




# INTEROFFICE MEMORANDUM

FROM THE OFFICE OF THE  
**CITY MANAGER**

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**TO:** The Honorable Mayor and Members of the City Commission  
**FROM:** Robert J. Bradshaw, City Manager   
**RE:** Department Activity Report  
**DATE:** July 25, 2014

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*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 July 14, 2014.
- The Deputy City Manager and Marketing Specialist attended a Fort Pierce Area Council meeting on July 14, 2014.
- The Deputy City Manager met with the City Engineer regarding stormwater issues.
- The City Manager and Deputy City Manager met with Commissioner Alexander to discuss current City issues.
- The Economic Development Team with Mark Satterlee, St. Lucie County Director of Planning and Development Services, regarding annexation and incentives.
- The City Manager met with Troop 772 Leaders at Ellis Substation.
- The Deputy City Manager met with the City Clerk regarding the 7/21/14 FPRA agenda.
- The City Manager, Deputy City Manager and Marketing Specialist attended the joint meeting of Treasure Coast Regional League of Cities & Treasure Coast Council of Local Governments on July 16, 2014.
- The Economic Development Team met with a potential developer on July 16, 2014.
- The City Manager and Deputy City Manager met with the Allegany Franciscan Ministries Advocacy Group at Granny's Kitchen on July 17, 2014.
- The Economic Development Team met with the owners of a clinic regarding economic development issues.
- The City Manager and Deputy City Manager met with the City Clerk regarding personnel issues/reclassification.

**City Manager's Office contd.**

- The City Manager met with Commissioner Perona regarding the agenda for the July 21, 2014 City Commission meeting.
- The City Manager, Deputy City Manager and Building Official met with Representative Lee to discuss the 50% Rule.
- The City Manager and Deputy City Manager met with Mayor Hudson to discuss current City issues.
- The Deputy City Manager held an FPRA Board meeting on July 21, 2014.
- The City Manager met with Wes Bradish regarding the Marina note/financing.
- The Deputy City Manager and Marketing Specialist met with a potential developer regarding commercial and residential development.
- The Deputy City Manager attended a Keep Fort Pierce Beautiful Board meeting on July 22, 2014.
- The City Manager, Deputy City Manager and Marketing Specialist met with Rusty Roberts regarding an update of All Aboard Florida.
- The City Manager met with representatives of St. Andrew's School.
- The Deputy City Manager and Marketing Specialist attended a meeting regarding the homeless issue in the Treasure Coast.
- The Marketing Specialist met with representatives from Scripps regarding branding Fort Pierce.
- The Deputy City Manager attended a meeting with the Fort Pierce Housing Authority regarding a partnership.
- The City Manager and Deputy City Manager met with the Finance Director and Chief Accountant regarding preparation for the July 30, 2014 budget workshop.
- The Deputy City Manager and Grants Administrator met with representatives from COYP Nonprofit regarding PSA grant opportunities.
- The Deputy City Manager and Grants Administrator met with Cleaver Hayling regarding FY2015 CDBG Action Plan.
- The Deputy City Manager attended a meeting with representatives from St. Lucie County regarding an Indian Hills project update.
- The City Manager and Deputy City Manager met with the Interim Administrative Services Director, Sheritta Johnson regarding the oversight of the Administrative Services Department.
- The City Manager and Deputy City Manager met with staff regarding the Chamber of Commerce presentation at the Pelican Yacht Club.
- The Deputy City Manager met with HR staff regarding personnel 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: 21                      Renewals: 532                      Transfers: 2
- 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: 13                      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 public by processing and providing receipt for animal registrations payment.
- Assisted Code Compliance/Animal Control Manager by processing payment and providing a receipt for check received from St Lucie County Humane Society for impound fees June 2014.
- Assisted Code Compliance/Animal Control Manager by processing payment and providing a receipt for check received from Dr. Dan for animal registrations.
- On-going updating of contractors' records for current Liability Insurance, Workers' 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 City Manager Conference Agenda Meeting held on July 14, 2014.
- Attended, recorded and transcribed minutes of the Fort Pierce Redevelopment Meeting held on July 21, 2014.
- Attended, recorded and transcribed minutes of the Fort Pierce City Commission Meeting held on July 21, 2014.
- Revenue Recovery working with Code Enforcement personnel on Business Tax renewals that were returned by Post Office as Attempted- Not Known or Undeliverable to see if business is open.
- 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.

