




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 
RE: Department Activity Report
DATE: October 24, 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 October 13, 2014.
- The City Manager, Deputy City Manager and Public Works Manager met with representatives with the Arts & Cultural Alliance of St. Lucie County regarding art work for the WOW4 Exhibition.
- The Deputy City Manager met with the Grants Administrator to discuss the agenda for the Communitywide Council meeting.
- The Economic Development Team met with a local business owner regarding parking on South Hutchinson Island.
- The City Manager and Deputy City Manager attended a lunch meeting with Sheriff Mascara.
- The Deputy City Manager attended a Keep Fort Pierce Beautiful Advisory Board meeting on October 14, 2014.
- The Deputy City Manager attended a CRA Advisory Committee meeting on October 15, 2014.
- The City Manager and Deputy City Manager attended standing weekly meetings with Mayor Hudson regarding current City issues.
- The City Manager and Deputy City Manager attended a follow-up meeting regarding the port with representatives from St. Lucie County.
- The City Manager and Deputy City Manager participated in a conference call with Commissioner Becht regarding current City issues.
- The City Manager and Deputy City Manager met with the Administrative Services Director and Risk Manager to discuss the operations of the department.
- The City Manager, Deputy City Manager, Administrative Services Director and Risk Manager met with the Sunrise Theatre Executive Director to discuss personnel issues.
- The Deputy City Manager held a quarterly FPRA Board meeting on October 20, 2014.

City Clerk's Office

- **Business Tax Receipts –**
New: 14 Renewals: 48 Transfer: 1
- **Vendor Permits Issued –**
New: 0 Renewals: 0
- **Contractor Licensing –**
New: 17 Renewals: 36
- **Public Records Requests (not including Building Department) –**
New Requests: 2
- **Animal Registrations –**
New/Renewals/Impound Fees: 7
- **Enterprise Zone Applications –**
Sales Tax Refund Applications: 2
- **Agenda Preparation and Meeting Minutes –**
 1. Conference Agenda – 10/13/2014
 2. City Commission – 10/20/2014
 3. Conference Agenda – 06/09/2014
 4. Conference Agenda – 08/11/2014
- **Special Projects**
 1. Investigating BTR renewals returned by Post Office
 2. Investigating Contractor Competency Card renewals returned by Post Office
 3. On-going records retention/destruction project
 4. Conducting research on impact fee mitigation program
- **Meetings/Special Events Attended**
 1. Deputy City Clerk/License/Permit Specialist attended Board of Examiners of Contractors – 10/14/2014
 2. City Clerk attended 4-day conference in Lake Mary
 3. License/Permit Clerk attended 4-day conference in Lake Mary and graduated from her Certified Clerk training
 4. License/permit Clerk assisted with the Welcome Back to Wellness Program

Administrative Services Department

- **Procurement –**
 1. Opened Informal Bid No. 2015-003 Holiday Lighting for Marina Square
 2. Processed Current Cardholder Information for Vendor Visa Pay Program
 3. Processed purchase orders/Fiscal Year 2015 blanket purchase orders
 4. Processing and/or completion of awards to vendors/contractors approved by Commission.
 5. Meetings:
 - a) Director of Administrative Services, chaired phase two of the Evaluation Committee Meeting for RFP No. 2014-023, Management of Indian Hills Golf Course.
 - b) Director of Administrative Services attended the HMS Dependent Insurance Audit meeting.

- **Human Resources –**
 1. Coordinated Pre-employment physicals and background checks.
 2. Conducted Two (2) New Employee Orientations.
 3. Handled Unemployment Appeal by phone
 4. Processed October 2014 employee probation annual evaluations.
 5. Employee Service Awards for 25, 30 and 35 years

- **Risk Management –**
 1. Implemented New Wellness Program: 11/3/14 Stairwell& Hydration Challenge, 11/18/14 Coping with Stress Seminar, 12/4/14 Healthy Holidays Seminar and 1/7/15 Annual Health Fair.
 2. Negotiating PERF Contract.
 3. Audited, Closed, and Processed WC Claims.
 4. Processed Insurance Subrogation.
 5. Consulted with the City Carrier Regarding Liability Claims.
 6. Processed day to day Risk Management Duties.

