

**CITY OF FORT PIERCE**  
**ARTS AND CULTURE ADVISORY BOARD**

Regular Meeting - Tuesday, January 23, 2024 - 9:00 a.m.

City Hall - William D. Dannahower Conference Room, Second Floor, 100 North U.S.  
#1, Fort Pierce, Florida

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **COMMENTS FROM THE PUBLIC**

Any person who wishes to comment on any subject on this Agenda may be heard at this time. Please sign the sign-up sheet in order to speak. Please limit your comments to no more than five (5) minutes, as this section of the Agenda is limited to thirty minutes. The Arts and Culture Advisory Board will not be able to take any official action under "Comments from the Public" section.

4. **APPROVAL OF MINUTES**

- a. Approval of the minutes from the November 28, 2023 meeting.

5. **NEW BUSINESS**

- a. Introduction of Lisa Kessler, Commissioner Michael Broderick's appointee to the Board.
- b. Application of Gloria Baxevanis for consideration by Art & Culture Board for appointment as the "Board representative".
- c. Indian River Drive Mural theme
- d. Artwork at Dreamland Park

- e. Art in Public Places Ordinance Revision
- f. The Zora Neal Hurston Experience Fest Sponsorship Request

6. **OLD BUSINESS**

7. **BOARD AND STAFF DISCUSSION**

8. **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.

**Arts and Culture Advisory Board**

**4. a.**

**Meeting Date:** 01/23/2024

**Re:** Approval of the minutes from the November 28, 2023 meeting.

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**SUBJECT:**

Approval of the minutes from the November 28, 2023 meeting.

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**Attachments**

11.28.23 Minutes

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**Form Review**

Form Started By: Celia Howard  
Final Approval Date: 01/11/2024

Started On: 01/11/2024 01:48 PM

MINUTES OF A REGULAR MEETING OF THE ARTS AND CULTURE ADVISORY BOARD OF THE CITY OF FORT PIERCE, FLORIDA, HELD IN THE 2ND FLOOR CONFERENCE ROOM, CITY HALL, 100 NORTH U.S. #1, FORT PIERCE, FLORIDA, AT 9:00 A.M. ON TUESDAY, NOVEMBER 28, 2023 .

**1. CALL TO ORDER**

Chairwoman Pouliott called the meeting to order at 9:04 a.m.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

Present: Rick Fusco; Chairwoman Julie Pouliotte; Vice-Chair Doretha Hair Truesdell; Ipyana Abayomi

Absent: Renee Morgan

Staff Present: Linda Cox, City Clerk  
Nick Mimms, City Manager  
Marsha Commond, Redevelopment Specialist

**4. COMMENTS FROM THE PUBLIC**

Any person who wishes to comment on any subject on this Agenda may be heard at this time. Please sign the sign-up sheet in order to speak. Please limit your comments to no more than five (5) minutes, as this section of the Agenda is limited to thirty minutes. The Arts and Culture Advisory Board will not be able to take any official action under “Comments from the Public” section.

No comments from the public.

**5. APPROVAL OF MINUTES**

- a. Approval of the minutes from the October 24, 2023 meeting.

Motion by Vice-Chair Doretha Hair Truesdell, seconded by Ipyana Abayomi to approve the minutes of the October 24, 2023 meeting.

AYE: Ipyana Abayomi, Rick Fusco, Chairwoman Julie Pouliotte, Vice-Chair Doretha Hair Truesdell

**6. NEW BUSINESS**

- a. Board appointed vacancy of Mary Bemenderfer-Myers.

City Clerk, Linda Cox, explained there is a vacancy to be appointed by the Arts & Culture Board. Applications will be provided to the board when received and board members can ask individuals to apply.

- b. The Florida Culture Alliance - Marsha Commond, City Manager's Office

Nick Mimms, City Manager and Marsha Commond, Redevelopment Specialist, were in attendance. Mr. Mimms introduced Marsha Commond to the Board and indicated she would be their support staff person moving forward. Ms. Commond provided some basic information on the Florida Cultural Alliance and indicated staff would continue to look into the group and determine if membership would be appropriate.

## **7. OLD BUSINESS**

- a. Public Art Projects: Requests and Procedure

Members discussed potential art in public places projects to include 1. Dreamland Park Memorial, 2. Sculpture at City Hall, 3. Mural on the wall along Indian River Drive and a new project, 4. Sponsorship of the Highwayman Festival on the 3rd weekend in February.

Following discussion, Mr. Mimms encouraged the board to make a formal recommendation to the City Commission for their consideration.

Motion by Vice-Chair Doretha Hair Truesdell, seconded by Ipyana Abayomi to allocate art in public places funds to support the Highwayman Festival.

AYE: Ipyana Abayomi, Rick Fusco, Chairwoman Julie Pouliotte, Vice-Chair Doretha Hair Truesdell

Motion by Chairwoman Julie Pouliotte, seconded by Vice-Chair Doretha Hair Truesdell to recommend that the City proceed with a mural along Indian River Drive on the wall near the courthouse building.

AYE: Ipyana Abayomi, Rick Fusco, Chairwoman Julie Pouliotte, Vice-Chair Doretha Hair Truesdell

## **8. BOARD AND STAFF DISCUSSION**

There was a recommendation to consider hosting an international festival at the St. Anastasia property. It was also requested that the Board receive a financial accounting of the Art in Public Places funds at the next meeting to include income and expenditures.