**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 City Attorney Office by doing research on various city issues.
- License Permit Specialist/Deputy City Clerk worked on several on-going record retention projects.
- License Permit Specialist/Deputy City Clerk working on 413 page list preparing for printing of Contractor Competency Card 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 and Allison Martin attended CPR training class.
- City Clerk attended joint meeting of Treasure Coast Council of Local Governments and Treasure Coast regional League of Cities in Okeechobee, FL.
- City Clerk attended Board of Directors meeting of the Economic Development Council of St. Lucie County.
- City Clerk attended presentation of an Emerging Workforce Study conducted by Spherion Staffing & Recruiting.

**Administrative Services Department**

- **Procurement –**
  1. Processed RFP No. 2014-023 Management of Indian Hills Golf Course-Advertisement Dates: 7/21 & 7/28.
  2. Processed Addendum No. 1 for RFP No. 2014-023 scheduled Pre Bid Conference & Site Visit on August 8, 2014.
  3. Reviewed /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, and the Risk Manager offered training in Workman's Compensation and Family Medical Leave for Fort Pierce Police Department Staff.
    - b. Purchasing Manager met with Senior Permit and Permit Specialist from the Building Department regarding the Bid Recommendation Process.
    - c. Purchasing Management coordinated Sam's Club membership drive and renewals.
  
- **Human Resources –**
  1. Created Personnel Action forms for employees.
  2. Distributed monthly Reports to each department such as Accrual Register, Time Sheets and payroll register to Police Department.
  3. Verification of payroll, car and clothing allowance.
  4. Completed Verification of Employment/Loss of Income forms.
  5. Archived and organized Human Resources Files for current and prior years
  6. Input employees data from Personnel Action Forms
  7. On-going training of New Hire
  8. Course training at IRSC with the staff of the Police Department in the areas of Family Medical Leave, Workman's Compensation, and Sexual Harassment.
  9. Interviews were conducted with the Manager of Planning.
  
- **Risk Management –**
  1. Conducted Training classes for the Police Department on Worker's Compensation, Liability & Heart Bill
  2. Provided CPR Certification for City Employees.
  3. Accident and Injury Reviews.
  4. Audited, Closed, and Processed WC Claims.
  5. Processed Insurance Subrogation.
  6. Consulted with the City Carrier Regarding Liability Claims.
  7. Processed day to day Risk Management Duties.

**Finance Department**

- Met with City Manager and Deputy City Manager regarding FY 2015 budget.
  
- Day to Day Operations

**MIS Department**

- Moved Indian Hills server from the trailer to the Maintenance building due to continued lightning strikes.
- Working with several departments with laptop on connectivity issues stemming from the upgrade of the State of Florida DMS VPN procedures.
- Staff attended the Florida League of Cities IT training in Boca Raton, FL
- Searching for options for Commissioners to be able to engage in audio or video conferencing when not physically able to attend meetings.
- Completed the annual renewal processes for Contractors Licenses renewal.
- Working with SmartGov and Building staff to retrieve corrupt data from the old Black Bear PTWin software and awaiting training for staff.
- Ordered new software and hardware for new Marina application.
- Working with Comcast to Wi-Fi entire City Hall.
- 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.
- 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 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 ninety five percent complete to move Lotus Notes to the cloud and completed moving all active employees' emails to the cloud.
- 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 thirty six (36) new work orders and completed one hundred and nine (109) 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. Planning Analyst Interviews
  4. Pre-Application Meeting – Adult Congregate Living Facility – 208 N 19th street
  5. Pre-Application Meeting – Preserves at Gator Trace
  
- **Comprehensive Planning, Long Range Planning –**
  1. St. Andrew's Zoning Text Amendment - CC Approval
  2. Annexation Agreement Strategy
  
- **Development Review –**
  1. Selvitz & Ralls Roads – Carriage Point Estates (PUD) – Staff Meeting & Site Visit
  2. 110 Ocean Drive – Fort Pierce Inlet Beach Resort – Neighboring Property Owner Meeting
  3. Orkin Site Renovation – 3231 S US Hwy 1
  4. Boston Avenue/St. Andrews Abandonment Request - CC Hearings
  5. 320 S Indian River Drive - St. Andrew's Conditional Use - CC Staff Report
  6. 1613 Thumb Point Drive / Koehl Residence - Conditional Use to exceed allowable height of 28' - CC Staff Report
  
- **Historic Preservation –**
  1. 211 Orange Avenue - Facade Improvements - Historic Preservation Board Staff Report
  2. Zora Neale Hurston Exhibit Coordination

**Building Division**

- **1805 Quincy Avenue (St. Lucie County Softball Complex)** – Permit for Accessibility Renovation (includes concessions, bathrooms, and sidewalk) is ready to be issued.
  