Finance Department

- Completed 4th Quarter 2014 Financial Report.

- Day to Day Operations

MIS Department

- MIS processing Public Record requests.
- Processing all invoices for the completion of fiscal year 2014.
- Revamping of Blade Center servers and main console.
- Working with Diebold on upgrading hardware and software for Security System for City Hall.
- Installation of Marina new software and hardware almost complete.
- Received and upgrading cell phones for priority staff whose phones are in bad disrepair.
- Staff working with several departments and CivicPlus on City's website upgrade.
- Converting all sites to City Hall with a true WAN with Marina, Indian Hills/Police Department and Public Works completed.
- Mobile devices are on the cloud for email purposes.
- Working with Finance and Building Department on several staff 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.
- Training has begun 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 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.
- 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 sixteen (116) work orders.

Building Division

- **116 No. 2nd St. – Subway** - Permit for commercial renovation is ready to be issued.
- **1703 Frances Ct.- New Single Family** - Permit for new construction has been issued.
- **1613 Thumbpoint Dr. – New Single Family** - Permit and foundation for new construction has been submitted for review.
- **1008 Seaway Dr. – Goodfellas** - Permit for commercial repair has been issued.
- **2508 Madewood Dr. – New Single Family** - Certificate of Occupancy has been issued for new single family.
- **975 Seaway Dr. - Cumberland Farms** - Permit for commercial repair is ready to be issued.
- **4424 Belle Grove Ave. – New Single Family** - Permit for new construction has been submitted for review.

Planning Department

- **Administrative/Meetings –**
 1. All Staff members conducted ‘Planner of the Day’ duties on a rotating basis
 2. Walk-ins/Call-ins
 3. All aboard Florida various meetings with city and county staff
 4. Planning Board Meeting
 5. Technical Review Committee Meeting

- **Development Review –**
 1. 1913 Surfside Dr.- Conditional Use- Deck in Coastal Construction Line- Intake meeting
 2. 2912 Delaware Ave- Conditional Use- Parking Lot- Pre Application Meeting
 3. Selvitz & Ralls Roads – Carriage Pointe Estates Rezoning, Second Reading – City Commission
 4. 511/513 Georgia Ave - Spin to Win, Conditional Use – City Commission
 5. Section 22-40, Planned Development Zoning District Draft rewrite – Planning Board
 6. 1905 Okeechobee Road – Dora’s Learning Center, Conditional Use – TRC
 7. Family Dollar – Orange Avenue & 17th Street
 8. Seaway Drive (8 parcels) – Zoning Atlas Amendment
 9. Medical Marijuana Ordinance
 10. 1936 Harbortown Drive - Pressure Washing Center Expansion – Building Permit Approval
 11. 1918 Seaway Drive - Square Grouper Site Plan - Intake
 12. 510 Orange Avenue -Peacock Restaurant Waiver of Distance - Intake
 13. 1121 Digiorgio Rd - Tent Logix Minor Amendment to Site Plan – Intake

- **Comprehensive Planning, Long Range Planning –**
 1. 21 Parcels Annexation
 2. Annexation of Village at Midway
 3. Entertainment district research
 4. Comp plan comparison of other cities of strategies to achieve mixed uses

- **Historic Preservation –**
 1. 301 S US Highway 1 - Historic Preservation Rehabilitation - Tax Exemption Application - HPB Staff Report
 2. 702 Atlantic Ave & 715 Orange Ave - Demolition - HPB Staff Report
 3. 1023 Citrus Ave - Preliminary Designation - HPB Staff Report

- **Economic Development –**
 1. Indian Hills Golf Course Management - RFP Committee Review

- **GIS/Mapping –**
 1. Zoning and Land Use GIS updates and maintenance
 2. Annexations GIS updating
 3. Map production for various projects

