



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: June 20, 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 June 9, 2014.
- The City Manager, Deputy City Manager, Finance Director and Chief Accountant met with each member of the City Commission and each Department Head to discuss the proposed budget for FY2015.
- The Marketing Specialist attended Fort Pierce Area Council meeting on June 9, 2014.
- The City Manager met with the City Attorney and Administrative Services Director to discuss an employee grievance.
- The Deputy City Manager and City Engineer met with representatives from Cardno, TCRPC and FPUA regarding the progress of the King Plant site cleanup.
- The Marketing Specialist attended the ground breaking for new baseball fields on Quincy Avenue.
- The City Manager and Deputy City Manager attended weekly meetings with the Mayor to discuss current City issues.
- The City Manager and Deputy City Manager met with the Code Compliance Manager to discuss Animal Control issues.
- The City Manager, Deputy City Manager, Marketing Specialist and Executive Assistant participated in the Fort Pierce Police Department's Boys and Girls Club fundraiser on June 12, 2014.
- The Deputy City Manager attended the RFQ No. 14-020 Transportation Services Selection Committee meeting at the County.
- The City Manager and Code Compliance Manager met with Dr. Lyman regarding his animal control concerns.

City Manager's Office contd.

- The Marketing Specialist and Historic Preservation Officer met with a potential business owner regarding the permitting process and business tax receipts.
- The City Manager and City Attorney attended a meeting with staff regarding an EEOC matter.
- The City Manager met with Commissioner Perona regarding the agenda for the June 16, 2014 City Commission meeting.
- The Economic Development Team held a meeting to discuss economic development activities.
- The Deputy City Manager attended the Keep Fort Pierce Beautiful Advisory Board meeting on June 17, 2014.
- The Deputy City Manager participated in a conference call with Commissioner Dzadovsky regarding the Indian Hills project.
- The City Manager met with the City Attorney for an update on legal issues.
- The City Manager and Deputy City Manager met with Representative Lee regarding a Port Authority.
- The Deputy City Manager held a meeting with Urban Redevelopment staff
- The City Manager, Deputy City Manager and Police Chief met with Commissioner Sessions regarding the implementation of a short range plan for crime prevention.
- The Marketing Specialist attended the St. Lucie County Chamber Tourism Committee meeting on June 19, 2014.
- The Deputy City Manager met with 3 employees to review their performance evaluations.
- The City Manager met with the Building Official for an update on building issues.

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: 23 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: 12 Renewals: 8
- 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 impound fees in May.
- 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.
- Checked for correctness and completeness necessary paperwork submitted by contractors to go before the Board of Examiners of Contractors meeting to be held on July 08, 2014.
- Attended, recorded and transcribed minutes of the City Managers Conference Agenda held on June 09, 2014.
- Attended, recorded and transcribed minutes of the Fort Pierce City Commission Meeting held on June 16, 2014.
- 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 Meeting minutes, ordinances, resolutions, and the Fort Pierce Redevelopment Meeting minutes into the Optiview system.

City Clerk's Office contd.

- 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 City Attorney Office by doing research on various city issues.
- License Permit Specialist/Deputy City Clerk entering in the computer system new business tax rates for all business classifications and all additional charges to go into effect July 1, 2014.
- License Permit Specialist/Deputy City Clerk working on an on-going record retention projects.
- License Permit Specialist/Deputy City Clerk worked on 361 page report for business tax receipts renewals.
- 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 2014 FACC Summer Conference in St. Augustine.
- City Clerk attended United Way Trustees Event.
- City Clerk qualified three (3) candidates for Municipal Election.
- City Clerk worked with FPRA Grant Writer to assume duties of Enterprise Zone Coordinator.

