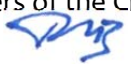




INTEROFFICE MEMORANDUM

FROM THE OFFICE OF THE
CITY MANAGER

TO: The Honorable Mayor and Members of the City Commission
FROM: Robert J. Bradshaw, City Manager 
RE: Department Activity Report
DATE: June 6, 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 met with the Finance Director and Chief Accountant to discuss the FY2015 budget assumptions and budget workshop.
- The City Manager met with the MIS Director, City Clerk and Executive Assistant to discuss providing additional technical assistance to the City Clerk's office.
- The Marketing Specialist attended the St. Andrews Academy High School ribbon cutting on May 28, 2014.
- The Marketing Specialist attended the Education & Business Committee meeting on May 28, 2014.
- The City Manager and Deputy City Manager met weekly with the Mayor to discuss current City issues.
- The City Manager met with the Building Official regarding Building departmental issues.
- The Marketing Specialist attended the CareerSource ribbon cutting on May 29, 2014.
- The City Manager met with Commissioner Perona regarding the agenda for the June 2, 2014 City Commission meeting.
- The Deputy City Manager attended a Teamsters negotiation strategy staff meeting.
- The Deputy City Manager attended a meeting regarding the Human Development Resource Center.
- The City Manager attended the FPUA Board meeting on June 3, 2014.
- The Marketing Specialist attended the Lawnwood Breakfast Club meeting on June 4, 2014.

City Manager's Office contd.

- The Deputy City Manager, Chief Accountant and Grant Administrator met with the City Attorney to discuss Coral Square mortgage loan extension.
- The Deputy City Manager held an Urban Redevelopment staff meeting.
- The City Manager met with the City Attorney for an update on legal issues.
- The Deputy City Manager attended the CRA Advisory Committee meeting on June 4, 2014.
- The City Manager and Deputy City Manager met with the Chief Accountant to discuss the revised FY2015 budget assumptions.
- The City Manager and Deputy City Manager met with Commissioner Alexander to discuss current City issues.
- The Deputy City Manager met with Public Works employees to discuss departmental issues.
- The Marketing Specialist attended the Treasure Coast Media Conference on June 6, 2014.
- The Deputy City Manager and Risk Manager participated in the Roundtable of St. Lucie County's Bridges Out of Poverty Training on June 6, 2014.

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: 11 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: 17 Renewals: 6
- 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 in April.
- Assisted Code Compliance Manager by processing and providing a receipt for check received from St Lucie County Humane Society for impound fees in April.
- On-going updating of contractors' records for current Liability Insurance, Workman Compensation Insurance, and State License information.
- 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 June 2, 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.
- On-going implementation of computerization of annexation records.
- On-going implementation of scanning City Commission Agenda Packets onto DVD's.

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.
- 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.
- City Clerk attended United Way Panel Chair Meeting.
- City Clerk attended Lawnwood Breakfast Meeting.

Administrative Services Department

- **Procurement –**
 1. Opened Bid for Bid No. 2014-020 31st Street Sidewalk Improvement Okeechobee to Tennessee.
 2. Opened for RFP No. 2014-017 Alternative Plan Examiners & Inspectors
 3. Processed purchase orders.
 4. Review and Renewal of Annual Contracts
 5. Processing and/or completion of awards to vendors/contractors approved by Commission.
 6. Meetings:
 - a) Director of Administrative Services met with the Deputy City Manager, Chief Accountant and Public Works Manager for a Teamsters Negotiation Strategy Meeting.
 - b) Director of Administrative Services met with the Human Resources Development Committee.
 - c) Director of Administrative Services, City Manager and City Clerk met regarding a personnel issue.

- **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. Verification of payroll, car and clothing allowance.
 6. Completed Verification of Employment/Loss of Income forms.
 7. Pick-up Mail from the Post Office Box
 8. Cleaned and organized Human Resources Files
 9. Input employees data from Personnel Action forms such as, suspension, Police Officers salary incentive pay, resignation, retirement, annual and probation evaluation.
 10. Create and process retirement package for employees.