- **System Maintenance –**
 1. Naviline updates
 2. Coordinating parcel updates with Property Appraiser

Code Enforcement Division

- **Hearing –**
 1. Special Magistrate Ross
 - a) 12 regular violation hearings
 - 3 complied prior to hearing
 - 1 dismissed by the Special Magistrate
 - 2 continued by staff
 - 6 found in violation
 - b) 1 lien reduction request
 - Robinson, David & Ferma – All fines waived:
 - The owner is very elderly and infirmed.
 - The damage was due to vandalism.
 - The owner's family chipped in to make the repairs.
 2. St. Lucie County Court – Judge Cliff Barnes
 - a) COFP v. Bruton - Public Nuisance – guilty - \$55 plus all court costs.
 - b) COFP v. Cook - Abuse/Cruelty/Neglect – guilty - \$55 plus all court costs
 - c) COFP v. Ginton - Public Nuisance x2 – dismissed by Judge
 - d) COFP v. Lesane - Rabies vaccination required – dismissed by Judge
 - e) COFP v. White - Running at large – guilty – waived fine but charged challenge fee and court costs.
 - f) COFP v. McDonald
 - Running at large x 2 – guilty of 1 count, dismissed 2nd count - \$105 plus court costs
 - Failure to restrain x 2 – guilty of 1 count, dismissed 2nd count - \$55 plus court costs.
 - g) COFP v. Watkins
 - Running at large – dismissed by Judge
 - Animal care – dismissed by Judge
 - Registration required – dismissed by Judge
 - h) COFP v. Alfaro - Running at large – guilty – fined \$55 plus court costs
 - i) COFP v Bowen - Rabies required – dismissed by Judge
- **Code Enforcement –**
 1. Received 38 complaints
 2. Issued 0 written warnings
 3. Issued 0 citations
 4. Initiated 36 new cases: 36 general violations, 38 lot clearing violations, 51 slum & blight remediation notices (CDBG grant)
 5. Conducted 266 follow-up inspections
 6. Closed 94 cases
- **Animal Control –**
 1. No report data available at this time.
 2. During the first 4 months of utilizing PetData to process our animal registrations, we grossed over \$3500.00. After costs, the City netted over \$2400.00.
- **Revenue –** Processed 33 lien / title searches
- **Miscellaneous –**
 1. Code Manager met with the Golf Course Evaluation Committee twice. At the 2nd meeting, also met with the management staff of the golf course for a question / answer session.
 2. Code Manager met with Acting Deputy Chief Bender regarding new radios.
 3. Said good-bye to Part-time Code Officer Terry Denmark due to reduced funding from CDBG.
 4. Drafted a RFQ for nuisance abatement to be used with the CDBG grant.
 5. Drafted a RFQ for lot clearing to be used with the CDBG grant.
 6. Developed new procedures and letters to be used specifically in the areas addressed by the CDBG grant.
 7. Code Manager began drafting a proposal for the City to take over management of the Animal Shelter on Savannah Road.
 8. Code Manager researched putting the lot clearing liens on the tax rolls and drafted a memo regarding same.

