



**Mayor**  
ROB MEDINA  
**Deputy Mayor**  
KENNY JOHNSON  
**Councilmembers**  
JEFF BAILEY  
RANDY FOSTER  
DONNY FELIX

## **AGENDA**

### **Regular Council Meeting 2021-02 Thursday**

**January 21, 2021 - 7:00 PM**

**Tony Rosa Community Center, Rooms A and B, 1502 Port Malabar Boulevard NE**

#### **CALL TO ORDER:**

#### **INVOCATION:**

1. Pastor David Cannon - Grace Bible Church, Palm Bay.

#### **PLEDGE OF ALLEGIANCE:**

#### **ROLL CALL:**

#### **ANNOUNCEMENTS:**

1. One (1) vacancy on the Youth Advisory Board (represents 'at-large student member' position).++
2. Two (2) terms expiring on the Building Construction Advisory Committee.+
3. Two (2) terms expiring on the Recreation Advisory Board.+
4. Two (2) terms expiring on the Youth Advisory Board (represents 'at-large student member' positions).+
5. Three (3) terms expiring on the Youth Advisory Board (represents 'adult member' positions).+

#### **AGENDA REVISIONS:**

#### **CONSENT AGENDA:**

**There will be no separate discussion on those items listed under Consent Agenda (indicated with asterisks(\*)). They will be enacted by the City Council on one motion. If discussion is desired by the City Council, that item will be removed from the Consent Agenda by Council and will be considered in the order that it appears on the agenda.**

1. Contract: Voluntary supplemental insurance benefits, two-year renewal – Human Resources Department (Life Insurance Corporation of North America (Cigna Group Insurance) - \$56,000 (employee-paid coverages)).
2. Resolution 2021-05, amending Resolution 2020-49, adopting Classification and Pay Plans

and the Position Control Plan for employees of the City of Palm Bay (first amendment).

3. Resolution 2021-06, amending Resolution 2020-50, adopting the Five-Year Capital Improvements Program for Fiscal Years 2020-2021 through 2024-2025 (first amendment).
4. Resolution 2021-07, rescinding the Procurement Manual adopted by Resolution 2016-32 and replacing with the Procurement Manual adopted by Administrative Code.
5. Consideration of the Greater Palm Bay Chamber of Commerce's annual trustee membership renewal (\$15,000).
6. Consideration of reinstating the Infrastructure Advisory and Oversight Board.
7. Consideration of submitting an application for the Brevard EMS Grant to purchase a Life Pack 15.
8. Acknowledgement of the City's monthly financial report for September 2020.

#### **PUBLIC COMMENTS/RESPONSES:**

**Public comments will be heard by the City Council on non-agenda issues. Speakers must complete 'Public Comment Cards' (orange) and are limited to three (3) minutes each.**

#### **PUBLIC HEARINGS:**

1. Ordinance 2021-01, rezoning property located southwest of and adjacent to Zanzibar Road, in the vicinity south of Waco Boulevard and east of the Melbourne-Tillman Water Control District Canal 42 R-1, from IU (Institutional Use District) to RS-2 (Single-Family Residential District) (1.00 acre) (Case Z-38-2020, Samuel and Michelle Guinto) (Quasi-Judicial Proceeding), final reading.
2. Ordinance 2021-02, granting approval of a Final Development Plan for a proposed single-family residential Planned Unit Development (PUD) to be known as 'Gardens of Waterstone Phase 1 PUD' on property located west of and adjacent to Mara Loma Boulevard, in the vicinity south of Melbourne Tillman Water Control District Canal 38 (44.65 acres) (Case FD-36-2020, Waterstone Farms, LLC, and PB&J Garden Investment, LLC) (Quasi-Judicial Proceeding), final reading.
3. Ordinance 2021-03, amending the Fiscal Year 2020-2021 budget by appropriating and allocating certain monies (first budget amendment), final reading.

#### **PROCUREMENTS:**

1. Award of Bid: Road Bond Paving, Port Malabar, Turkey Creek to Railroad Tracks – IFB 16-0-2021 – Public Works Department (Asphalt Paving Systems, Inc. - \$949,280, with a 10% contingency fund of \$94,928).

#### **UNFINISHED AND OLD BUSINESS:**

1. Appointment of one (1) member to the Business Improvement District Board.

#### **COMMITTEE AND COUNCIL REPORTS:**

1. Committee/Council Reports

#### **NEW BUSINESS:**

1. Consideration of an amendment to Section 4, Chapter 7, 'Meetings Rules and Order', of Council Policies and Procedures. (Mayor Medina)
2. Consideration of reallocating \$200,000 in undesignated General Fund Reserves to serve as a

local match for the City's 2021 State legislative funding appropriation request to install two nutrient separating baffle boxes.

3. Consideration of appropriation of funds from Building Department Undesignated Fund Balance for additional positions within the Building Department (\$154,471).
4. Consideration of appropriation of funds from the Building Department Undesignated Fund Balance for the purchase of two vehicles (\$47,927).
5. Consideration of a special Council meeting and workshop for January and February 2021.
6. Consideration of an Employment Agreement with Suzanne Sherman, City Manager. (Deputy Mayor Johnson)

#### **ADMINISTRATIVE AND LEGAL REPORTS:**

**PUBLIC COMMENTS/RESPONSES: Speakers are limited to 3 minutes.**

#### **ADJOURNMENT:**

**Councilmembers who are members of the Space Coast Transportation Planning Organization (TPO) may discuss TPO issues which may subsequently be addressed by the TPO.**

**If an individual decides to appeal any decision made by the City Council with respect to any matter considered at this meeting, a record of the proceedings will be required, and the individual will need to ensure that a verbatim transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based (FS 286.0105). Such person must provide a method for recording the proceedings verbatim.**

**Any aggrieved or adversely affected person desiring to become a party in the quasi-judicial proceeding shall provide written notice to the City Clerk which notice shall, at a minimum, set forth the aggrieved or affected person's name, address, and telephone number, indicate how the aggrieved or affected person qualifies as an aggrieved or affected person and indicate whether the aggrieved or affected person is in favor of or opposed to the requested quasi-judicial action. The required notice must be received by the Clerk no later than five (5) business days at the close of business, which is 5 p.m., before the hearing. (Section 59.03, Palm Bay Code of Ordinances).**

**In accordance with the Americans with Disabilities Act, persons needing special accommodations for this meeting shall, at least 48 hours prior to the meeting, contact the Office of the City Clerk at (321) 952-3414 or Florida Relay System at 711.**

**Pursuant to Council Policies and Procedures, members of the public wishing to use electronic media when addressing City Council must provide the electronic file to staff for screening no later than 2:00 P.M. on the day of the meeting; audio presentations must be submitted to the City Clerk at least twenty-four (24) hours prior to the meeting.**

**THIS MEETING IS BROADCAST LIVE ON THE CITY'S WEBSITE AND TELEVISED ON**

**THE SPACE COAST GOVERNMENT TV CHANNEL.**





## **LEGISLATIVE MEMORANDUM**

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Terese Jones, City Clerk

**DATE:** 1/21/2021

**RE:** Two (2) terms expiring on the Building Construction Advisory Committee.+

The terms of Alfred Agarie and James Monarchy on the above subject board will expire on February 28, 2021. Mr. Agarie and Mr. Monarchy represent the "at-large" positions.

**REQUESTING DEPARTMENT:**

Legislative

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

Request for positions to be announced and applications solicited at tonight's meeting. Appointments will be made at the regular Council meeting to be held on February 18, 2021.



## **LEGISLATIVE MEMORANDUM**

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Terese Jones, City Clerk

**DATE:** 1/21/2021

**RE:** Two (2) terms expiring on the Recreation Advisory Board.+

The terms of Warren Duncan and Jaclyn Bounauito on the above subject board will expire on February 28, 2021. Mr. Duncan and Ms. Bounauito represent the "at-large" positions.

**REQUESTING DEPARTMENT:**

Legislative

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

Request for positions to be announced and applications solicited at tonight's meeting. Appointments will be made at the regular Council meeting to be held on February 18, 2021.



## **LEGISLATIVE MEMORANDUM**

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Terese Jones, City Clerk

**DATE:** 1/21/2021

**RE:** Two (2) terms expiring on the Youth Advisory Board (represents 'at-large student member' positions).+

The terms of Joshua Grady and Emani Williams on the above subject board will expire on February 21, 2021. These individuals represent the "at-large student member" positions.

**REQUESTING DEPARTMENT:**

Legislative

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

Request for positions to be announced and applications solicited at tonight's meeting. Appointments will be made at the regular Council meeting to be held on February 18, 2021.



## LEGISLATIVE MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Terese Jones, City Clerk

**DATE:** 1/21/2021

**RE:** Three (3) terms expiring on the Youth Advisory Board (represents 'adult member' positions).+

The terms of Jaclyn Bounauto, Tyisha Hinds and Denise Bowes-Valcin on the above subject board will expire on February 21, 2021. These individuals represent the "adult member" positions.

**REQUESTING DEPARTMENT:**

Legislative

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

Request for positions to be announced and applications solicited at tonight's meeting. Appointments will be made at the regular Council meeting to be held on February 18, 2021.



## LEGISLATIVE MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Suzanne Sherman, Acting City Manager

**THRU:** Charleena Cox, Human Resources Director; Juliet Misconi, Chief Procurement Officer

**DATE:** 1/21/2021

**RE:** **Contract: Voluntary supplemental insurance benefits, two-year renewal – Human Resources Department (Life Insurance Corporation of North America (Cigna Group Insurance) - \$56,000 (employee-paid coverages)).**

The City of Palm Bay Human Resources Department provides voluntary supplemental benefits for City employees. These are 100% employee paid coverages. The current provider is Life Insurance Corporation of North America (Cigna Group Insurance). The current coverage includes three plans:

- Hospital Care (HC): The plan pays for qualifiable hospital confinements. Available for employees and their dependents.
- Accident Injury (AI): The plan pays employees cash benefit for expenses resulting from on or off the job injuries. The plan is also available for dependents.
- Critical Illness (CI): The plan pays cash benefits in the event the employee is diagnosed with an illness covered under this plan. Dependent coverage is also available.
- All plans offer cash incentives for wellness and preventative care.

With the approval of the Procurement Department, on August 2018 Gehring Group, Inc., the City's Broker of Record, issued a Request for Quotation to select a proposer that would provide the best service, pricing, cost management and flexibility to the City, and would offer the best overall program for its employees and dependents for employee voluntary benefits. Although there is no actual expenditure of City funds, Staff maintains a competitive environment for selection of these services. The Broker of Record contract permits the vendor to solicit on the City's behalf for benefit services. Five proposers responded (Colonial, Aflac, Allstate, American Fidelity and Cigna). The Human Resources department evaluated the five quotes, reviewed the scope of services as they pertain to each vendor and the ability to provide services to City employees and recommended Cigna Group Insurance. The City Manager executed the agreement, effective from January 1, 2019 through December 31, 2020. The initial agreement was for two (2) years with the option for the City to consider a renewal. The renewal offer is 24-months with a rate guarantee for the renewal period with no rate increase from the current rates.

Staff recommends the renewal of two additional years, with rate guarantee, established by contract for Voluntary Supplemental Insurance, AI, CI and HC with Cigna Group Insurance, through December 31, 2022. This contract will be reevaluated in 2022 for the 2023 benefit year.

**REQUESTING DEPARTMENT:**

Procurement, Human Resources

**FISCAL IMPACT:**

Supplemental insurance benefits are budgeted through Other Employee Benefits (OEB) account # 513-2531-519-45-15 with an approximate cost per year of \$56,000 and are 100% employee paid. This City serves as a “pass through” for this service, collecting premiums from employees and remitting to the carrier on their behalf.

**RECOMMENDATION:**

Motion to renew Voluntary Supplemental Insurance, AI, CI and HC with Cigna Group Insurance for 24 months.

**ATTACHMENTS:****Description**

**Cigna Group Insurance Renewal**



October 6, 2020

Lisa Nix  
The Gehring Group

Subject: **City of Palm Bay - Accidental Injury, Critical Illness, Hospital Care Renewal**  
Policy Numbers: HC0960339, CI0960854, AI0960889

Dear Lisa,

Thank you for choosing Cigna Group Insurance to provide Accidental Injury, Critical Illness, and Hospital Care benefits for City of Palm Bay these past years. We appreciate the opportunity to help meet the employee benefit needs of your client.

Based on the group's current plan design and demographics, Cigna is pleased to be able to offer a competitive renewal package for 1/1/2021.

- Cigna has determined that there are no necessary changes required on the Accidental Injury, Critical Illness, or Hospital Care rates.
- The rate guarantee for these lines will extend from 1/1/2023.

Please respond via email thirty days prior to the above renewal date with your acceptance of this renewal. If you have any questions, please do not hesitate to contact me.

#### Rate Summary

Product	Policy #s	Inforce Rate	Renewal Rate	% Change
Accidental Injury	AI0960889	\$15.37 + 3-tier rates	No Change	0%
Hospital Indemnity	HC0960339	\$19.85 + 3-tier rates	No Change	0%
Critical Illness	CI0960854	age-banded step rates	No Change	0%

#### Rate Summary

Cigna reserves the right to change premium rates if any of the following occurs:

- The policy terms change
- A division, subsidiary, eligible company, or class is added/deleted
- There is a change of more than 10% in the number of eligible employees since the last census was provided.

#### Additional benefits and services

In addition to your current benefit levels, the below are additional benefit programs included at no additional cost to your benefit eligible employees.

**My Secure Advantage™** – Provides a full-service financial wellness program available to customers, their household members and Cignassurance® beneficiaries. MSA has coaching tracks to address virtually every type of personal financial matter, including:

- 30 days of money coaching pre-paid\* by Cigna for customers and their household members
- A designated "Money Coach" (an experienced financial professional) to personally assist, advise, and teach participants new money habits and guide them through the entire process to financial prosperity
- Access to a private secure web portal, MSA website tools, resources and educational webinars
- A free 30-minute financial consultation and 25% discount on tax planning & preparation services
- Identity theft services including a fraud resolution kit and consultation with a Fraud Resolution Specialist for victims of identity theft or to learn how to better protect oneself from identity theft
- Online resources to create and execute state-specific wills, powers of attorney and a variety of other important legal documents. Free 30-minute legal consultation with a licensed practicing attorney to review legal documents and a 25% discount off of standard fixed or hourly attorney's fees.

**Cigna's Health Advocacy Program** –Cigna offers our customers and their families (including spouse/domestic partner, dependent children, parents, and parents-in-law) access to expert assistance with a wide range of healthcare and health insurance challenges. These services are described below.

- Health advocacy services are provided by experienced clinicians and insurance professionals, typically a Registered Nurse or a person experienced in health benefits and administrative issues. These "Personal Health Advocates" know the "ins and outs" of the healthcare and health insurance worlds and are supported by medical directors and other clinical and benefits specialists.
- These services are available for use anytime by your employees or a member of the family and anywhere in the United States. And when facing healthcare issues for family that may be long distance, it's comforting to have help.
- Personal Health Advocates provide clinical and administrative support for many types of healthcare, benefits, or medical bill issues.
- The Personal Health Advocate will also assist with Senior Care and Special Needs service.
- Health advocacy services also help customers to get the most out of their health care benefits.
- Another critical component of this offering is Medical Bill Saver™. Personal Health Advocates work with health care professionals to negotiate a discount for customers on non-covered medical bills over \$400, helping to reduce their out-of-pocket costs.