## **9. ADJOURNMENT**

Meeting was adjourned at 9:57 a.m.

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.

**Arts and Culture Advisory Board**

**4.**

**Meeting Date:** 01/23/2024

**Re:**

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**SUBJECT:**

APPROVAL OF MINUTES

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**Form Review**

Form Started By: Celia Howard  
Final Approval Date: 01/11/2024

Started On: 01/11/2024 02:00 PM

**Arts and Culture Advisory Board**

**5. a.**

**Meeting Date:** 01/23/2024

**Re:**

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**SUBJECT:**

Introduction of Lisa Kessler, Commissioner Michael Broderick's appointee to the Board.

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**Attachments**

Lisa Kessler

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**Form Review**

Form Started By: Linda Cox

Started On: 01/02/2024 02:12 PM

Final Approval Date: 01/02/2024



# CITY OF FORT PIERCE

100 NORTH US HWY 1  
FORT PIERCE, FLORIDA 34950  
(772) 467-3065 FAX (772) 467-3841

## APPLICATION FOR APPOINTMENT/REAPPOINTMENT

Name of Board or Boards for which you are applying: \_\_\_\_\_

Name:	Phone:
Home Address: City/Zip Code:	How long at this address?
Are you a citizen of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Occupation:	
Do you own a business that operates within the City of Fort Pierce? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list the address and nature of said business:	
Do you now or in the future plan to do business with the City of Fort Pierce? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, in what capacity?	
Are you employed by a business that is located within the City of Fort Pierce? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state the business and location:	
Do you have special training or knowledge in the area of: Architecture: <input type="checkbox"/> Yes <input type="checkbox"/> No    Engineering: <input type="checkbox"/> Yes <input type="checkbox"/> No    Real Estate Brokering: <input type="checkbox"/> Yes <input type="checkbox"/> No Contracting: <input type="checkbox"/> Yes <input type="checkbox"/> No    Land Development: <input type="checkbox"/> Yes <input type="checkbox"/> No    Other: Describe your education, background, training and knowledge – (feel free to attach a resume):	
Are you currently a member of a Commission-appointed board/committee? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify:	
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what was the nature of the crime(s) you were convicted of:	
Referred by:	Applicant Email Address:
Date:	Applicant's Signature

**APPLICATIONS EXPIRE 6 MONTHS FROM THE DATE OF SUBMISSION. PLEASE REAPPLY AS OFTEN AS DESIRED.**  
Please return form to: City Clerk's Office – 100 North US Hwy 1, Fort Pierce, Florida 34950  
fax (772) 467-3841 or via email at [lcox@cityoffortpierce.com](mailto:lcox@cityoffortpierce.com)

**Arts and Culture Advisory Board**

**5. b.**

**Meeting Date:** 01/23/2024

**Re:** Appointment

**Submitted For:** Linda Cox, City Clerk, City Clerk

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**SUBJECT:**

Application of Gloria Baxevanis for consideration by Art & Cutlure Board for appointment as the "Board representative".

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**Attachments**

Baxevanis, Gloria

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**Form Review**

**Inbox**

Finance Department

Form Started By: Linda Cox

Final Approval Date: 01/04/2024

**Reviewed By**

Johnna Morris

**Date**

01/04/2024 10:42 AM

Started On: 01/02/2024 10:33 AM



# CITY OF FORT PIERCE

100 NORTH US HWY 1  
FORT PIERCE, FLORIDA 34950  
(772) 467-3065 FAX (772) 467-3841

## APPLICATION FOR APPOINTMENT/REAPPOINTMENT

Name of Board or Boards for which you are applying: \_\_\_\_\_

Name:	Phone:
Home Address: City/Zip Code:	How long at this address?
Are you a citizen of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Occupation:	
Do you own a business that operates within the City of Fort Pierce? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list the address and nature of said business:	
Do you now or in the future plan to do business with the City of Fort Pierce? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, in what capacity?	
Are you employed by a business that is located within the City of Fort Pierce? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state the business and location:	
Do you have special training or knowledge in the area of: Architecture: <input type="checkbox"/> Yes <input type="checkbox"/> No    Engineering: <input type="checkbox"/> Yes <input type="checkbox"/> No    Real Estate Brokering: <input type="checkbox"/> Yes <input type="checkbox"/> No Contracting: <input type="checkbox"/> Yes <input type="checkbox"/> No    Land Development: <input type="checkbox"/> Yes <input type="checkbox"/> No    Other: Describe your education, background, training and knowledge – (feel free to attach a resume):	
Are you currently a member of a Commission-appointed board/committee? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify:	
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what was the nature of the crime(s) you were convicted of:	
Referred by:	Applicant Email Address:
Date:	Applicant's Signature

**APPLICATIONS EXPIRE 6 MONTHS FROM THE DATE OF SUBMISSION. PLEASE REAPPLY AS OFTEN AS DESIRED.**  
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fax (772) 467-3841 or via email at [lcox@cityoffortpierce.com](mailto:lcox@cityoffortpierce.com)

**Gloria Baxevanis**  
1390 Bayshore Drive  
Fort Pierce, FL 34949 US  
Mobile: 202-487-1198 - Ext:  
Email: gloria.baxevanis@gmail.com