- **Risk Management –**
 1. Attending Bridges Out of Poverty Training, June 6, 2014.
 2. Anytime Fitness Zumba Class June 5, 2014 at 5:30 p.m.
 3. CPR/AED/FA Training for City employees July 21 - 22, 2014.
 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

- GIS, Vantage Point and GEO Max training.
- Working with SmartGov and Building staff to retrieve corrupt data from the old Black Bear PTWin software.
- Moved equipment from Finance hallways to the new MIS storage area.
- Working with Marina to secure pricing for new software.
- Loaded IBM midyear PTFs for the upcoming SunGard HTE load.
- Loaded the newest client version of OptiView and pushed out to end users.
- Met with Selectron IVR reps for information on sending this function to the cloud.
- Took part in the weeklong SunGard HTE Educational Annual Training.
- On-going training for several departments including the new State of Florida DMS SunCom CSA training.
- Downloaded the Visa PCard transactions for May 2014.
- Submitting CSAs to reduce the cost of business telephone lines throughout the City.
- 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.
- Completed the router speed installation for Indian Hills, River Walk Center, Sunrise Theatre, and City Hall. Public Works department is 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 five percent complete to move Lotus Notes to the cloud and working with eight employees for testing.
- 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 forty eight (48) new work orders and completed ninety one (91) 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 – May 27, 2014
 4. SOP Manual
 5. Temporary Use – 2901 US Hwy 1 – Rock Church International
 6. Applicant On-Site Meeting – St. Marks Church Alley Abandonment w/Kori
 7. Pre-Application Meeting – 912 Avenue I (Substance Abuse Rehab Facility)
 8. Planner Analyst Job Posting

- **Comprehensive Planning, Long Range Planning –**
 1. PUD Zoning District Rewrite
 2. Code Revisits/Rewrite

- **Development Review –**
 1. Boston Avenue/St. Andrews Abandonment Request - PB Approval - Site Visit & Ordinance Drafting
 2. 320 S Indian River Drive - St. Andrew's Temporary Use - TRC Review
 3. 1404 Avenue E - One Lord, One Faith, One Baptism - Replat/Unity of Title Review & Filing
 4. Virginia & 35th street - Cumberland Farms
 5. Carriage Point – Final Plat
 6. 110 S Ocean Drive - Fort Pierce Inlet Beach Resort - TRC Conditional Use Review
 7. 4451 S 25th Street - Oak Alley Office Park - Pre-Development Meeting

- **Historic Preservation –**
 1. 716 S. 10th St – Porch & Deck Improvements – Administrative Approval
 2. 320 S Indian River Drive - St. Andrew's School - First Floor Enclosure – HPB Approval

Building Division

- **7131 Okeechobee Road (West Star)** – Permits have been issued for the fuel tanks which should abate the current unsafe situation.

- **320 S. Indian River Drive (St. Andrews School)** – Met with the project's architect and contractor to help facilitate their upcoming renovation.

- **4600 Selvitz Road – (Dog & Cats Forever)** – Permit application and plans have been received for both the site work and addition.

Code Enforcement Division

- **Hearing –**
 1. Special Magistrate Blandino
 - a) 15 violation hearings
 - 1 continued by staff
 - 6 complied prior to hearing
 - 8 found in violation
 - b) 1 penalty reduction request
 - Lien reduction request: SM Blandino agreed to reduce lien to \$2,000 payable in 60 days. Matter has been forwarded to the City Commission for final approval.
 2. County Court – Judge Barnes
 - a) COFP v. Guerra, Jose
 - City registration required – fine paid prior to hearing
 - b) COFP v. Lesane, Tevorace
 - Appeal Dangerous Dog Classification – ruling upheld.
 - Rabies required – dismissed – will be done prior to being released from impound.
 - Registration required – dismissed – will be done prior to being released from impound.
 - Failure to restrain – Guilty – Fined \$50 plus \$5 surcharge and all court costs.
 - c) COFP v. Lundy, James
 - Rabies required – 2 counts – guilty – fined \$100 plus \$5 surcharge each and all court costs x1.
 - Registration required – guilty – fined \$250 plus \$5 surcharge – waived court costs.
 - Running at large – guilty – fined \$50 plus \$5 surcharge – waived court costs.
 - Failure to restrain – guilty – fined \$50 plus \$5 surcharge – waived court costs
 - d) COFP – Plain, Jimmy
 - Failure to restrain – guilty – fined \$50 plus \$5 surcharge and all court costs.
 - Running at large – guilty – fined \$50 plus \$5 surcharge – waived all court costs.
- **Code Enforcement –**
 1. Received 11 complaints
 2. Issued 1 written warnings
 3. Issued 0 citations
 4. Initiated 49 new cases: 37 general violations, 12 lot clearing violations
 5. Conducted 251 follow-up inspections
 6. Closed 78 cases
- **Animal Control –**
 1. Responded to 76 dispatched calls
 2. Conducted 80 self-initiated calls
 3. Conducted 21 follow-up investigations
 4. Issued 1 citations and 0 written warnings
 5. Completed 7 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 - \$32,297 budget excess
 - b) Animal Control Violations - \$1,050 budget excess
 - c) Animal Licenses - \$210 budget excess
 - d) Lot Clearing - \$3,019 budget excess.
- **Miscellaneous –**
 1. Created a proposed budget plan for CDBG grant money.
 2. Met with dog owner regarding requirements for a dangerous dog.
 3. Assisted at 3401 Okeechobee Rd to mitigate a safety hazard. Purchased plywood at Home Depot and had cut to cover open drain in car wash bay.
 4. Met with Dr. O'Connor from Holy Family Vet regarding spay / neuter program funding.
 5. All code officers attended bi-monthly TCACE meeting.
 6. Met with Frank Andrews and David Robertson to continue negotiations of the new Humane Society contract.