**Cigna Healthy Rewards** - Discounts on health and wellness services, including vision and hearing care, diet programs, fitness and weight management, massage, chiropractic care and acupuncture, and more.

Please respond via email thirty days prior to the above renewal date with your acceptance of this renewal. If you have any questions, please do not hesitate to contact me.

Sincerely,  
Chris Dudley – Senior Sales Executive  
Crina Susman, CEBS, GBDS – Senior Account Executive  
Cigna Group Insurance





## LEGISLATIVE MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Suzanne Sherman, Acting City Manager

**THRU:** Charleena Cox, Human Resources Director

**DATE:** 1/21/2021

**RE:** Resolution 2021-05, amending Resolution 2020-49, adopting Classification and Pay Plans and the Position Control Plan for employees of the City of Palm Bay (first amendment).

The following items are reflected adjustments to the FY 2021 Position Control Plan:

Building Department: Administratively opening (1) one Building Inspector II position and closing (1) one Building Inspector I position to accommodate movement within the Building Inspector hierarchy due to receipt of upper level licenses. The increased cost of \$3,193 will be absorbed by the departments current budget. Adding (1) one Senior Permit Technician position to accommodate the need for a dedicated position to monitor, assist, and coordinate the growing workflow of the Permit Technicians (Approved by Council at 12/3/2020 meeting). The cost for this position is \$60,782 annually. Adding (1) PT Senior Plans Examiner position which will eliminate the need to rely out outside Plans Examiners to process plans, providing a significant savings to the City. The annual cost of this position will be \$60,170 (Approved by Council at 12/3/2020 meeting). Adding an additional Building Code Inspector FTE to assist with the large increase in new construction complaints and violations. The total cost to fund this position is \$93,449 which includes one-time costs of \$28,373 (pending Council approval at 01/21/2021 meeting). Adding one (1) additional FTE for Permit Technician due to the overwhelming increase in permit applications and the need for staff to process and provide customer service. The cost for this position will be \$61,022 of which \$5,500 are one-time costs (pending Council approval at 01/21/2021 meeting). Funds for the Senior Permit Technician, Permit Technician, Building Code Compliance Inspector, and the PT Senior Plans Examiner are available in the departments fund balance and appropriation has been requested on a Budget Amendment. Administratively reclassifying (1) one Administrative Secretary to an Administrative Assistant. Budgetary impact of \$5,525 will come from the department's undesignated fund balance.

City Attorney's Office: Closing (1) one Workers Compensation Adjuster position and replacing with (1) Assistant to Risk Manager position as there is no longer a need for an adjuster however there is a need for an assistant to help the Risk Manager with risk management cases including workers compensation, torts, and property damage claims. There is no budgetary impact or costs associated with this change.

Community & Economic Development: Reclassifying (1) one Housing Program Technician to the new position of Housing Program Specialist to encompass the increase duties performed by the current technician position. The new role will focus on carrying out all tasks involved in overseeing the entirety of the grant program. The budgetary impact for this change is \$8,778. Addition of (1) one newly created position; Business Development

Coordinator; grade GE-P. This does not create an additional FTE, as it will be reclassified from the current Administrative Assistant position. Funding for the additional costs for this position was approved by City Council on 11/5/2020.

Facilities: Adding (1) Construction Projects Manager as a paygrade GE-AB as approved by City Council on 11/5/2020.

Finance: Administratively classifying (1) one Customer Service Representative to a Customer Account Specialist (CAS) to provide sufficient staff to process the growing numbers of lien searches. With (2) two CAS's, lien searches and other necessary duties will be able to be completed in a timely manner. Budgetary impact is \$2,267. Funding is derived from salary savings of the outgoing Finance Director.

Fire Rescue: Eliminating (1) one filled Career Development & Safety Coordinator (CDSC) position as it is no longer an effective position for the organizational structure and training goals of the department. Replacing with (1) Firefighter position (filled by the employee being displaced by the elimination of the CDSC position), which will better serve the needs of the Department. There will be a savings of \$5,173. Adding one (1) additional Fire Inspector with a total cost of \$63,383 budget for this position was approved by Council on 11/19/2020.

Growth Management: Administratively reclassifying (1) vacant Engineering Tech III position to a GIS Technician to meet the increasing need of the department to have GIS capability. Administratively reclassifying (1) filled Data Entry Clerk position to a Planning Technician due to the increasing need to have staff available to provide assistance on technical land use and zoning matters as well as assist with zoning reviews. These two changes will realize a saving to the department of \$10,675. Funding source change for the Director and Deputy Director to 100%. Approval for this was part of the creation of the new Building Department.

Human Resources: The City and the NAGE Blue Union agreed to move four (4) Tradesworker positions into the NB contract. The only changes to the positions are the name of their paygrade and the group code which change from general to NB. The affected positions are currently in the Facilities and the Utilities Dept's and are: Electrician Apprentice, Electrician Journeyman, HVAC Technician, and Plumber Journeyman. There is no budgetary impact or costs associated with this change.

Police: Paygrade increase for the following positions, as approved by City Council on December 3, 2020: Deputy Police Chief, Police Commanders, and Communications Shift Supervisor. The title of Telecommunicator is changed to Communications Officer Trainee and the position of Communications Officer is added at a paygrade NW-K. Part-time Telecommunicators job title is changed to Communications Officer PT and the paygrade was increased to GE-K to match their full-time counterparts per the December 3, 2020 approval.

Public Works: Addition of the following FTE's as approved by Council on 1/7/2021: Operations Division Manager – 1 FTE; Engineer Technician II – 1; Data Entry Clerk from PT to FT.

Utilities: Transferred Utilities Intern (PT) positions from the Administration to the Utilities Compliance Division. There is no cost to this change, which will be accomplished with a budget transfer request. Administratively reclassifying (1) one filled Administrative Secretary to an Administrative Assistant and eliminating (1) one Administrative Secretary (vacant) and adding (1) one Administrative Assistant due to the expansion of duties and responsibilities to meet the need of the department. The increased cost of \$10,093 will be absorbed by the departments current budget. Increased the pay grade for the vacant Utilities Compliance Specialist from a General grade P to a grade T. This increase is the result of an in-house salary survey with the new pay grade aligning the position within local industry standards. This will also help to attract qualified candidates to meet the needs of the department in maintaining and meeting regulatory obligations. The funding for the grade change (\$5,712) was included in the FY 21 budget. Position Title change and paygrade increase for 6 employees from

Customer Service Representative/NW-H to Utilities Billing & Collections Specialist/NW-K. Position Title change and paygrade increase for 9 employees from Customer Service Representative/NW-H to Utilities Customer Care Specialist/NW-J. Position Title change and paygrade increase for 2 employees from Customer Service Coordinator/GE-Q to Utilities Customer Care Supervisor/GE-R. Position Title change and paygrade increase for 1 employee from Billing & Collections Coordinator/GE-R to Utilities Billing & Collections Supervisor/GE-T. Funding was included in the FY21 Adopted Budget. Adding one (1) Treatment Plant Operator Trainee FTE to provide necessary coverage for the plant to reduce scheduling adjustments and the number of OT hours as well as assist with the additional responsibility placed on plant staff due to elimination of the Maintenance section. The cost for this position is \$51,496 and is available in the Utilities Operating Fund balance and appropriation is being requested on a budget amendment.

**REQUESTING DEPARTMENT:**

Community & Economic Development, Growth Management, Utilities, Public Works, Facilities, Finance, Human Resources, Police Department, Fire Department, City Attorney's Office, Building Department

**FISCAL IMPACT:**

No fiscal impact with changes.

**RECOMMENDATION:**

Motion to approve by Resolution, adopting the modified Position Control Plan, Classification and Pay Plans.

**ATTACHMENTS:**

**Description**

**Resolution 2021-05**

**Resolution 2021-05, Exhibit A**

## RESOLUTION 2021-05

**A RESOLUTION OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, AMENDING RESOLUTION 2021-49, ADOPTING THE CLASSIFICATION AND PAY PLANS AND THE POSITION CONTROL PLAN FOR EMPLOYEES OF THE CITY OF PALM BAY FOR FISCAL YEAR 2020–2021; RESCINDING RESOLUTIONS OR PARTS OF RESOLUTIONS IN CONFLICT HERewith; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Palm Bay's Personnel Policies, Rules 12 and 13, require that Pay Plans be adopted for the employees of the City of Palm Bay, and

**WHEREAS**, the City of Palm Bay desires to amend the Position Control Plan.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA**, as follows:

**SECTION 1.** The City Council hereby amends Resolution 2021-49, adopting the Classification and Pay Plans for the City of Palm Bay employees and the Position Control Plan, which are, by reference, incorporated herein as Exhibit 'A'.

**SECTION 2.** All resolutions or parts of resolutions in conflict herewith are hereby superseded and rescinded.

**SECTION 3.** The provisions within this resolution shall take effect immediately upon the enactment date.

This resolution was duly enacted at Meeting 2021- , of the City Council of the City of Palm Bay, Brevard County, Florida, held on , 2021.

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Robert Medina, MAYOR

ATTEST:

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Terese M. Jones, CITY CLERK

**FY 21 Position Control Plan**

DEPARTMENT DIVISION POSITIONS (FTEs)	Amended Budget FY 2020	Adopted Budget FY 2021	Revisions to FY 2021	Amended Budget FY 2021	Change from FY 2020
<b>LEGISLATIVE DEPARTMENT</b>					
Administration Division	9.00	9.00	-	9.00	-
<b>Department Total</b>	<b>9.00</b>	<b>9.00</b>	<b>-</b>	<b>9.00</b>	<b>-</b>
<b>OFFICE OF THE CITY MANAGER DEPT.</b>					
Administration Division	4.00	4.00	-	4.00	-
<b>Department Total</b>	<b>8.00</b>	<b>5.70</b>	<b>-</b>	<b>5.70</b>	<b>(2.30)</b>
<b>OFFICE OF THE CITY ATTORNEY DEPT.</b>					
Administration Division	2.05	2.05	-	2.05	-
Risk Management Division	10.25	10.25	-	10.25	-
<b>Department Total</b>	<b>12.30</b>	<b>12.30</b>	<b>-</b>	<b>12.30</b>	<b>-</b>
<b>PROCUREMENT DEPARTMENT</b>					
Administration Division	7.00	7.00	-	7.00	-
<b>Department Total</b>	<b>7.00</b>	<b>7.00</b>	<b>-</b>	<b>7.00</b>	<b>-</b>
<b>FINANCE DEPARTMENT</b>					
Administration Division	6.00	6.00	-	6.00	-
Accounting Division	8.00	8.00	-	8.00	-
Revenue Division	5.00	5.00	-	5.00	-
<b>Department Total</b>	<b>19.00</b>	<b>19.00</b>	<b>-</b>	<b>19.00</b>	<b>-</b>
<b>INFORMATION TECHNOLOGY DEPARTMENT</b>					
Administration Division	12.40	12.00	-	12.00	(0.40)
<b>Department Total</b>	<b>12.40</b>	<b>12.00</b>	<b>-</b>	<b>12.00</b>	<b>(0.40)</b>
<b>HUMAN RESOURCES DEPARTMENT</b>					
Administration Division	7.18	7.18	-	7.18	-
Employee Health Insurance Division	2.23	2.23	-	2.23	-
Other Employee Benefits Division	2.22	2.22	-	2.22	-
<b>Department Total</b>	<b>11.63</b>	<b>11.63</b>	<b>-</b>	<b>11.63</b>	<b>-</b>
<b>GROWTH MANAGEMENT DEPARTMENT</b>					
Administration Division	0.50	0.50	0.50	1.00	0.50
Land Development Division	8.60	8.90	0.10	9.00	0.40
Building Division	30.90	30.90	(30.90)	-	(30.90)
Code Compliance Division	8.80	8.80	-	8.80	-
<b>Department Total</b>	<b>50.80</b>	<b>49.10</b>	<b>(30.30)</b>	<b>18.80</b>	<b>(32.00)</b>
<b>COMMUNITY &amp; ECONOMIC DEVELOPMENT DEPARTMENT</b>					
Administration Division	3.00	3.00	-	3.00	(1.00)
Public Information Division	-	4.00	-	4.00	4.00
Community Development	-	3.00	-	3.00	3.00
Bayfront Community Redev. Agency	-	1.70	-	1.70	1.70
<b>Department Total</b>	<b>3.00</b>	<b>11.70</b>	<b>-</b>	<b>11.70</b>	<b>7.70</b>
<b>PARKS AND RECREATION DEPARTMENT</b>					
Administration Division	7.00	7.00	-	7.00	-
Recreation Programs Division	10.31	14.57	-	14.57	4.26
Parks Maintenance Division	24.00	31.00	-	31.00	7.00
Fred Poppe Regional Park Division	7.00	-	-	-	(7.00)
Palm Bay Aquatic Center Division	2.26	2.26	-	2.26	-

DEPARTMENT	Amended Budget FY 2020	Adopted Budget FY 2021	Revisions to FY 2021	Amended Budget FY 2021	Change from FY 2020
DIVISION					
POSITIONS (FTEs)					
Whitlock Community Center Division	4.26	-	-	-	(4.26)
<b>Department Total</b>	<b>54.83</b>	<b>54.83</b>	<b>-</b>	<b>54.83</b>	<b>-</b>
<b>FACILITIES DEPARTMENT</b>					
Facility Maintenance Division	16.40	16.40	-	17.40	1.00
<b>Department Total</b>	<b>16.40</b>	<b>16.40</b>	<b>-</b>	<b>17.40</b>	<b>1.00</b>
<b>POLICE DEPARTMENT</b>					
Executive Division	6.67	6.67	-	6.67	-
Support Services Division	32.51	32.51	-	32.51	-
Uniform Services Division	124.00	130.00	-	130.00	6.00
Investigations Division	44.00	44.00	-	44.00	(1.00)
Communications Center Division	41.50	41.50	-	41.50	-
Victim Services Unit Division	2.00	2.00	-	2.00	-
<b>Department Total</b>	<b>250.68</b>	<b>256.68</b>	<b>-</b>	<b>256.68</b>	<b>5.00</b>
<b>FIRE DEPARTMENT</b>					
Emergency Services Division	131.00	131.00	1.00	132.00	1.00
<b>Department Total</b>	<b>131.00</b>	<b>131.00</b>	<b>1.00</b>	<b>132.00</b>	<b>1.00</b>
<b>PUBLIC WORKS DEPARTMENT</b>					
Administrative Services Division	7.63	10.63	0.37	10.00	2.37
Engineering & Surveying Services Division	8.40	10.40	1.00	11.40	3.00
ROW Beautification Division	18.00	25.63	-	25.63	7.63
Traffic Operations Division	5.63	5.63	-	5.63	-
Infrastructure Division	19.72	19.72	1.00	20.72	1.00
Fleet Services Fund	16.50	16.50	-	16.50	-
Stormwater Utility Fund	46.44	33.81	-	33.81	(12.63)
Solid Waste Fund	6.65	-	-	-	(6.65)
<b>Department Total</b>	<b>128.97</b>	<b>122.32</b>	<b>2.37</b>	<b>123.69</b>	<b>(5.28)</b>
<b>BAYFRONT COMM REDEV AGENCY DEPARTMENT</b>					
BCRA	1.70	-	-	-	(1.70)
<b>Department Total</b>	<b>1.70</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(1.70)</b>
<b>UTILITIES DEPARTMENT</b>					
Administration Division	9.09	7.44	(0.44)	7.00	(2.09)
Customer Service Section	19.75	20.75	-	20.75	1.00
Business Operations Division	6.00	6.00	-	6.00	-
Engineering and Construction Division	13.00	12.00	-	12.00	(1.00)
Maintenance Section	17.00	14.34	-	14.34	(2.66)
Field Services Section	8.00	8.00	-	8.00	-
Integrated Systems Management Division	2.00	-	-	-	(2.00)
Utilities Compliance Division	-	8.00	0.44	8.44	8.44
Laboratory Section	2.00	2.00	-	2.00	-
Water Distribution Section	24.25	23.58	-	23.58	(0.67)
Water Plant-SRWTF Section	7.34	7.34	-	7.34	-
Water Plant-North Regional Section	8.33	8.33	1.00	9.33	1.00
Wastewater Collections Section	21.75	23.33	-	23.33	1.58
Wastewater Plant-North Regional Section	10.33	10.33	-	10.33	-
<b>Department Total</b>	<b>148.84</b>	<b>151.44</b>	<b>1.00</b>	<b>152.44</b>	<b>3.60</b>
<b>Citywide Total</b>	<b>865.55</b>	<b>870.10</b>	<b>(25.93)</b>	<b>844.17</b>	<b>(23.38)</b>

