



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 *[Signature]*
RE: Department Activity Report
DATE: August 22, 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 held a Conference Agenda meeting on August 11, 2014.
- The City Manager and Deputy City Manager met with representatives from Solar and Energy Loan Fund regarding the City's promotion of their new programs.
- The Marketing Specialist attended the Fort Pierce Area Council Meeting on August 11, 2014.
- The Deputy City Manager, Building Official and Code Compliance Manager met with a Fort Pierce citizen on site regarding code and building issues in her neighborhood.
- The Deputy City Manager attended the informal meeting of the Board of County Commissioners on August 12, 2014.
- The City Manager and Deputy City Manager met with Commissioner Alexander to discuss City issues.
- The Economic Development Team met with Mosaic Development regarding the initial negotiation for the redevelopment of the King Plant site.
- The City Manager and City Attorney held a conference call with a representative from the Florida League of Cities regarding a consultant.
- The City Manager and Deputy City Manager met with representatives of the St. Lucie County Economic Development Council.
- The Deputy City Manager met with Urban Redevelopment staff regarding departmental issues.
- The City Manager and Deputy City Manager met with Deputy Chief Amandro regarding the acting Chief position.

City Manager's Office contd.

- The Economic Development Team held a meeting to discuss current and potential economic development.
- The City Manager and City Attorney met with representatives of the Carriage Pointe project.
- The City Manager, City Attorney, City Clerk and Network Administrator met regarding public record requests.
- The Deputy City Manager and Golf Course Manager met with a citizen regarding the management of the golf course.
- The City Manager and Deputy City Manager met with the City Attorney and staff regarding St. Andrew's developer's agreement/ordinance.
- The Deputy City Manager met with a citizen regarding funds for the rehabilitation of his home.
- The City Manager met with the City Attorney to discuss several legal matters.
- The Deputy City Manager met with Public Works staff regarding personnel issues.
- The Deputy City Manager met with a citizen regarding the proposal from Mosaic.
- The City Manager, Deputy City Manager and Marketing Specialist met with a downtown business owner regarding his concerns.
- The Deputy City Manager attended a meeting regarding John Carroll High School track annexation.
- The City Manager and Deputy City Manager attended a meeting regarding the payoff of the Coral Square loan.
- The City Manager attended the FPUA Board meeting on August 18, 2014.
- The Economic Development Team attended a meeting at Sailfish Brewery regarding a possible expansion.
- The City Manager and Deputy City Manager met with Commissioner Sessions regarding the Police Department.
- The Deputy City Manager attended the CRA Advisory Committee meeting on August 20, 2014.
- The Deputy City Manager attended the Communitywide Council meeting on August 20, 2014.
- The Deputy City Manager and Public Works Manager met with representatives from Main Street Fort Pierce regarding Historic City Hall.
- The City Manager, City Attorney and City Engineer met with FDOT in Fort Lauderdale regarding a legal issue.
- The Deputy City Manager met with a citizen regarding his Code Enforcement concerns.

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: 21 Renewals: 265 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: 16 Renewals: 286
- Gave assistance and answered questions from the public who have contacted office by telephone.
- Gave assistance and answered questions received by the public via e-mail through the City's web-page.
- Assisted the public by researching and providing copies of various requested public records.
- Assisted public by processing and providing receipt for animal registrations payment.
- Assist Code Enforcement/Animal Control Manager by processing and providing a receipt for check received from St Lucie County Humane Society for July 2014 impound fees.
- On-going updating of contractors' records for current Liability Insurance, Workers' Compensation Insurance, and State License information.
- Check for accuracy and correctness paperwork submitted by contractors to be presented to the Board of Examiners of Contractors on September 09, 2014.
- Attended and recorded the meeting of The Board of Examiners of Contractors on August 12, 2014.
- Input into the computer system all the necessary information to create an account and provide a competency card for contractors approved by The Board of Examiners of Contractors at the August 12, 2014 meeting.
- Preparation of legal advertisements, letters, resolutions, & ordinances for various departments for upcoming City Commission agenda items.
- Preparation of several Proclamations.
- Attended, recorded and transcribed minutes of the City Managers Conference Agenda Meeting held on August 11, 2014.
- Attended, recorded and transcribed minutes of the Fort Pierce City Commission Meeting held on August 18, 2014.
- Revenue Recovery working with Code Enforcement personnel on Business Tax renewals that were returned by Post Office as Attempted- Not Known or Undeliverable to see if business is open.
- Revenue Recovery working with Code Enforcement personnel on new businesses within the city limits that have not applied for a Business Tax Receipt.
- Licensing/Permit Clerk working with Building Department Permit Specialist to contact business tax applicants to set up appointments for building inspections and other issues associated with a business tax application.

