nicole Henry on December 9, Faith Baptist School's Annual Christmas Program, Children's Services Council, The Pay It Forward program and Sunrise Theatre's partnership on a Community Toy Drive/Family Christmas Event on December 16, and a production of "A Tribute to Benny Goodman" in January with the Fort Pierce Jazz and Blues Society.
- Budget projections and adjustments for this and next year's fiscal continue to be reviewed and