- **1700 S 23rd Street (HCA Lawnwood Hospital Cath Lab)** – Permit for new Cath Lab is ready to be issued.
  
- **5100 Okeechobee Road (Walmart Liquor Store)** – Permit for the addition of a Liquor Store to the existing Walmart is ready to be issued.
  
- **Single Family Homes - Oak Alley Subdivision** – Permit applications for 3 new single family homes have been submitted.

**Code Enforcement Division**

- **Hearing – No Code Hearings in July**
- **Code Enforcement –**
  1. Received 32 complaints
  2. Issued 10 written warnings
  3. Issued 2 citations
  4. Initiated 80 new cases: 42 general violations, 38 lot clearing violations
  5. Conducted 214 follow-up inspections
  6. Closed 66 cases
- **Animal Control – (partial report – not all numbers reported)**
  1. Responded to 54 dispatched calls
  2. Conducted 140 self-initiated calls
  3. Conducted 36 follow-up investigations
  4. Issued 4 citations and 0 written warning
- **Revenue –**
  1. Processed 44 lien / title searches
  2. All Income categories continue to meet or exceed budgeted amount.
  3. There has been a significant increase in animal licenses thanks to our new partnership with PetData.
- **Miscellaneous –**
  1. All code officers and manager attended training at the SLC Clerk of Court for the updates to their Benchmark software.
  2. Code Officers Coss, Avery, and Singer, Code Manager, and Executive Assistant attended the CPR/AED/FA training.
  3. Code Officer Coss and the Code Manager attended the Vantage Points training held by MIS.
  4. The Code Manager met with Assistant City Attorneys Walker and McCain to discuss an appeals process for lot clearing and demolitions liens.
  5. The Finance Department was advised of the new appeals process and has amended their invoices to include new verbiage that advises individuals of their right to appeal.
  6. Vouchers for the new dog sterilization program have begun being distributed and invoiced.
  7. Negotiations with the Humane Society have been completed and a new contract is being drafted.
  8. The vendor ordinance was approved by Legal and the matter has been advertised and will be discussed at the August 4th commission meeting.
  9. Code manager has been working diligently on the power point presentation for the vendor ordinance.

**Engineering Department**

- **Development Reviews** – Intake of five (2) Building Permit, Site Plan, or Certificate of Occupancy reviews.
- **Stormwater Division** – 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 II – Docks** – Bellingham Marine continues the submittal process for approval of construction elements. Bellingham Marine as started to cast the concrete floating dock sections for the north side of the Marina. Anticipated start for on-site construction is late August.
- **Moore’s Creek Dredging** – Gator Dredging has completed the dredging activities for the project and anticipates starting spoil area haul off July 21, 2014. Staff has delayed haul off while investigating issues brought to our attention by Marina Manager.
- **S. 21st Street / Havana Ave. Sidewalk Project** – Consultant has addressed comments and has re-submitted to FDOT for review. Funding has been approved by FDOT for FY 2015.
- **31st Street Sidewalks from Okeechobee Road to Tennessee Avenue** – The pre-construction meeting was held on July 9, 2014. Construction commencement August 1, 2014.
- **Indian Hills Recreation Area - Stormwater Improvements** – Excavation for lake enlargement nearing completion. Contractor to begin 16” water main relocation next week. Estimated utility relocation to take approximately 6 weeks. Construction also starting on new outfall structure and pilings for pedestrian bridges.
- **Veterans Memorial Park** – The contractor has completed the framing, plumbing and electrical work. HVAC work will get underway next week. The exterior water relocation work is scheduled for next week with the electrical work to follow. Construction completion scheduled for November 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** – Plan review comments have been submitted to the consultant.
- **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. Engineering report for the condition of the seawall has been received from consultant. Recommendation is for the replacement of seawall on both sides from 2nd Street to Indian River Drive. Estimated replacement cost is \$1.5 million.
- **Park Trail Subdivision** – Project substantially complete. A preliminary walk-thru will be scheduled once we are in receipt of the as-built drawings.