## FY 21 Position Control Plan

DEPARTMENT	Pay Grade	Amended Budget FY 2020	Adopted Budget FY 2021	Revisions to FY 2021	Amended Budget FY 2021	Change from FY 2020
DIVISION						
POSITIONS (FTEs)						
<b>LEGISLATIVE DEPARTMENT</b>						
<b>Administration Division</b>	<b>001-1110-511</b>					
<u>Full-time</u>						
City Clerk*	GE-AP	1.00	1.00	-	1.00	-
Deputy City Clerk	GE-AD	1.00	1.00	-	1.00	-
Records Administrator	GE-O	1.00	1.00	-	1.00	-
Administrative Assistant	GE-M	1.00	1.00	-	1.00	-
Sub-total:		4.00	4.00	-	4.00	-
<u>Elected</u>						
Mayor	MAY	1.00	1.00	-	1.00	-
Deputy Mayor	COU	1.00	1.00	-	1.00	-
Council Members	COU	3.00	3.00	-	3.00	-
Sub-total:		5.00	5.00	-	5.00	-
<b>Legislative Department Total</b>		<b>9.00</b>	<b>9.00</b>	<b>-</b>	<b>9.00</b>	<b>-</b>

\* Indicates position appointed by the City Council.

## FY 21 Position Control Plan

DEPARTMENT	Pay Grade	Amended Budget	Adopted Budget	Revisions to	Amended Budget	Change from
DIVISION		FY 2020	FY 2021	FY 2021	FY 2021	FY 2020
POSITIONS (FTEs)						
<b>OFFICE OF THE CITY MANAGER</b>						
<b>Administration Division</b>	<b>001-1210-512</b>					
<u>Full-time</u>						
City Manager **	GE-BB	1.00	1.00	-	1.00	-
Deputy City Manager	GE-AP	1.00	1.00	-	1.00	-
Administrative Assistant	GE-M	1.00	1.00	-	1.00	-
Office Manager	GE-N	1.00	1.00	-	1.00	-
Sub-total:		4.00	4.00	-	4.00	-
<u>Part-time</u>						
Switchboard Operator	GP-6A	-	1.30	-	1.30	1.30
Support Services Clerk	GP-1A	-	0.40	-	0.40	0.40
Sub-total:		-	1.70	-	1.70	1.70
<b>Division total</b>		4.00	5.70	-	5.70	1.70
<b>Public Information Division</b>	<b>001-1216-512</b>					
<u>Full-time</u>						
Public Information Officer	GE-AB	1.00	-	-	-	(1.00)
Web Administrator	GE-R	1.00	-	-	-	(1.00)
Community Information Coordinator	GE-Q	1.00	-	-	-	(1.00)
Technical Editor	GE-Q	1.00	-	-	-	(1.00)
Sub-total:		4.00	-	-	-	(4.00)
<b>Division total</b>		4.00	-	-	-	(4.00)
<b>Office of the City Manager Dept. Total</b>		<b>8.00</b>	<b>5.70</b>	<b>-</b>	<b>5.70</b>	<b>(2.30)</b>

\*\* Indicates position appointed and salary set by the City Council.



## FY 21 Position Control Plan

DEPARTMENT		Pay Grade	Amended Budget FY 2020	Adopted Budget FY 2021	Revisions to FY 2021	Amended Budget FY 2021	Change from FY 2020
DIVISION							
POSITIONS (FTEs)							
<b>OFFICE OF THE CITY ATTORNEY DEPARTMENT</b>							
<b>Administration Division</b>	<b>001-1410-514</b>						
<u>Full-time</u>							
City Attorney	N/A*		0.75	0.75	-	0.75	-
Sub-total:			0.75	0.75	-	0.75	-
<u>Part-time</u>							
City Attorney Emeritus	N/A*		0.34	0.34	-	0.34	-
Administrative Assistant	GP-M		0.96	0.96	-	0.96	-
Sub-total:			1.30	1.30	-	1.30	-
<b>Division total</b>			2.05	2.05	-	2.05	-
<b>Risk Management Division</b>	<b>512-1425-519</b>						
City Attorney	N/A*		0.25	0.25	-	0.25	-
Deputy City Attorney	GE-AP		3.00	3.00	-	3.00	-
Risk Manager	GE-AB		1.00	1.00	-	1.00	-
Risk Analyst	GE-T				1.00	1.00	1.00
Safety & Security Coordinator	GE-T		1.00	1.00	-	1.00	-
Assistant City Attorney	GE-V		1.00	1.00	-	1.00	-
Litigation Paralegal	GE-V		1.00	1.00	-	1.00	-
Workers Compensation Adjuster	GE-M		1.00	1.00	(1.00)	-	(1.00)
Administrative Assistant	GE-M		2.00	2.00		2.00	-
Sub-total:			10.25	10.25	-	10.25	-
<b>Division total</b>			10.25	10.25	-	10.25	-
<b>Office of the City Attorney Dept. Total</b>			<b>12.30</b>	<b>12.30</b>	<b>-</b>	<b>12.30</b>	<b>-</b>

\*\*\*\*Indicates grant received for position

\* Contractural position outside of pay plan.

## FY 21 Position Control Plan

DEPARTMENT	Pay Grade	Amended Budget FY 2020	Adopted Budget FY 2021	Revisions to FY 2021	Amended Budget FY 2021	Change from FY 2020
DIVISION						
POSITIONS (FTEs)						
<b>PROCUREMENT DEPARTMENT</b>						
<b>Administration Division</b>	<b>001-1510-513</b>					
<u>Full-time</u>						
Chief Procurement Officer	GE-AN	1.00	1.00	-	1.00	-
Procurement Manager	GE-AB	1.00	1.00	-	1.00	-
Procurement Agent III	GE-T	2.00	2.00	(2.00)	-	(2.00)
Procurement Agent II	GE-R	-	-	2.00	2.00	2.00
Procurement Agent I	GE-P	2.00	2.00	-	2.00	-
Administrative Assistant	GE-M	1.00	1.00	-	1.00	-
Sub-total:		7.00	7.00	-	7.00	-
<b>Division total</b>		7.00	7.00	-	7.00	-
<b>Procurement Department Total</b>		<b>7.00</b>	<b>7.00</b>	<b>-</b>	<b>7.00</b>	<b>-</b>

## FY 21 Position Control Plan

DEPARTMENT	Pay Grade	Amended Budget	Adopted Budget	Revisions to	Amended Budget	Change from
DIVISION		FY 2020	FY 2021	FY 2021	FY 2021	FY 2020
POSITIONS (FTEs)						
<b>FINANCE DEPARTMENT</b>						
<b>Administration Division</b>	<b>001-2010-513</b>					
Full-time						
Finance Director	GE-AN	1.00	1.00	-	1.00	-
Assistant Finance Director	GE-AG	1.00	1.00	-	1.00	-
Fiscal Manager	GE-AB	1.00	1.00	-	1.00	-
Budget Analyst	GE-X	1.00	1.00	-	1.00	-
Fiscal Analyst	GE-U	1.00	1.00	-	1.00	-
Cash Management Coordinator	GE-O	1.00	1.00	-	1.00	-
Sub-total:		6.00	6.00	-	6.00	-
<b>Division total</b>		6.00	6.00	-	6.00	-
<b>Accounting Division</b>	<b>001-2011-513</b>					
Full-time						
Chief Accountant	GE-AD	1.00	1.00	-	1.00	-
Senior Accountant	GE-X	1.00	1.00	-	1.00	-
Paymaster	GE-W	1.00	1.00	-	1.00	-
Accountant II	GE-U	2.00	2.00	-	2.00	-
Payroll & Accounting Assistant	GE-P	1.00	1.00	-	1.00	-
Accountant I	GE-N	1.00	1.00	-	1.00	-
Junior Accounting Clerk	NW-C	1.00	1.00	-	1.00	-
Sub-total:		8.00	8.00	-	8.00	-
<b>Division total</b>		8.00	8.00	-	8.00	-
<b>Revenue</b>	<b>001-2022-513</b>					
Full-time						
Customer Service Coordinator	GE-Q	1.00	1.00	-	1.00	-
Customer Account Specialist	NW-J	3.00	3.00	1.00	4.00	1.00
Customer Service Representative	NW-H	1.00	1.00	(1.00)	-	(1.00)
Sub-total:		5.00	5.00	-	5.00	-
<b>Division total</b>		5.00	5.00	-	5.00	-
<b>Finance Department Total</b>		<b>19.00</b>	<b>19.00</b>	<b>-</b>	<b>19.00</b>	<b>-</b>

## FY 21 Position Control Plan

DEPARTMENT DIVISION POSITIONS (FTEs)	Pay Grade	Amended Budget FY 2020	Adopted Budget FY 2021	Revisions to FY 2021	Amended Budget FY 2021	Change from FY 2020
<b>INFORMATION TECHNOLOGY DEPARTMENT</b>						
<b>Administration Division</b>	<b>001-2310-519</b>					
<u>Full-time</u>						
Director of Information Technology	GE-AN	1.00	1.00	-	1.00	-
Network Administrator	GE-V	2.00	2.00	-	2.00	-
Systems Administrator	GE-V	1.00	1.00	-	1.00	-
Telephone Administrator	GE-V	1.00	1.00	-	1.00	-
Support Services Coordinator	GE-U	1.00	1.00	-	1.00	-
Application Analyst	GE-T	1.00	1.00	-	1.00	-
IT Support Specialist	GE-R	5.00	5.00	-	5.00	-
Sub-total:		12.00	12.00	-	12.00	-
<u>Part-time</u>						
Support Services Clerk	GP-1A	0.40	-	-	-	(0.40)
Sub-total:		0.40	-	-	-	(0.40)
<b>Information Technology Dept Totals</b>		<b>12.40</b>	<b>12.00</b>	<b>-</b>	<b>12.00</b>	<b>(0.40)</b>

## FY 21 Position Control Plan

DEPARTMENT	Pay Grade	Amended Budget	Adopted Budget	Revisions to	Amended Budget	Change from
DIVISION		FY 2020	FY 2021	FY 2021	FY 2021	FY 2020
POSITIONS (FTEs)						
<b>HUMAN RESOURCES DEPARTMENT</b>						
<b>Administration Division</b>			<b>001-2510-513</b>			
<u>Full-time</u>						
Human Resources Director	GE-AN	0.55	0.55	-	0.55	-
Human Resources Manager	GE-AB	1.00	1.00	-	1.00	-
Training & Employee Dev. Admin	GE-X	1.00	1.00	-	1.00	-
Human Resources Analyst II	GE-T	1.00	1.00	-	1.00	-
Human Resources Analyst I	GE-P	2.00	2.00	-	2.00	-
Administrative Secretary	GE-F	1.00	1.00	-	1.00	-
Sub-total:		6.55	6.55	-	6.55	-
<u>Part-time</u>						
Human Resources Clerk	GP-1A	0.63	0.63	-	0.63	-
Sub-total:		0.63	0.63	-	0.63	-
<b>Division total</b>		<b>7.18</b>	<b>7.18</b>	<b>-</b>	<b>7.18</b>	<b>-</b>
<b>Health Insurance Division</b>						
			<b>511-2520-519</b>			
<u>Full-time</u>						
Human Resources Director	GE-AN	0.23	0.23	-	0.23	-
HR Benefits Manager	GE-AB	0.50	0.50	-	0.50	-
HR Benefits Analyst	GE-T	1.00	1.00	-	1.00	-
HR Benefits & Wellness Coordinator	GE-P	-	-	-	-	-
HR Wellness Coordinator	GE-P	0.50	0.50	-	0.50	-
Human Resources Analyst I	GE-P	-	-	-	-	-
Sub-total:		2.23	2.23	-	2.23	-
<b>Division total</b>		<b>2.23</b>	<b>2.23</b>	<b>-</b>	<b>2.23</b>	<b>-</b>
<b>Other Employee Benefits Division</b>						
			<b>513-2531-519</b>			
<u>Full-time</u>						
Human Resources Director	GE-AN	0.22	0.22	-	0.22	-
HR Benefits Manager	GE-AB	0.50	0.50	-	0.50	-
HR Benefits Analyst	GE-T	1.00	1.00	-	1.00	-
HR Benefits & Wellness Coordinator	GE-P	-	-	-	-	-
HR Wellness Coordinator	GE-P	0.50	0.50	-	0.50	-
Human Resources Analyst I	GE-P	-	-	-	-	-
Sub-total:		2.22	2.22	-	2.22	-
<b>Division total</b>		<b>2.22</b>	<b>2.22</b>	<b>-</b>	<b>2.22</b>	<b>-</b>
<b>Human Resources Department Total</b>		<b>11.63</b>	<b>11.63</b>	<b>-</b>	<b>11.63</b>	<b>-</b>

