




TO: The Honorable Mayor and Members of the City Commission
FROM: Robert J. Bradshaw, City Manager 
RE: Department Activity Report
DATE: April 1, 2015

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

- The City Manager and the Deputy City Manager met with the Chief of Police Search Selection Committee to discuss the interview schedule for the five candidates.
- The City Manager and Deputy City Manager participated in a telephone conference with Lyle Sumek to finalize the agreement for the Leadership and Strategic Planning Session that is scheduled for April 27 – 29, 2015.
- The City Manager and Deputy City Manager each participated in separate telephone interview by Lyle Sumek regarding the updates to the strategic plan.
- The City Manager and Deputy City Manager met with the City Attorney, Planning Manager, City Engineer and Public Works Manager regarding the Porpoise Beach property transfer with St. Lucie County.
- The City Manager and Deputy City Manager met with the Finance Director, Engineering Project Manager and Marina Manager regarding the funding for Phase II (floating docks) of the Marina Project.
- The City Manager met with Sheriff Mascara regarding an update on the search for the Chief of Police.
- The City Manager attended a 100 Club Board meeting luncheon at the Sheriff's Office.
- The City Manager attended a meeting with the City Attorney and the Interim Police Chief regarding the off-duty police officers policy.
- The City Manager, Deputy City Manager and the Administrative Services Project Manager met with Jason Braun to discuss the press release regarding the itinerary for the Police Chief candidates and the Meet and Greet.
- The City Manager and Deputy City Manager held a meeting with the department heads to discuss the agenda for the March 16, 2015 City Commission meeting.

City Manager's Office

- The City Manager met with a representative of Waste Management regarding the recycling program.
- The City Manager attended a meeting with the City Attorney, FPUA board attorney and FPUA staff regarding an annexation issue on US Hwy #1.
- The City Manager and Deputy City Manager attended standing meetings with Mayor Hudson regarding updates to City issues.
- The City Manager met with the City Attorney on three occasions to discuss a right-of-way issue.
- The City Manager met with the City Engineer and Planning Manager regarding an agenda item on Quiet Zones for the 4/13/15 Conference Agenda meeting.
- The City Manager attended standing meetings with Mayor Hudson regarding updates to City issues.
- The City Manager and Deputy City Manager met with the Deputy City Manager and Administrative Services Project Manager for an update on the Teamsters negotiations.
- In addition to interviewing each of the five Police Chief candidates, the City Manager attended the Meet and Greet, which was coordinated by his office, and met with the Chief of Police Search Selection Committee for several follow-up meetings
- The City Manager met with the City Attorney for numerous updates regarding litigation matters.
- The Deputy City Manager met on 3/09/15 with the Public Works Manager to discuss departmental issues.
- The Deputy City Manager met on 3/09/15 with the owner of Lisa's Kayaks to discuss business issues.
- The Deputy City Manager attended the monthly Keep Fort Pierce Beautiful meeting on 3/10/15.
- The Deputy City Manager met with the Parking Committee on 3/11/15.
- The Deputy City Manager held the monthly Economic Development Team meeting on 3/11/15.
- The Deputy City Manager met on 3/11/15 with the Chairman and Secretary of the CRA Advisory Committee to discuss the agenda for their monthly March meeting.
- The Deputy City Manager led members of the Economic Development Team to meet with the Delray Beach CRA staff and tour the area on 3/13/15.
- The Deputy City Manager attended a meeting with the Administrative Services Director, Interim Police Chief, Finance Director and the Risk Manager on 3/16/15 to prepare for labor negotiations.
- The Deputy City Manager held an Urban Redevelopment Staff Meeting on 3/17/15.

City Manager's Office

- The Deputy City Manager attended an IUPA labor negotiations meeting on 3/17/15.
- The Deputy City Manager and members of the Economic Development Team gave a presentation on 3/17/15 at the Harbor Isle Neighborhood Meeting.
- The Deputy City Manager met with a Hooked on Music Festival representative on 3/18/15 to discuss parking for the upcoming event.
- The Deputy City Manager held the monthly CRA Advisory Committee meeting on 3/18/15.
- The Deputy City met to discuss mortgage issues with the Chief Accountant and the Assistant City Attorney on 3/19/15.
- The Deputy City Manager attended labor negotiations with the Coastal Florida PBA on 3/19/15.
- The Deputy City Manager held a meeting with the Building Official, Building Administrator, Senior Permit Specialist, and various contractors regarding pending building permits on 3/20/15.
- The Deputy City Manager held a meeting on 3/23/15 with the City Engineer and the Public Works Manager to discuss the current energy savings performance contract.
- The Deputy City Manager held a meeting on 3/23/15 with the Interim Police Chief, Public Works Manager, City Engineer, Marketing Specialist, and the Executive Director of the Sunrise Theatre to prepare for the multiple events taking place downtown on 3/28/15.
- The Deputy City Manager attended a Meet & Greet for the Police Chief Candidates on 3/24/15.
- The Deputy City Manager, as a member of the Selection Committee, took part in the extensive interview process of the five candidates and several follow up meetings with PERF representatives on 3/25/15 and 3/26/15.
- The Deputy City Manager took part in the Young Floridian Luncheon & Candidate Interviews held on 3/27/15.

