



# Interoffice Memorandum

FROM THE OFFICE OF THE  
**CITY MANAGER**

---

---

TO: The Honorable Mayor and Members of the City Commission  
FROM: Robert J. Bradshaw, City Manager *RJB*  
RE: Department Activity Report  
DATE: July 11, 2014

---

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 and Finance Director held a Budget Workshop on June 30, 2014.
- The Deputy City Manager and Grants Administrator met with Doris Tillman regarding Main Street Fort Pierce's FY2015 reporting requirements.
- The Energy Efficiency & Conservation Team, which includes the Deputy City Manager, met with the Superintendent of Electric T&D to discuss a proposed MOU.
- The City Manager attended the FPUA Board meeting on July 1, 2014.
- The Deputy City Manager participated in an open gym at the Percy Peek Gymnasium.
- The Marketing Specialist attended the Breakfast Club meeting on July 2, 2014.
- The City Manager and Deputy City Manager attended weekly meetings with the Mayor to discuss current City issues.
- The Deputy City Manager met with Commissioner Perona and Steve DiPalma regarding additional facilities at PAL Park.
- The Deputy City Manager held a meeting with Urban Redevelopment staff regarding departmental issues.
- The City Manager and Deputy City Manager met with Commissioner Sessions regarding current City issues.
- The City Manager and Deputy City Manager participated in a conference call with Commissioner Alexander regarding current City issues.

**City Manager's Office contd.**

- The Deputy City Manager met with the Marina Manager regarding an update to the Strategic Plan.
- The Deputy City Manager discussed an update to the Strategic Plan with the MIS Director.
- The City Manager met with Commissioner Perona regarding the agenda for the July 7, 2014 City Commission meeting.
- The Deputy City Manager attended the Insurance Committee meeting.
- The Deputy City Manager met with the Historic Preservation Officer regarding Bowen Medical access issues.
- The City Manager and Deputy City Manager met with the Risk Manager regarding claims recovery for the FPUA.
- The Economic Development Team met with a commercial realtor regarding City owned property.
- The Deputy City Manager and Grant Administrator met with Pamela Carithers regarding the reporting requirements for FY2015.
- The Deputy City Manager met with the Marketing Specialist regarding preparation for the economic development meeting.
- The Economic Development Team met regarding current economic development activities.
- The City Manager met with representatives from Natalie's Orchid Island regarding various issues.
- The Deputy City Manager and Paul Pearson met with the Sunrise Theatre Director regarding Dancing with PALs event.
- The Deputy City Manager attended the Communitywide Council meeting on July 9, 2014.
- The Marketing Specialist attended a Bowl For Kid's Sake luncheon on July 10, 2014.
- The Deputy City Manager attended a Teamster's negotiation meeting.
- The Marketing Specialist attended the Treasure Coast PIO meeting on July 11, 2014.
- The City Manager and Deputy City Manager met with Commissioner Becht regarding various issues.
- The City Manager and Deputy City Manager met with the Finance Director and Chief Accountant regarding preparation for Budget Workshop #2.

**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: 20                      Renewals: 26                      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: 19                      Renewals: 8
- Gave assistance and answered questions from the public who have contacted office by telephone.
- Gave assistance and answered questions received by the public via e-mail through the City's web-page.
- Assisted the public by researching and providing copies of various requested public records.
- Assisted the public, various departments, newspaper and other government entities by providing DVD copies of various commission meetings.
- Assisted public by processing and providing receipt for animal registrations payment.
- On-going updating of contractors' records for current Liability Insurance, Workman Compensation Insurance, and State License information.
- Preparation of legal advertisements, letters, resolutions, & ordinances for various departments for upcoming City Commission agenda items.
- Preparation of several Proclamations.
- Checked for correctness and completeness necessary paperwork submitted by contractors to go before the Board of Examiners of Contractors meeting to be held on July 08, 2014.
- Attended, recorded and transcribed minutes of the Budget Workshop held on June 30, 2014.
- Attended, recorded and transcribed minutes of the Fort Pierce City Commission Meeting held on July 07, 2014.
- Attended and recorded the Board of Examiners of Contractors meeting held on July 8, 2014.
- Entered all necessary data into computer system to create an account and competency card for all contractors approved by the Board of Examiners of Contractors at the meeting held on July 8, 2014.
- 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.
- 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.
- City Clerk staff processed and mailed out 2,426 Business Tax renewals on July 7, 2014.
- City Clerk attended monthly Lawnwood Breakfast Meeting
- City Clerk attended two meetings with the Economic Development Team.
- City Clerk worked with MIS to create new application in Naviline to scan and index leases, contracts and deeds.
- Installation of credit card machine.