## FY 21 Position Control Plan

## FY 21 Position Control Plan

DEPARTMENT DIVISION	POSITIONS (FTEs)	Pay	Amended	Adopted	Revisions	Amended	Change
		Grade	Budget FY 2020	Budget FY 2021	to FY 2021	Budget FY 2021	from FY 2020
Building Department							
Building							
	Full-time						
	Chief Building Official	GE-AN	-	-	1.00	1.00	1.00
	Deputy Building Official	GE-AG	-	-	1.00	1.00	1.00
	Senior Building Inspector	GE-AB	-	-	1.00	1.00	1.00
	Senior Plans Examiner	GE-Z	-	-	1.00	1.00	1.00
	Administrative Services Manager	GE-W	-	-	1.00	1.00	1.00
	Fire Plans Examiner	GE-W	-	-	1.00	1.00	1.00
	Plans Examiner	GE-W	-	-	1.00	1.00	1.00
	Building Services & Flood Plain Coord.	GE-U	-	-	1.00	1.00	1.00
	Building Code Compliance Inspector	NW-N	-	-	2.00	2.00	2.00
	Building Inspector III	NW-X	-	-	-	-	-
	Building Inspector II	NW-U	-	-	2.00	2.00	2.00
	Building Inspector I	NW-R	-	-	6.00	6.00	6.00
	Building Inspector Provisional	NW-O	-	-	1.00	1.00	1.00
	Planning Specialist	NW-M	-	-	1.00	1.00	1.00
	Administrative Assistant	GE-M			1.00	1.00	1.00
	Planning Technician	NW-L	-	-	1.00	1.00	1.00
	Sr. Permit Technician	NW-K			1.00	1.00	1.00
	Customer Service Representative	NW-H	-	-	2.00	2.00	2.00
	Permit Technician	NW-H	-	-	6.00	6.00	6.00
	Administrative Secretary	GE-F	-	-	(1.00)	-	-
	Data Entry Clerk	NW-B	-	-	1.00	1.00	1.00
	Sub-total:		-	-		32.00	32.00
	Part-time						
	Sr. Plans Examiner	GE-Z			0.68	0.68	0.68
	Data Entry Clerk	GP-B	-	-	0.50	0.50	0.50
	Plans Examiner	GP-W	-	-	0.50	0.50	0.50
	Sub-total:		-	-		1.68	1.68
	Division total		-	-	-	33.68	33.68
	Building Department Total		-	-	-	33.68	33.68

## FY 21 Position Control Plan

DEPARTMENT	Pay Grade	Amended Budget FY 2020	Adopted Budget FY 2021	Revisions to FY 2021	Amended Budget FY 2021	Change from FY 2020
DIVISION						
POSITIONS (FTEs)						

### GROWTH MANAGEMENT DEPARTMENT

#### Administration

001-3310-515

##### Full-time

Growth Management Director	GE-AN	0.50	0.50	0.50	1.00	0.50
Sub-total:		0.50	0.50	0.50	1.00	0.50

#### Division total

0.50	0.50	0.50	1.00	0.50
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#### Land Development

001-3311-515

##### Full-time

Assistant Growth Mgmt Director	GE-AG	0.90	0.90	0.10	1.00	0.10
Planner III	GE-X	-	-	-	-	-
Principal Planner	GE-Z	1.00	1.00	-	1.00	-
Planner II	GE-U	-	-	-	-	-
Senior Planner	GE-W	1.00	1.00	-	1.00	-
Planner	GE-R	1.00	1.00	-	1.00	-
Administrative Secretary	GE-F	1.00	1.00	-	1.00	-
GIS Technician I	NW-N			1.00	1.00	1.00
Engineering Tech III	NW-M	0.70	1.00	(1.00)	-	(0.70)
Planning Specialist	NW-M	2.00	2.00	-	2.00	-
Planning Technician	NW-L			1.00	1.00	1.00
Data Entry Clerk	NW-B	1.00	1.00	(1.00)	-	(1.00)
Sub-total:		8.60	8.90	0.10	9.00	0.40

#### Division total

8.60	8.90	0.10	9.00	0.40
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#### Building

451-3320-524

##### Full-time

Growth Management Director	GE-AN	0.50	0.50	(0.50)	-	(0.50)
Assistant Growth Mgmt Director	GE-AG	0.10	0.10	(0.10)	-	(0.10)
Chief Building Official	GE-AG	1.00	1.00	(1.00)	-	(1.00)
Deputy Building Official	GE-AB	1.00	1.00	(1.00)	-	(1.00)
Senior Building Inspector	GE-AB	1.00	1.00	(1.00)	-	(1.00)
Senior Plans Examiner	GE-Z	1.00	1.00	(1.00)	-	(1.00)
Administrative Services Manager	GE-W	1.00	1.00	(1.00)	-	(1.00)
Fire Plans Examiner	GE-W	1.00	1.00	(1.00)	-	(1.00)
Plans Examiner	GE-W	1.00	1.00	(1.00)	-	(1.00)
Building Services & Flood Plain Coord.	GE-U	1.00	1.00	(1.00)	-	(1.00)
Building Code Compliance Inspector	NW-N	1.00	1.00	(1.00)	-	(1.00)
Building Inspector III	NW-X	-	-	-	-	-
Building Inspector II	NW-U	-	-	-	-	-
Building Inspector I	NW-R	7.00	7.00	(7.00)	-	(7.00)
Building Inspector Provisional	NW-O	2.00	2.00	(2.00)	-	(2.00)
Engineering Tech III	NW-M	0.30	0.30	(0.30)	-	(0.30)
Planning Specialist	NW-M	1.00	1.00	(1.00)	-	(1.00)
Planning Technician	NW-L	1.00	1.00	(1.00)	-	(1.00)
Customer Service Representative	NW-H	2.00	2.00	(2.00)	-	(2.00)

DEPARTMENT DIVISION	Pay Grade	Amended Budget FY 2020	Adopted Budget FY 2021	Revisions to FY 2021	Amended Budget FY 2021	Change from FY 2020
Permit Technician	NW-H	5.00	5.00	(5.00)	-	(5.00)
Administrative Secretary	GE-F	1.00	1.00	(1.00)	-	(1.00)
Data Entry Clerk	NW-B	1.00	1.00	(1.00)	-	(1.00)
Sub-total:		29.90	29.90	(29.90)	-	(29.90)
<u>Part-time</u>						
Data Entry Clerk	GP-B	0.50	0.50	(0.50)	-	(0.50)
Plans Examiner	GP-W	0.50	0.50	(0.50)	-	(0.50)
Sub-total:		1.00	1.00	(1.00)	-	(1.00)
<b>Division total</b>		<b>30.90</b>	<b>30.90</b>	<b>(30.90)</b>	<b>-</b>	<b>(30.90)</b>

#### Code Compliance Division

**001-3330-529**

##### Full-time

Code Compliance Supervisor	GE-R	1.00	1.00	-	1.00	-
Code Compliance Officer	NW-N	5.00	5.00	-	5.00	-
Code Compliance Technician	NW-H	-	-	-	-	-
Secretary	NW-D	2.00	2.00	-	2.00	-
Sub-total:		8.00	8.00	-	8.00	-

##### Part-time

Secretary	GP-D	0.80	0.80	-	0.80	-
Sub-total:		0.80	0.80	-	0.80	-

#### **Division total**

8.80	8.80	-	8.80	-
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#### **GF Divisions total**

17.90	18.20	0.60	18.80	0.90
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#### Housing and Neighborhood Development

##### **State Housing Grant Fund**

**111-3351-554**

##### Full-time

Housing Administrator	GE-AA	0.05	-	-	-	(0.05)
Housing Program Technician	NW-F	0.35	-	-	-	(0.35)
Sub-total:		0.40	-	-	-	(0.40)

##### **Community Dev Block Grant Fund**

**112-3351-554**

##### Full-time

Housing Administrator	GE-AA	0.75	-	-	-	(0.75)
Housing Program Technician	NW-F	0.15	-	-	-	(0.15)
Sub-total:		0.90	-	-	-	(0.90)

##### **HOME Investment Grant Fund**

**114-3351-554**

##### Full-time

Housing Administrator	GE-AA	0.05	-	-	-	(0.05)
Housing Program Technician	NW-F	0.10	-	-	-	(0.10)
Sub-total:		0.15	-	-	-	(0.15)

##### **NSP Fund**

**123-3351-554**

##### Full-time

Housing Administrator	GE-AA	0.15	-	-	-	(0.15)
Housing Program Technician	NW-F	0.40	-	-	-	(0.40)
Sub-total:		0.55	-	-	-	(0.55)



DEPARTMENT DIVISION	Pay Grade	Amended Budget FY 2020	Adopted Budget FY 2021	Revisions to FY 2021	Amended Budget FY 2021	Change from FY 2020
	<b>HANDS Total</b>	2.00	-	-	-	(2.00)
	<b>Growth Management Department Total</b>	50.80	49.10	(30.30)	18.80	(32.00)

## FY 21 Position Control Plan

DEPARTMENT DIVISION POSITIONS (FTEs)	Pay Grade	Amended Budget FY 2020	Adopted Budget FY 2021	Revisions to FY 2021	Amended Budget FY 2021	Change from FY 2020
<b>COMMUNITY AND ECONOMIC DEVELOPMENT</b>						
<b>Administration Division</b>	<b>001-3410-552</b>					
<u>Full-time</u>						
Director of C&E Development	GE-AN	1.00	1.00	-	1.00	-
Special Projects Manager	GE-X	1.00	1.00	-	1.00	-
Building Development Coordinator	GE-P			1.00	1.00	-
Administrative Assistant	GE-M	1.00	1.00	(1.00)	-	(1.00)
Sub-total:		3.00	3.00	-	3.00	(1.00)
<b>Division total</b>		3.00	3.00	-	3.00	(1.00)
<b>Communications Division</b>	<b>001-3416-559</b>					
<u>Full-time</u>						
Public Information Officer	GE-AB	-	1.00	-	1.00	1.00
Web Administrator	GE-R	-	1.00	-	1.00	1.00
Community Information Coordinator	GE-Q	-	1.00	-	1.00	1.00
Technical Editor	GE-Q	-	1.00	-	1.00	1.00
Sub-total:		-	4.00	-	4.00	4.00
<b>Division total</b>		-	4.00	-	4.00	4.00
<b>Housing &amp; Community Development Division</b>	<b>001-3411-554</b>					
<u>Full-time</u>						
Housing Administrator	GE-AA	-	1.00	-	1.00	1.00
Housing Assistant	GE-K	-	1.00	-	1.00	1.00
Housing Program Technician	NW-F	-	1.00	-	1.00	1.00
Sub-total:		-	3.00	-	3.00	3.00
<b>Division total</b>		-	3.00	-	3.00	3.00
<b>Bayfront Community Redev. Agency Division</b>	<b>181-9110-559</b>					
<u>Full-time</u>						
BCRA Administrator	GE-AA	-	1.00	-	1.00	1.00
Sub-total:		-	1.00	-	1.00	1.00
<u>Part-time</u>						
Administrative Secretary	GP-F	-	0.70	-	0.70	0.70
Sub-total:		-	0.70	-	0.70	0.70
<b>Division total</b>		-	1.70	-	1.70	1.70
<b>Community and Economic Dev. Dept</b>		3.00	11.70	-	11.70	7.70

## FY 21 Position Control Plan

DEPARTMENT	Pay Grade	Amended Budget	Adopted Budget	Revisions to	Amended Budget	Change from
DIVISION		FY 2020	FY 2021	FY 2021	FY 2021	FY 2020
POSITIONS (FTEs)						
<b>PARKS AND RECREATION DEPARTMENT</b>						
<b>Administration Division</b>						
<u>Full-time</u>						
Parks and Recreation Director	GE-AN	1.00	1.00	-	1.00	-
Assistant Parks and Rec. Director	GE-AG	1.00	1.00	-	1.00	-
Management Analyst	GE-T	1.00	1.00	-	1.00	-
Administrative Supervisor	GE-R	1.00	1.00	-	1.00	-
Community Outreach Coordinator	GE-Q	1.00	1.00	-	1.00	-
Accountant I	GE-N	1.00	1.00	-	1.00	-
Administrative Secretary	GE-F	1.00	1.00	-	1.00	-
Sub-total:		7.00	7.00	-	7.00	-
<b>Division total</b>		7.00	7.00	-	7.00	-
<b>Recreation Program</b>						
<u>Full-time</u>						
Recreation Division Manager	GE-AB	1.00	1.00	-	1.00	-
Recreation Supervisor	GE-R	1.00	2.00	-	2.00	1.00
Park Ranger/Naturalist	GE-K	1.00	1.00	-	1.00	-
Recreation Leader	NW-H	1.00	3.00	-	3.00	2.00
Sub-total:		4.00	7.00	-	7.00	3.00
<u>Part-time</u>						
Recreation Aide PT	GP-1A	2.68	3.94	-	3.94	1.26
Special Events Staff	GP-1A	0.25	0.25	-	0.25	-
Maintenance Worker	GP-D	1.40	1.40	-	1.40	-
Customer Service Clerk	GP-C	1.98	1.98	-	1.98	-
Sub-total:		6.31	7.57	-	7.57	1.26
<b>Division total</b>		10.31	14.57	-	14.57	4.26
<b>Parks Maintenance Division</b>						
<u>Full-time</u>						
Parks Division Manager	GE-AB	1.00	1.00	-	1.00	-
Parks Foreman	GE-M	1.00	2.00	-	2.00	1.00
Inventory Control Coordinator	NW-J	1.00	1.00	-	1.00	-
Small Equipment Technician	NB-F	1.00	2.00	-	2.00	1.00
Maintenance Worker II	NB-F	4.00	4.00	-	4.00	-
Maintenance Worker	NB-D	16.00	21.00	-	21.00	5.00
Sub-total:		24.00	31.00	-	31.00	7.00
<b>Division total</b>		24.00	31.00	-	31.00	7.00

DEPARTMENT	Pay Grade	Amended Budget	Adopted Budget	Revisions to	Amended Budget	Change from
DIVISION		FY 2020	FY 2021	FY 2021	FY 2021	FY 2020
<b>POSITIONS (FTEs)</b>						
<b>Fred Poppe Regional Park Division</b>		<b>001-4029-572</b>				
<u>Full-time</u>						
Parks Foreman	GE-M	1.00	-	-	-	(1.00)
Small Equipment Technician	NB-F	1.00	-	-	-	(1.00)
Maintenance Worker	NB-D	5.00	-	-	-	(5.00)
Sub-total:		7.00	-	-	-	(7.00)
<b>Division total</b>		7.00	-	-	-	(7.00)
<b>Palm Bay Aquatic Center Division</b>		<b>001-4032-572</b>				
<u>Full-time</u>						
Recreation Supervisor	GE-R	1.00	1.00	-	1.00	-
Sub-total:		1.00	1.00	-	1.00	-
<u>Part-time</u>						
Lifeguard PT	GP-1A	1.26	1.26	-	1.26	-
Sub-total:		1.26	1.26	-	1.26	-
<b>Division total</b>		2.26	2.26	-	2.26	-
<b>Whitlock Community Center Division</b>		<b>001-4033-572</b>				
<u>Full-time</u>						
Recreation Supervisor	GE-R	1.00	-	-	-	(1.00)
Recreation Leader	NW-H	2.00	-	-	-	(2.00)
Sub-total:		3.00	-	-	-	(3.00)
<u>Part-time</u>						
Recreation Aide PT	GP-1A	1.26	-	-	-	(1.26)
Sub-total:		1.26	-	-	-	(1.26)
<b>Division total</b>		4.26	-	-	-	(4.26)
<b>GF Divisions total</b>		54.83	54.83	-	54.83	-
<b>Parks and Recreation Department Total</b>		54.83	54.83	-	54.83	-