**Work Experience:**

**Smithsonian Institution -NMNH**

701 Seaway Drive  
Fort Pierce, FL 34949 United States

**04/2018 - Present**

**Hours per week: 40**

**Administrator**

**Duties, Accomplishments and Related Skills:**

**Administrative Support:** Create and maintain spreadsheets containing personnel and funding information to be used as tools for analysis of patterns and to apply towards effective management of the unit; run various reports from the database for analyzing personnel, space, funding, salary, and assigned unit equipment as required for decision-making. Serve as the channel of communication between unit and various Smithsonian administrative offices in performance of administrative and fiscal duties to ensure responsiveness of unit and Institutional needs. Respond to inquiries from the public, Federal and state government agencies, and education organizations regarding the unit's programs. Certify a large volume of domestic and international travel. Conduct day-to-day unit administration. Orient fellows, interns, visiting scientists, academics. Serve as unit property manager, responsible for accountable property and equipment in excess of \$10mil. Represent head scientist for station's administrative matters.

**Personnel management:** Serve as principal contact for the unit regarding personnel and payroll matters. Convey to unit staff, verbally or in writing, necessary personnel and payroll procedures and changes to procedures. As necessary, document facts regarding all disciplinary or other adverse actions within their unit, providing advice to supervisors regarding procedures involved, and preparing drafts of necessary memos as requested. Act as unit's timekeeper, tracking time and attendance.

**Budget formulation:** Create budgets, spending plans, and projections on various funds ranging from Federal allocations to a variety of trust funds (grants, contracts, gifts, endowments, discretionary), based on knowledge of the missions, goals, objectives, sources, types and methods of funding, and historical background of unit programs for budget presentation and use of Museum and Smithsonian administration. Prepare narrative justifications for special project funding needs, assuring that the justifications are accurately and thoroughly documented. Monitor the use and rate of expenditure of budgeted funds through review of written documents, examination of accounting records, and continuing dialogue with staff. Prepare a variety of reports covering the status of funds, expenses, and obligations.

**Fund management/procurement/budget execution:** Serve as UPO. COTR for all purchase orders for three department IDs. Provide advice, assistance and guidance to employees regarding procurement and contracting functions. Administer 100+ purchase orders and 30+ grants. Create purchase orders & change orders. Write Statements of Work, review contracts and proposals. Ensure unit is fiscally responsible and that correct procurement and contracting actions are always

followed . Perform post-award, procurement and contracting administrative functions for unit. Establish and maintain accountability records for funds control of the various financial matters. Review obligating documents to ensure that funds are used according to approved budgets. Responsible for monthly reconciliation, follow-through of discrepancies, and supplying a variety of reports to proper staff. Certify availability of funds for all obligating documents by signing as fund manager. Monitor fund balances and keeps management informed of budget balances and fiscal affairs. Submit invoices for payment, follow-up on payments issued or on hold and resolves match exceptions and discrepancies. Approve and reconcile pcards.

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### **Smithsonian Institution**

600 Maryland Avenue SW suite 6001  
Washington DC, DC 20001 United States

**01/2011 - 04/2018**

**Hours per week:** 40

#### **Program Manager - Smithsonian Journeys**

##### **Duties, Accomplishments and Related Skills:**

**Personnel management:** Researched faculty specialty nationwide, recruited, conducted interviews and hired academics for 300+ educational travel programs. Responsible for fiscal, contractual, content development and interpersonal relationship with 200+ academics in various fields (archaeology, natural sciences, art, history, astronomy, etc.). Increased the number of high performing faculty by 25% YoY. Identified best-suited programs based on itinerary, co-sponsoring organization, and subject matter for each faculty. Ensured faculty's knowledge is pertinent to the program content and itinerary. Served as point of contact for all faculty and speakers. Planned and directed the work of the administrative staff, presented recommendations, negotiated best outcome solutions while establishing and maintaining effective relations with 350+ individuals with whom I worked closely. Explained the complex procedures, policies, guidelines and requirements in coordination and completion of a large volume of assignments pertaining to a huge volume of projects within a very short time frame.

**Promotion and marketing:** Analyzed, assessed, and recommend program promotions and marketing campaigns. Provided input on overall marketing policies for web and print, catalog, brochures, email blasts, etc. Created individual outbound marketing projects to plan, manage, and track direct mail programs as well as email initiatives and other marketing collateral. Designed, created, and deployed email blasts. Maintained comprehensive programs database. Administered and improved Salesforce SaaS implementation, workflows, templates, business procedures, etc.

**Program development and implementation:** Conducted research of the international educational travel market; reviewed program content and quality to ensure it complies with Smithsonian's vision and mission statements. Participated in portfolio selection panel, planning and review of program proposals. Offered input on portfolio and revenue generation opportunities. Researched, recommended, planned and executed programmatic details and special events and venues to be added to itineraries. Evaluated the quality of programs and provided recommendations for improvement. Worked closely with museums, faculty world-wide to review quality scores and maintain excellence in all programs. Responsible for planning, directing, and coordinating activities with faculty, tour operators, vendors, Smithsonian staff, and off-campus staff. Formulated procedures and standards to govern operational requirements for contracting, budgeting, staffing, etc. of Smithsonian Journeys travel tours. Developed program guidelines for faculty and tour associated staff. Lead the on-boarding process for new faculty and provide training

as needed to existing faculty. Developed personalized professional development programs for each faculty based on subject matter expertise, past performance and performance goals. Increased overall performance by 10% YoY during the last several years. Advised faculty and key management officials on matters of protocol and of details relating to Smithsonian's mission statement, Smithsonian Journeys' operating procedures, and constituency expectations. Worked with high-ranking US and foreign dignitaries to expand the educational experience by planning, coordinating, and implementing special events, such as special lunches with US Ambassadors in various countries. Work with individuals from multicultural backgrounds, from 20+ countries, plus US wide.

