



# 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 *RJB*  
**RE:** Department Activity Report  
**DATE:** August 8, 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 met with the Finance Director and City Clerk regarding public record requests.
- The City Manager and Finance Director held a budget workshop on July 30, 2014.
- The Deputy City Manager met with representatives from Lincoln Park Mainstreet regarding their lease agreement.
- The City Manager, Economic Development Team and staff gave an update on the City at the July 31, 2014 Chamber of Commerce luncheon at the Pelican Yacht Club.
- The City Manager and Deputy City Manager met weekly with Mayor Hudson to discuss current City issues.
- The City Manager and Deputy City Manager met with Commissioner Alexander to discuss City issues.
- The City Manager and Deputy City Manager met with a concerned citizen regarding the Golf Course.
- The Marketing Specialist attended the grand opening of West Marine on August 1, 2014.
- The City Manager met with Commissioner Perona to discuss the agenda for the August 4, 2014 City Commission meeting.
- The Deputy City Manager and Finance Director met with a representative from a local bank regarding mortgage issues.
- The Deputy City Manager participated in a conference call with Commissioner Dzadovsky regarding a possible collaboration.
- The City Manager met with the City Attorney, FPUA Director and FPUA Board Attorney regarding an annexation issue.

**City Manager's Office contd.**

- The City Manager, City Attorney, FPUA Director and FPUA Board Attorney met with a citizen and her attorney regarding an annexation matter.
- The City Manager attended the FPUA Board meeting on August 5, 2014.
- The Deputy City Manager and Grant Administrator met with the Executive Director of St. Lucie Habitat for Humanity.
- The Deputy City Manager met with a downtown property owner regarding his concerns.
- The Marketing Specialist attended the Lawnwood Breakfast Club meeting on August 6, 2014.
- The Deputy City Manager met with Public Works staff regarding the maintenance of Ellis Park.
- The City Manager met with the City Attorney to discuss several legal matters.
- The Economic Development Team held a meeting to discuss Project Marie.
- The Deputy City Manager participated in negotiations with Teamsters 769 for FY2015.
- The City Manager and Deputy City Manager met with Chief Baldwin regarding promotions within the Police Department.
- The Deputy City Manager met with Commissioner Johnson regarding a port project.
- The Deputy City Manager and City Engineer met with representatives from the FPUA regarding a 2014-2015 work plan for the HD King Plant site.
- The City Manager met with the City Attorney, City Engineer, Planning Manager and Senior Planning regarding the Carriage Pointe project.
- The Deputy City Manager participated in a conference call with an engineering student regarding a survey of downtown businesses.
- The Deputy City Manager met with a representative of McAlpin, Cavalcanti and Lewis to discuss the rental of their offices at Historic City Hall.

**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: 16                      Renewals: 285                      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: 15                      Renewals: 99
- 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.
- On-going updating of contractors' records for current Liability Insurance, Workers' Compensation Insurance, and State License information.
- Check for accuracy and correctness paperwork submitted by contractors to be presented to the Board of Examiners of Contractors on August 12, 2014.
- Prepared packets of all necessary paperwork submitted by contractors to be placed on the August 12, 2014 agenda of the Board of Examiners of Contractors.
- Preparation of legal advertisements, letters, resolutions, & ordinances for various departments for upcoming City Commission agenda items.
- Preparation of several Proclamations.
- Attended, recorded and transcribed minutes of the City Commission Budget Workshop held on July 31, 2014.
- Attended, recorded and transcribed minutes of the Fort Pierce City Commission Meeting held on August 04, 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 Clerks and License Permit Specialist/Deputy City Clerk prepared and mailed 1327 renewals for Contractors Competency Cards.
- 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 including creating database and scanning into Optiview City Lease Agreements.
- License/Permit Clerks and License Permit Specialist/Deputy City Clerk attempting to contact businesses by telephone of business tax renewals that have been returned by Post Office to determine if still at same location or if business has closed.
- License/Permit Clerks and License Permit Specialist/Deputy City Clerk attempting to contact contractors by telephone of competency card renewals that have been returned by Post Office to determine if address on file is correct or if business has closed.
- License Permit Specialist/Deputy City Clerk researched and provided copy on an issue for the Finance Department.
- License Permit Specialist/Deputy City Clerk worked on asset listing inventory for City Clerk office and City Commission.
- City Clerk presented along with other City Staff at the Chamber of Commerce Annual Fort Pierce Luncheon.
- City Clerk attended West Marine Grand Opening.
- City Clerk attended Second Chance Graduation.
- City Clerk attended Lawnwood Breakfast Meeting.