## FY 21 Position Control Plan

DEPARTMENT	Pay Grade	Amended Budget FY 2020	Adopted Budget FY 2021	Revisions to FY 2021	Amended Budget FY 2021	Change from FY 2020
DIVISION						
POSITIONS (FTEs)						
<b>FACILITIES DEPARTMENT</b>						
<b>Facility Maintenance Division</b>			<b>001-4525-519</b>			
<u>Full-time</u>						
Facilities Director	GE-AN	1.00	1.00	-	1.00	-
Facilities Division Manager	GE-AB	1.00	1.00	-	1.00	-
Construction Project Manager	GE-AB	-	-	1.00	1.00	1.00
Electrician Journeyman	NB-Q			2.00	2.00	2.00
Electrician Journeyman	GE-Q	2.00	2.00	(2.00)	-	(2.00)
Electrician Apprentice	NB-O			1.00	1.00	1.00
Electrician Apprentice	GE-O	1.00	1.00	(1.00)	-	(1.00)
HVAC Journeyman	NB-N			2.00	2.00	2.00
HVAC Journeyman	GE-N	2.00	2.00	(2.00)	-	(2.00)
Plumber Journeyman	NB-N			1.00	1.00	1.00
Plumber Journeyman	GE-N	1.00	1.00	(1.00)	-	(1.00)
Office Manager	GE-N	1.00	1.00	-	1.00	-
Facilities Foreman	GE-M	1.00	1.00	-	1.00	-
Tradesworker	NB-M	2.00	2.00	-	2.00	-
Maintenance Worker II	NB-F	3.00	3.00	-	3.00	-
Sub-total:		15.00	15.00		16.00	1.00
<u>Part-time</u>				-		
Maintenance Worker	GP-D	0.70	0.70	-	0.70	-
Secretary	GP-D	0.70	0.70	-	0.70	-
Sub-total:		1.40	1.40	-	1.40	-
<b>Division total</b>		16.40	16.40	-	17.40	1.00
<b>Facilities Department Total</b>		16.40	16.40	-	17.40	1.00

## FY 21 Position Control Plan

DEPARTMENT	Pay Grade	Amended Budget FY 2020	Adopted Budget FY 2021	Revisions to FY 2021	Amended Budget FY 2021	Change from FY 2020
DIVISION						
POSITIONS (FTEs)						
<b>POLICE DEPARTMENT</b>						
<b>Executive Division</b>		<b>001-5010-521</b>				
<u>Full-time</u>						
Police Chief	GE-AO	1.00	1.00	-	1.00	-
Deputy Police Chief	GE-AH	-	-	1.00	1.00	1.00
Deputy Police Chief	GE-AG	1.00	1.00	(1.00)	-	(1.00)
Budget Officer-Police	GE-X	1.00	1.00	-	1.00	-
Project Specialist	GE-R	1.00	1.00	-	1.00	-
Administrative Assistant	GE-M	1.00	1.00	-	1.00	-
Sergeant	FOP-SGT	1.00	1.00	-	1.00	-
Sub-total:		6.00	6.00	-	6.00	-
<u>Part-time</u>						
Accreditation Specialist	GP-P	0.67	0.67	-	0.67	-
Sub-total:		0.67	0.67	-	0.67	-
<b>Division total</b>		<b>6.67</b>	<b>6.67</b>	<b>-</b>	<b>6.67</b>	<b>-</b>
<b>Support Services Division</b>		<b>001-5011-521</b>				
<u>Full-time</u>						
Police Commander	GE-AF			1.00	1.00	1.00
Police Commander	GE-AD	1.00	1.00	(1.00)	-	(1.00)
Community Services Administrator	GE-AB	1.00	1.00	-	1.00	-
Logistics Division Manager	GE-X	1.00	1.00	-	1.00	-
Section Supervisor	GE-P	2.00	2.00	-	2.00	-
Lieutenant	FOP-LTN	1.00	1.00	-	1.00	-
Sergeant	FOP-SGT	1.00	1.00	-	1.00	-
Police Officer	FOP-PO	3.00	3.00	-	3.00	-
Shooting Range Maintenance Worker	NB-F	1.00	1.00	-	1.00	-
Training Coordinator	NW-M	1.00	1.00	-	1.00	-
Material Management Technician	NW-J	4.00	4.00	-	4.00	-
Records Specialist	NW-H	6.00	6.00	-	6.00	-
Secretary	NW-D	1.00	1.00	-	1.00	-
Sub-total:		23.00	23.00	-	23.00	-
<u>Part-time</u>						
School Crossing Guard Supervisor	GP-F	0.80	0.80	-	0.80	-
School Crossing Guard	GP-6A	8.05	8.05	-	8.05	-
Secretary	GP-D	0.66	0.66	-	0.66	-
Sub-total:		9.51	9.51	-	9.51	-
<b>Division total</b>		<b>32.51</b>	<b>32.51</b>	<b>-</b>	<b>32.51</b>	<b>-</b>

DEPARTMENT	Pay Grade	Amended Budget FY 2020	Adopted Budget FY 2021	Revisions to FY 2021	Amended Budget FY 2021	Change from FY 2020
DIVISION						
POSITIONS (FTEs)						
<b>Uniform Services Division</b>						
<u>Full-time</u>						
Police Commander	GE-AF			2.00	2.00	2.00
Police Commander	GE-AD	2.00	2.00	(2.00)	-	(2.00)
Lieutenant	FOP-LTN	5.00	5.00	-	5.00	-
Sergeant	FOP-SGT	12.00	12.00	-	12.00	-
Police Officer	FOP-PO	100.00	106.00	-	106.00	6.00
Desk/Book Specialist II	NW-M	4.00	4.00	-	4.00	-
Secretary	NW-D	1.00	1.00	-	1.00	-
Sub-total:		124.00	130.00	-	130.00	6.00
<b>Division total</b>		124.00	130.00	-	130.00	6.00
<b>Investigations Division</b>						
<u>Full-time</u>						
Police Commander	GE-AF			1	1.00	1.00
Police Commander	GE-AD	1.00	1.00	(1.00)	-	(1.00)
Crime Analyst	GE-P	2.00	2.00	-	2.00	-
Lieutenant	FOP-LTN	2.00	2.00	-	2.00	-
Sergeants	FOP-SGT	5.00	5.00	-	5.00	-
Police Officer	FOP-PO	30.00	30.00	-	30.00	-
Crime Scene Technician I	NW-J	4.00	4.00	-	4.00	-
Sub-total:		44.00	44.00	-	44.00	(1.00)
<b>Division total</b>		44.00	44.00	-	44.00	(1.00)
<b>Communications Center Division</b>						
<u>Full-time</u>						
Communications Division Manager	GE-X	1.00	1.00	-	1.00	-
Communication Shift Supervisor	NW-P	-	-	3.00	3.00	3.00
Communication Shift Supervisor	NW-M	3.00	3.00	(3.00)	-	(3.00)
Communications Officer	NW-K			20.00	20.00	20.00
Communications Officer Trainee	NW-H			17.00	17.00	17.00
Telecommunicator	NW-H	37.00	37.00	(37.00)	-	(37.00)
Sub-total:		41.00	41.00	-	41.00	-
<u>Part-time</u>						
Communications Officer	GP-K	-	-	0.50	0.50	0.50
Telecommunicator	GP-H	0.50	0.50	(0.50)	-	(0.50)
Sub-total:		0.50	0.50	-	0.50	-
<b>Division total</b>		41.50	41.50	-	41.50	-
<b>Victim Services Division</b>						
<u>Full-time</u>						
Victim Advocate	GE-K	2.00	2.00	-	2.00	-
Sub-total:		2.00	2.00	-	2.00	-

DEPARTMENT	Pay	Amended	Adopted	Revisions	Amended	Change
DIVISION	Grade	Budget	Budget	to	Budget	from
POSITIONS (FTEs)		FY 2020	FY 2021	FY 2021	FY 2021	FY 2020
Division total		2.00	2.00	-	2.00	-
Police Department Total		250.68	256.68	-	256.68	5.00



## FY 21 Position Control Plan

DEPARTMENT	Pay Grade	Amended Budget	Adopted Budget	Revisions to	Amended Budget	Change from
DIVISION		FY 2020	FY 2021	FY 2021	FY 2021	FY 2020
POSITIONS (FTEs)						
<b>FIRE DEPARTMENT</b>						
<b>Emergency Services Bureau</b>	<b>001-6012-522</b>					
<u>Full-time</u>						
Fire Chief	GE-AO	1.00	1.00	-	1.00	-
Deputy Fire Chief	GE-AG	1.00	1.00	-	1.00	-
Battalion Chief	GE-AD	3.00	3.00	-	3.00	-
Logistics Division Manager	GE-X	1.00	1.00	-	1.00	-
Support Services Coordinator	GE-U	1.00	1.00	-	1.00	-
Administrative Secretary	GE-F	1.00	1.00	-	1.00	-
Operations Manager	GE-F	1.00	1.00	-	1.00	-
District Chief	IAFF-AC	6.00	6.00	-	6.00	-
Career Development Safety Coord.	IAFF-AA	3.00	3.00	(1.00)	2.00	(1.00)
Lieutenant	IAFF-Z	25.00	25.00	-	25.00	-
Driver Engineer	IAFF-U	27.00	27.00	-	27.00	-
Prot Breathing App Tech	IAFF-U	1.00	1.00	-	1.00	-
Firefighter	IAFF-O	56.00	56.00	1.00	57.00	1.00
Fire Inspector	IAFF-N	2.00	2.00	1.00	3.00	1.00
Records Comp/Anls Supervisor	NW-L	1.00	1.00	-	1.00	-
Inventory Control Coord	NW-J	1.00	1.00	-	1.00	-
Sub-total:		131.00	131.00	1.00	132.00	1.00
<b>Division total</b>		131.00	131.00	1.00	132.00	1.00
<b>Fire Department Total</b>		<b>131.00</b>	<b>131.00</b>	<b>1.00</b>	<b>132.00</b>	<b>1.00</b>

## FY 21 Position Control Plan

DEPARTMENT	Pay Grade	Amended Budget FY 2020	Adopted Budget FY 2021	Revisions to FY 2021	Amended Budget FY 2021	Change from FY 2020
DIVISION						
POSITIONS (FTEs)						
<b>PUBLIC WORKS DEPARTMENT</b>						
<b>Administrative Services Division</b>		<b>001-7011-541</b>				
<u>Full-time</u>						
Public Works Director	GE-AN	1.00	1.00	-	1.00	-
Assistant Public Works Director	GE-AG	1.00	1.00	-	1.00	-
Business Operations Division Manager	GE-AB	1.00	1.00	-	1.00	-
Public Works Accountant	GE-X	1.00	1.00	-	1.00	-
Accountant I	GE-N	1.00	1.00	-	1.00	-
Administrative Assistant	GE-M	1.00	1.00	-	1.00	-
Engineer Technician III	NW-M	-	2.00	-	2.00	2.00
Customer Service Representative	NW-H	-	1.00	-	1.00	1.00
Administrative Secretary	GE-F	1.00	1.00	-	1.00	-
Data Entry Clerk	NW-B			1.00	1.00	1.00
Sub-total:		7.00	10.00	1.00	10.00	3.00
<u>Part-Time</u>						
Data Entry Clerk	GP-B	0.63	0.63	(0.63)	-	(0.63)
Sub-total:		0.63	0.63	(0.63)	-	(0.63)
Division total		7.63	10.63	0.37	10.00	2.37
<b>Engineering &amp; Surveying Services Division</b>						
<b>001-7013-541</b>						
<u>Full-time</u>						
City Engineer	GE-AF	-	1.00	-	1.00	1.00
Surveying Superintendent	GE-W	1.00	1.00	-	1.00	-
City Surveyor	GE-V	1.00	1.00	-	1.00	-
Survey Party Chief	GE-M	1.00	1.00	-	1.00	-
Engineering Assistant	NW-N	1.00	1.00	-	1.00	-
Engineering Inspector	NW-N	3.00	3.00	-	3.00	-
GIS Technician I	NW-N	-	1.00	-	1.00	1.00
Engineering Technician II	NW-J	1.00	1.00	1.00	2.00	1.00
Sub-total:		8.00	10.00	1.00	11.00	3.00
<u>Part-Time</u>						
Land Acquisition Coordinator	GP-T	0.40	0.40	-	0.40	-
Sub-total:		0.40	0.40	-	0.40	-
Division total		8.40	10.40	1.00	11.40	3.00
<b>ROW Beautification Division</b>						
<b>001-7017-541</b>						
<u>Full-time</u>						
Operations Supervisor	GE-R	1.00	1.00	-	1.00	-
Operations Foreman	GE-M	1.00	1.00	-	1.00	-
Heavy Equipment Operator I	NB-H	3.00	9.00	-	9.00	6.00

DEPARTMENT		Pay Grade	Amended Budget FY 2020	Adopted Budget FY 2021	Revisions to FY 2021	Amended Budget FY 2021	Change from FY 2020
DIVISION							
<b>POSITIONS (FTEs)</b>							
Maintenance Worker		NB-D	13.00	14.00	-	14.00	1.00
Sub-total:			18.00	25.00	-	25.00	7.00
<u>Part-Time</u>							
Heavy Equipment Operator I		GP-H	-	0.63	-	0.63	0.63
Sub-total:			-	0.63	-	0.63	0.63
<b>Division total</b>			18.00	25.63	-	25.63	7.63

### Traffic Operations Division

**001-7026-541**

#### Full-time

Operations Superintendent		GE-W	1.00	1.00	-	1.00	-
Sign & Traffic Technician		NB-J	4.00	4.00	-	4.00	-
Sub-total:			5.00	5.00	-	5.00	-

#### Part-Time

Sign & Traffic Technician		GP-J	0.63	0.63	-	0.63	-
Sub-total:			0.63	0.63	-	0.63	-

#### **Division total**

5.63	5.63	-	5.63	-
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### Infrastructure Division

**001-7034-541**

#### Full-time

Public Works Division Manager		GE-AB	1.00	1.00	-	1.00	-
Operations Division Manager		GE-AB			1.00	1.00	1.00
Operations Superintendent		GE-W	1.00	1.00	-	1.00	-
Operations Supervisor		GE-R	1.00	1.00	-	1.00	-
Heavy Equipment Operator II		NB-K	5.19	5.19	-	5.19	-
Heavy Equipment Operator I		NB-H	1.00	1.00	-	1.00	-
Maintenance Worker		NB-D	10.00	10.00	-	10.00	-
Sub-total:			19.19	19.19	1.00	20.19	1.00

#### Part-Time

Heavy Equipment Operator I		GP-H	0.53	0.53	-	0.53	-
Sub-total:			0.53	0.53	-	0.53	-

#### **Division total**

19.72	19.72	1.00	20.72	1.00
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#### **GF Divisions total**

59.38	72.01	2.37	73.38	14.00
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### Solid Waste

#### **Solid Waste Operations**

**471-7036-534**

#### Full-time

Maintenance Worker		NB-D	5.00	-	-	-	(5.00)
Sub-total:			5.00	-	-	-	(5.00)

#### **Division total**

5.00	-	-	-	(5.00)
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#### **Solid Waste Customer Service**

**471-7037-534**

DEPARTMENT	Pay Grade	Amended Budget	Adopted Budget	Revisions to	Amended Budget	Change from
DIVISION		FY 2020	FY 2021	FY 2021	FY 2021	FY 2020
<b>POSITIONS (FTEs)</b>						
<u>Full-time</u>						
Customer Service Representative	NW-H	1.00	-	-	-	(1.00)
Sub-total:		1.00	-	-	-	(1.00)
<u>Part-Time</u>						
Switchboard Operator	GP-6A	0.65	-	-	-	(0.65)
Sub-total:		0.65	-	-	-	(0.65)
<b>Division total</b>		1.65	-	-	-	(1.65)
<b>Solid Waste Division Total</b>		6.65	-	-	-	(6.65)

