



# 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 *[Signature]*  
**RE:** Department Activity Report  
**DATE:** February 24, 2015

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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 attended mediation on a legal issue.
- The City Manager attended a lunch meeting with the St. Lucie County Sheriff.
- The City Manager spoke with PERF regarding the search for the new Fort Pierce Police Chief.
- The City Manager attended standing meetings with Mayor Hudson.
- The City Manager attended a standing meeting with Commissioner Becht and discussed annexations.
- The City Manager attended the annual meeting of the South Beach Association.
- The City Manager held a staff meeting to discuss the February 17, 2015, City Commission Meeting agenda.
- The City Manager met with Commissioner Perona to discuss the agenda for the February 17, 2015, City Commission meeting and other updates.
- The City Manager attended the Fort Pierce Utilities Authority Board Meeting.
- The City Manager attended the Fort Pierce Redevelopment Agency Special Meeting.
- The City Manager attended the City Commission meeting held on February 17, 2015.
- The City Manager held a meeting to review the results of a personnel matter and related investigation.
- The City Manager met with a representative of the Roundtable of St. Lucie County regarding an anti-violence initiative.
- The City Manager attended a Shade Meeting with the City Commission.

## City Manager's Office

### City Manager (continued)

- The City Manager attended Coffee with the Mayor where he spoke with representatives from the State of Florida Department of Economic Opportunity during their visit to the City of Fort Pierce.

### Deputy City Manager

- The Deputy City Manager attended a staff meeting to discuss the February 17, 2015, City Commission Meeting agenda.
- The Deputy City Manager met with the City Marina Director and the Sunrise Theatre Executive Director to discuss marketing strategies.
- The Deputy City Manager held a Special Fort Pierce Redevelopment Agency meeting.
- The Deputy City Manager attended the February 17, 2015, City Commission meeting.
- The Deputy City Manager met with a citizen regarding landscaping and maintenance of overgrown lots in the city.
- The Deputy City Manager met with a representative of the Roundtable of St. Lucie County to receive an update.
- The Deputy City Manager conducted a presentation at the annual meeting of the South Beach Association.
- The Deputy City Manager attended union contract negotiations.
- The Deputy City Manager held the CRA Advisory Committee Meeting.
- The Deputy City Manager attended the Black History Month Tour Welcome Event.
- The Deputy City Manager, Public Works Manager and the Interim Police Chief met to discuss Police Department vehicles.
- The Deputy City Manager attended standing meetings with Mayor Hudson.
- The Deputy City Manager attended a standing meeting with Commissioner Becht and discussed annexations.
- The Deputy City Manager attended a meeting to review the results of a personnel matter and related investigation.
- The Deputy City Manager attended a meeting with a representative of the Roundtable of St. Lucie County regarding an anti-violence initiative.
- The Deputy City Manager attended a presentation held for the representatives from the Florida Department of Economic Opportunity and accompanied them on a tour of the city.

### City Clerk's Office

- **Business Tax Receipts –**  
New: 22    Renewals: 14    Transfer: 2
- **Vendor Permits Issued –**  
New: 1    Renewals: 0
- **Contractor Licensing –**  
New: 14    Renewals: 09
- **Public Records Requests (not including Building Department) –**  
New Requests: 7
- **Animal Registrations –**  
New/Renewals/Impound Fees: 7
- **Enterprise Zone Applications –**  
Sales Tax Refund Applications: 0
- **Agenda Preparation and Meeting Minutes –**
  1. City Manager's Conference Agenda Meeting – 2/09/2015
  2. Fort Pierce Redevelopment Agency Special Meeting – 2/17/2015
  3. City Commission Meeting – 2/17/2015
  4. City Commission Shade Meeting – 2/19/2015
- **Special Projects**
  1. Investigating BTR renewals returned by Post Office
  2. Investigating Contractor Competency Card renewals returned by Post Office
  3. On-going records retention/destruction project
- **Meetings/Special Events Attended**
  1. City Clerk attended the Fort Pierce Area Council Meeting – 2/09/15
  2. City Clerk attended EDC corridor Initiative Meeting with Deputy City Manager on 2/11/15
  3. City Clerk attended EDC Leadership Dinner – 2/12/15
  4. City Clerk attended EDC Board Meeting 2/19/2015