City Clerk's Office

- **Business Tax Receipts –**
New: 22 Renewals: 1 Transfer: 1
- **Vendor Permits Issued –**
New: 0 Renewals: 0
- **Contractor Licensing –**
New: 9 Renewals: 15
- **Public Records Requests (not including Building Department) –**
New Requests: 9
- **Animal Registrations –**
New/Renewals/Impound Fees: 5
- **Enterprise Zone Applications –**
Sales Tax Refund Applications: 1
- **Agenda Preparation and Meeting Minutes –**
 1. Fort Pierce City Commission Meeting – 03/16/15
 2. Treasure Coast Council of Local Governments – 3/4/15
- **Special Projects**
 1. Investigating Contractor Competency Card renewals returned by Post Office
 2. On-going records retention/destruction project
 3. Conversion of Annexation Agreement Listing from MS Word to Excel
 4. Review of all annexation agreements to verify accuracy and entry into database
 5. Completed 100% of BTR renewals collection / deactivation with the aid of Code Enforcement
 6. Reviewing all contractor license entries to insure status in database is accurately reflected
- **Meetings/Special Events Attended**
 1. City Clerk attended Fort Pierce Area Council – 3/09/2015
 2. City Clerk visited Delray Beach with Economic Development Team – 3/13/2015
 3. City Clerk participated with Economic Development Team for a presentation at Harbor Isle Neighborhood Meeting – 3/17/2015
 4. City Clerk attended Economic Development Council Board of Directors meeting – 3/19/2015

Administrative Services Department

- **Procurement –**
 1. Processed Bid No: 2015-040 Housing Rehabilitation Project for 709 Easter Avenue
 2. Advisement dates: 03/26/15 & 04/12/15
 3. Bid Opening for Bid No: 2015-037 Melody Lane Fishing Pier
 4. Bid Openings for Bid No's: 2015-02 and 2015-022 Housing Rehabilitation Projects
 5. 2008 Avenue P and 2802 Avenue I
 6. Processed Purchase Orders
 7. Processing and/or completion of awards to vendors/contractors approved by Commission
 8. Meetings:
 - a) Director of Administrative Services, attended a meeting with the Gallagher Group
 - b) Director of Administrative Services along the Director of Finance and Chief Accountant attended a depend-care audit meeting with the HMS Group.
 - c) Director of Administrative Services, with the Human Resources Staff attended a Union Negotiation meeting with the PBA (Police Benevolent Association)
 - d) Director of Administrative Services, with the Human Resources Staff attended a Union Negotiation meeting with the IUPA (International Union of Police Association)
- **Human Resources –**
 1. Coordinated Temporary Replacement of the Switchboard Operator
 2. Pre-employment physicals and background checks
 3. Union Negotiations Meetings (IUPA & PBA)
 4. Compiled applications for review.
 5. Processed May 2015 employee evaluations forms.
 6. Input employees data from personnel actions forms such as suspension, Police Officers salary incentive pay, resignation, retirement, annual and probation evaluation.
- **Risk Management –**
 1. Coordinated Meet & Greet for Police Chief Candidates.
 2. Reviewed Insurance Requirements for Contractor Bids.
 3. Accident Investigation and Injury Review.
 4. Audited, Closed and Processed WC Claims.
 5. Consulted with the City Carrier regarding Liability Claims.
 6. 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