Engineering Department

- **Development Reviews** – Intake of three (3) Building Permit, Site Plan, or Certificate of Occupancy reviews.
- **Stormwater Division** – United States Coast Guard has indicated they will pay past due stormwater fees (5 years) and establish a line item to pay on an annual basis. Counsel to the Coast Guard recognized the requirement for all entities to contribute towards stormwater services provided by the City.
- **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** – Change Order No. 2 has been conditionally approved by Commission pending City Attorney review it was forwarded to City Attorney May 13, 2104. Staff is waiting for the City Attorneys revision to forward back to Lucas Marine for their approval of the changes.
- **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 on Tuesday June 10, 2014. The dredging activity is scheduled to take 7 days and the project inclusive of all spoil area activities should be completed by mid- July.
- **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** – The low bidder was Lynch Paving & Construction with a bid amount of \$228,278.00. Their contract will be placed on the June 16, 2014 commission agenda for approval. Construction to commence as soon as the contract documents have been executed.
- **Indian Hills Recreation Area - Stormwater Improvements** – Clearing of exotic plant material has been completed. Lake excavation is underway. Material currently being stock piled for transportation to King property starting the week of June 9. Engineering Department currently working on preliminary design for pedestrian connection with Heathcote Botanical Gardens and Savanna's Recreation Area.
- **Veteran's Memorial Park** – Phase I construction has begun. The contractor has gutted the bathrooms and is currently installing the electrical and plumbing components. Construction completion scheduled for October 2014. 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. Structural plans have been disbursed to various departments for review and comments.
- **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 has not yet been scheduled.

Public Works Department

- **Energy Efficiency & Conservation** – Work has officially begun on this project.
- **Phase II Window Retrofit Project** – 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.

Police Department

- **Staffing** – The police department currently has 6 vacancies for police officers and 1 vacancy for a civilian position (victim advocate). Deputy Chief Gregory L. Kirk will retire June 20, 2014, from the police department after serving the citizens of Fort Pierce for 32 years.
- **Retirement Reception** – Join us in celebrating the retirement of Deputy Chief Gregory L. Kirk on Monday, June 16, 2014, from 5:00 p.m. to 6:30 p.m. at City Hall in front of the City Commission Chambers. Deputy Chief Kirk will be presented with a Proclamation and FPPD presentations at 6:30 p.m. in the City Commission Chambers.
- **Chili Cook-Off 2014 Fund Raiser** – The police department will have a luncheon on June 12, 2014, at the River Walk Center from 11:30 a.m. to 2:00 p.m. to benefit the Boys and Girls Clubs of St. Lucie County.
- **Comprehensive Gang Model** – On June 2, 2014, Chief Baldwin met members of the Roundtable of St. Lucie County to initiate the planning and implementation process for the Comprehensive Gang Model. Chief Baldwin also met with Hazel Hoylman, from In the Image of Christ, about implementing a street outreach program to address gang violence. Additionally, Chief Baldwin met with Representative Lee to plan follow-up focus group and forums for the Restoring our Village initiative. The police department is also working on four separate grant proposals to fund the Comprehensive Gang Model.
- **Shotspotter** – Chief Baldwin and Grant Manager Jackie Esposito are working with the Fort Pierce Housing Authority to submit a \$250,000 grant proposal to the U.S. Department of Housing and Urban Development to fund the Shotspotter program. If awarded, this grant will provide sufficient funding to install the system and operate it for a period of one year.
- **Federal Task Force** – On May 23, 2014, members of the Fort Pierce Police Department met with agents from FBI, DEA, ATF, and Homeland Security, along with the U.S. Attorney's Office and State Attorney's Office to review three of the police department's most recent murder cases. FPPD detectives have made significant progress towards identifying suspects and our federal partners have committed resources to assist in bringing these suspects to justice.
- **Summer Gang Task Force** – The police department is partnering with the St. Lucie County Sheriff's Office to conduct a gang task force operation over the summer months in order to suppress gang related violence. A total of 12 officers and deputies have been committed to this operation.
- **Hundred Club Award** – Detective Tyrone Campbell received the Hundred Club of St. Lucie's Officer of the Year Award on May 28, 2014. Detective Campbell was nominated for his leadership, work ethic, and accomplishment as a detective working violent crimes in our community.