#### Fleet Services Division

**521-7070-519**

##### Full-time

Fleet Services Manager	GE-AB	1.00	1.00	-	1.00	-
Fleet Services Supervisor	GE-R	2.00	2.00	-	2.00	-
Administrative Assistant	GE-M	1.00	1.00	-	1.00	-
Heavy Equipment Technician	NB-M	6.00	6.00	-	6.00	-
Parts Inventory Specialist	NB-J	1.00	1.00	-	1.00	-
Light Equipment Technician	NB-H	5.00	5.00	-	5.00	-
Sub-total:		16.00	16.00	-	16.00	-

##### Part-Time

Stock Clerk	GP-A	0.50	0.50	-	0.50	-
Sub-total:		0.50	0.50	-	0.50	-

#### Fleet Division total

16.50	16.50	-	16.50	-
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#### SWU Engineering & Surveying

**461-7081-541**

##### Full-time

City Engineer	GE-AF	1.00	-	-	-	(1.00)
Engineer III	GE-AB	1.00	1.00	-	1.00	-
Engineer II	GE-Z	2.00	2.00	-	2.00	-
Engineer I	GE-X	1.00	1.00	-	1.00	-
Survey Party Chief	GE-M	1.00	1.00	-	1.00	-
Engineering Assistant	NW-N	2.00	2.00	-	2.00	-
GIS Technician I	NW-N	2.00	1.00	-	1.00	(1.00)
Engineer Technician III	NW-M	2.00	-	-	-	(2.00)
Survey Transit Operator	NB-F	2.00	2.00	-	2.00	-
Rod & Chain Worker	NB-A	1.00	1.00	-	1.00	-
Sub-total:		15.00	11.00	-	11.00	(4.00)

#### Division total

15.00	11.00	-	11.00	(4.00)
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#### SWU Customer Service

**461-7082-541**

##### Full-time

Customer Service Manager	GE-U	1.00	1.00	-	1.00	-
Engineering Inspector	NW-N	4.00	4.00	-	4.00	-
Customer Service Representative	NW-H	2.00	1.00	-	1.00	(1.00)

DEPARTMENT	Pay Grade	Amended Budget	Adopted Budget	Revisions to	Amended Budget	Change from
DIVISION		FY 2020	FY 2021	FY 2021	FY 2021	FY 2020
POSITIONS (FTEs)						
Sub-total:		7.00	6.00	-	6.00	(1.00)
<b>Division total</b>		7.00	6.00	-	6.00	(1.00)
<b>SWU Physical Environment</b>						
					<b>461-7083-538</b>	
<u>Full-time</u>						
Operations Supervisor	GE-R	1.00	1.00	-	1.00	-
Heavy Equipment Operator II	NB-K	2.00	2.00	-	2.00	-
Heavy Equipment Operator I	NB-H	5.00	2.00	-	2.00	(3.00)
Sub-total:		8.00	5.00	-	5.00	(3.00)
<b>Division total</b>		8.00	5.00	-	5.00	(3.00)
<b>SWU Infrastructure</b>						
					<b>461-7084-541</b>	
<u>Full-time</u>						
Heavy Equipment Operator II	NB-K	1.81	1.81	-	1.81	-
Heavy Equipment Operator I	NB-H	5.00	2.00	-	2.00	(3.00)
Small Equipment Technician	NB-F	1.00	1.00	-	1.00	-
Maintenance Worker	NB-D	8.00	7.00	-	7.00	(1.00)
Sub-total:		15.81	11.81	-	11.81	(4.00)
<u>Part-Time</u>						
Heavy Equipment Operator I	GP-H	0.63	-	-	-	(0.63)
Sub-total:		0.63	-	-	-	(0.63)
<b>Division total</b>		16.44	11.81	-	11.81	(4.63)
<b>SWU Fund total</b>		46.44	33.81	-	33.81	(12.63)
<b>Public Works Department Total</b>		<b>128.97</b>	<b>122.32</b>	<b>2.37</b>	<b>123.69</b>	<b>(5.28)</b>

## FY 21 Position Control Plan

DEPARTMENT		Pay Grade	Amended Budget FY 2020	Adopted Budget FY 2021	Revisions to FY 2021	Amended Budget FY 2021	Change from FY 2020
DIVISION							
POSITIONS (FTEs)							
BAYFRONT COMMUNITY REDEV. AGENCY DEPARTMENT							181-9110-559
<u>Full-time</u>							
BCRA Administrator		GE-AA	1.00	-	-	-	(1.00)
	Sub-total:		1.00	-	-	-	(1.00)
<u>Part-time</u>							
Administrative Secretary		GP-F	0.70	-	-	-	(0.70)
	Sub-total:		0.70	-	-	-	(0.70)
Division total			1.70	-	-	-	(1.70)
BCRA Department Total			1.70	-	-	-	(1.70)

## FY 21 Position Control Plan

DEPARTMENT	Pay Grade	Amended Budget FY 2020	Adopted Budget FY 2021	Revisions to FY 2021	Amended Budget FY 2021	Change from FY 2020
DIVISION						
POSITIONS (FTEs)						
UTILITIES DEPARTMENT						
Administration Division		421-8010-536				
<u>Full-time</u>						
Utilities Director	GE-AN	1.00	1.00	-	1.00	-
Assistant Utilities Director	GE-AG	1.00	1.00	-	1.00	-
Office Manager	GE-N	1.00	1.00	-	1.00	-
Administrative Assistant	GE-M	-	-	2.00	2.00	2.00
Administrative Secretary	GE-F	2.00	2.00	(2.00)	-	(2.00)
Secretary	NW-D	2.00	2.00	-	2.00	-
Customer Service Clerk	NW-C	1.00	-	-	-	(1.00)
Sub-total:		8.00	7.00	-	7.00	(1.00)
<u>Part-time</u>						
Switchboard Operator	GP-6A	0.65	-	-	-	(0.65)
Utilities Intern (Heritage High)	GP-2A	0.44	0.44	(0.44)	-	(0.44)
Sub-total:		1.09	0.44	(0.44)	-	(1.09)
Division total		9.09	7.44	(0.44)	7.00	(2.09)
Customer Service Section		421-8011-536				
<u>Full-time</u>						
Administrative Services Manager	GE-W	1.00	1.00	-	1.00	-
Utilities Billing & Collections Supervisor	GE-T			1.00	1.00	1.00
Billing & Collections Coordinator	GE-R	1.00	1.00	(1.00)	-	(1.00)
Utilities Customer Care Supervisor	GE-R			2.00	2.00	2.00
Customer Service Coordinator	GE-Q	2.00	2.00	(2.00)	-	(2.00)
Utilities Billing & Collections Specialist	NW-K			6.00	6.00	6.00
Utilities Customer Care Specialist	NW-J			9.00	9.00	9.00
Customer Service Representative	NW-H	14.00	15.00	(15.00)	-	(14.00)
Cashier	NW-B	1.00	1.00	-	1.00	-
Sub-total:		19.00	20.00	-	20.00	1.00
<u>Part-time</u>						
Cashier	GP-B	0.75	0.75	-	0.75	-
Sub-total:		0.75	0.75	-	0.75	-
Division total		19.75	20.75	-	20.75	1.00
Business Operations Division		421-8012-536				
<u>Full-time</u>						
Business Operations Division Mgr	GE-AB	1.00	1.00	-	1.00	-
Utilities Accountant	GE-X	1.00	1.00	-	1.00	-
Support Services Coordinator	GE-U	1.00	1.00	-	1.00	-
Management Analyst	GE-T	1.00	1.00	-	1.00	-
Utilities Community Outreach Coord.	GE-Q	1.00	-	-	-	(1.00)
Parts Inventory Specialist	NB-J	1.00	1.00	-	1.00	-
Customer Service Clerk	NW-C	-	1.00	-	1.00	1.00

DEPARTMENT	Pay Grade	Amended Budget FY 2020	Adopted Budget FY 2021	Revisions to FY 2021	Amended Budget FY 2021	Change from FY 2020
DIVISION						
POSITIONS (FTEs)						
Sub-total:		6.00	6.00	-	6.00	-
<b>Division total</b>		6.00	6.00	-	6.00	-
<b>Engineering and Construction Division</b>						
<u>Full-time</u>						
Utilities Engineer	GE-AH	-	1.00	-	1.00	1.00
Utilities Engineer	GE-AB	1.00	-	-	-	(1.00)
Engineer II	GE-Z	1.00	1.00	-	1.00	-
Engineer I	GE-X	1.00	1.00	-	1.00	-
Project Manager	GE-X	1.00	1.00	-	1.00	-
GIS Coordinator	GE-T	-	1.00	-	1.00	1.00
GIS Coordinator	GE-R	1.00	-	-	-	(1.00)
Asset Management Specialist	GE-R	-	1.00	-	1.00	1.00
Database Administrator - CMMS	GE-R	1.00	1.00	-	1.00	-
GIS Technician II	NW-P	2.00	-	-	-	(2.00)
GIS Technician I	NW-N	2.00	2.00	-	2.00	-
Utilities Inspector	NW-N	3.00	3.00	-	3.00	-
Sub-total:		13.00	12.00	-	12.00	(1.00)
<b>Division total</b>		13.00	12.00	-	12.00	(1.00)
<b>Maintenance Section</b>						
<u>Full-time</u>						
Operations Division Manager	GE-AB	-	0.34	-	0.34	0.34
Electrical Maintenance Foreman	GE-S	1.00	1.00	-	1.00	-
Electrician Journeyman	NB-Q			1.00	1.00	1.00
Electrician Journeyman	GE-Q	1.00	1.00	(1.00)	-	(1.00)
Utilities Foreman	GE-O	1.00	1.00	-	1.00	-
Electrical Technician II	NB-N	2.00	1.00	-	1.00	(1.00)
Electrical Technician I	NB-K	4.00	2.00	-	2.00	(2.00)
Maintenance Mechanic	NB-H	6.00	6.00	-	6.00	-
Maintenance Worker II	NB-F	-	-	-	-	-
Maintenance Worker	NB-D	2.00	2.00	-	2.00	-
Sub-total:		17.00	14.34	-	14.34	(2.66)
<b>Division Subtotal:</b>		17.00	14.34	-	14.34	(2.66)
<b>Field Services Section</b>						
<u>Full-time</u>						
Field Services Superintendent	GE-W	1.00	1.00	-	1.00	-
Field Service Representative	NB-H	7.00	7.00	-	7.00	-
Sub-total:		8.00	8.00	-	8.00	-
<b>Division total</b>		8.00	8.00	-	8.00	-
<b>Integrated Systems Management Division</b>						
<u>Full-time</u>						
Utilities Compliance Manager	GE-U	1.00	-	-	-	(1.00)
Utilities Compliance Specialist	GE-P	1.00	-	-	-	(1.00)
Sub-total:		2.00	-	-	-	(2.00)



DEPARTMENT	Pay Grade	Amended Budget	Adopted Budget	Revisions to	Amended Budget	Change from
DIVISION		FY 2020	FY 2021	FY 2021	FY 2021	FY 2020
POSITIONS (FTEs)						
<b>Division total</b>		2.00	-	-	-	(2.00)
<b>Utilities Compliance Division</b>						
<u>Full-time</u>						
Utilities Compliance Division Manager	GE-AB	-	1.00	-	1.00	1.00
Utilities Community Outreach Coord.	GE-Q	-	1.00	-	1.00	1.00
Utilities Compliance Specialist	GE-T	-	-	1.00	1.00	1.00
Utilities Compliance Specialist	GE-P	-	1.00	(1.00)	-	-
Backflow Prevention Technician I	NB-H	-	1.00	-	1.00	1.00
Line Location Technician	NB-H	-	2.00	-	2.00	2.00
Water Quality Technician	NB-F	-	1.00	-	1.00	1.00
Fats, Oils, & Grease Inspector	NW-I	-	1.00	-	1.00	1.00
Sub-total:		-	8.00	-	8.00	8.00
<u>Part-time</u>						
Utilities Intern (Heritage High)	GP-2A			0.44	0.44	0.44
Sub-total:		-	-	0.44	0.44	0.44
<b>Division total</b>		-	8.00	0.44	8.44	8.44
<b>Laboratory Section</b>						
<u>Full-time</u>						
Laboratory Coordinator	GE-P	1.00	1.00	-	1.00	-
Laboratory Technician II	NB-N	1.00	1.00	-	1.00	-
Sub-total:		2.00	2.00	-	2.00	-
<b>Division total</b>		2.00	2.00	-	2.00	-
<b>Water-Distribution Section</b>						
<u>Full-time</u>						
Operations Division Manager	GE-AB	0.50	0.33	-	0.33	(0.17)
Water Distribution Superintendent	GE-W	1.00	1.00	-	1.00	-
Utilities Foreman	GE-O	3.00	3.00	-	3.00	-
Heavy Equipment Operator I	NB-H	2.00	2.00	-	2.00	-
Line Location Technician	NB-H	0.75	-	-	-	(0.75)
Backflow Prevention Technician I	NB-H	1.00	-	-	-	(1.00)
Meter Technician	NB-F	1.00	1.00	-	1.00	-
Water and Sewer Line Maint. Tech	NB-F	6.00	6.00	-	6.00	-
Water Quality Technician	NB-F	1.00	-	-	-	(1.00)
Maintenance Worker	NB-D	8.00	8.00	-	8.00	-
Sub-total:		24.25	21.33	-	21.33	(2.92)
<u>Part-time</u>						
Maintenance Worker PT	GE-D	-	2.25	-	2.25	2.25
Sub-total:		-	2.25	-	2.25	2.25
<b>Division Subtotal:</b>		24.25	23.58	-	23.58	(0.67)
<b>Water Plant - SRWTF Section</b>						
<u>Full-time</u>						
Operations Division Manager	GE-AB	0.34	0.34	-	0.34	-
Water Plant Superintendent	GE-W	1.00	1.00	-	1.00	-
Treatment Plant Operator Dual Cert.	NB-O	2.00	2.00	-	2.00	-