Administrative Services Department

- **Procurement –**
 1. Purchasing Manager provided Procurement Training for Code Enforcement and City Clerk staff.
 2. Reviewed /processed purchase orders.
 3. Review and Renewal of Annual Contracts.
 4. Processing and/or completion of awards to vendors/contractors approved by Commission.
 5. Meetings:
 - a) Director of Administrative Services met with the City Attorney, City Manager, Chief of Police and Risk Manager regarding an EEOC issue.
 - b) Director of Administrative Services, City Attorney, Human Resources Manager, and a Representative of the Civil Appeals Board met regarding a personal Issue.
 - c) Purchasing Manager attended a Strategic Planning Meeting on RFQ 2014-010 King Plant Property Redevelopment for Phase 2 Request for Proposals.
 - d) Director of Administrative Services and the Director of Finance attended Annual Conference on Public Risk Management.
 - e) Director of Administrative Services and Human Resources staff attended a Webinar on Applicant Tracking.
 - f) Director of Administrative Services attended 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. 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 for current and prior years
 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.
 11. On-going training of New Hire
 12. Civil Service Board meeting and elections.
- **Risk Management –**
 1. Coordinated Stress Seminar with Florida Blue June 25, 2014.
 2. Obtained LA Fitness Membership Discount for Employees.
 3. Attended Wicker Smith Claims Seminar June 13, 2014.
 4. CPR/AED/FA Training for City employees July 21 - 22, 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 each member of the City Commission and Department Heads regarding the proposed FY2015 budget.
- Prepared Draft No. 1 of the Proposed FY 2015 budget
- Day to Day Operations

MIS Department

- Work with State of Florida and AT&T when telephone cables were severed due to Veterans Park construction that impacted River Walk Center connectivity via telephones and computer systems.
- Met with City Manager, Deputy City Manager, Finance Director, and Chief Accountant on Fiscal Year 2015 MIS Budget.
- Held training with several departments on new procedures for PCard Visa Pay transactions starting July 5, 2015.
- Working with several departments with laptop on connectivity issues stemming from the upgrade of the State of Florida DMS VPN procedures.
- Searching for options for Commissioners to be able to engage in audio or video conferencing when not physically able to attend meetings.
- Working with the City Clerk office on annual renewal processes for Business Tax Receipts and Contractors Licenses.
- Working with SmartGov and Building staff to retrieve corrupt data from the old Black Bear PTWin software.
- Working with Marina to secure pricing for new software.
- Received quote from Selectron IVR reps for information on sending this function to the cloud or purchasing a new server and keeping the process in house.
- On-going training for several departments including the new State of Florida DMS SunCom CSA training.
- Submitting CSAs to reduce the cost of business telephone lines throughout the City.
- 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.
- 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 sheet for remaining remote site (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 seventy (70) new work orders and completed one hundred thirty six (136) 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. Special Planning Board Meeting – June 10, 2014
 4. Historic Preservation Board Meeting – June 23, 2014
 5. Technical Review Committee Meeting – June 19, 2014
 6. Board of Adjustments Meeting – June 26, 2014
 7. TPO Traffic Impact Study Methodology Meeting
 8. Pre-Application Meeting - Proposed Family Dollar – Orange Ave & 18th street
 9. Land Management Module Training

- **Comprehensive Planning, Long Range Planning –**
 1. St. Andrew’s Zoning Text Amendment - CC Staff Report

- **Development Review –**
 1. Processing 7 Annexation Agreements
 2. 1010 Antilles Ave - Special Exception confirmation
 3. Boston Avenue/St. Andrews Abandonment Request - CC Staff Report
 4. 320 S Indian River Drive - St. Andrew’s Temporary Use - Conditional Approval
 5. Fresh Wind, Fresh Fire Conceptual Development Plan - CC Staff Report
 6. St. Marks/Papa’s Meat Market Alleyway Review
 7. 511 & 513 Georgia Avenue – Spin to Win Development - Pre Application Meeting
 8. 17th Street & Orange Ave. – 10,000 SF Retail Development – Pre Application Meeting
 9. Selvitz & Ralls Roads – Final Plat Review – TRC Review
 10. 110 S Ocean Drive – Conditional Use for Improvements – TRC Review