Engineering Department

- **Development Reviews** – Intake of five (5) Building Permit, Site Plan, or Certificate of Occupancy reviews.
- **Stormwater Division** – Review of informational videos to be placed on City’s television channel and web site for public education regarding stormwater and illicit discharges.
- **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. 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 also continues float construction. We have started onsite construction activities. Bellingham Marine staff has completed assembly and installation for 385LF of L-Dock’s main walkway. Bellingham has also completed the installation of 160 foot M-Dock and 5 Finger Piers on the north side of L-Dock. The Pile driving crew is working on the first of 2 observation decks on the south side of the marina and the main walkway to B-Dock. The third barge load of floats is due to arrive October 27th.
- **S. 21st Street / Havana Ave. Sidewalk Project** – Awaiting issuance of the Notice to Proceed from FDOT and then we will begin the construction bidding process.
- **31st Street Sidewalks from Okeechobee Road to Tennessee Avenue** – Construction complete. Awaiting close-out documents from the contractor and FDOT.
- **Indian Hills Recreation Area - Stormwater Improvements** – Progress has been slowed due to excavation contractor piercing newly installed 20” water main boring. FPUA evaluating possible solutions. Overall progress is still ahead of schedule and the completion date of March 2015 should not be effected. Work on Alum Treatment plant has begun; piping and concrete slab.
- **Veterans Memorial Park** – Construction completion for Phase I 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 November 2014.
- **Melody Lane Fishing Pier** – Final review comments have been submitted to the consultant for addressing.
- **H.D. King Power Plant Clean-up** – Remaining work being split between 2015 and 2016 to take full advantage of the Voluntary Cleanup Tax Credit (VCTC). Cardno has presented a proposal for the remaining work that we are currently evaluating. Documents being prepared for RLF loan funding with Treasure Coast Regional Planning Council.
- **Park Trail Subdivision** – Contractor is addressing punch list items.
- **Georgia Avenue Drainage Basin Outfall** – Restoration work is underway.

Police Department

- **Staffing** – The police department has six (6) vacancies as of this report: five sworn officer positions and one civilian position (the Projector Coordinator that is funded by OJJDP: Restoring the Village Youth Initiative). However, we have two pending Conditional Offers of Employment. We should receive the results of these two females conditional offer by October 31st, and then have a swearing in ceremony two weeks later.
- **Entertainment District** – The police department, code enforcement and the planning department have met several times now to discuss the proposed ordinance changes to create an entertainment district on South Beach. The planning department received the site plans for the Squared Grouper. While these plans are an exciting new addition to South Beach, it also is another example of why we need to develop a long term comprehensive plan for the proposed entertainment district.
- **Restoring the Village Youth Initiative** – The police department and Roundtable of St. Lucie County have completed the job description for the Projector Coordinator. The coordinator will be an employee of the City of Fort Pierce (hired by/held to the city's rules and regulations); however, the coordinator will report to the Executive Director of the Roundtable, Shaniek Maynard. Our hope is to have this position filled by the end of November or the beginning of December. Then our next step will be hiring the Outreach Workers, which will be a contracted with the St. Lucie County Health Department.
- **EEOC Training** – The police department will be providing EEOC training to our staff in December 2014 over 4 sessions. Each session will be 1.5 hours in length. All staff will attend the first hour on EEOC and then supervisors will remain for the last .5 hour for supervisor specific training.
- **Law Enforcement Informational Forum** – The Lincoln Park Council Of Ministers, Inc. is hosting a Law Enforcement Informational Forum on Thursday, October 30, 2014, at the Fenn Center from 6:30 PM to 8:00 PM, which I will be attending along with Sheriff Ken Mascara and Chief John Buldoc.
- **7th Annual Community Youth Team Rally** – The 7th Annual Community Youth/Teen Rally that was held at the Boys & Girls Club - Williams Center on October 18th was a huge success. There were approximately fifty (50) of our youth in attendance. Representative Larry Lee, Jr. was our honored speaker.
- **Farm City Barbeque Luncheon** – Just another reminder that the Fort Pierce Police Department's Police Athletic League (PAL) is hosting the annual Farm City BBQ Luncheon on October 29, 2014, @ 12:00 PM.
- **Ebola Virus** – The police department continues to meet with our Public Safety partners on the Treasure Coast to monitor, coordinate, and plan should the virus make its way to the Treasure Coast. There have been two reported incidents in St. Lucie County: one in Port St. Lucie that turned out to be a hoax, someone claiming to have the virus and second one in Fort Pierce that turned out to be a false alarm. In both cases, the established protocols worked as designed.

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 (2046 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 controls are currently being replaced.
- **Phase II Window Retrofit Project** –The City Marina building has been added to the project and widow replacement will begin soon. The generator installation at the Police Department is completed and the generator for City Hall is currently being installed.
- **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 and in an effort to accommodate more competition a second score board and shot clocks have been ordered.