**Program evaluation:** Established evaluation criteria and metrics; prepared electronic survey templates and integrate with Salesforce. Created an automated program evaluation system to deploy evaluations to faculty based on program end date. Automated the process making the post-program evaluation process efficient and highly productive.

**Fund management/budget execution:** Budget responsibility ~1.5 mil annually. Monitored expenses and revenue; reconciled financial activity and prepared month end reports; tracked obligations, analyzed spending, prepared forecasts, projections and various statistics and reporting. Developed efficiencies in both financial reporting and daily operational activities. Reviewed and analyzed P&L and other financial statements; gathered data and identified opportunities to close budget gap. Tracked revenue and ensured expenses are within approved budget and tracking metrics. Established and maintained accountability records for funds control of the various financial matters relating to the work of the unit. Reviewed obligating documents to ensure that funds are used according to approved budgets. Responsible for monthly reconciliation, follow-through of discrepancies, and supplying a variety of reports to proper staff. Monitor fund balances and keeps management informed of budget balances and fiscal affairs.

**Supervisor:** Carol LeBlanc ((202) 633-5997 )

**Okay to contact this Supervisor:** Yes

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### **Smithsonian Institution**

600 Maryland Avenue SW suite 6001  
Washington, DC 20001 United States

**06/2006 - 01/2011**

**Hours per week:** 40

**Financial and Programs Coordinator - Smithsonian Journeys**

**Duties, Accomplishments and Related Skills:**

**Administrative support:** Created reports, correspondence and memoranda to senior management, Office of the Comptroller, and finance division. Reviewed Smithsonian Journeys' web page content. Crafted web and print copy for 20+ educational tours as well as individual tour brochures. Worked closely with world-renowned scholars on educational tour topics and lectures. Researched, contacted and contracted faculty based on tour's theme; negotiated contractual terms and per diems. Ran various reports from the database for analyzing personnel, funding, salary, and assigned unit equipment as required for decision-making. Worked with Educational Tour Operators and suggested changes to the program in order to enhance its educational level and to make sure that program aligns with the Smithsonian mission. Created and maintained spreadsheets containing personnel and funding information to be used as tools for analysis of patterns, etc., to apply towards effective management of the unit. Served as a member of the unit's management team. Served as the channel of communication between unit and various Smithsonian administrative offices in performance of administrative and fiscal duties to ensure responsiveness

to unit and Institutional needs. Interacted with other Smithsonian unit heads/managers and heads of various government and private entities in the performance of special projects. Responded to inquiries from the public, Federal and state government agencies, and education organizations regarding the unit's programs. Certified domestic and international travel. Served as accountable property manager for the unit. Served as the safety coordinator for the unit.

**Financial management:** Monitored program expense and revenue and executed projects assigned by Director and/or Senior program managers, including gathering and analyzing tour related financial and statistical data; handled tour financial information. Processed payables and receivables for the entire division (payments faculty, scholars, reimbursement to staff, contract payments to tour operators, invoices from miscellaneous vendors, charge cards, checks from passengers, tour operators, insurance premium revenue, etc). Reconciled, on a monthly basis, all financial activity for the division. Developed processes and procedures for new forms, queries, and reports to efficiently manage tour financial information thereby ensuring the smooth and auditable flow of this information to accounting for month-end close. Reviewed and analyzed P&L statements. Reviewed obligating documents to ensure that funds are used according to approved budgets. Responsible for monthly reconciliation, follow-through of discrepancies, and supplying a variety of reports to proper staff. Created and managed computerized spreadsheets/databases containing section and departmental information. Created budget costing sheets, estimated revenue and expenses for budgeting purposes, etc. Worked with the representatives of the OIG on special reconciliation projects from prior years. My efforts lead to a revenue gain of \$50k.

**Supervisor:** Amy Kotkin ((202) 633-5997 )

**Okay to contact this Supervisor:** Contact me first

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### **Smithsonian Institution**

Smithsonian Institution

Washington DC, DC 20001 United States

**02/2005 - 06/2006**

**Hours per week:** 32

#### **Administrative Assistant - Concessions and Theaters**

##### **Duties, Accomplishments and Related Skills:**

Administrative support: Created and developed presentations for management, CEO, President. Designed, composed and edited a wide variety of correspondence and materials for two major departments of Smithsonian Business Ventures (minutes, memos, graphs, charts, tables, business plans). Proofread copy for spelling, grammar, and layout. Responsible for accuracy and clarity of final copy.