### Administrative Services Department

- **Procurement –**
  1. Bid Opening for Bid No: 2015-020 and 2015-023 Housing Rehabilitation Projects for 905 Hickory Street and 714 S. 24<sup>th</sup> Street
  2. Processed RFP No: 2015-037 Construction of Melody Lane Fishing Pier – Advertisement dates 2/23/2015 and 3/02/2015
  3. Prepared Addendums for Housing Rehabilitation Projects for Bid No's: 2015-024, 2015-025, 2015-026, and 2015-030
  4. Processed Purchase Orders
  5. Processing and/or completion of awards to vendors/contractors approved by Commission.
  6. Meetings:
    - a) Director of Administrative Services attended meeting with the Deputy City Manager, Deputy Chief of Police, Risk Manager and HR staff for Union Negotiations with the Teamsters Local 769.
    - b) Director of Administrative Services and the manager of Public Works attended a meeting for the PAL Restroom Construction.
    - c) Purchasing Specialist chaired a Mandatory Pre-Bid Meeting for Bid No. 2015-035 Janitorial Services for City Owned Buildings.
  
- **Human Resources –**
  1. Scheduled and assisted with interviews for Public Works and City Clerk Departments.
  2. Completed Public Records Request.
  3. IPUA Negotiations Meeting
  4. Compiled applications for review.
  5. Processed March 2014 employee evaluations forms.
  6. Internal investigation for the Planning Department.
  7. Created personnel action forms.
  8. Distributed monthly Reports to each department such as Accrual Register, Time Sheets and payroll register to the Police Department.
  
- **Risk Management –**
  1. Accident Investigation and Injury Reviews.
  2. Audited, Closed, and Processed WC Claims.
  3. Consulted with the City Carrier Regarding Liability Claims.
  4. Processed day to day Risk Management Duties.

### Finance Department

- Working on end of year financials.
- Completing yearly audit with city auditors.
- Processing end of year reports for submittal to the State of Florida.

## MIS Department

- Meeting with Public Works Manager, Facility Maintenance Manager, and Deputy City Manager regarding MIS computer room issues (Halon System and Back up A/C unit).
- MIS staff working with Public Works server due to end of life failure.
- MIS staff working with Engineering NAS due to end of life failure.
- Completing deployment of TextGuard for Cell phones for Management and with Police Department on board. Will continue to upgrade other cell phones.
- Ordered additional phones for Marina.
- Ordered VPN for Animal Control Officers.
- Working with Diebold on upgrading hardware and software for Security System for City Hall.
- Transitioning Sunrise Theatre emails.
- Received updated POS equipment for Indian Hills and currently installing.
- Installation of Marina new additional hardware almost complete.
- Broadcasting software and hardware ordered. Installation scheduled for last week in February.
- Converting all sites to City Hall with a true WAN with Marina, Indian Hills/Police Department and Public Works completed. Work has started on Sunrise Theatre and River Walk Center.
- Still testing PetData software for Animal Control Officers in the field.
- Searching for options for Commissioners to be able to engage in audio or video conferencing when not physically able to attend meetings.
- Working with Comcast to WiFi entire City Hall and have receive resolution. Received needed equipment to facilitate process.
- 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.
- Upgrading out of lease copiers for several departments.
- Working on new servers, racks and Intune software citywide.
- Exploring cloud based options for different applications.
- Working on a WorkOptiFlow pilot program with Indian Hills Department.
- Processing VOIP spread sheet for remaining remote site (Sunrise Theatre) and gathering all information required including old numbers to be ported.
- Major problems with email due to virus attacks to our system (on-going).
- Servers and computer equipment 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 twenty nine (29) new work orders and completed ninety six (96) work orders

## Building Division

- **2511 Madewood Dr. – Single Family Residence** – Certificate of Occupancy has been issued.
- **4443 Belle Grove Dr. – Single Family Residence** – Certificate of Occupancy has been issued.
- **2501 Virginia Ave. – Walgreens** – Permit application received for commercial renovations.
- **1409 US Hwy 1 – Jimmy Johns** – **Permit application received for commercial renovation.**
- **1700 S. 23<sup>rd</sup> St. – Lawnwood Regional Medical Center** – Permit application received for commercial renovations; ER Trauma and ER Exam rooms.
- **650 S. 29<sup>th</sup> St.** – Permit application received for new commercial construction for new concrete containment.
- February 16 through 19, 2015 – Building Administrator and Senior Permit Specialist attended Florida Flood Plain Manager Association workshop in Jupiter.

