



INTEROFFICE MEMORANDUM

FROM THE OFFICE OF THE
CITY MANAGER

TO: The Honorable Mayor and Members of the City Commission
FROM: Robert J. Bradshaw, City Manager *RJB*
RE: Department Activity Report
DATE: May 9, 2014

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, Deputy City Manager and Code Compliance Manager met with John Parry regarding United For Animals.
- The Marketing Specialist attended the IRL Steering Committee meeting on April 28, 2014.
- The Deputy City Manager met with the Chief Accountant and Program Manager regarding mortgage credit reporting.
- The Economic Development Team met with representatives from the FPUA regarding annexation.
- The City Manager and Deputy City Manager met with Commissioner Becht to discuss current City issues.
- The City Manager and Deputy City Manager met with the Administrative Services Director regarding the probationary status of an employee.
- The Deputy City Manager met with the Administrative Services Director to discuss the disposition of FPRA properties.
- The Marketing Specialist attended the SLC Chamber Education & Business Committee Breakfast.
- The Marketing Specialist attended a meeting at the City Marina regarding the SKA (NBOA) annual fishing tournament.
- The Deputy City Manager and Marketing Specialist attended the Sunrise Kiwanis meeting on May 1, 2014.
- The City Manager and Deputy City Manager met weekly with the Mayor to discuss current City issues.
- The Marketing Specialist met with a representative from IRSC to discuss goals and objectives of working with Capstone students.

City Manager's Office contd.

- The Deputy City Manager and Marketing Specialist attended the Waterways Forum – Economic Development Strategy on May 2, 2014.
- The City Manager met with Commissioner Perona to discuss the agenda for the May 5, 2014 City Commission meeting.
- The Deputy City Manager and Public Works Manager met at Jetty Park regarding parking improvements.
- The Marketing Specialist attended the Economic Development Council luncheon/meeting on May 6, 2014.
- The Deputy City Manager attending the CRA Advisory Committee meeting on May 7, 2014.
- The Economic Development Team met with the CEO and COO of Lawnwood Medical Center.
- The City Manager and Deputy City Manager met with Commissioner Alexander regarding City issues.
- The Marketing Specialist met with a representative from Treasure Coast Almanac.
- The City Manager and Deputy City Manager met with the Finance Director, Police Chief and Command staff regarding the Police Dept. budgetary concerns.
- The Marketing Specialist attended the TCRPC Waterways Plan Public Forum.
- The Deputy City Manager met with Jan Widmeyer regarding the Manatee Center.
- The Deputy City Manager met with the Executive Director of the Housing Authority regarding Orange Avenue apartments property management.

City Clerk's Office

- Gave assistance and answered questions to the walk-in public on various aspects of Business Tax Receipts which included but not limited to:

New Applications: 7 Renewals: 0 Transfers: 1
- Gave assistance and answered questions to the walk-in contractors on various aspects of Contractor's Licensing which included but not limited to:

New Applications: 11 Renewals: 5
- Gave assistance and answered questions from the public who have contacted office by telephone.
- Gave assistance and 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 public by processing and providing receipt for animal registrations payment.
- Assisted Code Compliance Manager by processing and providing a receipt for check received from St Lucie County Humane Society for animal registrations for March 2014.
- Assisted Code Compliance Manager by processing and providing a receipt for check received from St Lucie County Humane Society for animal impound fees for March 2014.
- On-going updating of contractors' records for current Liability Insurance, Workman Compensation Insurance, and State License information.
- Check for completeness and accuracy paperwork submitted by contractors to be presented to the Board of Examiners of Contractors at the May 13, 2014 meeting.
- Prepare packets of all the necessary paperwork submitted by contractors for the May 13, 2014 meeting agenda of the Board of Examiners of Contractors.
- Preparation of legal advertisements, letters, resolutions, & ordinances for various departments for upcoming City Commission agenda items.
- Preparation of several Proclamations.
- Attended, recorded and transcribed minutes of the Fort Pierce City Commission Meeting held on May 5, 2014.
- License/Permit Clerks working with Code Enforcement on Business Tax Receipts not renewed by September 30, 2013.
- Revenue Recovery working with Code Enforcement personnel on new businesses within the city limits that have not applied for a Business Tax Receipt.
- Licensing/Permit Clerk working with Building Department Permit Specialist to contact business tax applicants to set up appointments for building inspections and other issues associated with a business tax application.
- Daily balancing process of cash receipts and submittal to Finance Department for bank deposit.