- **Historic Preservation –**
 1. 100/102 N 2nd Street - Stucco/Mural Replacement - HPB Conditional Approval
 2. 221 S Indian River Drive - Fence, Landscaping, & Lighting - HPB Approval

- **GIS Mapping –**
 1. ArcGIS Online Publisher Workflows Workshop
 2. Meeting with Planning Staff and Jerome Spivey, FPPW

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 – Special Magistrate Ross**
 1. 6 violation hearings
 - a) 1 continued by staff
 - b) 1 complied prior to hearing
 - c) 4 found in violation
 2. 2 penalty reduction requests
 - a) Massey Hearing – complied with the help of World Changers. All fines were waived.
 - b) Massey Hearing – new owner complied with violations and is making additional improvements. Reduced fine to \$100.00.
- **Code Enforcement –**
 1. Received 33 complaints
 2. Issued 19 written warnings
 3. Issued 1 citation
 4. Initiated 109 new cases: 63 general violations, 46 lot clearing violations
 5. Conducted 347 follow-up inspections
 6. Closed 83 cases
- **Animal Control –** (partial report – not all numbers in due to illness and family death)
 1. Responded to 110 dispatched calls
 2. Conducted 134 self-initiated calls
 3. Conducted 28 follow-up investigations
 4. Issued 5 citations and 3 written warnings
 5. Completed 7 bite reports
 6. Completed 0 cruelty reports
- **Revenue –**
 1. Processed 42 lien / title searches
 2. Received notice from Tax Collectors office of tax sale with excess proceeds of approximately \$11,000 that should be received shortly.
- **Miscellaneous –**
 1. The code manager attended hearing with Chief Baldwin, Lt. Curry, and several neighbors from the Paradise Park neighborhood to attempt to resolve a dispute. I do not believe we were successful and that the neighbor disputes will continue.
 2. The code manager met with Commissioner Alexander, City Manager Bradshaw and Deputy City Manager Mimms to discuss the above mentioned dispute.
 3. The code manager met with City Manager Bradshaw, Deputy City Manager Mimms and Attorney Schwerer to discuss legal concerns with the vendor ordinance.
 4. The code manager met with City Manager Bradshaw and Deputy City Manager Mimms to discuss the grant donation from United for Animals (twice).
 5. The code manager and Code Executive Assistant met with United for Animals to discuss their offer of a grant to the City's Spay & Neuter program.
 6. Finalized brochure to address parking problems along US 1. Code Officer Terry Denmark has started making contact with the car lots and explaining the ordinance change. St. Lucie County Code Enforcement has also been provided copies of the brochure – they fully support the City's new ordinance and have offered to assist in spreading the word.
 7. Three code officers and the code manager participated in the blood drive.
 8. The code manager attended the monthly TRC meeting.
 9. The code manager met with City Manager Bradshaw and Dr. Lyman of the Animal Emergency Center to discuss policies and procedures.
 10. The code manager met with City Manager Bradshaw, Deputy City Manager Mimms, Gloria Johnson and Johnna Morris to discuss the Community Response FY 15 budget.
 11. Met with Mr. Richardson at 1115 Avenue F to discuss the disputed lot clearing charges. The property was walked by both parties, boundaries identified and photos taken.
 12. Submitted a memo to City Manager Bradshaw and City Attorney Schwerer with my recommendations as to an appeal process for the above item. I suggested the matter be placed on a conference agenda for further discussion.