**Police Department**

- **Staffing** – The police department currently has 6 vacancies for police officers and 1 vacancy for a civilian position (victim advocate). Ms. Patsy Roberts, the new Victim Assistant, will begin her career with the police department on August 3<sup>rd</sup>.
- **Comprehensive Gang Model Forum (County Commission)** – On July 8, Chief Baldwin and members of the Roundtable of St. Lucie County met with County Commissioners to provide an overview of the Comprehensive Gang Model and collect feedback that will be used to develop various components of the strategy.
- **Comprehensive Gang Model Forum (Restoring our Village Advisory Team)** – On July 10, Chief Baldwin and members of the Roundtable of St. Lucie County met with Representative Larry Lee and members of the Restoring our Village Advisory Team to provide an overview of the Comprehensive Gang Model and collect feedback that will be used to develop various components of the strategy.
- **Chili Cook-Off** – On July 12, the police department’s Chili Cook-Off Team participated in this event to benefit the Boys and Girls Club of St. Lucie County. Our team raised more than \$2,000 to support this cause.
- **Explorer Boot Camp** – On July 14, the police department kicked off an Explorer Boot Camp design to help recruit members into our Law Enforcement Explorers program. The group will graduate on July 25.
- **Safe Neighborhoods Network** – On July 15, Chief Baldwin coordinated the first meeting of the Roundtable’s Safe Neighborhoods Network, which has been tasked with implementing the Comprehensive Gang Model. Follow-up meetings are scheduled for July 25, and then the 1st and 3rd Tuesday of every month during August and September at 9AM at the St. Lucie County School Board.
- **Scout Troop 772** – On July 15, Scout Troop 772 held its first meeting at the Ellis Substation on Avenue D. The police department has arranged for the Troop to use the lobby and an office at the substation as their new headquarters.
- **Scout Troop 772** – On July 16, Chief Baldwin participated in a meeting with Scott Vanduzer, the Director of the Gulfstream Scouting Council, and local leaders to discuss the potential for the Boy Scouts of America to use the Restoring the Village model developed for Troop 772 across the nation.
- **Shooting Incident Arrest** – On July 17, Officers responded to the 600 Block of N. 21 Street for a shooting incident that left one victim wounded with non-life threatening injuries. Within minutes officers arrested Jamin D. Chavis, a 20 year old Fort Pierce Resident, for this shooting.
- **Common Good Initiative** – On July 17, Chief Baldwin and several local officials attended a meeting with the Allegany Franciscan Ministries concerning their selection of Lincoln Park as one of three Common Good Initiative sites.
- **FPHA Basketball Tournament** – On July 18, members of the police department’s community policing unit worked with FPHA to host their first basketball tournament at the new Williams Center. The event was very successful with great attendance.
- **Most Wanted Arrest** – On July 22, Detective Tyrone Campbell worked with a tipster and the US Marshal’s Task force to locate and arrest Jaspah “Mook Man” Simmons, who was wanted by FPPD for an attempted murder that occurred on September 23, 2013.

**Urban Redevelopment Department****Grants Administrator –**

- Provided ongoing oversight, and addressed issues directly related to:
  1. PSA projects and grantees
  2. World Changers
  3. Zora Neale Hurston decorative banners
  4. KAB Recycle Grant
  5. Weatherization Grant - FPUA issues
  6. Moore's Creek Dredge project
  7. Highwaymen Heritage Trail project
  8. Veteran's Park project
  9. Commercial Facade projects and grantees
  10. Fort Pierce Authentic Tours program
  11. Communitywide Council
  12. Downtown Businesses
  13. Fort Pierce and Lincoln Park Main Street organizations
  14. Visit Florida grant implementation.
  15. Completed and submitted:
    - a) HUD SF-425 Quarterly Report
    - b) Letter to HUD regarding 60-Day Timeliness Deadline
    - c) Letter to FIND requesting extension on Moore's Creek Dredge grant
    - d) FIND Quarterly report - Melody Lane pier
    - e) IDIS Report - CDBG Program Income
    - f) 300 packet mail out to responders to FPAT Nat Geo advertisement
  16. Continued trying to finalize:
    - a) 2014-2015 CDBG Action Plan, reports, etc.
    - b) Florida Boating Infrastructure Grant application
    - c) Rack Card designs (3) for FPAT
    - d) Contractual agreements for Main Streets
    - e) Close out of Children's Svcs Council grant award for youth fishing clinic
    - f) In-house agreement required by HUD for Code Enforcement
  17. Meetings:
    - a) City Commission - 7/21 - CDBG Action Plan Presentation / Public Hearing
    - b) Backus Museum - 7/17
    - c) Brenda Cooper - Zora Neale Hurston Exhibit - 2 meetings
    - d) Shyanne Helms - KAB/DPS grant
    - e) Shyanne Helms, Scripps Sales Staff, Public Works - Rebranding-changing perception of Fort Pierce
    - f) Susie Cassens - 2 meetings - Promoting Downtown Businesses
    - g) Numerous Nonprofits - Addressing homeless issues in Fort Pierce
    - h) Ampersand Graphics, Stuart, FL - Highwaymen Heritage Trail
    - i) COYP-Renee Jordan - Potential Nonprofit projects for Youth Issues
    - j) Cleaver Hayling - 2014-2015 CDBG Action Plan