Urban Redevelopment Department**• Grants Administrator –**

1. Lincoln Park Theatre Façade Grant – Working with Ms. Margaret Benton (Lincoln Theatre) and Department of State (DOS) and our Legal Dept. to secure a copy of the DOS contractual agreement with Ms. Benton so Legal can draft agreement for City to front money for Theatre project and be reimbursed from grant proceeds.
2. Highwaymen Trail Project – Expecting proofs on all trail markers except newly added Lincoln Park Academy from Ampersand Graphics within next week. Will be getting with Shyanne within next 2 weeks with sign manufacture timeline so we can begin planning ribbon cutting.
3. Section 108 Loan Payoff-Set-Aside – Received and forwarded email from HUD to Gloria and Nick on process for City to pay back 108 and BEDI Loans early so we can access approximately \$500,000++ for CDBG-eligible projects. Will follow up on this to see where we are when I return from vacation.
4. Community Garden – Working with PW to expend remaining \$600 for project on supplies for garden.
5. TV Purchases for Tourism Promotion – Working with MIS to purchase flat screen TVs that will be mounted on walls in participating businesses to promote Fort Pierce tourism.
6. Neighborhood Park Equipment RFP – Working on RFP (or will piggy back off of Palm Beach County contract) to purchase playground equipment for lower-income neighborhood park - possibly Maravilla Park.
7. Visit Florida Grant Award (FPAT) – Shipped 3 new Fort Pierce tourism rack cards to every Visit Florida Welcome Center throughout the State. I will continue shipping these monthly for an entire year - Paid for with Visit Florida grant.
8. Fort Pierce Authentic Tours – 1) Collaborating with SLC TDC on the installation of 3 webcams- City Marina, Jetty Park and Fisherman’s Wharf; 2) Working to update promotional PowerPoint containing all FPAT members to run on TV/DVD players and promote tourism in Fort Pierce; 3) coordinating various marketing/promotional, membership activities, etc.; 4) You Tube Interns – expect to be able to interview potential interns for You Tube Tourism Promotional Project within the next few weeks; 5) Incorporated all City-owned tourism-related venues into FPAT and Visit Florida Websites, FaceBook, etc. 6) Designed and ordered 5,000 Fort Pierce Tourism postcards for distribution at City events, etc.
9. Lincoln Park and Fort Pierce Main Streets – Have met with Fort Pierce Main Street for Doris to sign 2014-2015 contractual agreement and have submitted request for her first quarter grant payment. Emailed LPMS to schedule meeting to sign their contract; have not received a response.
10. Lincoln Park Improvement Project – Received 100 new banners (50-Zora Trail; 50-Highwaymen Trail) to install on light poles in Lincoln Park neighborhood. PW picked these up from me to install today - 10-23
11. Public Service Grants – Created and ran advertisements for grant opportunity in Wednesday, October 22 TC Palm “Your News” and will run again Friday, October 24 in Hometown News. Ads are also running on City’s TV station and are on our website. Guidance and Application are complete, will be printed and ready to distribute November 3. Communitywide Council will receive grant apps for scoring at their December 10 meeting. We will present their recommendations for grants to Commission in January. We will award \$70,000; \$5,000 will be placed in a contingency fund.
12. Commercial Façade Grants – Created and will run advertisements for this grant opportunity Wednesday, October 29 in TC Palm “Your News” and again Friday, October 31 in the Hometown News. Ad is running on the City’s TV station and website. Guidance and Application are complete and are printed and ready to distribute November 3. There is no deadline on these awards – money will be awarded on a first-come, first-qualified basis, until all of the \$75,000 is expended.
13. 7 Gables Visitor Center Upgrades – Termite tent is scheduled for 11/3. Pricing to paint and repair wood and replace canopy is expected any day.