DEPARTMENT	Pay Grade	Amended Budget	Adopted Budget	Revisions to	Amended Budget	Change from
DIVISION		FY 2020	FY 2021	FY 2021	FY 2021	FY 2020
<b>POSITIONS (FTEs)</b>						
Treatment Plant Operator "A"	NB-N	1.00	1.00	(1.00)	-	(1.00)
Treatment Plant Operator "B"	NB-M	1.00	1.00	-	1.00	-
Treatment Plant Operator "C"	NB-K	1.00	1.00	1.00	2.00	1.00
Treatment Plant Operator "Trainee"	NB-H	1.00	1.00	-	1.00	-
Sub-total:		7.34	7.34	-	7.34	-
<b>Division total</b>		7.34	7.34	-	7.34	-
<b>Water Plant - NR Section</b>						
<b>421-8024-533</b>						
<u>Full-time</u>						
Operations Division Manager	GE-AB	0.33	0.33	-	0.33	-
Water Plant Superintendent	GE-W	1.00	1.00	-	1.00	-
Treatment Plant Operator "A"	NB-N	3.00	3.00	-	3.00	-
Treatment Plant Operator "B"	NB-M	-	-	-	-	-
Treatment Plant Operator "C"	NB-K	3.00	3.00	1.00	4.00	1.00
Treatment Plant Operator "Trainee"	NB-H	1.00	1.00		1.00	-
Sub-total:		8.33	8.33	1.00	9.33	1.00
<b>Division total</b>		8.33	8.33	1.00	9.33	1.00
<b>Wastewater-Collection Section</b>						
<b>421-8030-535</b>						
<u>Full-time</u>						
Operations Division Manager	GE-AB	0.50	0.33	-	0.33	(0.17)
Wastewater Collection Superintendent	GE-W	1.00	1.00	-	1.00	-
Utilities Foreman	GE-O	3.00	3.00	-	3.00	-
Electrical Technician II	NB-N	-	1.00	-	1.00	1.00
Electrical Technician I	NB-K	-	2.00	-	2.00	2.00
Heavy Equipment Operator II	NB-K	1.00	1.00	-	1.00	-
Camera Truck Operator	NB-J	1.00	1.00	-	1.00	-
Line Location Technician	NB-H	0.25	-	-	-	(0.25)
Maintenance Mechanic	NB-H	4.00	4.00	-	4.00	-
Water and Sewer Line Maint. Tech	NB-F	4.00	4.00	-	4.00	-
Maintenance Worker	NB-D	6.00	6.00	-	6.00	-
Fats, Oils, & Grease Inspector	NW-I	1.00	-	-	-	(1.00)
Sub-total:		21.75	23.33	-	23.33	1.58
<b>Division Subtotal:</b>		21.75	23.33	-	23.33	1.58
<b>Wastewater Plant - NR Section</b>						
<b>421-8034-535</b>						
<u>Full-time</u>						
Operations Division Manager	GE-AB	0.33	0.33	-	0.33	-
Wastewater Plant Superintendent	GE-W	1.00	1.00	-	1.00	-
Treatment Plant Operator "A"	NB-N	3.00	3.00	-	3.00	-
Treatment Plant Operator "B"	NB-M	1.00	1.00	-	1.00	-
Treatment Plant Operator "C"	NB-K	4.00	4.00	(1.00)	3.00	(1.00)
Treatment Plant Operator "Trainee"	NB-H	1.00	1.00	1.00	2.00	1.00
Sub-total:		10.33	10.33	-	10.33	-
<b>Division total</b>		10.33	10.33	-	10.33	-
<b>Utilities Department Total</b>		<b>148.84</b>	<b>151.44</b>	<b>1.00</b>	<b>152.44</b>	<b>3.60</b>

DEPARTMENT DIVISION POSITIONS (FTEs)	Pay	Amended	Adopted	Revisions	Amended	Change
	Grade	Budget	Budget	to	Budget	from
		FY 2020	FY 2021	FY 2021	FY 2021	FY 2020

## FY 21 Position Control Plan

Full-Time Equivalents by Dept	FY 20	FY 21	Difference
Legislative	9.00	9.00	0.00
City Manager's Office	8.00	5.70	-2.30
City Attorney's Office	12.30	12.30	0.00
Procurement	7.00	7.00	0.00
Finance	19.00	19.00	0.00
CIT	12.40	12.00	-0.40
Human Resources	11.63	11.63	0.00
Building	0.00	33.68	33.68
Growth Management	50.80	18.80	-32.00
Community & Economic Dev.	3.00	11.70	8.70
Parks & Recreation	54.83	54.83	0.00
Facilities	16.40	17.40	1.00
Police	250.68	256.68	6.00
Fire	131.00	132.00	1.00
Public Works	128.97	123.69	-5.28
Utilities	148.84	152.44	3.60
BCRA	1.70	0.00	-1.70
<b>Total FTE's</b>	<b>865.55</b>	<b>877.85</b>	<b>12.30</b>

Contract/Group	Contract Dates	FY 20	FY 21	Difference
NAGE Blue	10/01/19-09/30/22	193.00	197.00	4.00
NAGE White	10/01/19-09/30/22	148.00	151.00	3.00
Police Officer	10/01/18-09/30/21	133.00	139.00	6.00
Police Sergeant	10/01/18-09/30/21	19.00	19.00	-
Police Lieutenant	10/01/18-09/30/21	8.00	8.00	-
Fire Rank & File	10/01/18-09/30/21	108.00	109.00	1.00
Fire Supervisors	10/01/18-09/30/21	12.00	12.00	-
General 1	N/A	20.00	21.00	1.00
General 2	N/A	37.00	39.00	2.00
General 3	N/A	151.00	145.00	(6.00)
Part-Time/Council/Emeritus*	N/A	37.05	38.85	1.80
*includes Councilmembers even though FT/PT Citywide includes them in FT for benefits reasons				
	<b>Total FTE's</b>	<b>866.05</b>	<b>878.85</b>	<b>12.80</b>

**FY 21 General Alpha**  
**Current Positions in Position Control\***

Group	Position Title	Position #	Grade	Department	Range Min	Range Max
G3	ACCOUNTANT I	1151	N	City Wide	\$37,831	\$56,680
G3	ACCOUNTANT II	1136	U	Finance	\$46,284	\$69,467
G3	ACCCOUNTING/PROCUREMENT ASSISTANT	2717	R	Utilities	\$42,446	\$63,663
G3	ADMINISTRATIVE ASSISTANT	2818	M	City Wide	\$36,760	\$55,061
G3	ADMINISTRATIVE SECRETARY	2801	F	City Wide	\$30,086	\$44,967
G2	ADMINISTRATIVE SERVICES MGR	2432	W	Utilities	\$49,038	\$73,634
G3	ADMINISTRATIVE SUPERVISOR	1826	R	Parks & Recreation	\$42,446	\$63,663
G3	APPLICATION ANALYST	1503	T	Information Technology	\$44,967	\$67,475
G3	ASSET MANAGEMENT SPECIALIST	2548	R	Utilities	\$42,446	\$63,663
G3	ASSISTANT CITY ATTORNEY	2910	V	City Attorney	\$47,641	\$71,520
G2	ASSISTANT FINANCE DIRECTOR	1150	AG	Finance	\$65,541	\$98,595
G2	ASSISTANT GROWTH MGMT DIRECTOR	1911	AG	Growth Management	\$65,541	\$98,595
G2	ASSISTANT PARKS & RECREATION DIRECTOR	1802	AG	Parks & Recreation	\$65,541	\$98,595
G2	ASSISTANT PUBLIC WORKS DIRECTOR	2326	AG	Public Works	\$65,541	\$98,595
G2	ASSISTANT UTILITIES DIRECTOR	2726	AG	Utilities	\$65,541	\$98,595
G2	BATTALION CHIEF	1203	AD	Fire	\$60,068	\$90,318
G2	BCRA ADMINISTRATOR	2016	AA	Communitcy & Economic Dev.	\$55,061	\$82,743
G3	BILLING & COLL COORDINATOR	1152	R	Utilities	\$42,446	\$63,663
G3	BUDGET ANALYST	1122	X	Finance	\$50,478	\$75,811
G3	BUDGET OFFICER - POLICE	2274	X	Police	\$50,478	\$75,811
G3	BUILDING SERVICES & FLOOD PLAIN COORD.	1243	U	Growth Management	\$46,284	\$69,467
G3	BUSINESS DEVELOPMENT COORDINATOR	2002	P	Community & Economic Dev.	\$40,070	\$60,068
G2	BUSINESS OPERATIONS DIV MANAGER	2727	AB	Utilities	\$56,680	\$85,194
G3	CASH MANAGEMENT COORDINATOR	1117	O	Finance	\$38,934	\$58,350
G2	CHIEF ACCOUNTANT	1156	AD	Finance	\$60,068	\$90,318
G2	CHIEF BUILDING OFFICIAL	1207	AN	Growth Management	\$80,364	\$121,017
G1	CHIEF PROCUREMENT OFFICER	1112	AN	Procurement	\$80,364	\$121,017
G1	CITY ATTORNEY	2901	N/A	City Attorney	Contract	Contract
G1	CITY CLERK	1601	AP	Legislative	\$85,194	\$128,322
G1	CITY MANAGER	1701	BB	Office of City Manager	\$121,017	\$182,507
G3	CITY SURVEYOR	2427	V	Public Works	\$47,641	\$71,520
G3	COMMUNITY INFORMATION COORDINATOR	1209	Q	Community & Economic Dev.	\$41,241	\$61,839
G3	COMMUNITY OUTREACH COORDINATOR	2541	Q	City Wide	\$41,241	\$61,839
G2	COMMUNITY SERVICES ADMINISTRATOR	2272	AB	Police	\$56,680	\$85,194
G2	CONSTRUCTION PROJECT MANAGER	1801	AB	Facilities	\$56,680	\$85,194
G3	CRIME ANALYST	2244	P	Police	\$40,070	\$60,068
G3	CUSTOMER SERVICE COORDINATOR	1149	Q	Finance/Utilities	\$41,241	\$61,839
G3	CUSTOMER SERVICE MANAGER	2815	U	City Wide	\$46,284	\$69,467
G3	DATABASE ADMINISTRATOR - CMMS	2820	R	Utilities	\$42,446	\$63,663
G3	DEPUTY BUILDING OFFICIAL	1909	AG	Growth Management	\$65,541	\$98,595
G1	DEPUTY CITY ATTORNEY	2902	AP	City Attorney	\$85,194	\$128,322
G1	DEPUTY CITY CLERK	1602	AD	Legislative	\$60,068	\$90,318

**FY 21 General Alpha**  
**Current Positions in Position Control\***

Group	Position Title	Position #	Grade	Department	Range Min	Range Max
G1	DEPUTY CITY MANAGER	1001	AP	Office of the City Manager	\$85,194	\$128,322
G2	DEPUTY FIRE CHIEF	1201	AG	Fire	\$65,541	\$98,595
G2	DEPUTY POLICE CHIEF	2246	AH	Police	\$67,475	\$101,521
G1	DIRECTOR OF INFORMATION TECHNOLOGY	1518	AN	Information Technology	\$80,364	\$121,017
G1	COMMUNITY & ECONOMIC DEV. DIRECTOR	1020	AN	Community & Economic Dev.	\$80,364	\$121,017
G3	ELECTRICAL MAINTENANCE FOREMAN	2546	S	Utilities	\$43,688	\$65,541
G3	ENGINEER I	2810	X	City Wide	\$50,478	\$75,811
G3	ENGINEER II	2321	Z	City Wide	\$53,488	\$80,364
G3	ENGINEER III	2812	AB	Public Works	\$56,680	\$85,194
G3	ENVIRONMENTAL ENGINEER	2545	X	Public Works	\$50,478	\$75,811
G1	FACILITIES DIRECTOR	1800	AN	Facilities	\$80,364	\$121,017
G2	FACILITIES DIVISION MANAGER	1832	AB	Parks & Recreation	\$56,680	\$85,194
G3	FACILILTIES FOREMAN	1806	M	City Wide	\$36,760	\$55,061
G3	FIELD SERVICES SUPERINTENDENT	2621	W	Utilities	\$49,038	\$73,634
G1	FINANCE DIRECTOR	1109	AN	Finance	\$80,364	\$121,017
G1	FIRE CHIEF	1218	AO	Fire	\$82,743	\$124,615
G3	FIRE PLANS EXAMINER	1221	W	Growth Management	\$49,038	\$73,634
G3	FISCAL ANALYST	1137	U	Finance	\$46,284	\$69,467
G2	FISCAL MANAGER	1161	AB	Finance	\$56,680	\$85,194
G2	FLEET SERVICES MNGR	1302	AB	Public Works	\$56,680	\$85,194
G3	FLEET SERVICES SPRVSR	1301	R	Public Works	\$42,446	\$63,663
G3	FOREMAN PARKS	1828	M	City Wide	\$36,760	\$55,061
G3	GIS COORDINATOR	2723	R	Utilities	\$42,446	\$63,663
G1	GROWTH MANAGEMENT DIRECTOR	1910	AN	Growth Management	\$80,364	\$121,017
G2	HOUSING ADMINISTRATOR	2001	AA	Community & Economic Dev.	\$55,061	\$82,743
G3	HOUSING ASSISTANT	2019	K	Community & Economic Dev.	\$34,710	\$51,960
G3	HR BENEFITS ANALYST	1407	T	Human Resources	\$44,967	\$67,475
G2	HR BENEFITS MANAGER	1408	AB	Human Resources	\$56,680	\$85,194
G3	HR WELLNESS COORDINATOR	1403	P	Human Resources	\$40,070	\$60,068
G3	HUMAN RESOURCES ANALYST I	1413	P	Human Resources	\$40,070	\$60,068
G3	HUMAN RESOURCES ANALYST II	1402	T	Human Resources	\$44,967	\$67,475
G1	HUMAN RESOURCES DIRECTOR	1404	AN	Human Resources	\$80,364	\$121,017
G2	HUMAN RESOURCES MANAGER	1405	AB	Human Resources	\$56,680	\$85,194
G3	IT SUPPORT SPECIALIST	1513	R	Information Technology	\$42,446	\$63,663
G3	LABORATORY COORDINATOR	2601	P	Utilities	\$40,070	\$60,068
G3	LITIGATION PARALEGAL	2906	V	City Attorney	\$47,641	\$71,520
G3	LOGISTICS DIVISION MNGR	2232	X	Police	\$50,478	\$75,811
G3	MAINTENANCE SUPERINTENDENT	2724	W	Public Works	\$49,038	\$73,634
G3	MAINT SUPERVISOR UTIL	2511	R	Utilities	\$42,446	\$63,663
G3	MANAGEMENT ANALYST	2814	T	City Wide	\$44,967	\$67,475
G3	NETWORK ADMINISTRATOR	1514	V	Information Technology	\$47,641	\$71,520
G3	OFFICE MANAGER	2803	N	City Wide	\$37,831	\$56,680