## 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 Board Meeting
  4. Technical Review Committee Meeting
  5. Entertainment District – Discussion – Planning Staff and Interim Police Chief
  6. Oculina Bank – 400 Seaway Drive
  
- **Development Review**
  1. Congregate Living Facility - 1309 N 19<sup>th</sup> St. / ACLF – Conditional Use – Technical Review Committee
  2. Section 22-40 Planned Unit Development (PUD) – Text Amendment – City Commission
  3. Family Dollar Site Plan -1210 S 25th Street – City Commission Staff Report
  4. Artistry in Mosaics Site Plan w/ Conditional Use – 900 S US Hwy 1 – Planning Board Approval
  5. Artistry in Mosaics Alleyway Abandonment – 900 S US Hwy 1 – Planning Board Approval
  6. Artistry in Mosaics Informal Bid Response - 900 S US Hwy 1 – Planning Board Approval
  7. Treasure Coast Bible Assembly - 4146 Edwards Rd – City Commission Report & Public Notification
  8. Celebrity Peacock Jazz & Blues Club Waiver of Distance – 510 Orange Avenue – City Commission Report & Public Notification
  9. San Juan Diego off-site parking area – 2912 Delaware Ave – City Commission Report & Public Notification
  10. Jimmy Johns Commercial Remodel – 1409 S. US Hwy 1 – Building Permit Review
  11. Oculina Bank – 400 Seaway Drive
  12. State Farmer's Market – Design Review Application
  13. Farm Stands – Text Amendment
  
- **Comprehensive Planning, Long Range Planning**
  1. S US Hwy 1 Annexation Project
  2. Village at Midway – Annexation
  
- **Economic Development**
  1. QTI Ordinance Presentation – City Commission Approval
  
- **Historic Preservation –**
  1. Black History Month Tour Assistance – Interactive Map Creation & Welcoming
  2. Atlantic RV & Marine Monument Sign Construction & Variance Request – 657 N 2nd Street – Historic Preservation Board Report

## Code Enforcement Division

- **Hearing**
  1. Special Magistrate Ross
    - a) Violation Cases – 8
    - b) Pulled by staff – 2
    - c) Complied prior to hearing – 1
    - d) Continued by Special Magistrate – 3
    - e) Found in violation – 2
- **Fine Reduction – 1**
  1. Anderson – Property now in the hands of Freddie Mac. Special Magistrate reduced fine to administrative costs only (\$1343.52).
- **Lien Reductions – 3**
  1. Privilege Development LLC – Request to waive all costs initiated by staff. Land determined to be wetlands and cannot be cut or maintained. Recommendation forwarded to City Commission for final approval.
  2. Interamerican Bank FSB – Bank took ownership through foreclosure and corrected violations within 2 weeks. Staff agreed to proposed reduction to 10% of fine (\$226,800 to \$2,268). Special Magistrate approved stipulated agreement and forwarded to City Commission for final approval.
  3. FX Wilson/M Porro – new owner corrected all violations upon receiving title to property. Stipulated reduction to \$3500 was approved by the Special magistrate and forwarded to the City Commission for final approval.
- **Code Enforcement**
  1. Received 14 complaints
  2. Issued 5 written warnings
  3. Issued 1 citations
  4. Initiated 72 new cases: 40 general violations, 26 lot clearing violations, 6 slum & blight remediation notices (CDBG grant)
  5. Conducted 256 follow-up inspections
  6. Closed 79 cases
- **Animal Control**
  1. All Animal Control Officers are now utilizing the Shelter Pro database to input calls. Database not complete yet. Reporting not accurate.
- **Revenue**
  1. Conducted 31 title/lien searches.
- **Miscellaneous**
  1. Code Manager conducting reference checks for Billy Casper Golf.
  2. Code Manager attended the monthly TRC meeting.
  3. Code Manager attended the South Beach Association meeting.
  4. Family Medical Leave seminar presented by Human Resource Technician for Community Services employees.
  5. Code Manager presented update on vendor ordinance at the Conference Agenda meeting.
  6. Code Enforcement held quarterly staff meeting to discuss new schedule of fines, file maintenance and AgendaQuick software.
  7. Animal Control held quarterly staff meeting to discuss Shelter Pro entries, Humane Society issues and ACO Blue was assigned as bite report investigator.