City Clerk's Office contd.

- 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.
- Assisting MIS Department in correcting and adding unit numbers to existing address data base.
- Preparation and delivering to St Lucie County Courthouse recording division various paperwork to be recorded.
- Assisting Finance Department by signing and affixing the City Seal to necessary paperwork associated with release of liens.
- Assisting Planning Department personnel answering questions pertaining to business tax applications.
- Assisted Planning Department personnel by researching and providing copies of various ordinances, rezoning, conditional uses and annexations.
- Assisted Planning Department personnel by researching and providing the cost for legal advertising of various projects they are processing.
- Assisted City Attorney Office by doing research on various city issues.
- License Permit Specialist/Deputy City Clerk working on an on-going record retention projects.
- On-going implementation of updating various forms and having them accessible through the City of Fort Pierce website.
- License/Permit Clerk working on preparation of ordinance to increase business tax.
- License/Permit Clerks assisting the Fort Pierce Redevelopment Department and the Planning Department with various projects.
- Executive Assistant Angela Wilkinson and License/Permit Clerk Allison Martin attended the Wellness Fair held at the Fenn Center on May 6, 2014.
- License/Permit Clerk Joyce Kobbe assisted at the Wellness Fair on May 6, 2014 by working the sign up desk.
- License/Permit Clerks Joyce Kobbe, Allison Martin, Executive Assistant Angela Wilkinson, and Deputy City Clerk/Permit Specialist Jeanette Conlon participated in the Walk At Lunch held on April 30, 2014.
- City Clerk served as allocations Panel Chair for the United Way on April 30, 2014 and May 2, 2014.
- City Clerk and Joyce Kobbe attended P-Card Training on May 5, 2014.
- City Clerk attended EDC Lunch Meeting on May 6, 2014.
- City Clerk attended Lawnwood Breakfast Club Meeting on May 7, 2014.

Administrative Services Department

- **Procurement –**
 1. Bid Opening for Bid No: 2014-018 CDBG Housing Rehabilitation Project 1113 Soltman Avenue and Bid Opening for Bid No: 2014-019 CDBG Housing Rehabilitation Project for 305 North 31st Street
 2. Bid Opening for Informal Bid No. 2014-021 World Changers Paint and Paint supplies and Bid Opening for Informal Bid No. 2014-022 World Changers Portable Toilets. World Changers Projects; commencing on June 9-14, 2014.
 3. Processed purchase orders.
 4. Processing and/or completion of awards to vendors/contractors approved by Commission.
 5. Processed purchase orders.
 6. Processing and/or completion of awards to vendors/contractors approved by Commission.
 7. Meetings:
 - a) Director of Administrative Services and Purchasing Manager met with the City Engineer & the Assist. City Engineer along with the City Attorney and Staff regarding Contracts.
 - b) Director of Administrative Services and the staff of Human Resources screened and interviewed potential youth workers through the Workforce Solutions Program.
 - c) Director of Administrative Services coordinated and held a meeting with the Human Resources Manager and Planning Manager regarding a personnel issue.
- **Human Resources –**
 1. Coordinated Pre-employment physicals and background checks.
 2. Conducted New Employee Orientations
 3. Conduct interviews for the Summer Youth Program
 4. Assist with the St. Lucie County Annual Health Fair at the Fenn Center
 5. Created several Personnel Action forms for employees.
 6. Distributed monthly Reports to each department such as Accrual Register, Time Sheets and payroll register to Police Department.
 7. Verification of payroll, car and clothing allowance.
 8. Processed April and May, 2014 employee annual evaluations.
 9. Completed Verification of Employment/Loss of Income forms.
 10. Pick-up Mail from the Post Office Box
 11. Cleaned and organized Human Resources Files
 12. Organized and remove 2012 Employment Applications
 13. Input employees data from Personnel Action forms such as, suspension, Police Officers salary incentive pay, resignation, retirement, annual and probation evaluation.
 14. Create and process retirement package for employees.
- **Risk Management –**
 1. Participated in the 13th Annual Health & Safety Fair for City, FPUA & St Lucie County
 2. Employees May 6, 2014.
 3. Organizing a Kids at Hope Training for City Employees May 13, 2014.
 4. Coordinating Wellness Activities with Florida Blue.
 5. Initiating a Community-wide Fitness Day slated for November 2014
 6. Accident and Injury Reviews.
 7. Audited, Closed, and Processed WC Claims.
 8. Processed Insurance Subrogation.
 9. Consulted with the City Carrier Regarding Liability Claims.
 10. Processed day to day Risk Management Duties.