Urban Redevelopment Department

- **Grants Administrator contd. –**
 14. Habitat for Humanity – Sent several property listings to Bob Calhoun (Director, Habitat). He is very interested in getting to work in Fort Pierce as soon as possible.
 15. Melody Lane Public Fishing Pier – Collected approval from Legal for FIND grant contractual agreement as well as Mayor’s signature. Shipped signed originals back to the FIND. Should be receiving our contract back any day. Meeting with Anita Prentice and Pat Cochran on designs for benches, columns, etc. on November 17. Collaborating with project manager Tracy Telle – should be releasing formal bid opportunity within 2-3 weeks – dependent on final engineering designs from Tetra Tech.
 16. HUD 2014-2015 CDBG Funds – Received award letter and contractual agreement from HUD 10/21; Mayor signed and I mailed back to HUD 10/22. HUD will release funds when they receive signed contract.
 17. Collaborating with Sunrise Theatre and Main Street Fort Pierce to provide presentations on Fort Pierce Tours to quarterly meetings targeting small businesses.
 18. Preparing to write grant application to the Florida Inland Navigation District for matching funds for the Florida Boating Infrastructure Grant (BIG) we submitted a while back to construct floating dinghy docks at the City Marina.

- **Program Analyst –**
 1. FEMA
 - a) Marina Project
 - Monitoring funding requests
 - Communicating with State to reconcile payment requests
 - Preparing requests for reimbursements
 - b) Windows Expansion Project
 - Preparing pay applications and requests for reimbursements
 - Change Order approved for lead and asbestos remediation at St. Anastasia
 - Waiting for response from DEM for request to DEM to add repair of pillars at St. Anastasia to the expansion project
 - Attended meeting with Deputy City Manager, staff, and Lincoln Park Mainstreet to discuss future use of St. Anastasia
 2. SHIP
 - a) Meeting with applicants to receive documentation for their files
 - b) Performing verifications on applicants information
 - c) Meeting with contractor regarding Townsend and Plain projects
 - d) Finalizing Annual Reports for submittal
 - e) Reviewing and organizing files
 - f) Contacting St. Lucie County to ask if they have RFQ for residential contractors and SHIP consultants that we could piggyback
 - g) Preparing change order to Purchase Order 14005, Wind Tech Products, Inc.

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.
- Bellingham Marine on site. Assembling new floating docks.
- Web Cam installation on Jetty estimated completion date of November 2014.
- Marina staff working on loading docks and store inventory into new marina program.

Golf Course

- Myself, the 2 Assistants, and the Superintendent met with the evaluation committee regarding the Indian Hills RFP.
- Met with Engineering and their landscaper to discuss the resodding of the area around the Georgia Area Outfall Pipe.
- Met with various vendors to order merchandise for the season.
- Day-to-day operations.

River Walk Center

Park Permits	650.00
Programming	397.37
River Walk Center	1268.48
Garden Center	35.00
Special Events	25.00
Maravilla	125.00
Total	\$2,500.85

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 September 30; Comedy Corner Improv on Saturday, September 27 & October 11; Grace Way Village presented their fundraiser “Are You Smarter Than A 5th Grader” on September 26th Sunrise Theatre & WFLM hosted Women’s Networking Wednesday on October 1; Sunrise Theatre & IRSC presented a Murder Mystery Dinner Theatre on October 9 & 10th, both were sold out. Added Melissa Etheridge to the coming season. Tickets for all 7 new shows on sale to the public on September 29.
- Met with Treasure and Space Coast Radio to discuss the 2014/15 season and sponsorship.
- Tickets sales for the 2014/15 Season are brisk with several shows already close to being sold-out.
- Assistance continues with future rental events and co-presentations with various community groups including, but not limited to: Pharus Group’s “Breaking The Chains” Event on October 15; Muse Entertainment’s Christian Comedian Chonda Pierce on November 1; MusicWorks “Dave Mason” on November 20; South Florida Dance Company’s “A Christmas Carol”, St. Lucie Ballet’s “Nutcracker” on December 11 & 12; Richard Nader Entertainment on March 19, various shows with BlueBird Entertainment.
- On a daily basis offers and contracts are still being negotiated with artists and their representatives to add to the 2014/15 Season. The Membership campaign for the coming season continues. Both new and renewed memberships continue to come in regularly.
- 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.