

CITY OF FORT PIERCE

CITY COMMISSION AGENDA

Sunrise Theatre Workshop - Tuesday, September 25, 2018 - 2:00 p.m.

City Hall - City Commission Chambers, 100 North U.S. #1, Fort Pierce, Florida

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Sunrise Theatre Financial Analysis - Finance Director, Johnna Morris**
5. **Sunrise Theatre Activities Update - Interim Sunrise Theatre Director, Sharon Engle**
6. **Sunrise Theatre Advisory Board Update - Vice Chair, Stanley Silver**
7. **Sunrise Theatre Foundation Update - Secretary, Sandi Hellstrom-Leonard**
8. **Sunrise Theatre Executive Director Job Description**
9. **City Commission Discussion**
10. **Adjournment**

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk's Office at (772) 467-3065 at least 48 hours prior to the meeting.

**City Commission Sunrise Theatre Workshop
- 2:00 p.m.**

Meeting Date: 09/25/2018

Re:

Information

SUBJECT:

Sunrise Theatre Financial Analysis - Finance Director, Johnna Morris

Attachments

Financial Analysis Sunrise Theatre

Form Review

Form Started By: Kaitlyn Ballard

Final Approval Date: 09/20/2018

Started On: 09/20/2018 01:36 PM

**Financial Analysis of Sunrise Theatre
FY 2007-2018 (FYTD)**

	2006/2007	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012
Beginning Available Resources						
(Restated for Restricted/Unrestricted Resources) \$	955,490	(104,838)	(50,976)	(15,067)	(47,673)	(30,509)
Operating Revenue	\$ 1,636,955	\$ 2,274,830	\$ 2,336,227	\$ 2,211,667	\$ 2,688,619	\$ 3,066,473
Operating Expenses	3,781,301	3,800,734	4,017,464	3,845,864	3,816,100	4,173,135
Operating Income (Loss)	(2,144,346)	(1,525,904)	(1,681,237)	(1,634,197)	(1,127,481)	(1,106,662)
Non Operating Revenue (includes transfers*)	1,498,167	1,062,170	1,168,846	1,020,980	610,719	619,826
Non Operating Expenses	-	15,766	-	-	25,000 **	50,000
Capital	1,000,656	64,011	28,510	-	2,202	27,073
Non Operating Income (Loss)	497,511	982,393	1,140,336	1,020,980	583,517	542,753
Net Income (Loss)	\$ (1,646,835)	\$ (543,511)	\$ (540,901)	\$ (613,217)	\$ (543,964)	\$ (563,909)
Net Income (Loss)	\$ (1,646,835)	\$ (543,511)	\$ (540,901)	\$ (613,217)	\$ (543,964)	\$ (563,909)
Depreciation	553,971	562,498	563,779	566,350	561,480	546,164
Net Cash Flow	(1,092,864)	18,987	22,878	(46,867)	17,516	(17,745)
Unrestricted Resources Available	\$ (137,374)	\$ (85,851)	\$ (28,098)	\$ (61,934)	\$ (30,157)	\$ (48,254)
Transfers* from:						
General	-	-	-	-	-	-
FPRA	(1,495,257)	(1,013,375)	(1,167,973)	(142,074)	(500,000)	(500,000)
Solid Waste	-	-	-	(878,442)	(110,000)	(110,000)
Unrestricted (Capital Imp Fee on Ticket Sales)	-	-	-	-	-	-
Expenses Paid by General or Other	(1,495,257)	(1,013,375)	(1,167,973)	(1,020,516)	(610,000)	(610,000)