### Administrative Services Department

- **Procurement –**
  1. Processed Informal Bid No. 2014-024 Glock 21SF & Glock 30SF, 45 ACP with Night Sights Due 8/8/14.
  2. Processed Informal Bid No. 2014-014 Elevator Maintenance Services Due 8/5/14.
  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. Purchasing Manager, Purchasing Specialist, Interim Director of Administrative Services/ Risk Manager Conducted a Pre-Bid Conference and Site Visit for RFP 2014-023 Indian Hills Golf Course Management
    - b. Purchasing Manager chaired the Evaluation Committee Meeting for RFP 2014-017 Alternative Plans Examiners & Inspectors.
  
- **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. Teamsters Negotiation
  9. New Hire Orientation.
  
- **Risk Management –**
  1. Met with FPUA & John Malanchuk on the Insurance Recovery Project.
  2. Collaborating with Florida Blue regarding Revised Wellness Initiative & Incentive
  3. Collaborating with FLC to Provide CPR Training for Public Works Employees.
  4. Collaborated with Parent Academy to Provide CPR Training for P.A.L. Youth.
  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 Budget Workshop 2.
  
- Day to Day Operations

**MIS Department**

- Continued problems with lightning strikes at Indian Hill Golf Club that within the last few weeks that is taken out switches and computer equipment.
- Completed setting timelines on the Strategic Plan for MIS.
- 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 SmartGov and Building staff to proceed with the purchase of software to retrieve data from the Black Bear PTWin software and awaiting training for staff.
- Received new software and hardware for new Marina application.
- Working with Comcast to WiFi 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.
- Transferring data to new file servers for several departments.
- Upgrading out of lease copiers for several departments.
- 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 forty six (46) new work orders and completed eighty four (84) 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
  4. Meeting: Village at Midway - Annexation, FLU & Zoning change
  5. TBD on S. 25th Street – Oak Alley Commercial Property – Pre-Application
  6. Selvitz & Ralls Roads – Carriage Point Estates (PUD) – Staff Meeting
  7. 7131 Okeechobee Road – Shell Gas Station Variance – Intake Meeting
  
- **Comprehensive Planning, Long Range Planning –**
  1. St. Andrew's Zoning Text Amendment - CC Approval
  2. Annexation Agreement Strategy
  3. Voluntary Annexation Project
  
- **Development Review –**
  1. Sleep Inn – 2413 Crossroads Parkway
  2. Boston Avenue/St. Andrews Abandonment - Ordinance Drafting - City Commission Preliminary Approval - Scheduling of First Reading
  3. 320 S Indian River Drive - St. Andrew's Conditional Use - CC Approval
  4. 1613 Thumb Point Drive / Koehl Residence - Conditional Use to exceed allowable height of 28' - CC Approval
  5. 505 S 2nd Street - Remodel for US Customs/Immigration - Building Permit Review
  6. 110 Ocean Drive – Conditional Use for Improvements – CC Approval
  
- **Historic Preservation –**
  1. 100/102 N 2nd Street - Stucco / Mural Removal - Appeal to City Commission
  2. 601 S 8th Street - Fence Installation - HPB
  3. St. Anastasia's Window Completion Inspection
  
- **GIS Mapping –**
  1. Updating annexation layer

**Building Division**

- **7131 Okeechobee Rd (West Star) –** Recently, there have been significant developments regarding this project. I am very pleased to inform you that both parties have reached an agreement that has resolved their legal dispute and have dropped the cases scheduled to be heard both in circuit court and before that Contractors Board of Adjustments and Appeals. The unsafe condition of the site at 7131 Okeechobee is being corrected and the final inspection should be scheduled shortly. We do not anticipate any further issues with this project and will keep you informed all future happenings.
  
- **Ft. Pierce City Marina (Dock Project) –** Revisions for this project were received this on 8/6/14 and are being routed for review. The permit is ready to be issued pending the approval of this revision. We will keep you informed of the progress of this project.
  
- **Community Garden Pavilion –** This project is well under way and is progressing at a steady pace. We will keep you informed of the progress of this project.