City Clerk's Office contd.

- Daily balancing process of cash receipts and submittal to Finance Department for bank deposit.
- On-going implementation of computerization of annexation records.
- On-going implementation of scanning City Commission Meeting minutes, ordinances, resolutions, and the Fort Pierce Redevelopment Meeting minutes into the Optiview system.
- Assisting MIS Department in correcting and adding unit numbers to existing address data base.
- Preparation and delivery to St. Lucie County Courthouse recording division various paperwork to be recorded.
- Assisting Finance Department by signing and affixing the City Seal to necessary paperwork associated with release of liens.
- Assisting Planning Department personnel answering questions pertaining to business tax applications.
- Assisted Planning Department personnel by researching and providing copies of various ordinances, rezoning, conditional uses and annexations.
- Assisted City Attorney Office by doing research on various city issues.
- License Permit Specialist/Deputy City Clerk worked on several on-going record retention projects.
- License/Permit Clerks and License Permit Specialist/Deputy City Clerk prepared and mailed 1327 renewals for Contractors Competency Cards.
- On-going implementation of updating various forms and having them accessible through the City of Fort Pierce website.
- License/Permit Clerk Allison Martin assisted the Manager of Fort Pierce Animal Control Department and Grant Writer/Administrator with projects.
- License/Permit Clerk Joyce Kobbe working on various office projects including creating database and scanning into Optiview City Lease Agreements.
- License/Permit Clerks and License Permit Specialist/Deputy City Clerk attempting to contact businesses by telephone of business tax renewals that have been returned by Post Office to determine if still at same location or if business has closed.
- License/Permit Clerks and License Permit Specialist/Deputy City Clerk attempting to contact contractors by telephone of competency card renewals that have been returned by Post Office to determine if address on file is correct or if business has closed.
- License Permit Specialist/Deputy City Clerk researched and provided copy of past agenda item for MIS Director.
- License/Permit Clerk Joyce Kobbe participated in the Tunnel of Hope at Lakewood Park Elementary School.
- City Clerk participated in the Tunnel of Hope at Weatherbee Elementary School.
- City Clerk attended EDC Board of Directors Meeting.

Administrative Services Department

- **Procurement –**
 1. Processed Bid No: 2014-026 Landscape Maintenance of the Medians- Advertisement Dates 8/28/14 & 9/4/14.
 2. Processed award of Elevator Maintenance Services Bid No: 2014-014
 3. Reviewed /processed purchase orders and agenda items.
 4. Review and Renewal of Annual Contracts.
 5. Processing and/or completion of awards to vendors/contractors approved by Commission.
 6. Meetings:
 - a. Purchasing Manager coordinated Sam's Club Membership and Club renewal drive.

- **Human Resources –**
 1. Created Personnel Action forms for employees.
 2. Distributed monthly Reports to each department such as Accrual Register, Time Sheets and payroll register to Police Department.
 3. Verification of payroll, car and clothing allowance.
 4. Completed Verification of Employment/Loss of Income forms.
 5. Input employee data from Personnel Action Forms
 6. On-going training of New Hire
 7. Teamsters Negotiation
 8. New Hire Orientation

- **Risk Management –**
 1. Tunnel of Hope in support of Back to School
 2. Collaborated with Parent Academy to Provide CPR Training for P.A.L. Youth.
 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 financial matters.