Engineering Department

- **Development Reviews** – Intake of six (6) Building Permit, Site Plan, or Certificate of Occupancy reviews.
- **Stormwater Division** – Currently preparing SMU fee information for St. Lucie County to be included in TRIM notices. Preparation of grant applications for St. Lucie Rivers Issue Team due August 31, 2014.
- **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 development of the new Phase 2 Signal Maintenance JPA requirements for FY 2015/16 which will look at increased performance requirements and adjusted reimbursement increase.
- **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 continues 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 has completed the review and approval of Bellingham Marine design calculations. Bellingham Marine submitted for City Building Permit on June 25, 2014. Construction completion is anticipated May 2015.
- **Moore’s Creek Dredging** – Gator Dredging has completed the dredging activities for the project and anticipates starting spoil area haul off and clean up July 7, 2014.
- **S. 21st Street / Havana Ave. Sidewalk Project** – Comments have been submitted by FDOT and City staff on the 100% plans. Consultant is expected to have the revised plans resubmitted the week of July 7, 2014. Funding has been approved by FDOT for FY 2015.
- **31st Street Sidewalks from Okeechobee Road to Tennessee Avenue** – The construction contract has been sent to the City Attorney’s office for review and approval. A pre-construction meeting with FDOT and the contractor is scheduled for July 9, 2014. As soon as we are in receipt of the executed contract we will issue a Notice to Proceed.
- **Indian Hills Recreation Area - Stormwater Improvements** – Excavation for lake enlargement has commenced. To date, approximately 14,000 cubic yards of material has been removed and hauled to the HD King Property for backfill. Balance of excess material will be stocked piled at the southern compound area for future use. Water main relocation (16”) will begin within the next two weeks.
- **Veterans Memorial Park – Phase I** construction has begun. The contractor has completed the rough-in of the plumbing and poured the concrete floor. Framing work will begin next week. The site utility relocation work is underway and the bio-swale has been roughed-in. Construction completion scheduled for end of 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 which is in October 2014.
- **Melody Lane Fishing Pier** – Structural and electrical plans have been disbursed for review and comments.
- **H.D. King Power Plant Clean-up** – The area designated as the 2014 Work has been completed at this time. Eleven monitoring wells have been installed around the perimeter of the site. Additional exploratory test pits have been done in the 2015 work area and it has been determined that additional contamination has been encountered below the water table. Cardno is currently compiling information gathered from the test pits, and preparing a cost estimate for the additional work.
- **Park Trail Subdivision** – Project substantially complete. A preliminary walk-thru will be scheduled once we are in receipt of the as-built drawings.

Public Works Department

- **Energy Efficiency & Conservation** – The lighting retrofit in the PWD is nearing completion and the crew will be moving to the Police Department next. Work will begin soon to retrofit all of the street lights to LED technology.
- **Phase II Window Retrofit Project** – Work has begun on the St. Anastasia building and will take approximately 90 days to complete.
- **HDRC Recreation** – Registration for the Summer Youth Basket Ball League will take place the week of June 23rd. Staff is also working with Kids at Hope to develop a Summer Camp for approximately 40 youth to begin on July 17, 2014. It is also our goal to designate the HDRC Percy Peek Gymnasium a Kids at Hope Facility.

Police Department

- **Staffing** – Deputy Chief Kirk has retired effective June 20, 2014. Detective Petry resigned effective June 2, 2014, to take a position at the Port St. Lucie Police Department. Officer Schauman resigned during field training. The police department currently has one opening for a civilian victim's assistant (candidate in final phase of hiring process) and four opening for police officers.
- **Violence Abatement** – On June 25, 2014, detectives arrested Shauntavious "Woosie" Ingram (16) for a double murder that occurred on January 16, on N. 18th Street. FPPD has partnered with SLCSO to continue gang task force operations throughout the summer. Upcoming meetings for the Comprehensive Gang Model include:
 - a) County Commission Workshop - July 8, 9:00, County Commission Chambers
 - b) Restoring the Village Advisory Team – July 10, 10:00 AM, City Hall 2nd Floor Conference Room
 - c) Roundtable Safe Neighborhoods Network – July 15, 9:00 AM, Children's Services Council, PSL
- **PAL** – PAL's summer camp has 75 kids registered that are participating in a wide range activities including swimming lessons and a fishing clinic (June 25). PAL is also working with Commissioner Sessions to set up a camp for delinquent youth beginning in July.
- **Williams Center** – Chief Baldwin attended the Ribbon Cutting for the Williams Center on June 27. A lease agreement for the police substation in this facility has been approved by legal staff and will be presented to the City Commission on July 7.