**Fund management:** Tracked budgets and expenditures of funds for multiple capital investment projects; created purchase orders and change orders for capital investment projects for all stores and food and beverage venues at the new American Art Museum and National Portrait Gallery. Created Purchase Orders for requisition of supplies, equipment, goods and services as well as for Smithsonian Stores building and maintenance works. Compiled financial information from various sources and created complex weekly/monthly financial reports. Reconciled all invoices from concessionaires and contractors. Ran financial reports; checked status of payments, followed up as needed. Reviewed and analyzed financial statements, income and expense statements, balance sheets and expense reports. Prepared travel authorization, made travel arrangements, created and submitted expense vouchers to A/P. Maintained filing system on vendors, clients, concessionaires, financial key performance indicators, weekly reports, contracts and amendments.

**Personnel management:** Developed and updated operational and personnel procedures as needed. Timekeeper for a unit of 10+ employees. Prepared PAF and other personnel forms. Prepared position descriptions.

Other duties: Worked with VIARC staff to provide information needed for My Smithsonian publication. Provided information for the dining guide - locations, hours, closings and menus. Responsible for tracking special events at all Smithsonian Museums when dining or simulator areas were needed. Served as liaison with Museums and concessions for special events.

**Supervisor:** Roland Banscher; Richard Kavanaugh; Toby Mensforth (202-633)

**Okay to contact this Supervisor:** Yes

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### **United States Holocaust Memorial Museum**

100 Raoul Wallenberg Place  
Washington DC, DC 20001 United States

**03/2003 - 12/2005**

**Hours per week:** 10

**Volunteer- Archives**

#### **Duties, Accomplishments and Related Skills:**

**Administrative support:** Various duties as required, several research projects involving translation of documents issued by various European governments before, during and after the WWII. Substantial involvement in the creation of finding aids for the Romanian collection RG-25.023M – organizing, translating to English; editing material from the Ministry of Interior of Romania based on USHMM archival methods – ongoing. This project gave me the opportunity to become familiar with archival and library circulation functions and methods; with procedures related to the routine aspects of daily operations of a large scale archive and lending library. Translated document to document and audio and video files to document various official documents issued by the Romanian Government during the 1940s. Translated written and audio material from Romanian and Hungarian to English and vice-versa.

Reviewed numerous materials dating from WWII, translated, summarize, and presented to scholars and historians. Based on instructions from archive's staff retrieved books, publications, microfilms and microfiche reels, video and electronic material from the extensive archives of the USHMM and from the cold storage. Processed documentation requests, prepared information for scholars and researchers. Assisted readers, scholars, staff, and volunteers in locating books and publications in catalogue and on shelves; researched request for specific information for visiting scholars, assisted archivist in retrieving and distributing materials to researchers. Assisted scholars translating other materials from Greek, French, and German.

**Supervisor:** Michlean Amir (202-488-6113)

**Okay to contact this Supervisor:** Yes

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### **Smithsonian Magazine**

Washington, DC United States

**02/2003 - 03/2005**

**Hours per week:** 20

**Volunteer - Smithsonian Magazine**

**Duties, Accomplishments and Related Skills:**

Electronic cataloging for the Smithsonian Annual Photo Contest. Scanned, logged into custom developed database built to specifications, all photos submitted by public. Maintained database, retrieved information when requested by staff and judging committee. Assisted staff to locate photos in the database, printed a variety of database reports based on numerous requests. Position required good database skills as well as effective communication skills.

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**Toys Gulliver Romania**

3 Postei street, Targu Mures  
Targu Mures, Romania

**09/2000 - 11/2002**

**Hours per week:** 40

**VP Finance and Operations**

**Duties, Accomplishments and Related Skills:**

**Financial management and operations:** Instrumental in the management of a medium sized Hungarian-Romanian toy retail/distribution company with 45 employees across 6 locations throughout Romania. Responsibilities included: Product pricing, invoicing, contract negotiation, accounts payable and receivable management, fleet (truck) management, insurance (employees, inventory). Worked with chief accountant in cash flow statement preparation, profit and loss statements and other financial reports. Created cost estimates and predictions and negotiated bank loan agreements. Researched potential financing possibilities. Contracted new suppliers/clients. Gathered data to analyze new products for market viability and corresponding profit margins. Developed business plans and negotiated new loans with various banks.

**Personnel management:** Processed HR information, including employee contracts, benefits, and government social services documentation. Designed and arranged television, radio, and newspaper advertisements, and set up special co-promotions with vendors and regional distributors.

Other: Substantial involvement in developing the company's own inventory management software applications in 2001-2002.

**Supervisor:** Barabas Istvan (+40.26.522.2689)

**Okay to contact this Supervisor:** Yes

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**Rhododendron Environmental NGO**

Targu Mures  
Targu Mures, Romania

**01/1997 - 10/2001**

**Hours per week:** 10

**Volunteer - Secretary General**

**Duties, Accomplishments and Related Skills:**

Responsible for overall good functioning of office of environmental NGO. Provided administrative support to president and vice president, insured all office supplies in stock at all times, insured office equipment in working order. Analyzed, recommended and purchased new equipment as needed. Trained members on IT issues. Managed 3 international projects: Sustainable Europe, Environment for Europe and New Items for Central and Eastern Europe. Attended several conferences in different European countries and organized conferences with various international attendees. Managed the publishing of several environmental publications on special interest for CEE.

Translated handbooks and documentation related to projects, drafted Romanian national report, organized national debates, edited Romanian final report and presented it to Romanian National NGO Summit.

Contributed to several publications on Sustainable Development.