Finance Department

- Filed annual report with State
- Met with Deputy City Manager and Police Chief on budget issue
- Day to Day Operations

MIS Department

- Worked with Stanley Doors on problems accessing the City Hall Lobby doors on weekends, before and after regular business hours.
- Rolling new Cisco routers between all remote sites. Indian Hills, Public Works and Marina completed.
- Ipad training complete.
- Shelter Pro training complete.
- GIS, Vantage Point and GEO Max installations and configurations are ready for on-site training.
- QRepWeb installed and ironing out different problems with SunGard.
- Ongoing maintenance support for Marina WiFi and camera system due influx of crime.
- Transferring data to new file servers for several departments.
- Upgrading out of lease copiers for several departments.
- Submitted work orders to State of Florida to enhance the router speed at City Hall and all remote sites. Completed the router speed installation for Indian Hills, River Walk Center, Sunrise Theatre, and City Hall. Public Works department in the only one remaining.
- Deploying AppAssure Imaging, Backup, and de-duplication Citywide.
- Working on new servers, racks and Intune software citywide.
- Exploring cloud based options for different applications.
- Processing new computer equipment for various departments.
- Working on a WorkOptiFlow pilot program with Indian Hills Department.
- Working with vendor Group Business Software and the migration is eighty percent complete to move Lotus Notes to the cloud.
- Working on Rights issue with NAS (on-going).
- Processing VOIP spread sheets for remaining remote sites (Marina and Sunrise Theatre) and gathering all information required including old numbers to be ported.
- Marina data room is currently being upgraded to handle a new data rack, servers. Transferring data to the new NAS device (on-going).
- Major problems with email due to virus attacks to our system (on-going).
- Servers for Sunrise Theatre are being processed for distribution.
- Software integrations citywide (on-going).
- Working with AT&T and State of Florida on the fiber optic installation preparation for Public Works/Solid Waste (ongoing).
- Lotus Notes IQsuite e-mail spam, and archiving (ongoing).
- Updating MIS documentation and procedural policies (on-going).
- Received thirty three (33) new work orders and completed fifty seven (57) work orders.

Planning Department

- **Administrative/Meetings –**
 1. All Staff members conducted ‘Planner of the Day’ duties on a rotating basis.
 2. Walk-ins/Call-ins.
 3. Historic Preservation Board Meeting – April 28th
 4. TECO High Consequence Areas Project Meeting
 5. Pre-Application Meetings
 6. P-card Training

- **Comprehensive Planning, Long Range Planning –**
 1. Zoning Text Amendment - Public/Private School Uniformity in Use Chart - PB Staff Report
 2. PUD Zoning District Rewrite
 3. Vacant Lot Fence draft language
 4. Reviewed PW Sidewalk project @ 21st Street and Havana Avenue

- **Development Review –**
 1. 7001 Okeechobee Road – Variance
 2. 1998 N. US Highway 1 – Variance
 3. Boston Avenue/St. Andrews Abandonment Request - PB Staff Report
 4. Fresh Wind, Fresh Fire Church of God - Conceptual Development Plan - PB Staff Report
 5. 4760 S. US Highway 1 – Variance

- **GIS/Mapping –**
 1. GIS/Mapping
 2. WEB City website edits, updates
 3. WEB Indian Hills golf course, updates,
 4. WEB, assisted MIS to re-establish city domain services
 5. GIS updates to 2014 data: Ord. 14-011, Ord. 14-010, Ord. 14-005
 6. GIS analysis/review/creation of historic buildings and supporting data: - Rivers Edge, Downtown district

- **Historic Preservation –**
 1. 508 Means Court - Shed- HPB Approval
 2. Florida Trust for Historic Preservation Grant - HPB Recommendation

Building Division

- **7131 Okeechobee Rd (West Star)** – The Owner/Contractor has obtained the demolition permit to abate the current unsafe situation.