## Engineering Department

- **Development Reviews** – Intake of two (2) Building Permit, Site Plan, or Certificate of Occupancy reviews.
- **Traffic Control** – City continues maintenance of all signals. Staff is continuing a refurbishment program on City maintained signals which include the rewiring of the existing mast arms. 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 increases. FDOT has provided a copy of the proposed revisions for agency review.
- **City Marina Reconstruction – Phase II – Docks** – Bellingham has completed the installation of the last 276 feet of A-dock's east west run. They are continuing mooring pile installation on B-dock. Bellingham is now working on the electrical wiring and plumbing for the south side docks. We continue working with Marina staff and the electrical equipment manufacture on issues with nuisance tripping of the dock electrical sub panels. This tripping is caused by a new requirement in the 2011 electrical code for public safety which allows for only 100 ma of ground fault leakage. This leakage is coming from vessels moored on the dock. This is a new problem to Marina operators and will require education and repairs by boat owners to their own electrical systems.
- **S. 21st Street / Havana Ave. Sidewalk Project** – A request to award the construction contract to the low bidder will be presented to the City Commission for approval.
- **Indian Hills Recreation Area - Stormwater Improvements** – Eighty percent (80%) of recreational trail has been graded and base material installed and compacted. Landscaping installation is approximately 70% complete with hydro-seeding of flat areas, some littoral zone plants and sod remaining. Contractor to replace plantings eaten by ducks on floating islands. Different plant varieties are being researched to find plants which are not as desirable to wildlife. Phase II plans have had final review, and revisions will be completed next week. Upon approval from the County, a change order will be requested from the contractor for this work on the south side of Savannah Road.
- **Veterans Memorial Park** – Contractor is addressing Phase I punch list items. A meeting was held on February 19, 2015, with representatives of local veterans' groups to obtain input for the park development. FDEP will be forwarding an agreement in the next month or two which will go before the commission for approval.
- **Melody Lane Fishing Pier** – Advertisement for bids is scheduled for February 23, 2015, and March 2, 2015, with bid opening on March 23, 2015.
- **H.D. King Power Plant Clean-up** – Notice to Proceed has been issued to Cardno and the 2015 clean-up work is underway. Fill material currently being transported from the Indian Hills Recreation Area project. Approximately 16, 000 cubic yards are necessary for backfill.
- **Lincoln Park Neighborhood Improvements** – Notice to Proceed was issued February 17, 2015, and contractor is scheduled to begin work on 8<sup>th</sup> Street next week. The proposed work includes sidewalk and curbing construction, along with drainage installation, and milling and resurfacing of 8th Street (Avenue C to Moore's Creek); 9th Street (Avenue C to Avenue D); 10th Street (Avenue D to Moore's Creek); Avenue C (10th Street to 7th Street); and Dundas (Avenue C to Avenue D). FPUA is currently working on replacement of sanitary sewer laterals on Avenue C.

### Police Department

- **Staffing** – The police department has eight (8) vacancies as of this report: six sworn officer positions and two civilian positions (our Grant and Program Coordinator and the Projector Coordinator that is funded by OJJDP: Restoring the Village Youth Initiative). We have been interviewing for both positions and should make a conditional offer for the Project Coordinator position within the next week.
- **Entertainment District** – The Police Department, Code Enforcement and Planning Department continue to develop a long term comprehensive plan for the proposed Entertainment District.
- **Nuisance Properties** – As previously reported, the Police Department, Code Enforcement and Public Works are working toward cleaning up some of our nuisance properties (clearing overgrowth, boarding up vacant houses, and removing piles of trash) throughout the city. Public Works has posted numerous properties.
- **Restoring the Village Youth Initiative** – Five (5) candidates were chosen for the second round of interviews held by the Lincoln Park Advisory Council for the Project Coordinator position.
- **Homeless Initiative** – This is a long term problem that the Police Department and the Treasure Coast Homeless Coalition continue to work on. There are several key issues concerning our homeless population: funding, shelters (short and long term), location (both services and shelter placement), and health/mental health service programs/providers.
- **Lincoln Park Council of Youth Forum** – The Lincoln Park Council of Ministers rescheduled the Youth Forum. It will now be held on April 3, 2015, from 10:00 AM until 12:00 noon at the Fort Pierce Police PAL Center. There will be a BBQ after the Forum for the youth and participants.