- Working with Public works staff and vendors to install new A/C system and fire suppression system within the 3rd Floor MIS data center.
- Working with SunGard – Public Sector to implement Click-2-Gov Employee Self Service Portal and Applicant Tracking.
- Completed the FPTV broadcasting transfer from SLCTV staff to Swagit, LLC and MIS staff. SLCTV contract was terminated effective 3/18/15.
- MIS staff is now working with cabling vendor ACCS at Public works to revamp voice and data cabling within the 2nd floor MDF data closet and throughout all IDC data closets and offices.
- MIS staff working with Engineering NAS due to end of life failure and upgrading a data storage server with sufficient capacity to replace NAS data storage for all City hall departments.
- Completing deployment of TextGuard for Cell phones for Management and with Police Department on board. Will continue to upgrade other cell phones.
- Received new laptops for Building Dept. and Sunrise Theater.
- Currently installing new computer for FPRA.
- Received and currently installing VPN for Animal Control Officers.
- Working with Diebold to upgrade Security System hardware and software System for City Hall.
- Transitioning Sunrise Theatre emails.
- Received updated Point of Sale equipment for Indian Hills and currently installing.
- Installation at Marina of new additional hardware and VOIP telephone handsets.
- Converting all sites to City Hall with a true WAN with River Walk, Marina, Indian Hills/Police Department and Public Works completed. Work has started on Sunrise Theatre.
- 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 signal 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 – Meeting Scheduled with Building staff on Monday 3/30/15.
- 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 forty-five (45) new work orders and completed one hundred fourteen (114) work orders.

Building Division

- **1703 Francis Ct. – Single Family Residence** – Certificate of Occupancy has been issued.
- **1487 S. US Hwy 1 – Mattress Firm – Single Family Residence** – Permit application received for commercial remodel construction.
- **1700 Melaleuca Dr. – Treasure Coast Young Sailing Foundation** – Certificate of Occupancy has been issued.
- **1700 S. 23rd St. – Lawnwood Regional Medical Center** – Permit for commercial renovation is ready to be issued.

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. Board of Adjustment Meeting
 5. Planning Board Meeting
 6. Technical Review Committee Meeting
 7. Village at Midway Charrette - Tradition Town Hall
- **Development Review**
 1. Oculina Bank – 400 Seaway Drive
 2. Farm Stands – Text Amendment
 3. Orkin - 3231 S US Hwy 1
 4. Artistry in Mosaics Site Plan w/ Conditional Use - 900 S US Highway #1 – City Commission Report Planning Board Approval
 5. Artistry in Mosaics Alleyway Abandonment - 900 S US Highway #1 - Coordination with Ordinance Form & Correctness Review
 6. Artistry in Mosaics Bid Response - 900 S US Highway #1 - Preparation of Draft Resolution & Developer's Agreement
 7. Celebrity Peacock Jazz & Blues Club Waiver of Distance - 510 Orange Avenue - Meetings with Applicant & Pastor May of First United Methodist Church
 8. San Juan Diego Off-site Parking Area - 2912 Delaware Avenue - City Commission Approval
 9. Mattress Firm Location - 1487 S US Highway – Building Permit Review
 10. Treasure Coast Jaguar & Landrover Expansion - 4771/4801 S US Highway – Building Permit Review & Board Of Adjustment Sign Approval
 11. Onachila Residence Special Exception & Variance - 61 Southpointe Dr. – Board of Adjustment Approval
- **Comprehensive Planning, Long Range Planning**
 1. S US Hwy #1 Annexation Project
 2. St. Anastasia/John Carroll High School Annexation Project
- **Economic Development**
 1. USM Restoration regarding expansion in Fort Pierce
 2. Presentation to Harbour Isle West Condominium Residents
- **Historic Preservation**
 1. Zora Neale Hurston Exhibit – 809 N 9th Street – Historic Preservation Board Presentation
 2. COA for Roof Replacement & Chimney Removal – 518 N 2nd Street – Historic Preservation Board Presentation
- **GIS Mapping**
 1. Updates to City Limit and Annexation Agreement Layer

Code Enforcement Division

- **Hearings**

1. Code Enforcement Board – March 11, 2015
 - a) Violation Cases – 4
 - 1) Pulled by staff – 0
 - 2) Complied prior to hearing – 1
 - 3) Continued by Special Magistrate – 0
 - 4) Found in violation – 3
 - b) Lien Reductions– 2
 - 1) Butler/Wells – Request to waive “as much as possible” of accumulated fines. The owner and staff agreed to a reduced amount of \$1500 to cover administrative costs. This agreement was approved by the Code Board and forwarded to City Commission for final approval.
 - 2) Mayfive Capital/Dass – New owner took possession and cured the violations. Code Board heard request for full waiver and recommend reducing lien to \$500 to cover administrative costs. Recommendation forwarded to City Commission for final approval.
 - c) Extension of Time – 1
 - 1) Luke – permit application has been submitted, rejected and revisions resubmitted. Waiting for final approval. Due to continued action in an attempt to cure the violation, the Code Board approved a continuation of 120 days.