- **4898 Okeechobee Road (Applebees)** – Permit for major renovation is ready to be issued.

- **City of Fort Pierce (ESCO)** – Con-Ed electrical sub-contractor has applied for permits to retrofit lighting for 9 City owned buildings. Permits are ready to be issued at all 9 locations.

- **715 S 25th Street (Water Treatment Plant)** – The Certificate of Occupancy has been issued for the Sodium Hypochlorite Building.

- **1106 N 31st Street (The Williams Center)** – The Certificate of Occupancy has been issued for this project.

Code Enforcement Division

- **Hearings –**
 1. Special Magistrate Ross
 - a) 9 violation hearings
 - 1 continued by staff
 - 2 complied prior to hearing
 - 6 found in violation
 - b) 2 penalty reduction requests
 - 1 fine reduction – reduced to \$1000.
 - 1 lien reduction – reduced to \$10 and forwarded to City Commission for approval
 2. County Court – Judge Barnes
 - a) COFP v. Goshay, Anthony: Registration required – guilty – fined \$250 plus all court costs
 - b) COFP v. Plain, Jimmy
 - Running at large – guilty – fined \$100 plus all court costs
 - Failure to restrain – 2 counts – guilty of both counts – fined \$100 each count – waived court costs
 - Rabies required – guilty – fined \$200 – waived court costs
 - Registration required – guilty – fined \$250 – waived court costs
 - c) COFP v. Lundy, James R
 - Dangerous Dog – guilty – fined \$250 plus all court costs
 - Running at large – guilty – fined \$200 plus all court costs
 - Registration required – guilty – fined \$200 – waived court costs
- **Code Enforcement –**
 1. Received 15 complaints
 2. Issued 43 written warnings
 3. Issued 0 citation
 4. Initiated 49 new cases: 42 general violations, 7 lot clearing violations
 5. Conducted 292 follow-up inspections
 6. Closed 137 cases
- **Animal Control –**
 1. Responded to 105 dispatched calls
 2. Conducted 80 self-initiated calls
 3. Conducted 24 follow-up investigations
 4. Issued 0 citations and 0 written warnings
 5. Completed 1 bite reports
 6. Completed 0 cruelty reports
- **Miscellaneous –**
 1. All staff attended training on new ShelterPro software. Working with software to customize it to our needs.
 2. Met with City Manager Bradshaw, Mr. Mimms, Mr. Parry and representatives of United for Animals.
 3. Met with Assistant City Attorneys Walker and Emerson to discuss the pending vendor ordinance. Mr. Walker will provide a new review and comments for follow up.
 4. Met with the Humane Society to begin new contract negotiations. Also spoke with Tiffany Bennett at SLC to compare our negotiations. We will coordinate our efforts to provide the best possible outcome.
 5. Met with the owners of 115 Maple Drive to discuss existing liens and their intentions to purchase and rehabilitate.
 6. Met with Assistant City Attorneys Walker and McCain to discuss upcoming code case against Mr. & Mrs. Luke.