### 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 (3200 installed so far) and both chillers at City Hall and the PD have been replaced. The plumbing retrofits have been completed at City Hall and the HVAC control installations are nearing completion.
- **Phase II Window Retrofit Project** – This project has been completed.
- **HDRC Recreation** – Open gym nights are still being held during the week. Staff is still working on adding to our programming with quality activities for the youth and young adults of our community. There are some amazing talents playing basketball in the gym. The second scoreboard and shot clocks have arrived and will be installed shortly. Look for an announcement on the City of Fort Pierce Youth Basketball League set to begin in the spring as well as some Semi-professional competition at the HDRC Percy Peek Gymnasium.

### River Walk Center

Park Permits	1,625.00
Programming	974.17
River Walk Center	1,814.52
Garden Center	605.00
Special Events	2,485.00
Maravilla Center	752.84
Historic City Hall	1,890.00
Youth Activity	0.00
<u>Total</u>	<u>\$10,146.53</u>

## Urban Redevelopment Department

- **Grants Administrator**

1. Received grant award announcement from Florida Fish and Wildlife's Boating Infrastructure Grant (BIG) for \$190,000 to help construct floating dinghy docks at the City Marina.
2. Continued work on HUD National Resilience Grant application for more than \$2.3 million to address infrastructure damage and repairs needed to Mayflower Canal, S. 8<sup>th</sup> Street and Easter Avenue (Beach Court).
3. Finalized draft of State Housing Initiatives Partnership Local Housing Assistance Plan (SHIP LHAP) and posted for public hearing on 3/02/2015 City Commission Meeting Agenda.
4. Created and constructed Visitor Center at Granny's Kitchen.
5. Created 4-fold brochure for Zora Neale Hurston Dust Tracks Heritage Trail.
6. Continued work on Highwaymen Heritage Trail.
7. Created 1<sup>st</sup> Quarter Grant Reports for Keep America Beautiful Grant Award.
8. Welcomed State Championship Shuffle Board Competition contestants and participated in completion to represent the City of Fort Pierce.
9. Provided oversight, meeting materials and coordination for the monthly Communitywide Council Meeting. Applications for the 2014-2015 Commercial Façade Grant were scored and recommendations were made for the 3/02/2015 City Commission Meeting Agenda.
10. Provided oversight for Fort Pierce Authentic Tours program.
11. Meetings
  - a) Florida Department of Economic Opportunity – 3 telephone conference calls related to HUD National Resilience Grant application.
  - b) Deputy City Manager and citizen regarding new business opening in Fort Pierce.
  - c) Representatives from COYP regarding potential youth service grant opportunities.
  - d) Deputy City Manager, Public Works Manager, City Engineer, and a representative of St. Lucie County regarding the Ilous Ellis Park, Melody Lane parking area and Dan McCarty Track resurfacing.
  - e) Emergency Medical Care Services Workshop for City Employees.
  - f) EPA Representative – potential grant opportunities for the City of Fort Pierce.
  - g) Assistant City Engineer – HUD National Resilience Competition Grant
  - h) City Engineer – right of way information for placement of Highwaymen Trail signs.

- **Program Analyst**

1. Marina Project
  - a) Received payment of #162 and #163 totaling \$736,052.91
  - b) Requested an additional \$55,580.76
  - c) Reconciling payments.
  - d) Working on files for project close-out.
  - e) Waiting for time extension approvals for Project Worksheets 438 and 9399, Marina Project construction and engineering.
  - f) Monitoring interim inspection report for Project Worksheet 9399 Marina Project engineering.
2. Windows Expansion Project
  - a) Preparing pay applications and requests for reimbursements
  - b) Project is complete and closeout is underway.
  - c) Submitted Closeout Report with back up documentation to State for the final total expended for Wind Mitigation Project at \$6,551,899.74.  
Grant funds obligated: City Hall Building \$2,537,350.00 / Grant funds obligated Expansion Project Additional Buildings and Generators \$4,161,703.00.  
Grant funds expended: City Hall Building \$2,526,559.90 / Grant funds expended Expansion Project Additional Buildings and Generators \$4,025,339.84.
3. Scheduled meeting with State and Project Manager for February 26, 2015, for final inspection of all buildings that were retro-fitted.