## Code Enforcement Division

- **Hearing – No Code Hearings in July**
  1. Special Magistrate Blandino
    - a) 14 regular violation hearings
      - 3 complied prior to hearing
      - 2 stipulations signed (admitted guilt)
      - 4 continued by staff
      - 5 found in violation
    2. St. Lucie County Court – Judge Cliff Barnes
      - a) COFP v. Dwayne Goshay
        - Rabies vaccination required (2 counts) – guilty of both counts. Fined \$100 each with one court cost and challenge fee.
        - Registration required (2 counts) – guilty of both counts. Fined \$250 each, waived all court costs.
        - Animal abuse / cruelty (3 counts) – guilty of all three counts. Fined \$250 each, waived all court costs.
      - b) COFP v. Jimmy Plain: Running at large – guilty – fined \$100 plus all court costs.
      - c) COFP v. Ricky Clay: Running at large – guilty – fined \$50 plus all court costs.
      - d) COFP v. Marissa Jill Revels: Running at large – paid \$50 fine prior to hearing.
      - e) COFP v. Rachel Elizabeth Ellis: Running at large – paid \$50 fine prior to hearing.
      - f) COFP v. Tracy Zuniga Reyes: Running at large – case dismissed.
      - g) COFP v. Tamara Sharie Johnson: Running at large – case dismissed.
- **Code Enforcement –**
  1. Received 36 complaints
  2. Issued 25 written warnings
  3. Issued 0 citations
  4. Initiated 52 new cases: 20 general violations, 32 lot clearing violations
  5. Conducted 318 follow-up inspections
  6. Closed 139 cases
- **Animal Control –**
  1. Responded to 80 dispatched calls
  2. Conducted 109 self-initiated calls
  3. Conducted 39 follow-up investigations
  4. Issued 1 citations and 0 written warning
- **Revenue –**
  1. Processed 32 lien / title searches
  2. All Income categories continue to meet or exceed budgeted amount.
    - a) Property Code Violations: We are \$235,58 shy of completely doubling our budgeted income.
    - b) Animal Code Violations: We are 72.7% over our budgeted income.
    - c) Lot Clearing Income: More than doubled our budgeted income.
  3. There has been a significant increase in animal licenses thanks to our new partnership with PetData. In the month of July, PetData collected almost \$1,500.00, which is half of our annually budgeted income.
- **Miscellaneous –**
  1. Finalized and presented the proposed vendor ordinance to the City Commission for consideration. First reading postponed to make several amendments. Most amendments complete. Will meet with Chief Baldwin next week to amend the criminal history requirements.
  2. Code Manager attended the final budget meeting.
  3. Code Manager met with Deputy City Manager Mimms and Libby Woodruff to discuss the CDBG proposed budget.
  4. Code Manager met with Mr. Leon Porter, applicant for Code Enforcement Board.
  5. Code Officers Coss and Avery attended the TCACE meeting in Vero Beach.
  6. Code Manager, Code Officer Coss, Paul Bertram, Deputy City Manager Mimms, Alicia Forbes, Engineering met with representatives of Resurrection Life Family Worship to discuss

**Engineering Department**

- **Development Reviews** – Intake of one (1) 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 continues to cast concrete floating dock sections for the north side of the Marina. Bellingham has submitted final revisions for building permit and has revised their construction schedule to reflect an onsite construction start of September 12, 2014.
- **Moore’s Creek Dredging** – Staff has met with Gator Dredging to address concerns of the Marina Manager and has come up with a proposed schedule to cure the issues brought forth by the end of August.
- **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** – Utility relocation work has been completed and the contractor will commence demolition of the driveways on August 11, 2014.
- **Indian Hills Recreation Area - Stormwater Improvements** – Construction continues ahead of schedule. Meeting held last week with representatives from the City and County to discuss additional work on the south side of Savannah Road. St. Lucie County desires to move ahead with this work and possibly add to existing construction contract. Kimley Horn and Associates to provide proposal for plan preparation. Follow-up meeting scheduled for next week.
- **Veterans Memorial Park** – The contractor has completed the framing, plumbing and electrical work. Modifications to the HVAC layout have caused some delays in the progress with the interior work. The exterior electrical relocation work has been completed as has the sanitary sewer work. 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 expected October 2014.
- **Melody Lane Fishing Pier** – Plan review comments have been submitted to the consultant. Awaiting receipt of the revised plans
- **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 has provided a cost proposal for the balance of the work, \$1.97 million. 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** – A final walk-thru was conducted on August 7, 2014 and a punch list of items to be addressed is being prepared.
- **Georgia Avenue Drainage Basin Outfall** – A field meeting was held with the contractor and Indian Hills Golf Course manager, Lucy Posa, to discuss the upcoming slip lining of the 980 LF of 60” outfall pipe that runs from the golf course to the Indian River Lagoon. Construction is expected to start in two weeks and will be completed in a week’s time.
- **Fairway Emergency Drainage Repair** – Work is scheduled to begin on August 11, 2014. The construction consists of slip lining 427 LF of 36” RCP with one storm structure replacement and pavement repair.

