



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 23, 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 held a Conference Agenda meeting on May 12, 2014.
- The Marketing Specialist attended the Fort Pierce Area Council meeting.
- The Deputy City Manager and Urban Redevelopment Program Analyst met with a representative from the Urban League of Palm Beach County to discuss a foreclosure event in St. Lucie County.
- The Marketing Specialist participated in the Kids at Hope training.
- The Deputy City Manager met with the Administrative Services Director regarding Administrative Services issues.
- The Deputy City Manager met with the Building Official regarding Building departmental issues.
- The City Manager and Deputy City Manager attended a meeting regarding City Marina funding with a representative from RBC Dain Rauscher.
- The Deputy City Manager and Marketing Specialist met with Gus Gutierrez regarding the Galleria at Downtown Fort Pierce.
- The Deputy City Manager met with Grants Administrator regarding preparation for the Communitywide Council meeting.
- The Deputy City Manager attended a pre-deposition meeting scheduled by the City Attorney.
- The Deputy City Manager met with the City Attorney regarding several legal matters.
- The Economic Development Team met to discuss potential development in Fort Pierce.
- The Economic Development Team met with a local business owner to discuss his property.

City Manager's Office contd.

- The Deputy City Manager attended the Communitywide Council meeting on May 14, 2014.
- The Deputy City Manager met weekly with Mayor Hudson regarding current City issues.
- The Marketing Specialist attended the St. Lucie County Chamber Tourism Committee meeting on May 15, 2014.
- The Marketing Specialist and City Clerk participated in the 6th Annual Treasure Coast Business Summit on May 16, 2014.
- Deputy City Manager met with the MIS Director, Network Specialist and Purchasing Manager regarding the status of the contract with CivicPlus for the City's website.
- The Marketing Specialist attended the Indian River Lagoon Science Fest Steering Committee meeting on May 19, 2014.
- The Deputy City Manager met with a group of downtown business owners regarding Treasures in Town event.
- The Economic Development Team met with Buzz Smyth to discuss the port development.
- The Deputy City Manager attended the FPUA Board meeting on May 20, 2014.
- The Marketing Specialist attended Coffee Talk with Pete Tesch on May 21, 2014.
- The Deputy City Manager met with the Marina Manager regarding webcams and fuel tank issue.
- The Marketing Specialist attended a meeting regarding St. Andrew's easement.
- The Deputy City Manager met with the employees of the Urban Redevelopment Department.
- The Deputy City Manager attended the CRA Advisory Committee meeting on May 21, 2014.
- The Marketing Specialist met with a representative from the Harvest Food & Outreach Center at their facility.
- The Deputy City Manager met with Jeff Wykoff for a review of the energy savings performance contract.
- The Deputy City Manager met with Commissioner Alexander regarding current City issues.
- The Deputy City Manager met with the Finance Director and Chief Accountant regarding budget assumptions for FY2015.
- The Marketing Specialist participated in the Kids at Hope Reading Day on May 22, 2014.
- **News Releases:**
 - # 11-14 4/23/14 City of Fort Pierce Celebrates Grand Opening of Community Garden
 - # 12-14 4/29/14 City of Fort Pierce Community Needs Assessment Survey Available May 5
 - # 13-14 5/12/14 City of Fort Pierce Honored by Keep America Beautiful

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: 13 Renewals: 1 Transfers: 0
- 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: 19 Renewals: 3
- 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 Acacia Animal Clinic for animal registrations.
- Assisted Code Compliance Manager by processing and providing a receipt for check received from Dr. Dan's Animal Hospital for animal registrations.
- On-going updating of contractors' records for current Liability Insurance, Workman Compensation Insurance, and State License information.
- Attended and recorded the Board of Examiners of Contractors meeting on May 13, 2014.
- Entered all the necessary data into computer system to create account and issue competency cards to contractors approved by the Board of Examiners of Contractors at the May 13, 2014 meeting.
- 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 City Manager's Conference Agenda meeting held on May 12, 2014.
- Attended, recorded and transcribed minutes of the Fort Pierce City Commission Meeting held on May 19, 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.