Urban Redevelopment Department

- **Grants Administrator –**
 1. Completed and uploaded grant application to the Florida Division of Cultural Affairs for General Operating Support for the Sunrise Theatre
 2. Coordinated billboard installation for Fort Pierce Authentic Tours Program - installed on Turnpike at Orange Avenue Exit
 3. Worked with HUD to resolve previous audit finding
 4. Oversaw solicitation of donations and designed T-Shirt for 3rd Annual Youth Fishing Clinic
 5. Made extensive updates to FPAT website in Word Press
 6. Provided oversight for PSA, Commercial Facade and FPAT grant awards
 7. Addressed issues with HUD relating to SF-425 report
 8. Created accountability request for Main Street organizations
 9. Initiated drawdowns from HUD IDIS system to reimburse City for CDBG-related expenditures
 10. Coordinated World Changers June project
 11. Provided oversight for implementation of Florida Inland Navigation District grant award to dredge Moore's Creek adjacent to City Marina
 12. Meetings:
 - a) Sandra Huey - HUD (telephone mtg)
 - b) Melissa Ramille - HUD (telephone mtg)
 - c) Pastor Shaw - World Changers
 - d) Anne - Playmore - Playground Equipment for PAL Park
 - e) In-house - Coral Square
 - f) Pastor Shaw - World Changers Block Party
 - g) FPAT - Monthly Advisory Board
 - h) Staff
- **Program Analyst –**
 1. FEMA
 - a) Marina Project
 - Monitoring funding requests
 - State requested additional information for time extension
 - Submitted new request for reimbursement
 - b) Windows Expansion Project
 - Preparing pay applications and requests for reimbursements
 - Requested six month time extension due to back order of parts for new generators
 - Met with project manager regarding generators
 2. Enterprise Zone: Answering emails and phone calls pertaining to tax credits
 3. SHIP
 - a) Soltman Avenue and 31st Street approved for construction by City Commission
 - b) Answering phone calls and questions from citizens
 - c) Submitted certifications for SHIP funding
 4. NSP
 - a) Communications with Housing Authority regarding unit rentals at Orange Avenue. 3 more units rented for a total of 15.

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 Project.
- City Attorney and Engineering Dept. working out contract language for Bellingham Marine contract.
- Dredging of Moore's Creek is scheduled to begin June 10th and completed by June 17th.
- Upgrading camera security system throughout marina facility.
- Working with St. Lucie County Tourism Department on the contract for 3 web cams. A license agreement has been completed. Will be placing it on future agenda.
- Seacoast National Bank ATM machine at City Marina – submitted plans through the Building Department for approval.
- Working with MIS to purchase and install a POS and dockmaster computer system.

Golf Course

- The reciprocal with the Saints Golf Course has begun and is working well increasing rounds.
- New golf cars are scheduled to arrive June 19th.
- Day-to-day operations.

River Walk Center

Park Permits	775.00
Programming	104.21
River Walk Center	592.29
Special Events	45.00
Garden Center	400.00
Maravilla	162.50
<u>Total</u>	<u>\$2,079.00</u>

- Construction for the Veteran's Park and restrooms has begun.

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 29, May 6, 13, 20 & 27; Comedy Corner Improv on Saturday, May 10 & 24; St. Andrew's School performed their spring musical Annie, Jr., on May 15 - 16; Performances on the Sunrise Theatre main stage included; Boz Scaggs on May 3; The Sunrise Theatre and St. Lucie County Public Schools partnered to present the first STEM Rap Battle the evening of May 9. This event was preceded the morning of May 9 with a School Time Performance of Mental Travel Through Hip Hop Communication with motivational speaker/educator Dr. Chris Emdin; A sold-out performance by Bill Maher on May 17; John Carroll High School Graduation on May 23.
- Met with representatives from Humana and secured a sponsorship to present Free Summer Movies at the theatre. The movies will be presented on Sunday afternoon's at 3pm on the following dates: June 8, 22, July 6, 20, August 3, 17.
- Met with Troop 772 Executive Scout Master Scott Van Duzer, and filmmaker Patrick Ricks, to discuss showing his film, Troop 491: The Adventures of the Muddy Lions, at the Sunrise Theatre.
- The theatre is busy with preparations and registrations for the four week long summer camps with Missoula Children's Theatre which start on June 9.
- Assistance continues with future rental events and co-presentations with various community groups including, but not limited to: Fort Pierce PAL "Dancing With Our PAL's" on September 20; Grace Way Village "Are You Smarter Than A 5th Grader" on September 26th.
- 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.