- **Code Enforcement**

1. Issued 0 written warnings
2. Issued 0 citations
3. Initiated 31 new cases: 19 general violations, 10 lot clearing violations, 2 graffiti violations
4. Conducted 376 follow-up inspections
5. Closed 73 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 55 title/lien searches.

- **Miscellaneous**

1. Code Manager met the Chief of Police candidates at the FPPD station and facility ride along.
2. Code Manager attended the monthly TRC meeting.
3. Code Manager met with the City Attorney, Deputy City Manager, Public Works Manager, Planning Manager and City Engineer to discuss the Porpoise Beach Draft Agreement.
4. Code Manager attended the Young Floridian’s Judges breakfast hosted by the Chamber of Commerce.
5. Due to pending transfer of Shaun Coss to the Building Department, coordinated with MIS to transfer equipment, update hardware for new employee and update software.
6. The Code Department relocated their storage area from the old FEMA office to their existing office space.
7. Code Manager completed the Strategic Plan update.

Engineering Department

- **Development Reviews** – Intake of six (9) Building Permit, Site Plan, or Certificate of Occupancy reviews.
- **Stormwater Division** – Request has been made from Kimley-Horn Inc., for a proposal for the engineering design for the Georgia Avenue Outfall Structure. This design should be underway in anticipation of a 50% matching grant from the St. Lucie River Issues Team, which was awarded to the City in Oct. 2014. Funding from SLRIT is not available until Oct. 2015.
- **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. FDOT has provided a copy of the final revisions to the Signal Maintenance JPA for agency review.
- **City Marina Reconstruction – Phase II – Docks** – Bellingham has completing the installation of the A-dock's float. Bellingham is now working on the electrical wiring and plumbing for A, B, & C docks. The Electrical Equipment Manufacture is on site implementing Change Order No. 1 retrofit.
- **S. 21st Street / Havana Ave. Sidewalk Project** – Awaiting executed contract. Pre-construction meeting will be scheduled for mid-April.
- **Indian Hills Recreation Area - Stormwater Improvements** – Water main relocation has been completed. Lake expansion to be completed first week of April. Phase II plans have been completed and contractor has submitted costs. Review and coordination with County to happen this week with recommendation to the City Commission on the 2nd meeting in April.
- **Veterans Memorial Park** – Phase I construction has been completed and accepted. Awaiting FDEP 319 grant to forward to City Commission for approval.
- **Melody Lane Fishing Pier** – Construction contract will be presented to the City Commission for approval at the April 6, 2015 meeting.
- **H.D. King Power Plant Clean-up** – The clean-up work for 2015 has been completed. A total of 6,764 tons of contaminated material has been hauled off site. Clean fill has been hauled from the Indian Hills Recreation Area, to backfill the site. Final disbursement request has been submitted to the Treasure Coast Regional Planning Council for payment. We are currently investigating the possibility of storing fill material necessary for the 2016 clean-up on the site while the fill material is available from the Indian Hills Recreation Project. The material would be spread and graded to eliminate high stock piles in the downtown area.
- **Lincoln Park Neighborhood Improvements** – Sidewalk and curb construction on 8th Street and Dundas is complete. Contractor will commence concrete work on 9th Street the week of March 30th. 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).

Police Department

- **Staffing** – The police department has nine (9) vacancies as of this report: seven 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 made a conditional offer for the Project Coordinator position. The background investigation has been completed and just waiting on the medical portion to be completed. I anticipate extending a *Final Offer of Employment* by the April 6th City Commission Meeting.
- **Parking Problems** – The city's management team created a *Parking Committee* to address the short term and long term parking problems the city is experiencing in Downtown and on South Beach. The committee consists of representatives from the City Commission, City Manager's office, Planning Department, Engineering Department, the Police Department, and Code Enforcement along with the DBA.
- **Boy Scout Troops of St. Lucie County: Community Events** – Through a cooperative effort from Mayor Hudson, Mayor Oravec, Scott Van Duzer (Big Apple Pizza), Ray Garrison (Gulf Stream Council of Boy Scouts of America), the Fort Pierce Police Department, the Port St. Lucie Police Department, and the St. Lucie County Sheriff's Office, the Boy Scout Troops from St. Lucie County have scheduled a Coastal Clean-Up event that will be held on April 11, 2015, from 8:00 AM to 1:00 PM at Harbor Pointe Park. The following month, the Boy Scout Troops from St. Lucie County will conduct a community event in Port St. Lucie. The goal is to include as many Troops from St. Lucie County as possible, not just one or two troops.
- **Homeless Initiative** – This is a long term problem that the Police Department and the Treasure Coast Homeless Coalition continue to work on. I am pleased to report that we are gaining some momentum with a shelter for our chronic homeless population. The target location for this shelter is the Salvation Army building on South U.S. Highway #1.
- **Lincoln Park Council of Youth Forum** – Just a reminder: The Lincoln Park Council of Ministers will be hosting a Youth Forum. It will 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 (3500 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. PWD staff will be receiving training on the HVAC controls in the near future.
- **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 score board 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	3,525.00
Programming	1,566.44
River Walk Center	879.36
Garden Center	375.00
Special Events	1,725.00
Maravilla Center	700.00
Historic City Hall	884.00
Youth Activity	1,150.00
<u>Total</u>	<u>\$10,804.80</u>