## Administrative Services Department

- Procurement –
  1. Purchasing Manager provided Procurement Training for Code Enforcement and City Clerk staff.
  2. Reviewed /processed purchase orders.
  3. Review and Renewal of Annual Contracts.
  4. Processing and/or completion of awards to vendors/contractors approved by Commission.
  5. Meetings:
    - a. Director of Administrative Services, Deputy City Manager, Public Works Manager, Human Resources Manager and Staff met with Representatives of Teamsters Union Local 1169 regarding union negotiations.
    - b. Director of Administrative Services attended the Insurance Committee Meeting.
    - c. Director of Administrative Services, Human Resources Manager and staff attended a meeting regarding HR Policies and Procedures.
    - d. Director of Administrative Services attended a meeting at IRSC along with staff of the Fort Pierce Police Department regarding Officer Recertification.
  
- Human Resources –
  1. Created several 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 Hires.
  
- Risk Management –
  1. Scheduled Kids at Hope Training for Employees.
  2. Collaborating with Florida Blue regarding new wellness initiatives.
  3. Accident and injury reviews.
  4. Audited, closed, and processed WC claims.
  5. Processed insurance subrogation.
  6. Consulted with the City carrier regarding liability claims.
  7. Processed day to day Risk Management Duties.

**Finance Department**

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

**MIS Department**

- Worked with Seacoast representative, Finance and City Clerk staff on the installation and training of credit card machines.
- Worked on Mayor/Commissioners telephones to route unanswered calls to City Clerk staff.
- 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.
- Completed the annual renewal processes for Business Tax Receipts and working on the Contractors Licenses renewal.
- Working with SmartGov and Building staff to retrieve corrupt data from the old Black Bear PTWin software.
- Secured pricing for new software and hardware for new Marina application.
- 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.
- Submitted CSAs to reduce the cost of business telephone lines throughout the City.
- Ongoing maintenance support for Marina WiFi and camera system due influx of crime.
- Transferring data to new file servers for several departments.
- Upgrading out of lease copiers for several departments.
- Completed the router speed installation for Indian Hills, River Walk Center, Sunrise Theatre, and City Hall. Public Works department is the only one remaining.
- Deploying AppAssure Imaging, Backup, and de-duplication Citywide.
- Working on new servers, racks and Intune software citywide.
- Exploring cloud based options for different applications.
- Processing new computer equipment for various departments.
- Working on a WorkOptiFlow pilot program with Indian Hills Department.
- Working with vendor Group Business Software and the migration is eighty five percent complete to move Lotus Notes to the cloud and working with eight employees for testing.
- 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 fifty one (51) new work orders and completed one hundred (100) 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. Special Planning Board Meeting – July 11, 2014
  4. Pre-Application Meeting - Proposed Family Dollar – New Horizons proposed facility use – 2210 S 34th Street & 404 Ixoria Avenue
  5. Pre-Planning Board Meeting – Staff Meeting
  
- Comprehensive Planning, Long Range Planning –
  1. St. Andrew's Zoning Text Amendment - CC First Reading
  2. Draft of PUD text amendment – Distributed to TRC
  
- Development Review –
  1. Boston Avenue/St. Andrews Abandonment Request - CC First Reading
  2. 320 S Indian River Drive - St. Andrew's Conditional Use - PB Approval
  3. Fresh Wind, Fresh Fire Conceptual Development Plan - CC Approval
  4. 1613 Thumb Point Drive / Koehl Residence - Conditional Use to exceed allowable height of 28' - PB Approval
  5. Chevrolet Dealership façade change and Interior Renovation
  6. 110 S Ocean Drive – Conditional Use for Improvements – Planning Board
  7. 901 S. Third Street – Artistry in Mosaics Expansion – Pre-Application
  
- Historic Preservation –
  1. Lincoln Theater Rehabilitation - Coordination with Grant Administration/Permitting Horizon

**Building Division**

- 7131 Okeechobee Road (West Star) – Permits have been issued for the fuel tanks which should abate the current unsafe situation.
  
- 320 S. Indian River Drive (St. Andrews School) – Met with the project's architect and contractor to help facilitate their upcoming renovation.
  