**Supervisor:** Istvan Sido (+40.21.210.72.55)

**Okay to contact this Supervisor:** Yes

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### **Lambda Communications**

48 Avram Iancu st. Targu Mures

Targu Mures, Romania

**08/1991 - 09/2000**

**Hours per week:** 40

#### **Assistant Manager of Finance and Operations**

##### **Duties, Accomplishments and Related Skills:**

Assisted in the management of a small IT & Telecommunications company providing voice and data solutions to small and medium sized organizations. Helped develop the company's Internet presence by creating the HTML contents and layout. Translated various product (computers, printers, facsimile machines, PBX's, alarm systems, etc.) documentation from English to Romanian. Designed and arranged television, radio, and newspaper advertisements, and set up special co-promotions with product vendors or distributors. Processed HR information, including employee contracts, benefits, and government social services documentation. Product pricing, invoicing, supplier/client correspondence. Drafted international sales contracts (with Hungary, Germany, Israel).

Managed the group responsible for IT training including curriculum creation, lab setup, course presentation, workbooks and tests. Over a 3-year period more than 450 students from diverse backgrounds successfully completed the various courses.

Responsible for acquisition of office supplies, scheduling maintenance for all equipment.

Extensive involvement in developing the company's specific invoicing/inventory software.

**Supervisor:** Margit Losonczy (+40-265-211361)

**Okay to contact this Supervisor:** Yes

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### **Education:**

**Technical University** Targu Mures Romania

Bachelor's Degree 06/1991

### **Relevant Coursework, Licenses and Certifications:**

Degree accredited by Global Credential Evaluators, Inc.

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### **Job Related Training:**

Essentials of Finance and Accounting for Non-Financial Managers - Washington DC, 2006

Business Writing and Grammar Skills - Washington DC, 2006

MS Excel Advanced - Washington DC, 2006

MS Access Advanced - Washington DC,

Principles of Accounting, Washington DC, 2007

Principles of Speech Communication, Washington DC, 2007

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**Language Skills:**

<b>Language</b>	<b>Spoken</b>	<b>Written</b>	<b>Read</b>
German	Novice	Novice	Novice
Modern Greek (1453-)	Novice	Novice	Novice
French	Novice	Novice	Novice
Hungarian	Advanced	Advanced	Advanced
Italian	Novice	None	Novice
Romanian	Advanced	Advanced	Advanced

**References:**

<b>Name</b>	<b>Employer</b>	<b>Title</b>	<b>Phone</b>	<b>Email</b>
Jim Douglas	Smithsonian Institution OHR	Director of HR (ret)	202-633-6301	douglasjd@si.ed
Tova Jaffe	Smithsonian Institution, Treasury	Treasury Management	202-633-7145	jaffet@si.edu
Francisco Dallmeier	Smithsonian Institution, NZP	Director, SI/MAB Biodiversity Program	202-633-4782	dallmeierf@si.edu
Jim Zimbelman	NASM	Geologist	202-633-2471	zimbelmanj@si.edu

**Miscellaneous certificates**

Various SI procurement coursework and certificates: COTR1; COTR2, UPO \$10k, etc. – see HRMS records

Essentials of Finance and Accounting for Non-Financial Managers - Washington DC, 2006

Business Writing and Grammar Skills - Washington DC, 2006

MS Excel Advanced – Washington DC, 2006

MS Access Advanced - Washington DC, 2006

Accounting Certificate - Free University – Targu Mures, Romania, 1998

Competitive Management Course - Open University, Targu Mures, 1998

Junior Fellow Certificate – Regional Environmental Center for Central and Eastern Europe, Budapest, Hungary 1996

**COMPUTER SKILLS**

MS Office (Word, Excel, Access, Power Point, Outlook)

MS FrontPage, CorelDraw, WordPerfect

Adobe Photoshop, Adobe Acrobat, Adobe InDesign, PageMaker, Ventura Publisher, FoxPro, FoxBASE, Pascal

Lawson Financials

Salesforce

ERP; HRMS; EPMS, Concur, etc.

**Arts and Culture Advisory Board**

**5. c.**

**Meeting Date:** 01/23/2024

**Re:**

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**SUBJECT:**

Indian River Drive Mural theme

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**Form Review**

Form Started By: Brittany Meredith

Started On: 01/10/2024 03:00 PM

Final Approval Date: 01/10/2024

**Arts and Culture Advisory Board**

**5. d.**

**Meeting Date:** 01/23/2024

**Re:**

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**SUBJECT:**

Artwork at Dreamland Park

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**Form Review**

Form Started By: Celia Howard  
Final Approval Date: 01/10/2024

Started On: 01/10/2024 03:13 PM

**Arts and Culture Advisory Board**

**5. e.**

**Meeting Date:** 01/23/2024

**Re:** Art in Public Places Ordinance Revision

**Submitted For:** Celia Howard, Deputy City Clerk, City Clerk

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**SUBJECT:**

Art in Public Places Ordinance Revision

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**Attachments**

APP Presentation Slides

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**Form Review**

Form Started By: Celia Howard  
Final Approval Date: 01/10/2024

Started On: 01/10/2024 04:04 PM

A person is painting a wall with a brush. The wall has a textured, reddish-brown surface. The person's hands and the brush are visible in the foreground. The background is blurred, showing a person in a blue shirt. The text 'Art-in-Public Places' is overlaid in white, with a horizontal line below it.