**Urban Redevelopment Department contd.****Program Analyst –**

- FEMA
  1. Marina Project
    - a) Monitoring funding requests and time extension
    - b) Phone calls to State to find out why time extension is not approved yet
  2. Windows Expansion Project
    - a) Preparing pay applications and requests for reimbursements
    - b) Six month time extension approved
- SHIP
  1. Working on Soltman Avenue and 31st Street paperwork for rehab
  2. Answering phone calls and questions from citizens
  3. Advertisement went in newspaper for SHIP funding on July 20
  4. Gave out more than 100 applications for SHIP rehabilitation program
  5. Setting up appointments for receiving applications
  6. Attended SHIP Administrators Webinar
- NSP - Communications with Housing Authority regarding unit rentals at Orange Avenue

**Public Works Department**

- **Energy Efficiency & Conservation** – The interior lighting retrofit is progressing rapidly with only City Hall remaining to do. Installation of the LED street lights has begun and chiller replacement will begin within the next two weeks. The replacement chiller has been installed at City Hall and the PD unit is scheduled to be replaced the weekend of July 26th and 27th.
- **Phase II Window Retrofit Project** – Work has begun on the St. Anastasia building is nearing completion. The new windows are in and look fantastic.
- **HDRC Recreation** –The Summer Youth Basketball League is now underway. Games will be played on Tuesday evenings and during the day on Saturday. The Second Chance Cadet Academy is also underway.

**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 30th. 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. Construction to start end of July.
- Working with MIS to purchase and install a POS and dockmaster computer system. Ordered 7/10/14.computer system. Ordered 7/10/14.

**Golf Course**

- Junior Summer Golf Camp went so well that we extended it one additional week.
- Day-to-day operations.

**River Walk Center**

Park Permits	1775.00
Programming	398.22
River Walk Center	609.88
Special Events	1725.00
Maravilla	200.00
<u>Total</u>	<u>\$4708.10</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 July 8; Comedy Corner Improv on Saturday, July 12; Performances on the Sunrise Theatre main stage included; The third Free Summertime Movie sponsored by Humana featuring Saving Private Ryan was held on Sunday, July 6 at 3pm; The second week of the Sunrise Theatre/Missoula Children's Theatre Summer Workshops was held July 7 – 11. The show for the second week was Hansel & Gretel, a public performance was given on Friday, July 11 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 ; MusicWorks "Dave Mason" on November 20; St. Lucie Ballet's "Nutcracker" on December 11 & 12; Richard Nader Entertainment on March 19.
- Secured the sponsorship of tickets with Peter Angelos, of Chuck's Seafood Restaurant.
- On a daily basis offers and contracts are being negotiated with artists and their representatives for the 2014/15 Season. We are currently in the middle of our membership campaign.
- Marketing and Box Office information for the 2014/15 Season is being compiled and disseminated by and to appropriate staff to prepare for the season. This includes all marketing assets for the Sunrise Playbill and website. Show setup in Choice Ticketing for all 2014/15 shows is ongoing in anticipation them going on-sale to members.
- Marketing and show sponsorship packages continue to be put together to solicit for the coming season's shows. Foundation grant opportunities continue to be researched and grant applications continue to be written and submitted.
- Budget projections and adjustments for this and next year's fiscal year continue to be reviewed and implemented.