** Paid to General for Admin Fees

**Financial Analysis of Sunrise Theatre
FY 2007-2018 (FYTD)**

	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	FYTD 2017/2018
Beginning Available Resources						
(Restated for Restricted/Unrestricted Resources)	\$ (28,009)	\$ (33,386)	\$ (73,590)	\$ 42,967	\$ (53,302)	\$ (518,957)
Operating Revenue	\$ 2,887,153	\$ 2,959,181	\$ 3,539,763	\$ 3,342,281	\$ 2,765,443	\$ 2,407,972
Operating Expenses	4,223,145	4,081,962	4,417,892	4,565,877	4,293,426	3,697,086
Operating Income (Loss)	(1,335,992)	(1,122,781)	(878,129)	(1,223,596)	(1,527,983)	(1,289,115)
Non Operating Revenue (includes transfers*)	746,219	543,327	450,563	519,988	703,253	455,726
Non Operating Expenses	** -	1,892	** 22,330	29,458	82,812	-
Capital	8,656	3,357	2,558	-	97,030	5,755
Non Operating Income (Loss)	737,563	538,078	425,675	490,530	523,411	449,971
Net Income (Loss)	\$ (598,429)	\$ (584,703)	\$ (452,454)	\$ (733,066)	\$ (1,004,572)	\$ (839,144)
Net Income (Loss)	\$ (598,429)	\$ (584,703)	\$ (452,454)	\$ (733,066)	\$ (1,004,572)	\$ (839,144)
Depreciation	538,178	538,178	535,707	535,707	538,917	492,402
Net Cash Flow	(60,251)	(46,525)	83,253	(197,359)	(465,655)	(346,741)
Unrestricted Resources Available	\$ (88,260)	\$ (79,911)	\$ 9,663	\$ (154,392)	\$ (518,957)	\$ (865,698)
Transfers* from:						
General	-	-	-	(156,000)	(226,161)	-
FPRA	(400,000)	(445,749)	(450,000)	(450,000)	(450,000)	(450,000)
Solid Waste	(300,000)	-	-	-	-	-
Unrestricted (Capital Imp Fee on Ticket Sales)	-	-	-	-	(96,825)	-
Expenses Paid by General or Other	(700,000)	(445,749)	(450,000)	(606,000)	(772,986)	(450,000)

** Paid to General for Admin Fees

**City Commission Sunrise Theatre Workshop
- 2:00 p.m.**

Meeting Date: 09/25/2018

Re:

Information

SUBJECT:

Sunrise Theatre Advisory Board Update - Vice Chair, Stanley Silver

Attachments

STAB Attendance

Sunrise Theatre Advisory Board Committees

Form Review

Form Started By: Kaitlyn Ballard

Final Approval Date: 09/20/2018

Started On: 09/20/2018 01:37 PM

Sunrise Theatre Advisory Board Attendance						
	Jan-17	Mar-17	May-17	Dec-17	Feb-18	May-18
Commissioner Reggie Sessions	Excused	Present	Present	Present	Excused	Present
Luke Croghan	present	Excused	Present	Present	Present	Present
John Earnhardt	Excused	Present	Present	Present	Present	Present
Laura Fleischman	present	Excused	Excused	Excused	Absent	Absent
Melanie George	Not on Board	NOB	NOB	Present	Present	Present
Erick Gill	Not On Board	NOB	NOB	Present	Present	Present
Harry Goldman	Not on Board	NOB	NOB	Present	Present	Present
Melissa Massaza	Not On Board	NOB	NOB	Absent	Absent	Absent
Jon Putzke	present	Present	Excused	Present	Present	Present
Rebecca Shearer	present	Present	Present	Present	Present	Present
Stanley Silver	present	Present	Present	Present	Present	Present
Wes Taylor	present	Present	Excused	Excused	Excused	Present
Nancy Archer	Excused	Present	Excused	Excused	Present	Present
Sharon Engle (ST Staff)	present	Present	Present	Present	Present	Present
Anne Satterlee (ST Staff)	present	Present	Present	Present	Present	Present

Sunrise Theatre Advisory Board Committees

- **Strategic Planning Committee:** This committee looks at the long range planning and needs of the theatre to define its direction, and make decisions on allocating its resources to pursue these strategies.
- **Capital and Facilities Oversight Committee:** This committee will serve as a lobbying effort to the Fort Pierce City Commission and City Manager on behalf of the Sunrise Theatre, for the needs identified by the Strategic Planning Committee and beyond.
- **Education & Community Outreach Committee:** This committee is involved in the discussion and planning of educational and community programming. In addition, they will serve as a resource in promoting community activities involving the Sunrise Theatre.
- **Nominating Committee:** This committee helps to identify and recommend individuals for open seats on the STAB.

**City Commission Sunrise Theatre Workshop
- 2:00 p.m.**

Meeting Date: 09/25/2018

Re:

Information

SUBJECT:

Sunrise Theatre Executive Director Job Description

Attachments

Memo from K. Browning re- Sunrise Theatre Executive Director Job Description

Form Review

Form Started By: Kaitlyn Ballard

Final Approval Date: 09/20/2018

Started On: 09/20/2018 01:36 PM



THE SUNRISE CITY
FORT PIERCE
HUMAN RESOURCES
DEPARTMENT

Florida

Received

SEP 17 2018

City of Fort Pierce
City Manager's Office

TO: NICK MIMMS, CITY MANAGER

FROM: KEVIN BROWNING, HR MANAGER *KEB*

SUBJECT: EXECUTIVE DIRECTOR OF SUNRISE THEATRE JOB DESCRIPTION

DATE: SEPTEMBER 17, 2018

Please find attached a job description for the Executive Director of the Sunrise Theatre.
The position will be advertised October 1, 2018 until filled - on the City of Fort Pierce's website and in the following areas:

1. Indeed.com
2. APAP Association of Performing Arts Professionals
 - a. <https://jobbank.apap365.org/rates.cfm> - 30 day job posting \$150



CITY OF FORT PIERCE

JOB OPENING/PROMOTIONAL OPPORTUNITY

JOB TITLE: EXECUTIVE DIRECTOR

GRADE: 76

HOURLY SALARY: \$27.03 - \$60.23

DEPARTMENT: SUNRISE THEATRE

ANNUAL SALARY: \$56,215 - \$125,272

POSITION: 1

GENERAL DESCRIPTION

The Executive Director (ED) is the key manager and leader of the Sunrise Theatre in Fort Pierce, FL. This is a complex, multifaceted role that requires vision, as well as excellent management and communication skills with attention to detail. The ED is responsible for overseeing the strategic plan, administration, development and programming of the organization. A significant component of the position is front-facing, including fundraising, donor cultivation, marketing and community outreach. The position reports directly to the City Manager and supports the Mission of the City of Fort Pierce, performing artists, students, parents, teaching artists, staff, donors, government officials, schools, and other members of the community.

Essential Functions

- Fund Development Program: Plans, directs and implements a comprehensive development program that generates individual donor, foundation, and corporate funding.
- Overall business management of the theatre and the coordination of all activities.
- Accountable for all financial record-keeping, employee payroll, accounts receivable and payable.
- Provide accurate budgeting reports to the City Manager on a monthly basis.
- Responsible for all publicity, media communications, press releases, brochure and playbill design and composition.
- Negotiation of all rental contracts with outside groups (i.e., Ballet Companies, Dance Theatres and Civic Organizations).
- Attending, staffing and reporting to all Board meetings.
- Coordinating all volunteer growth and activities within the theatre.
- Soliciting support from community leaders through fund-raising activities.
- Research and development of grant funding for theatre activities.
- Solicits and encourages corporate sponsorship and related revenue producing advertising.
- Plans, directs and conducts a variety of marketing studies for the Sunrise Theatre, supervises or initiates the preparation of reports and recommendations; prepares implementation plans and supervises the implementation of major recommendations accepted.
- Establish and maintain cooperative and effective working relationships with the Sunrise Theatre Advisory Board, Sunrise Theatre staff, Sunrise Theatre Foundation, Sunrise Theatre Volunteers, professional associations, business organizations, producers, agents, the media, community civic groups and other members of the public.



EXECUTIVE DIRECTOR
SUNRISE THEATRE
PAGE 2

Minimum Qualifications

Knowledge, Skills & Abilities:

- **Passion for Mission**
- Ability to translate mission into concrete action items
- Substantive knowledge of the organization's client base and stakeholders
- **Financial Management**
- Knowledge of basic accounting protocols and ability to review finances with others to build consensus around priorities and monitor ongoing expenditures
- Accountable for the sustainability and overall health of the organization
- **Talent Management**
- Ability to attract, retain and develop talent
- Establishes clear expectations to solicit the best from each employee
- **Communication**
- Communicates clearly in person and in writing with a diverse audience of stakeholders and clients
- Comprehends how to engage audiences of varying sizes and interests in the business of the mission

Education and Experience

- Master's Degree in arts administration, theatre, business or equivalent.
- Minimum of five (5) years of progressively responsible professional experience, preferably in a performing arts center environment, two of which must have been in a supervisory capacity.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

Licenses, Certifications and Registrations:

Florida Driver's License (valid at all times).

Essential Physical Skills

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to communicate both orally and in writing
- Ability to sit at a desk and view a display screen for extended periods of time
- Ability to enter data at a prescribed rate of speed
- Ability to bend, stoop, reach, drive and stand
- Lift (up to 20 pounds) lifting and carrying
- Manual dexterity to operate standard office, data entry and word processing.



EXECUTIVE DIRECTOR
SUNRISE THEATRE
PAGE 3

Environmental Conditions

- Work inside in an office.

*(Reasonable accommodations will be made for otherwise qualified individuals with a disability)
(Please note: Job Description is subject to change)*

IF YOU ARE INTERESTED IN BEING CONSIDERED FOR THIS POSITION AND YOU MEET THE MINIMUM QUALIFICATIONS, PLEASE APPLY ONLINE ON THE CITY'S WEBSITE cityoffortpierce.com ON OR BEFORE THE CLOSING DATE.

OPENING DATE: OCTOBER 1, 2018

CLOSING DATE: OPEN UNTIL FILLED

THE CITY OF FORT PIERCE IS AN EQUAL OPPORTUNITY EMPLOYER

UPDATED 09/17/18/HR

EEOC FUNC/CAT: OO/FF (Non-bargaining)