City Clerk's Office contd.

- Daily balancing process of cash receipts and submittal to Finance Department for bank deposit.
- 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 delivery 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.
- Assisted Engineering Department by researching the contract files.
- License Permit Specialist/Deputy City Clerk working on several 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 Allison Martin assisted the Manager of Fort Pierce Animal Control Department and Grant Writer/Administrator with projects.
- License/Permit Clerk Joyce Kobbe working on various office projects.

Administrative Services Department

- **Procurement –**
 1. Processed purchase orders.
 2. Review and renewal of annual contracts.
 3. Processing and/or completion of awards to vendors/contractors approved by Commission.
 4. Meetings:
 - a) Director of Administrative Services met with the Chief of Police, Deputy Chief and the Risk Manager regarding a personnel issue.
 - b) Purchasing Manager, Deputy City Manager, Director of MIS, and the Network Specialist met regarding the Website Re-design.
 - c) Director of Administrative Services and the Purchasing Manager met with the Deputy City Manager and the City Attorney & staff, regarding BGA/Co Edison and the Yamaha Lease.
 - d) Purchasing Manager and the Public Works Manager met regarding the timeline for the Holiday Lighting Bids.
 - e) Director of Administrative Services attended the Conference Agenda Meeting
 - f) Director of Administrative Services attended the Insurance Committee Meeting.

- **Human Resources –**
 1. Coordinated Pre-employment physicals and background checks.
 2. Conducted New Employee Orientations
 3. Created several Personnel Action forms for employees.
 4. Distributed monthly Reports to each department such as Accrual Register, Time Sheets and payroll register to Police Department.
 5. Verified payroll.
 6. Processed May 2014 employee annual evaluations.
 7. Completed Verification of Employment/Loss of Income forms.
 8. Pick-up and distribute mail to each department
 9. Assist in interviews for the Human Resources Department
 10. Cleaned and organized Human Resources Files
 11. Input employees data from Personnel Action forms such as, suspension, Police Officers salary incentive pay, resignation, retirement, annual and probation evaluation.
 12. Create and process retirement package for employees.

- **Risk Management –**
 1. Conducted a City of Fort Pierce Treasure Hunter - Reading Day May 22, 2014.
 2. Collaborating with local gyms for Employee/Family Discounts.
 3. Upcoming Wellness Seminar (June) - Beyond the Stress Ball.
 4. Initiating a Community-wide Health & Wellness Day slated for November 2014.
 5. Accident and Injury Reviews.
 6. Audited, Closed, and Processed WC Claims.
 7. Processed Insurance Subrogation.
 8. Consulted with the City Carrier Regarding Liability Claims.
 9. Processed day to day Risk Management Duties.

Finance Department

- Met with City Manager and Deputy City Manager regarding FY2015 budget assumptions
- Attended City Commission meeting
- Day to Day Operations

MIS Department

- Rolling new Cisco routers between all remote sites. Indian Hills, Public Works and Marina completed.
- Indian Hills switch was destroyed by Lightning and it was replaced.
- IPad training 95% complete with pending schedule for the final 2 individuals.
- Shelter Pro training has been scheduled.
- Completed preparations of Strategic Planning sessions.
- GIS, Vantage Point and GEO Max installations and configurations are ready for on-site training.
- Website redesign Phase I delegated tasks to the Website team has been completed.
- QRepWeb installed and ironing out different problems with SunGard.
- Ongoing maintenance support for Marina Wi-Fi 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 four (34) new work orders and completed sixty seven (67) 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. Board of Adjustment Meeting – May 22, 2014
 4. Walmart Pre-Application Meeting