# Art-in-Public Places

ORDINANCE REVISION

# City of Fort Pierce

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## **Art-in-Public Places Policy:**

Appropriations for **city capital projects** shall include an amount equal to one percent of the total eligible construction costs to be used for artist design services and the selection, acquisition and display of artworks for related education programs, for the maintenance of city artworks, and for the administration of the master plan and the strategic plan. Funds appropriated pursuant to this section shall not exceed \$100,000.00 per project.

# City of Port St. Lucie

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## **Art-in-Public Places Policy:**

The purpose of the art in public places program is to establish a program for the integration of public art in both public and private development projects throughout the city to visually enliven the city, illuminate the city's history, diversity and culture, and foster economic development.

The art in public places program assessments set forth in this chapter apply to the following activities: (a.) Private non-residential development projects as set forth in section 162.08. (b.) Residential development projects with more than ten (10) units as set forth in section 162.08. (c.) Public construction projects as set forth in section 162.12.

# Cont'd

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**Option 1. On-site Artwork.** Submit documentation evidencing the escrow of funds for a work of art valued in an amount not less than one percent (1%) of the total construction costs and submit an application for approval of the work of art in compliance with this chapter. If a local artist will be commissioned to provide a work of art, the value of the work of art cannot be less than ninety percent (90%) of one percent (1%) of the total construction costs; or

b.

**Option 2. Contribute to Fund.** Contribute an amount equal to eighty percent (80%) of one percent (1%) of the total construction costs for deposit to the art in public places funds. The public art assessment must be paid in full prior to the issuance of a certificate of occupancy except for subdivision plats which are required to submit the public art assessment in full at the time of recording of the final plat; or

# Cont'd

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**Option 3. On-site Artwork and Contribute to Fund.** Submit documentation evidencing the escrow of funds for a work of art valued in an amount less than one percent (1%) of the total construction costs and contribute eighty percent (80%) of the balance of the public art assessment (one percent (1%) of the total construction costs) for deposit in the art in public places fund.

**Option 4. Alternative Equivalent Proposal.** Submit an alternative equivalent proposal to the planning and zoning director.

- i. The proposal shall be for installation freely accessible work of art on City public right-of-way, on property owned by other public agencies, or on another property under the control or ownership of the developer. The proposal may seek combination of the public art assessment associated with multiple projects into one larger work of art in lieu of several small works of art.
- ii. The proposal shall contain all information and establish all criteria set forth in section 162.09 of this Chapter, excluding the document required by 162.09(3)(g).
- iii. The developer must demonstrate that the cost of the proposal will equal the cost of the public art assessment otherwise required under Subsection 162.08 and not create unbudgeted costs for the City.
- iv. The City may approve the proposal if it finds that:
  - a) The alternative equivalent proposal will further the purposes of this Chapter as set forth under Section 162.01;
  - b) The proposed location of the alternative equivalent proposal is in reasonable proximity to the location of the site(s) generating the work of art requirement, in order to avoid clustering of all public art in one location.
  - c) the cost of the proposal will be equal to or greater than the cost of the public art assessment that would otherwise be required under Subsection 162.08(2)(a)—(c); and
  - d) the developer has established to the satisfaction of the City that the alternative equivalent proposal will create freely accessible public art in the City to an equal or greater extent than installation of the public art on the individual project site or a contribution to the Fund.

**Arts and Culture Advisory Board**

**5. f.**

**Meeting Date:** 01/23/2024

**Re:** The Zora Neal Hurston Experience Fest Sponsorship Request

**Submitted For:** Celia Howard, Deputy City Clerk, City Clerk

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**SUBJECT:**

The Zora Neal Hurston Experience Fest Sponsorship Request

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**Attachments**

ZNH Experience Fest Sponsorship Request

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**Form Review**

Form Started By: Celia Howard  
Final Approval Date: 01/10/2024

Started On: 01/10/2024 04:22 PM



City of Fort Pierce

100 North US Hwy 1  
Fort Pierce FL 34950

Phone ■ 772.465.4170

Email ■ citymanager\_dl@cityoffortpierce.com

Received

DEC 21 2023

# Sponsorship/Donation Request Application

City of Fort Pierce  
City Manager's Office

The City of Fort Pierce proudly supports our community and the organizations that improve it. Filling out this form will help us better understand your request, how well you meet the criteria and determine how best we can assist your organization.

Date:

ORGANIZATION INFORMATION		
Organization Name Zora Neale Hurston Florida Education Foundation		
Street Address 908 N. 9th Street		
City Ft Pierce	State FL	Zip 34950
Website Address zorafoundationmuseum.com		Phone Number (772) 332-7793
Tax ID # 27-3394116		Year Organization was Founded 2015
Organization Description The Zora Neale Hurston Florida Education Foundation will foster a welcoming and supportive environment for the community in which it serves. The foundation will exhibit, preserve, inspire, and cultivate the memory and work of Zora Neale Hurston and other legendary African Americans local and world renowned.		
Organization's Mission Statement (Please provide your organization's mission statement in 100 words or less) The Zora Neale Hurston Florida Education Foundation is committed to promoting and preserving the local legacy of the world-renowned author and anthropologist Zora Neale Hurston		
AUTHORIZED REPRESENTATIVE INFORMATION		
Authorized Representative's Name Marina Santos		
Representative's Email Address contactus@zorafoundationmuseum.com		Representative's Phone Number (772) 332-7793
ABOUT YOUR EVENT		
Official name of the event The Zora Experience Fest		
Date(s) of event March 29th & 30th 2024		Time(s) and duration of event 9-4 @day
Physical location of the event 809 N. 9th Street		
Is this a request for an event in the city limits of Fort Pierce or on city-owned property? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		