Urban Redevelopment Department

- **Grants Administrator**

1. Continued work on Highwaymen Heritage Trail project.
2. Created banners for Golden Hammer Awards.
3. Created contractual agreements for Commercial Facade and Public Service grant awards.
4. Finalized and submitted grant application to the Florida Inland Navigation District - Dinghy Docks at the City Marina.
5. Updated Visitor Center at Granny's Kitchen.
6. Created logo and presentation materials for Neighborhood Gem Awards.
7. Meetings
 - a) Bid Opening - Melody Lane Pier project.
 - b) Lincoln Park Improvement Project Update Mtg.
 - c) City Commission - Public Service Grant Awards; FIND grant app submittal.
 - d) Harbor Isle West - Economic Development Team presentation.

- **Program Analyst**

1. FEMA - Marina Project
 - a) Filed quarterly reports.
 - b) Reconciling payments.
 - c) Working on files for project close-out.
 - d) Time extension approvals received for Project Worksheets 438 and 9399, Marina Project construction and engineering.
2. FEMA - Windows Expansion Project
 - a) Working on replacement of garage doors with contractor and Mike Reals.
 - b) Filed Quarterly Report.
 - c) Received approval for time extension to allow Garage door replacement.
 - d) Preparing Modification #6 for 4/06/15 agenda City Attorney and City Commission approval.
3. State Housing Initiative Partnership (SHIP)
 - a) Attended meetings with 3 homeowners and contractors to have agreements, mortgages, and SHIP forms signed.
 - b) Attended Bid opening March 26
 - c) Working on SHIP applicant files.
 - d) Prepared and requested RFP for 709 Easter Avenue for rehabilitation.
 - e) Preparing documents for signing by homeowners and contractor to begin rehabilitations on 6 homes.
4. Neighborhood Stabilization Program (NSP)
 - a) Submitted grant close out package.
 - b) Working on plan for additional monitoring of Fort Pierce Housing Authority Rentals of Orange Avenue Apartments.

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 April 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 wood pole channel navigation markers with buoys.
- Working with several educational programs for science purposes.
- Adding regulation and information signs throughout Marina.
- Grand submitted to FIND for the 2nd half of financing for a courtesy boat dock.

Golf Course

- Hosted the 10th Annual Edward G. Enns City Championship, with 86 golfers participating.
- Submitted updated information on the Strategic Plan and worksheets for April 27th meeting.
- 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 March 10, 17, 24; Comedy Corner Improv on Saturday, March 14; BlueBird Educational Foundation presented 21 Blue on Saturday, March 21; FPUA reception for outgoing/incoming Directors on March 25. Performances on the Sunrise Theatre main stage included; The Broadway Musical Jekyll & Hyde on Friday, March 13; Kyman Entertainment presented A Night of Memories with Brooklyn Bridge and Joey Dee & The Starlites; Richard Nader Entertainment presented DooWop & Rock n Roll on March 19; Sold-out performance By ABBA Mania on March 20; One Night of Queen on March 21; Get The Led Out on March 26.
- Added David Crosby to the 2014/2015 season.
- On a daily basis offers and contracts are still being negotiated with artists and their representatives to add to the 2014/15 Season.
- **Meetings:**
 1. Meeting with Vince Mitchell, booking agent with CMI Entertainment on March 10.
 2. Meeting with FPUA staff regarding utilizing the Black Box for a reception on March 11.
 3. Main Street Fort Pierce Tour of Theatre on March 11.
- Sunrise Theatre Foundation Cattleman's Dance was held on March 7 at Adam's Ranch.
- Participated in A Taste of St. Lucie on March 25.
- Missoula Children's Theatre Summer Workshops went on sale March 25.
- 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: Family Meals Inc., Abbey Road Live on May 16; John Carroll High School Prom & Graduation; St. Andrew's Academy Spring Musical "The Music Man" on May 14; Amazing Grace Dance Studio on June 6.
- 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.
- 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.