- Day to Day Operations

MIS Department

- Staff working with several departments on City's website upgrade.
- Converting all sites to City Hall with a true WAN.
- Added mobile devices for a test for email on the cloud.
- Lost phone systems at all sites several times within the last two weeks and all restored.
- Continued problems with lightning strikes at Indian Hill Golf Club that within the last few weeks that have taken out switches, phones, and computer equipment.
- Working with several departments with laptops and iPads on connectivity issues stemming from the upgrade of the State of Florida DMS VPN procedures.
- Attended the Commission Conference Agenda meeting and upgraded wiring for conference table for microphones.
- Working with Finance Department on several relocations.
- Working with 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.
- Awaiting training for Building staff with SmartGov.
- Working with Comcast to WiFi entire City Hall.
- Received quote from Selectron IVR reps for information on sending this function to the cloud or purchasing a new server and keeping the process in house.
- Transferring data to new file servers for several departments.
- Upgrading out of lease copiers for several departments.
- Working on new servers, racks and Intune software citywide.
- Exploring cloud based options for different applications.
- Processing new computer equipment for various departments.
- Working on a WorkOptiFlow pilot program with Indian Hills Department.
- Working with vendor Group Business Software and the migration is ninety five percent complete to move Lotus Notes to the cloud and completed moving all active employees' emails to the cloud.
- Working on Rights issue with NAS (on-going).
- Processing VOIP spread sheet for remaining remote site (Sunrise Theatre) and gathering all information required including old numbers to be ported.
- Marina data room is currently being upgraded to handle a new data rack, servers. Transferring data to the new NAS device (on-going).
- Major problems with email due to virus attacks to our system (on-going).
- Servers for Sunrise Theatre are being processed for distribution.
- Software integrations citywide (on-going).
- Working with AT&T and State of Florida on the fiber optic installation preparation for Public Works/Solid Waste (ongoing).
- Lotus Notes IQsuite e-mail spam, and archiving (ongoing).
- Updating MIS documentation and procedural policies (on-going).
- Received fifty two (52) new work orders and completed one hundred eight (108) work orders.

Planning Department

- **Administrative/Meetings –**
 1. All Staff members conducted ‘Planner of the Day’ duties on a rotating basis.
 2. Walk-ins/Call-ins.
 3. Historic Preservation Board Meeting
 4. Meeting: Village at Midway - Annexation, FLU & Zoning change
 5. TBD on S. 25th Street – Oak Alley Commercial Property – Pre-Application
 6. Selvitz & Ralls Roads – Carriage Point Estates (PUD) – Staff Meeting
 7. 7131 Okeechobee Road – Shell Gas Station Variance – Intake Meeting

- **Comprehensive Planning, Long Range Planning –**
 1. St. Andrew's Zoning Text Amendment - CC Approval
 2. Annexation Agreement Strategy
 3. Voluntary Annexation Project

- **Development Review –**
 1. Sleep Inn – 2413 Crossroads Parkway
 2. Boston Avenue/St. Andrews Abandonment - Ordinance Drafting - City Commission Preliminary Approval - Scheduling of First Reading
 3. 320 S Indian River Drive - St. Andrew's Conditional Use - CC Approval
 4. 1613 Thumb Point Drive / Koehl Residence - Conditional Use to exceed allowable height of 28' - CC Approval
 5. 505 S 2nd Street - Remodel for US Customs/Immigration - Building Permit Review
 6. 110 Ocean Drive – Conditional Use for Improvements – CC Approval

- **Historic Preservation –**
 1. 100/102 N 2nd Street - Stucco / Mural Removal - Appeal to City Commission
 2. 601 S 8th Street - Fence Installation - HPB
 3. St. Anastasia's Window Completion Inspection

- **GIS Mapping –**
 1. Updating annexation layer

Building Division

- **4200 S US Highway 1 (Dyer Chevrolet)** – Permit for the major commercial renovation has been issued.

- **Single Family Homes- Oak Alley Subdivision** – Permit issued for 1 new single family home.

- **4600 Selvitz Road- (Dog & Cats Forever)** – Permits for the addition and site work are ready to be issued.

- **1700 S 23rd Street (HCA Lawnwood Hospital Cath Lab)** – Permit for new Cath Lab has been issued.