**Police Department**

- **Staffing** – The police department currently has 6 vacancies for police officers. Officer James Ward will be retiring on August 31. Chief Baldwin announced that he would be retiring effective February 26. Although, his last day will be in October due to his accrued leave.
- **Second Chance Academy Graduation** – On August 8, 2014, PAL hosted a graduation ceremony for eight cadets that graduated the Second Chance Academy.
- **MADD Awards** – On August 8, 2014, Officer Michael Azevedo received awards from Mothers Against Drunk Driving (MADD) for Century Achiever and Outstanding Dedication to DUI Enforcement.
- **Crime in Fort Pierce of NAH** – PAL's Youth Leadership team is hosting a 2 day crime prevention conference for youth on August 14-15, 2015. The event will be followed by a dance that is only open to youth that complete both days of the prevention conference.
- **Downtown Business Watch Meeting** – The police department is working with Main Street to organize the Downtown Business Watch for local merchants. The first meeting is scheduled for August 27, 9:00 AM, at City Hall (Commission Chambers).

**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 both chillers at City Hall and the PD have been replaced. The plumbing retrofits have begun at City Hall.
- **Phase II Window Retrofit Project** – Work has begun on the St. Anastasia building is nearing completion. The new windows are in and look fantastic. The PD generator replaced is scheduled to take place within the next two weeks with City Hall following shortly after.
- **HDRC Recreation** – The Summer Youth Basketball League is now underway. Games will be played on Tuesday evenings and during the day on Saturday. The Inaugural Second Chance Cadet Academy has graduated its first class.

**Urban Redevelopment Department**

- **Grants Administrator –**
  1. 2014-2015 CDBG Action Plan
  2. Highwaymen Heritage Trail
  3. Melody Lane Fishing Pier
  4. FPAT, Hurston and Highwaymen Banners
  5. Weatherization Program
  6. Florida Boating Infrastructure Grant application
  7. Main Street Organization's Work Plans
  8. Rack Cards / Visit Florida Grant Implementation
  9. Public Service Agency and Commercial Facade project oversight
  10. Transcribed CWC minutes; prepared agenda packet, etc.
  11. Prepared materials for FPAT monthly meeting
  12. Meetings:
    - a) SLC Chamber of Commerce - Grant/CDBG Projects Presentation
    - b) Visit Florida Webinar
    - c) Treasure Coast Food Bank - conference call
    - d) Marjorie Harrell
    - e) Lincoln Park Main Street
    - f) Bob Calhoun - Habitat for Humanity
    - g) Brenda Cooper
    - h) Art Mundo
  
- **Program Analyst –**
  1. FEMA
    - a) Marina Project
      - Monitoring funding requests and time extension
      - Phone calls to State to find out why time extension is not approved yet
    - b) Windows Expansion Project: preparing pay applications and requests for reimbursements
  2. SHIP
    - a) Working on Soltman Avenue and 31st Street paperwork for rehab
    - b) Answering phone calls and questions from citizens
    - c) Scheduled 45 appointments for intake of SHIP applications for Rehabs
    - d) Worked with Steve McCain to create templates for SHIP contracts and agreements

### 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.
- Dredging of Moore's Creek was incomplete. Contractor to come back to site to complete. Awaiting F.I.N.D. extension.
- Bellingham Marine contracts complete. Contractor to be on site between August 18th and the 30th. (Estimated)
- Web Cam at the marina to be installed by August 20, 2014.
- Seacoast National Bank ATM machine at City Marina to be completed by August 30, 2014.
- Working with MIS to purchase and install a POS and dockmaster computer system. Ordered 7/10/14.
- New Dockmaster program arrived - awaiting MIS department to install.

### Golf Course

- Provided an update to the Strategic Plan for the golf course.
- Attended a pre-bid conference with prospective bidders on the golf course RFP.
- Met with the Superintendent for an update on various golf course projects.
- Day to day operations.

### River Walk Center

Park Permits	525.00
Programming	26.29
River Walk Center	2084.68
Special Events	325.00
Maravilla	150.00
<hr/> Total	<hr/> \$3145.97

**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 22; Comedy Corner Improv on Saturday, July 26; Jetson Appliance Center held a seminar in the Black Box for 200 employees on July 17. Performances on the Sunrise Theatre main stage included; The fourth Free Summertime Movie, ET, which is sponsored by Humana featuring was held on Sunday, July 20 at 3pm; The third week of the Sunrise Theatre/Missoula Children's Theatre Summer Workshops was held July 14 – 18. The title for the third week was Aladdin, a public performance of Aladdin was presented by the Missoula Children's Theatre campers on Friday, July 18 at 7PM.
- Tickets for the 2014/15 Broadway Series went on sale to members on Monday, July 14.
- 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.
- 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 of 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.