### Urban Redevelopment Department contd.

- **Program Analyst (continued)**
  4. State Housing Initiative Partnership (SHIP)
    - a) Attended site visits for 4 SHIP rehabilitation projects.
    - b) Attended Bid opening on February 12, 2015.
    - c) Prepared agenda items for City Commission approval of 2 rehabilitation projects.
    - d) Working on SHIP applicant files.
  5. Neighborhood Stabilization Program (NSP)
    - a) Rented last unit at the Orange Avenue Apartment buildings.
    - b) Received Closeout Letter from DEO for funds allocated to City for \$2,085,396.00.
    - c) Beginning Closeout process: Grant funds expended \$2,085,396.00.

### Marina

- Oversee daily operations for City Marina and Fisherman's Wharf Marina.
- Bellingham Marine on site. The north side of the marina dock has been completed (1650 lf) dockage and is now being leased out upon request. South side of the marina (A,B, and C docks) is being constructed at this time. Completion time period estimated April 2015
- Web Cam installation on Jetty estimated completion date of March 2015.
- Marina staff working on programming dock and store inventory into new marina program. A second computer, a phone and a Point Of Sale system is being added to the dock master office.
- Replacing all lighting outside fixtures outside throughout the marina.
- Completed boater's lounge.

### Golf Course

- Began preparations for the annual City Championship.
- Met with new supplier regarding irrigation parts and service.
- Day-to-day operations.

## 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 February 10 & 17; Comedy Corner Improv on Saturday, February 14; On The Verge Concert Series presented AJ Ghent Band (Fort Pierce native) on February 19. Performances on the Sunrise Theatre main stage included; Michael McDonald on February 7; The National Touring Company of Buddy! The Buddy Holly Story sold-out performance on February 12; Kyman Entertainment's Ultimate Valentine's Day Concert on February 14; Ringo Starr & His All Starr Band sold-out performance on February 18; Dennis DeYoung: The Music of STYX on February 19; Dancing Pros: Live! On February 20.
- Meetings:
  - 1) Meeting with iHeart Media to discuss next season's sponsorship on February 9.
  - 2) Sunrise Theatre Advisory Board meeting on February 10.
  - 3) Downtown Business meeting February 10.
  - 4) Sunrise Theatre Dick Hellstrom Memorial 5K meetings every Wednesday.
  - 5) Sunrise Theatre Foundation Cattleman's Ball meeting February 17 @ 4:30pm.
  - 6) Sunrise Theatre Foundation regular meeting February 17 @ 5:30pm.
  - 7) Black History Month tour of the Sunrise Theatre for a prominent African American travel club from Miami, Florida on February 19.
- Preparation for Missoula Children's Theatre Summer Workshops continues. Marketing, registration, and workshop details are being implemented.
- Offers are going out and contracts are being negotiated with artists and their representatives for the 2015/16 Season.
- Assistance continues with future rental events and co-presentations with various community groups including, but not limited to: Kyman Entertainment on March 14; Richard Nader Entertainment on March 19; Family Meals Inc., McCartney Mania, various shows with BlueBird Educational Foundation; John Carroll High School Prom & Graduation.
- Information from all departments is collected on a daily basis for the monthly report on the activities of the Sunrise Theatre, which was requested by the City Manager's office, to be delivered on a monthly basis. This report includes the schedule of in-house shows, rentals, attendance, revenue, and expenditures (tech, marketing, etc.).
- On a daily basis offers and contracts are still being negotiated with artists and their representatives to add to the 2014/15 Season.
- The Membership campaign for the coming season continues; Both new and renewed memberships continue to come in with the addition of new shows.
- Marketing and show sponsorship packages continue to be put together to solicit for this 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.