- **Comprehensive Planning, Long Range Planning –**
 1. Zoning Text Amendment - Public/Private School Uniformity in Use Chart - PB Approval/CC Scheduling
 2. PUD Zoning District Rewrite

- **Development Review –**
 1. 7001 Okeechobee Road – Variance
 2. 1998 N. US Highway 1 Dunkin Donuts – Variance
 3. Okeechobee Road – Walmart addition project
 4. Boston Avenue/St. Andrews Abandonment Request - PB Approval
 5. Fresh Wind, Fresh Fire Church of God - Conceptual Development Plan - PB Approval
 6. Carriage Point– Final Plat

- **Historic Preservation –**
 1. 301 S US Highway 1 - Kroon Offices- Parking Lot Modifications/Sidewalks
 2. 403 N US Highway 1 - Big Brothers, Big Sisters - Variance Request for Wood Ground Sign
 3. 320 S Indian River Drive - St. Andrew's School - First Floor Enclosure

Building Division

- **7131 Okeechobee Road (West Star)** – The Owner/Contractor has obtained a Demolition Permit to backfill the site and abate the unsafe condition. Additionally, the permit to complete the fuel tanks is ready for pick-up. All site work, either to backfill or complete the fuel tanks, is to be completed by the first week of July.

- **St. Anastasia's at Orange and 10th** – The window replacement permit has been issued and the contractor is proceeding.

- **Oak Alley Subdivision** – Two more single family home permits are ready for pick-up.

- **St. Andrew's School Expansion** – A demolition permit has been issued for the work on the building at 310 S. Indian River Dr., thus indicating that this project is quickly moving ahead .

Code Enforcement Division

- **Hearing – Code Enforcement Board**
 1. 10 violation hearings
 - a) 4 continued by staff
 - b) 4 complied prior to hearing
 - c) 2 found in violation
 2. 3 penalty reduction requests
 - a) Fine reduction request – Board waived all costs. Owner was recipient of Mayor’s neighborhood Gem award.
 - b) Fine reduction request – Board reduced to \$1050 in administration costs.
 - c) Lien reduction – reduced to \$1500 and forwarded to City Commission for approval
- **Code Enforcement –**
 1. Received 30 complaints
 2. Issued 4 written warnings
 3. Issued 3 citations
 4. Initiated 91 new cases: 53 general violations, 38 lot clearing violations
 5. Conducted 329 follow-up inspections
 6. Closed 138 cases
- **Animal Control –**
 1. Responded to 123 dispatched calls
 2. Conducted 174 self-initiated calls
 3. Conducted 50 follow-up investigations
 4. Issued 2 citations and 3 written warnings
 5. Completed 3 bite reports
 6. Completed 0 cruelty reports
- **Revenue –**
 1. Processed 47 lien / title searches
 2. Income in all categories far exceeded budget expectations:
 - a) Property Code Violations - \$32,497 budget excess
 - b) Animal Control Violations - \$674 budget excess
 - c) Animal Licenses - \$129 budget excess
 - d) Lot Clearing - \$2,570 budget excess.
- **Miscellaneous –**
 1. Presented the vendor ordinance update to the Commission at May’s conference agenda.
 2. Revised ordinance, including comments from the attorneys and the Commission has been forwarded to Assistant City Attorney Jim Walker for review.
 3. Met with Attorney Gabby Radcliff to discuss the case against Mr. Eddie Dove regarding animal abuse and the relating citations.
 4. Participated in the Kids at Hope read-a-thon.