- 4600 Selvitz Road – (Dog & Cats Forever) – Permit application and plans have been received for both the site work and addition.

## Code Enforcement Division

- Hearing – Special Magistrate Ross
  1. County Court – Judge Barnes
    - a. COFP v. Jimmy Plain
      - i. Running at large – guilty – fined \$100 plus all costs.
    - b. COFP v. Anthony Dwayne Goshay
      - i. Rabies required – dismissed by the judge.
- Code Enforcement –
  1. Received 30 complaints
  2. Issued 4 written warnings
  3. Issued 0 citation
  4. Initiated 109 new cases: 55 general violations, 60 lot clearing violations
  5. Conducted 241 follow-up inspections
  6. Closed 78 cases
- Animal Control – (partial report – not all numbers in due to illness and family death)
  1. Responded to 71 dispatched calls
  2. Conducted 133 self-initiated calls
  3. Conducted 29 follow-up investigations
  4. Issued 1 citation and 1 written warning
  5. Completed 2 bite reports
  6. Completed 0 cruelty reports
- Revenue –
  1. Processed 43 lien / title searches
  2. Property Code Violations income – we are \$266 short of fully doubling our budgeted income.
  3. Animal Control Violations income - \$1,856 more than budgeted.
  4. Animal Licenses – we have met and passed our budgeted amount in 9 months!
  5. Lot Clearing income – has more than doubled our budget of \$5000 by \$326.
- Miscellaneous –
  - The Code Manager met with the City Manager, the Building Official, Cory Benton and representatives of Natalie's Orchid Island to discuss a land use issue regarding Sailfish Brewery.
  - The Code Manager met Tammy Lynn, of SLC Health Department to discuss proper procedures for handling rabies cases.
  - The Code Manager met with Mayor Hudson to discuss the Humane Society contract negotiations.
  - The Code Manager met with Deputy City Manager Mimms to discuss the Humane Society contract negotiations.
  - The Code Manager completed negotiations with United for Animals as to the use of donated funds. The sterilization program is being re-instated to allow for canine surgeries at an agreed upon rate. Notice has been sent to all participating veterinarians.
  - New sterilization program contracts, effective Oct 1, have been sent to all participating veterinarians.
  - The Code Manager attended the budget hearing.
  - Code Enforcement Officer Denmark has begun distributing the pamphlet regarding ROW use to the car businesses along US 1. We have begun seeing a marked improvement.
  - The Code Manager completed a revision of the vendor ordinance, incorporating comments from the legal department, and has returned it for further review and comments.

**Engineering Department**

- Development Reviews – Intake of five (5) 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. Review of one application for SMU reduction based on on-site stormwater system.
- 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 submitted for City Building Permit on June 25, 2014. Construction completion is anticipated May 2015. Staff has reviewed and commented on Bellingham's Permit application.
- Moore's Creek Dredging – Gator Dredging has completed the dredging activities for the project and anticipates starting spoil area haul off July 21, 2014. Staff has delayed haul off while investigating issues brought to our attention by Marina Manager.
- S. 21st Street / Havana Ave. Sidewalk Project – Consultant has addressed comments and has re-submitted to FDOT for review. Funding has been approved by FDOT for FY 2015.
- 31st Street Sidewalks from Okeechobee Road to Tennessee Avenue – The pre-construction meeting was held on July 9, 2014. Construction commencement August 1, 2014.
- Indian Hills Recreation Area - Stormwater Improvements – Excavation of lake continues. All material necessary for the H.D. King site has been transported at this time. Currently hauling material to be stock piled at the southern compound area for future use. Water main relocation (16") will begin the week of July 14th.
- Veterans Memorial Park – The contractor has completed the framing, plumbing and electrical work. HVAC work will get underway next week. The exterior water relocation work is scheduled for next week with the electrical work to follow. Construction completion scheduled for November 2014. Phase II has been reviewed and comments provided to the consultant. This phase will go out to bid once we are in receipt of the FDEP 319 Grant which is in October 2014.
- Melody Lane Fishing Pier – Plan review comments have been submitted to the consultant.
- H.D. King Power Plant Clean-up – The area designated as the 2014 Work has been completed at this time. Eleven monitoring wells have been installed around the perimeter of the site. Additional exploratory test pits have been done in the 2015 work area and it has been determined that additional contamination has been encountered below the water table. Cardno is currently compiling information gathered from the test pits, and preparing a cost estimate for the additional work.
- Park Trail Subdivision – Project substantially complete. A preliminary walk-thru will be scheduled once we are in receipt of the as-built drawings.