Urban Redevelopment Department

- **Grants Administrator –**
 1. Researched and prepared to write application to State through Florida Boating Infrastructure Grant (BIG) opportunity for either dinghy docks at City Marina or for repairs to various boat docks within City limits.
 2. Continued to write 2014-2015 CDBG Action Plan; created 1/2 page advertisement for citizen review period, etc.
 3. Created tracking materials, etc., in preparation of HUD monitoring visit.
 4. Provided oversight for 8 commercial facade, 11 public service and 5 Fort Pierce Authentic Tours grant awards
 5. Created PowerPoint presentation on Melody Lane Public Fishing Pier
 6. Extensive work in HUD IDIS computer system
 7. Continued to work toward completing Highwaymen Heritage Trail project
 8. Coordinated Fort Pierce Authentic Tours program (website updates, meeting advertisements, marketing opportunities, general oversight, etc.)
 9. Meetings:
 - a) Cocoa Beach - Florida Inland Navigation District Commissioner Meeting - Gave presentation (w/Tracy Telle) on Melody Lane Pier project in hopes of receiving award for grant application previously submitted to complete the construction of the pier.
 - b) Plythe Givens - marketing opportunities for FPAT
 - c) Mary Ann Carroll - Highwaymen Trail project
 - d) Employee review w/ Deputy City Manager
 - e) 3 full days - HUD Monitoring Visit
 - f) Online meeting - E-Service
- **Program Analyst –**
 1. FEMA
 - a) Marina Project
 - Monitoring funding requests and time extension
 - Filed quarterly report
 - b) Windows Expansion Project
 - Preparing pay applications and requests for reimbursements
 - Six month time extension approved – prepared for Commission approval
 - Met with project manager regarding time sheets
 - Filed quarterly report
 2. Enterprise Zone
 - a) Answering emails and phone calls pertaining to tax credits
 - b) Filed quarterly report
 3. SHIP
 - a) Soltman Avenue and 31st Street paperwork for rehab
 - b) Answering phone calls and questions from citizens
 4. NSP
 - a) Communications with Housing Authority regarding unit rentals at Orange Avenue
 - b) Assisted with audit

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.
- Bellingham Marine permits submitted.
- Dredging of Moore's Creek is scheduled to begin June 10th and completed by June 17th. Dredging potentially completed.
- 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. Commission approved June 16, 2014.
- Seacoast National Bank ATM machine at City Marina - submitted plans thru the building department for approval.
- Working with MIS to purchase and install a POS and dockmaster computer system.

Golf Course

- Met with City Manager, Deputy City Manager and Finance Director to discuss FY 2015 budget.
- New fleet of golf cars arrived and was put into service.
- Had rates June 1 thru Sept. 30 posted on City website.
- Day-to-day activities.

River Walk Center

Park Permits	1200.00
Programming	594.12
River Walk Center	2200.67
Special Events	3500.00
Garden Center	500.00
Maravilla	463.85
<u>Total</u>	<u>8457.97</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 June 10; Comedy Corner Improv on Saturday, June 7 & 14; Performances on the Sunrise Theatre main stage included; The Free Summertime Movie Series sponsored by Humana began Sunday, June 8 at 3pm with a showing of As Good As It Gets; The first of four week long summer camps with Missoula Children's Theatre was held June 9 – 13. The show for the first week was King Arthur's Quest, a public performance was given on Friday, June 13 at 7PM.
- 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.
- Met with 2nd Street Bistro to discuss sponsorship of the tickets.
- Met with Donna from Tiki Bar, Cobb's Landing & Bluewater Grill and secured the ticket envelope sponsorship.
- On a daily basis offers and contracts are being negotiated with artists and their representatives for the 2014/15 Season and continue to be negotiated for the 2013/14 Season. The Membership campaign for the coming season is about to kick-off.
- 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.
- Budget projections and adjustments for this and next year's fiscal year continue to be reviewed and implemented.