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 was it forwarded to City Attorney May 13, 2104 for review. Staffs had hoped to meet the June 2, 2014 agenda deadline and meet the City/Contractor agreement, but are still waiting on legal review. LMAC has completed all project requirements and punch list.
- **City Marina Reconstruction – Phase II – Docks** – Bellingham Marine continues the submittal process for approval of construction elements. Staff continues to work with Bellingham Marine and their engineers on the design calculations meeting the City's requirements and permit submittal. Construction completion is anticipated May 2015.
- **Moore's Creek Dredging** – Gator Dredging is scheduled to start dredging activities at the mouth of Moore's Creek. Gator Dredging is planning on mobilizing to the site the first week of June with an anticipated duration of 4-5 weeks.
- **S. 21st Street / Havana Ave. Sidewalk Project** – 100% plans have been sent to FDOT for review and approval, awaiting comments. Funding has been approved by FDOT for FY 2015.
- **31st Street Sidewalks from Okeechobee Road to Tennessee Avenue** – Bid Opening scheduled for May 26, 2014. FPUA has been issued a permit authorizing the relocation of the power poles in conflict with the new sidewalk. Construction commencing in July 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 underway.
- **Veterans Memorial Park** – Asbestos testing has been completed and the results indicated no presence of asbestos. Construction commencement scheduled for May 27, 2014. Proposed improvements for this phase include ADA upgrades including a bathroom expansion and rear patio access improvements. 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** – Project substantially complete. A preliminary walk-thru will be scheduled in the next two weeks.

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** – This project has been completed and looks fantastic. The PWD River Walk Center staff anticipates a lot of new interest in this site.
- **Keep Fort Pierce Beautiful/Great American Clean-up** – This event was held on May 17, 2014 and was hugely successful with over 200 volunteers participating.

Police Department

- **Staffing** – Officers Fabio Improta, Clay Schumann, Jr., Nicholas Anton, and Elizabeth Louis will begin their career with the police department on May 25 and will be sworn in on June 12. Marcia Wise, the new Crime Scene Investigator, will begin her career her with the police department on June 6. Officer Gina Prescott resigned and her last day of employment will be May 27. Officer Erika Gerstner has resigned and her last day of employment will be May 28. The department currently has 6 vacancies for police officers and 1 vacancy for a civilian position (victim advocate).
- **Comprehensive Gang Strategy Meeting** – On May 19, Chief Baldwin met with other members that attended the Comprehensive Gang Model training to develop a work plan for implementation. The police department has applied for \$1 million in funding to implement the strategy, and another application valued at \$400,000 is being drafted.
- **Skatetown Noise Complaints** – On May 12, Chief Baldwin met with Harry Stuart, owner of Skatetown USA, to discuss compliance with the city's noise ordinance. The police department's staff is working with Mr. Stuart to provide noise level readings in order to assist him with maintaining compliance. (A meeting with legal staff has been set for May 29, in order to complete revisions to the City's noise ordinances).
- **Domestic Violence Training** – Over the last three weeks, the police department has hosted multiple training sessions for law enforcement, attorneys, advocates and others that provided advanced education for domestic violence investigations. All Fort Pierce Police Officers attended, along with hundreds of other local professionals.
- **Pastor's Ice Cream Social** – The police department assisted the Lincoln Park Ministers with hosting an Ice Cream Social at Pioneer Park on May 17. The event was well attended by local children.
- **Hundred Club Banquet** – The annual Hundred Club Banquet will be held on May 28, at 6:00 p.m., at Gator Trace Country Club. This organization assists the families of law public safety officers that are killed or seriously injured in the line of duty.
- **ASIS 7th Annual Law Enforcement Appreciation Luncheon and Awards Ceremony** – Fort Pierce Police Officer Michael Azevedo won Police Officer of the Year Award. This award is given for intelligent act(s) performed in the line of duty materially contributing to a valuable accomplishment related to bringing public acclaim to the department as a result of training, devotion to duty, or service to the public. The Crime Suppression Team, made up of St. Lucie County Sheriff's Deputies and Fort Pierce Police Officers, won the Community Policing Award This award is given for highly creditable accomplishments while bringing public acclaim to the department, the police profession and him or herself as a result of programs and devotion to duty and service to the general public. The ASIS International is a worldwide association of law enforcement professionals. These awards were announced at a luncheon on May 22 in Palm Beach Gardens from ASIS Chapter 254 that included the Treasure Coast.