**Public Works Department**

- Energy Efficiency & Conservation – The interior lighting retrofit is progressing rapidly with only the Sunrise Theater and City Hall remaining to do. Installation of the LED street lights has begun and chiller replacement will begin within the next two weeks.
- Phase II Window Retrofit Project – Work has begun on the St. Anastasia building and the new windows are anticipated to arrive the week of July 14, 2014.
- HDRC Recreation – The Summer Youth Basketball League is now underway. Games will be played on Tuesday evenings and during the day on Saturday. The Second Chance Cadet Academy is also underway.

**Police Department**

Staffing – Detective David Petry and Officer Rashun Barr resigned. The police department currently has 6 vacancies for police officers and 1 vacancy for a civilian position (victim advocate).

Chili Cook-Off 2014 Fund Raiser – On Saturday, July 12, the police department will be participating in the 32<sup>nd</sup> Annual Fort Pierce Exchange Club Chili Cook-Off to benefit the Boys and Girls Clubs of St. Lucie County. This will be our fourth year participating in this important community wide fundraiser.

Youth Fishing Clinic – On June 26, the police department participated in the Annual PAL and City Marina Fishing Clinic. More than 100 youth, ages 6-14, from the Fort Pierce Police Athletic League and Lincoln Park Community Center summer programs attended the clinic.

PAL Explorer's Academy – On July 14, PAL will host a two week academy for new Explorer's interested in joining the police department's Explorer's Post.

Anti-Violence Initiatives

The following suspects were arrested over the last few weeks:

- Victor Cristales (19) was arrested while committing a robbery, wherein he pointed a gun at the victim, and stole an assault type rifle.
- Dontavious Rogers (17) Joint Gang Task Force members arrested Rogers on outstanding warrants stemming from an aggravated assault with a deadly weapon in a SLCSO case.
- Jonathan Peavy (18) On July 5, Peavy was arrested on outstanding warrants obtained by Detective Robert Yaffey for aggravated assault with a firearm. When arrested, Peavey was found in possession of an AK-47 and also charged by the SLCSO for that violation.
- Leon Mobley (17) On July 8, Officers responded to 23rd Street and Ave I after Officer Dreizehnter, who was working at the Boys and Girls Club heard shots being fired in the neighborhood. Mobley was quickly located by Sergeant Nieves and arrested by Detective Gary Eason.
- Cornelius Ivory (16) On July 8, Detectives Dini and Cunzo found Ivory in possession of a firearm while trespassing on church grounds.

Gang Prevention Presentation – On June 26, Chief Baldwin met with Commissioner Sessions, City Manager Robert Bradshaw, and Deputy City Manager Nick Mimms to review recent progress in crime prevention and enforcement actions. Chief Baldwin also provided a presentation on the Comprehensive Gang Model being implemented as a strategic solution to the chronic violence in our community.

PAL Second Chance Academy – On July 7, the PAL Second Chance Academy started. This camp was designed by Commissioner Sessions to target delinquent offenders with prevention programming.

Gang Prevention Presentation – On July 8, Chief Baldwin and members of the Roundtable provided the St. Lucie County Board of County Commissioners with an update on the Comprehensive Gang Model.

PAL Youth Leadership - Pal's Youth Leadership group is conducting a Preventing Crime in Fort Pierce conference for youth between the ages of 13 and 17 on August 14 & 15 at the PAL Center. This conference will be modeled after their experience in attending the statewide Preventing Crime in the Black Community Conference and will conclude with a dance open only to participants that attend the entire conference.

Roundtable of St. Lucie County – The Roundtable of St. Lucie County selected Shaniek Maynard to replace Christine Epps as the organization's executive director. Shaniek is the daughter of Kenny and Donna Mills and currently (previously) worked as a, assistant US attorney serving the Palm Beach and Fort Pierce areas. Pastor Baldwin, who is serving as the president of the Lincoln Park Ministers' Association, and Representative Larry Lee were also welcomed as new members of the Roundtable.