# Sponsorship/Donation Request Application

Total expected attendance <b>150 - 300</b>	Total event budget (Proposed budget must be submitted with this form) <b>See Attached</b>
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Event Summary: (Briefly describe the event for which you are seeking funds)  
**The Zora Experience 2024 Festival**  
**Food**  
**Fun**  
**Entertainment**  
**Childrens Corner**

How long has this event been in existence? (Please enter either NEW OR the number of years running if established)

### ABOUT YOUR SPONSORSHIP REQUEST

What are you requesting? Check all that apply.  
 **Money**       **In-kind services**       **Other**

Monetary amount requested  
**\$ 10,000**

In-kind services requested  
**Security**  
**stage**  
**Porta Potty**  
**Marketing**  
**Tours**

Are other organizations involved in this event? If yes, please list:  
**Treasure Coast International Film Festival**

### SUPPORTING DOCUMENTATION

Please provide the following supporting documentation:

- 1) Detailed description or flyer**
- 2) Form W-9 Request for Taxpayer Identification Number or Certification**
- 3) Proposed budget**

A sponsorship application is not complete unless it includes all of the documents listed above. Incomplete applications will be not considered.



# Sponsorship/Donation Request Application

## SUBMIT APPLICATION TO

Mail completed application to: City Manager's Office, 100 North US Hwy 1, Fort Pierce, FL 34950.

You can also send the completed application by email to: [citymanager\\_dl@cityoffortpierce.com](mailto:citymanager_dl@cityoffortpierce.com).

Please call 772-465-4170 if you have any questions.

  
Signature of Authorized Representative

  
Date

OGDEN UT 84201-0038

In reply refer to: 0152418919  
Jan. 26, 2023 LTR 4168C 0  
27-3394116 000000 00  
00013417  
BODC: TE

ZORA NEALE HURSTON FLORIDA  
EDUCATION FOUNDATION  
809 N 9TH ST  
FORT PIERCE FL 34950

107514

Employer ID number: 27-3394116  
Form 990 required: YES

Dear Taxpayer:

We're responding to your request dated Jan. 17, 2023, about your tax-exempt status.

We issued you a determination letter in MARCH 2016, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(03).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at [www.irs.gov/forms-pubs](http://www.irs.gov/forms-pubs) or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Thank you for your cooperation.



#N/A	\$20,000	Already paid	#REF!	Event Date	03/30
Total cost	\$18,440	Remaining to pay	#REF!	Days left	103
Still available	\$1,560	Used budget	92.2%		

Venue Accessories	0.0%		Actual	Difference	Already paid	Due
City Permits & Fees		\$100		\$100		
Equipment/Furnishing Rentals generator, portable toilets		\$1,500		\$1,500		
Stage		\$500		\$500		
Security		\$800		\$800		
Sanitation		\$140		\$140		
Trash receptacles & Portables						
Event Insurance		\$600		\$600		
<b>Total:</b>		\$3,540	\$0	\$3,640	\$0	\$0

Decorations	0.0%	Estimated	Actual	Difference	Already paid	Due
Miscellaneous decor		\$500		\$500		
<b>Total:</b>		\$500	\$0	\$500	\$0	\$0

Food/Beverage Hospitality	0.0%	Estimated	Actual	Difference	Already paid	Due
Food		\$1,500		\$1,500		
Beverage/ Coffee Cart		\$500		\$500		
<b>Total:</b>		\$2,000	\$0	\$2,000	\$0	\$0

Event Documentation	0.0%	Estimated	Actual	Difference	Already paid	Due
Photographer		\$1,000		\$1,000		
<b>Total:</b>		\$1,000	\$0	\$1,000	\$0	\$0

Entertainment	0.0%	Estimated	Actual	Difference	Already paid	Due
Event Planner		\$500		\$500		
Music/ DJ		\$400		\$400		
Local Performers		\$5,000		\$5,000		
Bounce House / Obstacle Course		\$1,500		\$1,500		
Gaming Truck Rentals		\$2,500		\$2,500		
<b>Total:</b>		\$9,900	\$0	\$9,400	\$0	\$0

Publicity	0.0%	Estimated	Actual	Difference	Already paid	Due
Website		\$500		\$500		
Radio advertising		\$700		\$700		
<b>Total:</b>		\$1,200	\$0	\$1,200	\$0	\$0

Miscellaneous	0.0%	Estimated	Actual	Difference	Already paid	Due
Miscellaneous		\$300		\$300		
<b>Total:</b>		\$300	\$0	\$300	\$0	\$0

# The Zora

## Experience Fest 2024

*Come join the fun*

*Zora Experience  
Tours*

*Author's  
Corner*

*Children's Corner*



*Car Show*

*March 29th and 30th 2024*

*Activities, food, vendors, and lots of fun!*

[www.zorafoundationmuseum.com](http://www.zorafoundationmuseum.com)  
[info@zorafoundationmuseum.com](mailto:info@zorafoundationmuseum.com)