Urban Redevelopment Department

- **Grants Administrator –**
 1. Continued to collaborate with Sunrise Theatre staff and create grant application soon to be submitted to Florida Division of Cultural Affairs (FL DCA)
 2. Received notice of grant award from Visit Florida for Fort Pierce Authentic Tours to design, print and place rack cards in every Florida Visitor Center throughout the state.
 3. Coordinated the installation of banners to promote tourism in the City
 4. Oversaw informational packet mailout in response to Fort Pierce tourism ad in National Geographic Florida Edition
 5. Created requisitions and purchase orders for World Changers project and FPAT billboard design
 6. Created logo and other materials for upcoming 3rd Annual Youth Fishing Clinic
 7. Updated tourism PowerPoint and provided various tourism marketing materials for Shyanne Helms to take to the St. Lucie County Business Conference
 8. Provided project oversight for 11 Public Service, 7 Commercial Facade and 5 FPAT grant awards
 9. Created extensive meeting materials, PSA/Comm Facade tracking spreadsheets, agenda, etc. for Communitywide Council meeting
 10. Completed and submitted final Land and Water Conservation Fund grant report following installation of commemorative sign at Jetty Park
 11. Continued to work on 2014-2015 CDBG Action Plan
 12. Meetings:
 - a) Stacy Givens - FPAT Website
 - b) Communitywide Council
 - c) Anne Krieger - Playmore Recreational Products and Services
 - d) Gary Guertin - Coastal Angler Magazine
 - e) Eric Winterstein, FPUA - Weatherization Program
 - f) Stephanie Jeffe Warner - Highwaymen Obelisk
 - g) City Commission - 5-19
 - h) Local Business Owners - 2nd Saturdays on 2nd Street events
 - i) Veteran's Park
 - j) Zion's Daughters of Distinction (PSA issues)
 - k) Patricia Borns, Kristin Congdon - University of Miami - Highwaymen Trail project
 - l) Camie Sellin/Chop Lege' - FPAT signage
 - m) Staff meetings
- **Program Analyst –**
 1. FEMA
 - a) Marina Project
 - Monitoring time extension
 - Monitoring funding requests
 - Met with Finance Director to look at project financing
 - Communicate with State to check on funding
 - b) Windows Expansion Project
 - Requested fourth draw for funding
 - Preparing pay applications and requests for reimbursements
 - Communicate with contractor about St. Anastasia start up
 - Met with project manager regarding generators
 2. Enterprise Zone: Answering emails and phone calls pertaining to tax credits
 3. SHIP
 - a) Prepared and scheduled Soltman Avenue and 31st Street for CC agenda June 2
 - b) Answering phone calls and questions from citizens
 4. NSP
 - a) Completed monthly report
 - b) Communications with Housing Authority regarding unit rentals at Orange Avenue

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 of Moore's Creek is scheduled to begin the first week of June.
- 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.
- Working with MIS to purchase and install a POS and dockmaster computer system.

Golf Course

- Finished aerification of all the greens.
- Applied wall-to-wall fertilizer treatment to the golf course.
- Driving range netting has been repaired.
- Received the new executed golf car lease from Yamaha.
- Day to day operations.

River Walk Center

Park Permits	1725.00
Programming	670.66
River Walk Center	164.11
Special Events	1150.00
Garden Center	200.00
Maravilla	400.00
<u>Total</u>	<u>4309.77</u>

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 1 & 8; Comedy Corner Improv on Saturday, April 12; John Carroll High School held their Prom for the 4th consecutive year on April 5; MusicWorks Inc. presented Trampled Under Foot on April 10; Performances on the Sunrise Theatre main stage included; Lily Tomlin on April 4; A sold-out performance by Three Dog Night on April 5; 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: Family Meals, Inc. McCartney Mania on April 25. 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.