Engineering Department

- **Development Reviews** – Intake of seven (7) Building Permit, Site Plan, or Certificate of Occupancy reviews.
- **Stormwater Division** – Revising recording procedures to accurately and efficiently complete annual reports necessary for the requirements of the City's NPDES MS4 permit. Data base will be developed to record all inspections, enforcement and educational milestones met.
- **Traffic Control** – City continues maintenance of all signals. Staff is continuing a refurbishment program on City maintained signals to rewiring the existing signal mast arms. The existing wiring is degrading rapidly due to heat and age causing significant issues with traffic signal reliability. Staff is working with FDOT on the implementation of the new Signal Maintenance JPA for FY 2014/15.
- **City Marina Reconstruction - Phase I – Islands** – Staff has completed the final change order for Phase I construction and it is being forwarded to the City Attorney for review. Moore's Creek boat ramp parking lot resurfacing has been completed and opened to the public. LMAC is finalizing the landscaping and irrigation repairs.
- **City Marina Reconstruction – Phase II – Docks** – Bellingham Marine continues the submittal process for approval of construction elements and it is anticipated that they will be ready for building permit submission in the next 2 weeks. Construction completion is anticipated May 2015.
- **S. 21st Street / Havana Ave. Sidewalk Project** – 100% plans have been sent to FDOT for review and approval. Funding has been approved by FDOT for FY 2015.
- **31st Street Sidewalks from Okeechobee Road to Tennessee Avenue** – Advertisement for the rebid is underway with the Bid Opening scheduled for May 26, 2014.
- **5th Street Reconstruction from Orange Avenue to Boston Avenue** – Final acceptance of the construction project occurred on May 7, 2014.
- **Heathcote Stormwater Improvements** – Survey work and soil erosion protection work has begun. Contractor preparing necessary shop drawing and product cut-sheets. Submittals expected within the next two weeks. Hauling of excess material scheduled to begin the week of May 19th.
- **Veterans Memorial Park** – McTeague Construction was awarded the Phase I contract by SLC. A pre-construction meeting was held on April 24, 2014. Anticipated construction commencement has been delayed from mid-May to late May due to the required asbestos testing. Proposed improvements for this phase include ADA upgrades such as bathroom expansion and a rear patio expansion. Phase II has been reviewed and comments provided to the consultant. This phase will go out to bid once we are in receipt of the FDEP 319 Grant.
- **Melody Lane Fishing Pier** – Under design. Preliminary plans were provided and comments have been provided.
- **H.D. King Power Plant Clean-up** – RLF loan closed May 1, 2014. Additional contaminated soil found, extents to be determined. Contractor waiting for fill material from Indian Hills Recreational Area.
- **Park Trail Subdivision** – Drainage improvements nearing completion. Change order to be requested for the resurfacing of streets within the subdivision. Due to stormwater collecting in the roadways and not being able to drain in the past the condition of the roads has deteriorated rapidly.

Public Works Department

- **Energy Efficiency & Conservation** – Staff is awaiting final approval on a bond issue and we are ready to issue a notice to proceed. Contractors are standing by and are ready to begin work.
- **Phase II Window Retrofit Project** – The Police Department window and door replacement project is completed. Work has begun on the St. Anastasia building and will take approximately 90 days to complete.
- **HDRC Recreation** – Staff has begun creating a Summer Youth Basketball League that we hope to start beginning in June. Some open gym nights are scheduled for the middle of May to generate interest in the league.
- **Old Library Site Improvements** – Work is underway on this beautification project and we are shooting for completion by mid to late May.

Police Department

- **Staffing** – The department currently has 8 vacancies for police officers and 2 vacancies for civilian positions.
- **Breakfast Club Meeting** – On May 7, 2014, Chief Baldwin met with a group of local business and property owners to provide an update on our response to violent crime in Fort Pierce.
- **Officers' Memorial Service** – On May 7, 2014, Chief Baldwin and several members of the police department participated in the annual countywide memorial service to recognize fallen officers from our community. Police Week is the week of May 12, 2014.
- **Pastor's Ice Cream Social** – The Lincoln park Minister's Association is hosting an Ice Cream Social in Pioneers Park on Saturday, May 17, from 4PM – 6PM. There were will be prayer vigil at St. Paul AME, at 3PM and then a march to the park. The police department is assisting Pastor Mills in coordinating this function.
- **Comprehensive Gang Strategy Planning Meeting** – On May 19, 2014, at 11:30 AM, Chief Baldwin is meeting with the group that attended the Comprehensive Gang Model training Session in Dallas to develop an implementation plan for our community.