## Urban Redevelopment Department

### Grants Administrator –

- Created and submitted End of Year Reports for SHIP - 2011-2012 Closeout; 2012-2013 EOY; and 2013-2014 EOY
- Assisted Clerk's office with Enterprise Zone brochure production for mailout
- Continued to develop 2014-2015 CDBG Action Plan, including City Commission materials, compiled results from 2 community surveys, etc.
- Collaborated with HUD regarding monitoring visit findings and resolutions
- Created meeting materials then provided oversight for Fort Pierce Authentic Tours and Communitywide Council meetings
- Closed out grant award from Children's Services of SLC for 3rd Annual Youth Fishing Clinic
- Created banner designs for Highwaymen and Zora Neale Hurston Heritage Trails
- Researched and prepared to write grant to Florida Boating Infrastructure Program for Floating Dinghy Docks at City Marina
- Provided project oversight for 11 public service agencies and 8 commercial facade projects
- Program Oversight - Fort Pierce Authentic Tours - billboard locations and pricing, 3rd marketing mailout from Nat Geo advertisement, FaceBook updates, etc.
- Initiated HUD IDIS system drawdowns to reimburse the City for CDBG eligible expenditures.

### Meetings:

- Walt Hines, IRSC Students - FPAT Rack Card Designs for Visit Florida grant award
- Doris Tillman - Main Street Fort Pierce
- Pamela Caruthers - Lincoln Park Main Street
- Susie Cassens - Downtown business owners
- Fritz Carlson - New business startup ideas
- Johnna Morris - HUD/IDIS
- Marjorie Harrell - June Teenth 2015
- Georgia Vince, Tetra Tech - w/Tracy Telle - Melody Lane Fishing Pier

### Program Analyst –

- FEMA
  - Marina Project
  - monitoring funding requests and time extension
- Windows Expansion Project
  - preparing pay applications and requests for reimbursements
- Enterprise Zone
  - answering emails and phone calls pertaining to tax credits
  - working on annual report
- SHIP
  - Working on Soltman Avenue and 31st Street paperwork for rehab
  - answering phone calls and questions from citizens
  - preparing for annual reports/file annual report with Libby Woodruff
- NSP
  - communications with Housing Authority regarding unit rentals at Orange Avenue;
  - assisted with CDBG audit

**Marina**

- Oversee daily operations for City Marina and Fisherman's Wharf Marina.
- Working with seasonal dockage and events (see weekly email "Marina Happenings" newsletter for updates).
- Consulting on Marina Project.
- City Attorney and Engineering Dept. working out contract language for Bellingham Marine contract.
- Bellingham Marine permits submitted.
- Dredging of Moore's Creek is scheduled to begin June 10th and completed by June 30th. Dredging potentially completed.
- Upgrading camera security system throughout marina facility.
- Working with St. Lucie County Tourism Department on the contract for 3 web cams. A license agreement has been completed. Commission approved June 16, 2014.
- Seacoast National Bank ATM machine at City Marina - submitted plans thru the building department for approval. Construction to start end of July

**Golf Course**

- Began the Junior Summer Golf Camp with 10 participants.
- Met with Superintendent for progress report on projects around the golf course.
- Day-to-day operations.
- 

**River Walk Center**

Park Permits	875.00
Programming	895.78
River Walk Center	311.73
Special Events	50.00
Maravilla	100.00
<b>Total</b>	<b>2232.51</b>

- Restroom renovations are moving along nicely.
- Classes have been slow due to snow birds going home.
- Rentals have been slow due to the construction at the RWC.

**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 June 24; Comedy Corner Improv on Saturday, June 28; Performances on the Sunrise Theatre main stage included; The second Free Summertime Movie sponsored by Humana featuring Gran Torino was held on Sunday, June 22 at 3pm.
- 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.
- Meeting with Peter Angelos of Chuck's Seafood Restaurant which secured sponsorship of the tickets; Meeting with Dean, Mead, Minton, Zwemer for show sponsorship.
- On a daily basis offers and contracts are being negotiated with artists and their representatives for the 2014/15 Season. The Membership campaign for the coming season has started and will get into full swing next week.
- Marketing and Box Office information for the 2014/15 Season is being compiled and disseminated by and to appropriate staff to prepare for the season. This includes all marketing assets for the Sunrise Playbill and website. Show setup in Choice Ticketing for all 2014/15 shows is ongoing in anticipation them going on-sale to members.
- Marketing and show sponsorship packages continue to be put together to solicit for the coming season's shows. Foundation grant opportunities continue to be researched and grant applications continue to be written and submitted.
- Budget projections and adjustments for this and next year's fiscal year continue to be reviewed and implemented.