- **116 N 2nd Street- (Subway)** – Permit for interior demolition has been issued.

Code Enforcement Division

- **Hearing –**
 1. Special Magistrate Blandino
 - a) 15 regular violation hearings
 - 4 complied prior to hearing
 - 11 found in violation
 - b) 2 Massey Hearings
 - 1 complied prior to hearing
 - 1 fine reduced to \$75 payable in 60 days
- **Code Enforcement –**
 1. Received 32 complaints
 2. Issued 8 written warnings
 3. Issued 0 citations
 4. Initiated 97 new cases: 28 general violations, 69 lot clearing violations
 5. Conducted 413 follow-up inspections
 6. Closed 109 cases
- **Animal Control –**
 1. Responded to 109 dispatched calls
 2. Conducted 198 self-initiated calls
 3. Conducted 62 follow-up investigations
 4. Issued 4 citations and 2 written warnings
 5. Completed 3 bite reports
- **Revenue –**
 1. Processed 28 lien / title searches
 2. All Income categories continue to meet or exceed budgeted amount.
 3. PetData continues to improve the revenue generated by animal licenses.
- **Miscellaneous –**
 1. Met with Chief Baldwin next week to amend the criminal history requirements of the vendor ordinance.
 2. The vendor ordinance has been amended to include all the changes recommended by the City Commission and is ready to be presented for first reading on September 2nd.
 3. Code Manager met with Deputy City Manager Mimms CDBG proposed budget.
 4. Code Manager attended the Community Wide Council Meeting during which the disbursement of funds, including funding for Code Enforcement, was discussed.
 5. Code Manager attended the monthly TRC meeting.
 6. Code Manager met with Pastor Banks of Resurrection Life Family Worship to resolve unpermitted land clearing issue.
 7. Code Manager met with the Deputy City Manager and the Building Official at 1219 Avenue L. Neighbors complained about vacant building as source of drugs and guns. Lot clearing done on an emergency basis and LEB will be fully securing the structure.
 8. Code Manager met with several difference individuals who are interested in obtaining a vendor's license. Copies of proposed ordinance handed out and all were encouraged to attend the meeting on Sept. 2nd.

Engineering Department

- **Development Reviews** – Intake of six (6) Building Permit, Site Plan, or Certificate of Occupancy reviews.
- **Stormwater Division** – Preparation of grant applications for St. Lucie Rivers Issue Team due August 31, 2014.
- **Traffic Control** – City continues maintenance of all signals. Staff is continuing a refurbishment program on City maintained signals to rewiring the existing signal mast arms. The existing wiring is degrading rapidly due to heat and age causing significant issues with traffic signal reliability. Staff is working with FDOT on the development of the new Phase 2 Signal Maintenance JPA requirements for FY 2015/16 which will look at increased performance requirements and adjusted reimbursement increase.
- **City Marina Reconstruction – Phase II – Docks** – Bellingham Marine continues the submittal process for approval of construction elements. Bellingham has received Building Permit approval. Staff has scheduled a plant inspection for the first dock floats to be delivered in September. Bellingham Marine continues to cast concrete floating dock sections for the north side of the Marina. Construction schedule reflects an onsite construction start of September 12, 2014.
- **Moore’s Creek Dredging** – Gator Dredging has completed the spoil removal portion of the Moore’s Creek Project.
- **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** – Construction underway. Project completion proposed for October 2014.
- **Indian Hills Recreation Area - Stormwater Improvements** – Construction continues ahead of schedule. Meeting held last week with representatives from the City and County to discuss additional work on the south side of Savannah Road. St. Lucie County desires to move ahead with this work and possibly add to existing construction contract. Kimley Horn and Associates to provide proposal for plan preparation. Follow-up meeting scheduled for next week.
- **Veterans Memorial Park** – The contractor has completed the framing, plumbing and electrical work. Modifications to the HVAC layout have caused some delays in the progress with the interior work. The exterior electrical relocation work has been completed as has the sanitary sewer work. Construction completion scheduled for November 2014. Phase II has been reviewed and comments provided to the consultant. This phase will go out to bid once we are in receipt of the FDEP 319 Grant which is expected October 2014.
- **Melody Lane Fishing Pier** – Final plans under review.
- **H.D. King Power Plant Clean-up** – The area designated as the 2014 Work has been completed at this time. Eleven monitoring wells have been installed around the perimeter of the site. Additional exploratory test pits have been done in the 2015 work area and it has been determined that additional contamination has been encountered below the water table. Cardno has provided a cost proposal for the balance of the work, \$1.97 million. Engineering report for the condition of the seawall has been received from consultant. Recommendation is for the replacement of seawall on both sides from 2nd Street to Indian River Drive. Estimated replacement cost is \$1.5 million.
- **Park Trail Subdivision** – A final walk-thru was conducted on August 7, 2014 and a punch list generated.
- **Georgia Avenue Drainage Basin Outfall** – Slip lining of the 980 LF of 60” outfall pipe that runs from the golf course to the Indian River Lagoon is proposed. Construction is expected to start in two weeks and will be completed in a week’s time.
- **Fairway Emergency Drainage Repair** – The construction consists of slip lining 427 LF of 36” RCP with one storm structure replacement and pavement repair is underway.