Urban Redevelopment Department

- **Grants Administrator –**
 1. Researched, collaborated with staff and created draft grant application for Sunrise Theatre to Florida Division of Cultural Affairs
 2. Collaborated with Jacqueline Esposito (FPPD) and Dean Kubitschek on 3rd Annual Youth Fishing Clinic
 3. Wrote and published press release for 2014-2015 CDBG Action Plan Community Needs Assessment Survey
 4. Created and submitted quarterly SF-425 report to HUD
 5. Collaborated with IRSC to complete design of FPAT billboard; submitted it to Clear Channel Outdoor Advertising for manufacture/installation
 6. Created marketing piece, recruited volunteers and oversaw mail-out to responders to FPAT's National Geographic magazine advertisement
 7. Completed IDIS drawdowns to reimburse City for HUD-eligible activities
 8. Collaborated with website designer to complete updates to FPAT website
 9. Provided project oversight for Public Service and Commercial Facade grant awards
 10. Provided oversight for Fort Pierce Authentic Tours program
 11. Transcribed and distributed Communitywide Council minutes. Created and distributed May 14 meeting agenda.
 12. Created and submitted newspaper advertisements for FPAT and CWC meetings
 13. Created and submitted response to HUD issues with City's recent audit finding
 14. Meetings:
 - a) Sunrise Theatre staff
 - b) FPAT Monthly meeting
 - c) Clear Channel Outdoor Advertising - FPAT billboard layout
 - d) Camie Sellin, FPAT Advisory Board
 - e) Sharon Robinson, Commercial Facade grant recipient
 - f) Tracy Telle - Melody Lane Fishing Pier project
- **Program Analyst –**
 1. FEMA
 - a) Marina Project
 - Monitoring time extension
 - Submitted funding request for reimbursement
 - Making phone calls to State to keep updated on funding
 - b) Windows Expansion Project: Preparing pay applications and requests for reimbursements
 2. Enterprise Zone: Answering emails and phone calls pertaining to tax credits
 3. SHIP
 - a) Attended contractor bid opening
 - b) Answering phone calls and questions from citizens
 - c) Completed addendums for two rehabilitation bids
 - d) Attended meeting with Deputy City Manager and Chief accountant regarding second mortgages and credit reporting
 4. NSP
 - a) Attended two webinars
 - b) Communications with Housing Authority regarding unit rentals at Orange Avenue
 - c) Attended meeting with Risk Manager and Deputy City Manager regarding NSP insurance on properties
 5. HD King: Completed on site Davis Bacon interviews

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).
- Marina Island Construction estimated completion unknown.
- Consulting on Marina Project.
- Commission approved the rights to negotiate with Bellingham Marine for the new dock system at the City Marina. City Attorney and Engineering Dept. working out contract language.
- Dredging time frame of Moore's Creek is undetermined. Awaiting Engineering Dept. for date certain.
- Upgrading camera security system throughout marina facility.
- Working with St. Lucie County Tourism Department on the contract for 3 web cams. Contract in City Attorney's office.
- Working with City staff on installing a Seacoast National Bank ATM machine at City Marina.
- Creating dock master office. Relocated accounting department and manager's office.
- Working with MIS to purchase and install a POS and dock master computer system.

Golf Course

- Finalized preparations for aerification next week.
- Met with Assistant Golf Professionals to discuss Summer rates.
- Day to day operations.

River Walk Center

- Programming events are winding down due to the snow birds vacating Florida, but the rentals at the Park Pavilions are increasing during the summer months. The HDRC Gym is working on programs, waivers and necessary paperwork to open it up for sports programs and renting it out for practices and games of local leagues.

Park Permits	2700.00
Programming	651.58
River Walk Center	972.72
Special Events	3300.00
Garden Center	335.00
Maravilla	300.00
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Total	\$8,259.30

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 April 15 & 22; Comedy Corner Improv on Saturday, April 26; Family Meal's Inc. presented McCartney Mania on April 25; Performances on the Sunrise Theatre main stage included; One Night Of Queen on April 18; The theatre is busy with on-going registrations for the four week long summer camps with Missoula Children's Theatre.
- Assistance continues with future rental events and co-presentations with various community groups including, but not limited to: St. Lucie County Public Schools STEM Rap Battle on May 9. This will also include a School Time Performance, Mental Time Travel Through Hip Hop Education with motivational speaker Dr. Christopher Emdin, the morning of May 9; St. Andrew's Spring Musical on May 15 & 16; John Carroll High School Graduation on May 23.
- On a daily basis offers and contracts continue to be negotiated with artists and their representatives for the 2013/14 Season and the 2014/15 Season. The Membership campaign for the coming season is about to kick-off; Both new and renewed memberships continue to come in regularly.
- Marketing and show sponsorship packages are being put together to solicit for the coming season's shows. Foundation grant opportunities are being researched and grant applications are being written and submitted. Event commitments for the 2013/14 Season continue.
- Budget projections and adjustments for this and next year's fiscal year continue to be reviewed and implemented.