Police Department

- **Staffing** – Officer Tayrn Doukas was rehired and will start on August 31. Officer Garland Heath has resigned and his last day of employment will be September 1. The police department currently has 7 vacancies for police officers.
- **PAL Preventing Crime in Fort Pierce of NAH** – PAL’s youth leadership group organized and hosted a crime in prevention conference at the PAL Center on August 14-15, 2015. Over 100 youth attended with sessions from both local and national presenters. The event was regarded as an incredible success by everyone involved.
- **Kids at Hope** – Chief Baldwin and several members of the police department participated in Tunnels at Hope to welcome children back to school.
- **First Day of School** – The police department provided enhanced traffic a security patrols for the opening of the 2014-2015 school year. No significant safety incidents occurred.
- **Vendor Ordinance** – On August 18, 2015, Chief Baldwin and Code Compliance Manager Peggy Arraiz met to draft alternate language for permit qualifications based on criminal convictions. Mrs. Arraiz has submitted these recommendations to the City Attorney for review.
- **Downtown Business Crime Watch** – The police department and Main Street are hosting a meeting with downtown businesses on August 27, 9:00 AM, at City Hall to establish a Business Crime Watch.
- **Williams Center Open House** – The Boys and Girls Club and the Police Department are hosting an open house at the new Williams Center on August 27, 5:00PM – 7:00PM.
- **Restoring the Village Youth Initiative** – The Roundtable is hosting two events related to the Comprehensive Gang Model on September 30. There will be a day long training session conducted by representatives from the National Gang Center (location and times to be announced). There will also be a Community Forum held from 5:30 – 7:30PM, at the Lincoln Park Academy Auditorium.

Public Works Department

- **Energy Efficiency & Conservation** – The interior lighting retrofit is progressing rapidly with only City Hall remaining to do. Installation of the LED street lights has begun and both chillers at City Hall and the PD have been replaced. The plumbing retrofits are nearing completion at City Hall.
- **Phase II Window Retrofit Project** – Work has begun on the St. Anastasia building is nearing completion. The new windows are in and look fantastic. The PD generator replaced is scheduled to take place within the next two weeks with City Hall following shortly after.
- **HDRC Recreation** – The Summer Youth Basketball League is now underway. Games will be played on Tuesday evenings and during the day on Saturday.

Urban Redevelopment Department

- **Grants Administrator –**
 1. Completed CDBG 2014-2015 Action Plan and submitted it to HUD
 2. Drove to Jacksonville 8/12 and attended 3-day Florida Community Development Conference - HUD Training
 3. Completed and submitted Florida Boating Infrastructure Grant (BIG) application to Florida Fish and Wildlife Conservation Commission for funding to design and construct floating dinghy docks at the City Marina
 4. Provided extensive assistance to Fort Pierce and Lincoln Park Main Street organizations in the preparation and submittal of their 2014-2015 Plans
 5. Compiled data, created handouts and other various materials for Communitywide Council meeting
 6. Assisted FORUM magazine publisher with collection of high resolution photos and other information as they prepare to publish an article on Fort Pierce and the Highwaymen Heritage Trail project
 7. Received and circulated information published in USA Today newspaper naming Fort Pierce in the TOP 10 'Idyllic Historic Main Streets Across the USA'
 8. Collaborated with Executive Director of A.E. Backus Museum and gathered unpublished photos of Mr. Backus for Highwaymen Trail sign
 9. Provided project oversight for Public Service Agencies, Fort Pierce Authentic Tours, Commercial Facade projects.
 10. Meetings:
 - a) Solar and Energy Loan Fund
 - b) HUD Training: 8-13,14,15
 - c) City Commission - 8-18
 - d) Backus Museum - 8-19
 - e) Communitywide Council - 8-20

- **Program Analyst –**
 1. FEMA
 - a) Marina Project
 - Monitoring funding requests
 - Received approval of time extension until March 2015
 - Preparing requests for reimbursements
 - b) Windows Expansion Project: Preparing pay applications and requests for reimbursements
 2. SHIP
 - a) Pre-construction meeting for Soltman Avenue rehab to get project started
 - b) Answering phone calls and questions from citizens
 - c) Began interviewing and accepting applications for SHIP rehab program
 - d) Met with Bob Calhoun from Habitat for Humanity to coordinate exterior homes to be painted

Marina

- Oversee daily operations for City Marina and Fisherman's Wharf Marina.
- Working with seasonal dockage and events (see weekly email "Marina Happenings" newsletter for updates).
- Consulting on Marina Project.
- Dredging of Moore's Creek was incomplete. Contractor to come back to site to complete. Awaiting F.I.N.D. extension.
- Bellingham Marine contracts complete. Contractor to be on site between August 18th and the 30th. (Estimated)
- Web Cam at the marina to be installed by August 20, 2014.
- Seacoast National Bank ATM machine at City Marina to be completed by August 30, 2014.
- Working with MIS to purchase and install a POS and dockmaster computer system. Ordered 7/10/14.
- New Dockmaster program arrived - awaiting MIS department to install.

Golf Course

- Worked closely with Public Works Dept. to repair damage caused by heavy rains to the Georgia Avenue Outflow section of the golf course.
- Worked closely with MIS Department to repair damage to computers and printers caused by several lightning strikes.
- Submitted changes to the Indian Hills external website.
- Day to day operations.

River Walk Center

Park Permits	950.00
Programming	532.76
River Walk Center	184.08
Special Events	425.00
HDRC	137.35
Garden Center	487.79
Maravilla	100.00
Total	\$2,816.98

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 August 5; Comedy Corner Improv on Saturday, August 9; Performances on the Sunrise Theatre main stage included; The fifth Free Summertime Movie, The Bucket List, which is sponsored by Humana was held on Sunday, August 3 at 3pm.
- Tickets for the 2014/15 Season went on sale to the dedicated seat holders on Monday, August 4.
- Broadway Series tickets went on sale to the public on August 4.
- Assistance continues with future rental events and co-presentations with various community groups including, but not limited to: Fort Pierce PAL “Dancing With Our PAL’s” on September 20; Grace Way Village “Are You Smarter Than A 5th Grader” on September 26th ; MusicWorks “Dave Mason” on November 20; St. Lucie Ballet’s “Nutcracker” on December 11 & 12; Richard Nader Entertainment on March 19.
- On a daily basis offers and contracts are being negotiated with artists and their representatives for the 2014/15 Season. We are currently in the middle of our membership campaign.
- Marketing and Box Office information for the 2014/15 Season is being compiled and disseminated by and to appropriate staff to prepare for the season. This includes all marketing assets for the Sunrise Playbill and website. Show setup in Choice Ticketing for all 2014/15 shows is ongoing in anticipation of going on-sale to members.
- Marketing and show sponsorship packages continue to be put together to solicit for the coming season’s shows. Foundation grant opportunities continue to be researched and grant applications continue to be written and submitted.
- Budget projections and adjustments for this and next year’s fiscal year continue to be reviewed and implemented.