**FY 21 General Alpha**  
**Current Positions in Position Control\***

Group	Position Title	Position #	Grade	Department	Range Min	Range Max
G2	OPERATIONS DIVISION MANAGER	2605	AB	Utilities	\$56,680	\$85,194
G3	OPERATIONS FOREMAN	2404	M	Public Works	\$36,760	\$55,061
G3	OPERATIONS MANAGER	1234	X	Fire	\$50,478	\$75,811
G3	OPERATIONS SUPERINTENDENT	2410	W	Public Works	\$49,038	\$73,634
G3	OPERATIONS SUPERVISOR - PW	2409	R	Public Works	\$42,446	\$63,663
G3	PARK RANGER/NATURALIST	1809	K	Parks & Recreation	\$34,710	\$51,960
G1	PARKS & RECREATION DIR	1810	AN	Parks & Recreation	\$80,364	\$121,017
G2	PARKS DIVISION MANAGER	1830	AB	Parks & Recreation	\$56,680	\$85,194
G3	PAYMASTER	1135	W	Finance	\$49,038	\$73,634
G3	PAYROLL & ACCOUNTING ASSISTANT	1180	P	Human Resources	\$40,070	\$60,068
G3	PLANNER	1902	R	Growth Management	\$42,446	\$63,663
G3	PRINCIPAL PLANNER	1913	Z	Growth Management	\$53,488	\$80,364
G3	PLANS EXAMINER	1229	W	Growth Management	\$49,038	\$73,634
G1	POLICE CHIEF	2216	AO	Police	\$82,743	\$124,615
G2	POLICE COMMANDER	2267	AF	Police	\$63,663	\$95,753
G2	PROJECT MANAGER	1507	X	Information Technology	\$50,478	\$75,811
G3	PROJECT SPECIALIST	2273	R	Police	\$42,446	\$63,663
G2	PUBLIC INFORMATION OFFICER	1213	AB	Community & Economic Dev.	\$56,680	\$85,194
G3	PUBLIC WORKS ACCOUNTANT	2317	X	Public Works	\$50,478	\$75,811
G1	PUBLIC WORKS DIRECTOR	2310	AN	Public Works	\$80,364	\$121,017
G2	PUBLIC WORKS DIV MGR	2416	AB	Public Works	\$56,680	\$85,194
G3	PROCUREMENT AGENT I	1155	P	Procurement	\$40,070	\$60,068
G3	PROCUREMENT AGENT II	1154	R	Procurement	\$42,446	\$63,663
G3	PROCUREMENT AGENT III	1153	T	Procurement	\$44,967	\$67,475
G2	PROCUREMENT MANAGER	1113	AB	Procurement	\$56,680	\$85,194
G3	RECORDS ADMINISTRATOR	1605	O	Legislative	\$38,934	\$58,350
G2	RECREATION DIVISION MANAGER	1834	AB	Parks & Recreation	\$56,680	\$85,194
G3	RECREATION SUPERVISOR	1816	R	Parks & Recreation	\$42,446	\$63,663
G2	RISK MANAGER	1406	AB	City Attorney	\$56,680	\$85,194
G3	SAFETY & SECURITY COORDINATOR	2911	T	City Attorney	\$44,967	\$67,475
G3	SECTION SUPERVISOR	2233	P	City Wide	\$40,070	\$60,068
G3	SENIOR ACCOUNTANT	1121	X	Finance	\$50,478	\$75,811
G2	SENIOR BUILDING INSPECTOR	1244	AB	Growth Management	\$56,680	\$85,194
G3	SENIOR PLANNER	1900	W	Growth Management	\$49,038	\$73,634
G3	SPECIAL PROJECTS MANAGER	2436	X	City Wide	\$50,478	\$75,811
G3	SR PLANS EXAMINER	1248	Z	Growth Management	\$53,488	\$80,364
G3	SUPPORT SERVICES COORDINATOR	2515	U	Utilities	\$46,284	\$69,467
G3	SURVEY PARTY CHIEF	2419	M	Public Works	\$36,760	\$55,061
G3	SURVEYING SUPERINTENDENT	2428	W	Public Works	\$49,038	\$73,634
G3	SYSTEMS ADMINISTRATOR	2704	V	CIT	\$47,641	\$71,520
G3	TECHNICAL EDITOR	1525	Q	Community & Economic Dev.	\$41,241	\$61,839
G3	TELEPHONE ADMINISTRATOR	1508	V	Information Technology	\$47,641	\$71,520



**FY 21 General Alpha**  
**Current Positions in Position Control\***

Group	Position Title	Position #	Grade	Department	Range Min	Range Max
G3	TRAFFIC ENGINEER/PLANNER	1908	AB	Growth Management	\$56,680	\$85,194
G3	TRAINING & EMPLOYEE DEVELOPMENT ADMINR	1417	X	Human Resources	\$50,478	\$75,811
G3	UTILITIES ACCOUNTANT	2720	X	Utilities	\$50,478	\$75,811
G3	UTILITIES BILLING & COLLECTIONS SUPERVISOR	1160	T	Utilities	\$44,967	\$67,475
G3	UTILITIES COMMUNITY OUTREACH COOR	2534	Q	Utilities	\$41,241	\$61,839
G3	UTILITIES COMPLIANCE DIVISION MANAGER	2736	AB	Utilities	\$56,680	\$85,194
G3	UTILITIES COMPLIANCE SPECIALIST	2735	T	Utilities	\$44,967	\$67,475
G3	UTILITIES CUSTOMER CARE SUIPERVISOR	1159	R	Utilities	\$42,446	\$63,663
G1	UTILITIES DIRECTOR	2710	AN	Utilities	\$80,364	\$121,017
G2	UTILITIES ENGINEER	2521	AB	Utilities	\$56,680	\$85,194
G3	UTILITIES FOREMAN	2501	O	Utilities	\$38,934	\$58,350
G3	VICTIM ADVOCATE	2256	K	Police	\$34,710	\$51,960
G3	WATER DIST SUPERINTENDENT	2504	W	Utilities	\$49,038	\$73,634
G3	WATER PLANT SUPERINTENDENT	2619	W	Utilities	\$49,038	\$73,634
G3	WEB ADMINISTRATOR	1523	R	Community & Economic Dev.	\$42,446	\$63,663
G3	WORKERS COMPENSATION ADJUSTER	2908	M	City Attorney	\$36,760	\$55,061
G3	WWTR COLLECTION SUPERINTENDENT	2528	W	Utilities	\$49,038	\$73,634
G3	WWTR PLANT SUPERINTENDENT	2620	W	Utilities	\$49,038	\$73,634



**FY 21 Part-Time Alpha  
Current Positions in Position Control**

Group	Position Title	Position #	Grade	Range Min	Range Max
GP	ACCREDITATION SPECIALIST	567	P	\$40,070	\$60,068
GP	ADMINISTRATIVE ASSISTANT PT	2819	M	\$36,760	\$55,061
GP	ADMINISTRATIVE SECRETARY PT	552	F	\$30,086	\$44,967
GP	CASHIER PT	1100	B	\$26,849	\$40,070
GA	CITY ATTORNEY EMMERITUS	2904	CAE	\$50,000	\$100,000
GP	COMMUNICATIONS OFFICER PT	2240	K	\$34,710	\$51,960
GP	CUSTOMER SERVICE CLERK PT	604	C	\$27,623	\$41,241
EF	COUNCIL MEMBERS	9999	COU	\$11,642	\$11,642
GP	DATA ENTRY CLERK PT	BH	B	\$26,849	\$40,070
GP	HEO PT	521	H	\$31,854	\$47,641
GP	HUMAN RESOURCES CLERK PT	606	A	\$26,098	\$38,934
GP	LAND ACQUISITION COORDINATOR	608	T	\$44,967	\$67,475
GP	LIFEGUARD PART-TIME	013	1A	\$21,417	\$31,854
GP	MAINTENANCE WORKER PT	605	D	\$28,419	\$42,446
GT	MANAGEMENT INTERN	25	6A	\$24,660	\$36,760
EF	MAYOR	9997	MAY	\$23,284	\$23,284
GP	PLANS EXAMINER PT	554	W	\$49,038	\$73,634
PR	POLICE OFFR RECRUIT NONCERT	5002	I	\$32,778	\$49,038
GP	RECREATION AIDE PT	514	1A	\$21,417	\$31,854
GL	SCG PT	517	6A	\$24,660	\$36,760
GL	SCG SUB PT	518	6A	\$24,660	\$36,760
GP	SCG SPRVSR PT	516	F	\$30,086	\$44,967
GP	SECRETARY PT	602	D	\$28,419	\$42,446
GP	SIGN AND TRAFFIC TECHNICIAN PT	607	J	\$33,730	\$50,478
GP	SPECIAL EVENTS STAFF	15	1A	\$21,417	\$31,854
GP	STOCK CLERK PT	591	A	\$26,098	\$38,934
GP	SUPPORT SERVICES CLERK PT	544	1A	\$21,417	\$31,854
GP	SWITCHBOARD OPERATOR PT	508	6A	\$24,660	\$36,760
GL	UTILITIES INTERN	2500	2A	\$22,028	\$32,778

**CITY OF PALM BAY**  
**GENERAL/PART-TIME/POLICE RECRUIT SALARY RANGES**  
**FY 21**

<b>GENERAL &amp; PART-TIME</b>									
<b>GRADE</b>	<b>MIN RATE</b>		<b>MAX RATE</b>		<b>GRADE</b>	<b>MIN RATE</b>		<b>MAX RATE</b>	
	<i>Yearly</i>	<i>Hourly</i>	<i>Yearly</i>	<i>Hourly</i>		<i>Yearly</i>	<i>Hourly</i>	<i>Yearly</i>	<i>Hourly</i>
1A	\$21,417	\$10.30	\$31,854	\$15.31	Y	\$51,960	\$24.98	\$78,054	\$37.53
2A	\$22,028	\$10.59	\$32,778	\$15.76	Z	\$53,488	\$25.72	\$80,364	\$38.64
3A	\$22,657	\$10.89	\$33,730	\$16.22	AA	\$55,061	\$26.47	\$82,743	\$39.78
4A	\$23,305	\$11.20	\$34,710	\$16.69	AB	\$56,680	\$27.25	\$85,194	\$40.96
5A	\$23,973	\$11.53	\$35,719	\$17.17	AC	\$58,350	\$28.05	\$87,718	\$42.17
6A	\$24,660	\$11.86	\$36,760	\$17.67	AD	\$60,068	\$28.88	\$90,318	\$43.42
7A	\$25,337	\$12.18	\$37,831	\$18.19	AE	\$61,839	\$29.73	\$92,996	\$44.71
A	\$26,098	\$12.55	\$38,934	\$18.72	AF	\$63,663	\$30.61	\$95,753	\$46.04
B	\$26,849	\$12.91	\$40,070	\$19.26	AG	\$65,541	\$31.51	\$98,595	\$47.40
C	\$27,623	\$13.28	\$41,241	\$19.83	AH	\$67,475	\$32.44	\$101,521	\$48.81
D	\$28,419	\$13.66	\$42,446	\$20.41	AI	\$69,467	\$33.40	\$104,535	\$50.26
E	\$29,240	\$14.06	\$43,688	\$21.00	AJ	\$71,520	\$34.38	\$107,639	\$51.75
F	\$30,086	\$14.46	\$44,967	\$21.62	AK	\$73,634	\$35.40	\$110,837	\$53.29
G	\$30,957	\$14.88	\$46,284	\$22.25	AL	\$75,811	\$36.45	\$114,131	\$54.87
H	\$31,854	\$15.31	\$47,641	\$22.90	AM	\$78,054	\$37.53	\$117,522	\$56.50
I	\$32,778	\$15.76	\$49,038	\$23.58	AN	\$80,364	\$38.64	\$121,017	\$58.18
J	\$33,730	\$16.22	\$50,478	\$24.27	AO	\$82,743	\$39.78	\$124,615	\$59.91
K	\$34,710	\$16.69	\$51,960	\$24.98	AP	\$85,194	\$40.96	\$128,322	\$61.69
L	\$35,719	\$17.17	\$53,488	\$25.72	AQ	\$87,718	\$42.17	\$132,140	\$63.53
M	\$36,760	\$17.67	\$55,061	\$26.47	AR	\$90,318	\$43.42	\$136,073	\$65.42
N	\$37,831	\$18.19	\$56,680	\$27.25	AS	\$92,996	\$44.71	\$140,124	\$67.37
O	\$38,934	\$18.71	\$58,350	\$28.05	AT	\$95,753	\$46.04	\$144,295	\$69.37
P	\$40,070	\$19.26	\$60,068	\$28.88	AU	\$98,595	\$47.40	\$148,592	\$71.44
Q	\$41,241	\$19.83	\$61,839	\$29.73	AV	\$101,521	\$48.81	\$153,018	\$73.57
R	\$42,446	\$20.41	\$63,663	\$30.61	AW	\$104,535	\$50.26	\$157,577	\$75.76
S	\$43,688	\$21.00	\$65,541	\$31.51	AX	\$107,639	\$51.75	\$162,273	\$78.02
T	\$44,967	\$21.62	\$67,475	\$32.44	AY	\$110,837	\$53.29	\$167,110	\$80.34
U	\$46,284	\$22.25	\$69,467	\$33.40	AZ	\$114,131	\$54.87	\$172,091	\$82.74
V	\$47,641	\$22.90	\$71,520	\$34.38	BA	\$117,522	\$56.50	\$177,223	\$85.20
W	\$49,038	\$23.58	\$73,634	\$35.40	BB	\$121,017	\$58.18	\$182,507	\$87.74
X	\$50,478	\$24.27	\$75,811	\$36.45	BC	\$124,615	\$59.91	\$187,951	\$90.36

**FY 21 NAGE Blue Alpha**  
**Current Positions in Position Control**

<b>Position Title</b>	<b>Position #</b>	<b>Pay Plan</b>	<b>Range Min</b>	<b>Range Max</b>
BACKFLOW PREVENT TECH I	2529	BH	\$31,854	\$47,641
CAMERA TRUCK OPERATOR	2540	BJ	\$33,730	\$50,478
ELECTRICAL TECH I	2527	BK	\$34,710	\$51,960
ELECTRICAL TECH II	2539	BN	\$37,831	\$56,680
ELECTRICIAN APPRENTICE	2506	BO	\$38,934	\$58,350
ELECTRICIAN JOURNEYMAN	2505	BQ	\$41,241	\$61,839
FIELD SERVICE REP	2524	BH	\$31,854	\$47,641
HEAVY EQUIP OPERATOR I	2817	BH	\$31,854	\$47,641
HEAVY EQUIP OPERATOR II	2437	BK	\$34,710	\$51,960
HEAVY EQUIP TECHNICIAN	1303	BM	\$36,760	\$55,061
HVAC TECHNICIAN JOURNEYMAN	1808	BN	\$37,831	\$56,680
LABORATORY TECHNICIAN II	2607	BN	\$37,831	\$56,680
LIGHT EQUIP TECHNICIAN	1304	BH	\$31,854	\$47,641
LINE LOCATION TECHNICIAN	2722	BH	\$31,854	\$47,641
MAINT MECHANIC	2509	BH	\$31,854	\$47,641
MAINT WORKER II	1824	BF	\$30,086	\$44,967
MAINTENANCE WORKER	2816	BD	\$28,419	\$42,446
METER TECHNICIAN	2536	BF	\$30,086	\$44,967
PARTS INVENTORY SPCLST	1306	BJ	\$33,730	\$50,478
PLUMBER	1820	BN	\$37,831	\$56,680
SHOOTING RANGE MAINT WORKER	2242	BF	\$30,086	\$44,967
SIGN AND TRAFFIC TECH	2414	BJ	\$33,730	\$50,478
SMALL EQUIPMENT TECH	1825	BF	\$30,086	\$44,967
SURVEY TRANSIT OPERATOR	2415	BF	\$30,086	\$44,967
TRADESWORKER	1821	BM	\$36,760	\$55,061
TRTMENT PLANT OP "A"	2617	BN	\$37,831	\$56,680
TRTMENT PLANT OP "B"	2616	BM	\$36,760	\$55,061
TRTMENT PLANT OP "C"	2615	BK	\$34,710	\$51,960
TRTMENT PLANT OP DUAL CERTIFIED	2728	BO	\$38,934	\$58,350
TRTMENT PLANT OP TRAIN	2614	BH	\$31,854	\$47,641
WATER QUALITY TECHNICIAN	2547	BF	\$30,086	\$44,967
WTR/SWR LINE MAINT TECH	2520	BF	\$30,086	\$44,967

**CITY OF PALM BAY**  
**NAGE BLUE SALARY RANGES**  
**FY 21**

<b>NAGE BLUE</b>				
<b>GRADE</b>	<b>MIN RATE</b>		<b>MAX RATE</b>	
	<i>Yearly</i>	<i>Hourly</i>	<i>Yearly</i>	<i>Hourly</i>
BA	\$26,098	\$12.55	\$38,934	\$18.72
BB	\$26,849	\$12.91	\$40,070	\$19.26
BC	\$31,854	\$13.28	\$41,241	\$19.83
BD	\$28,419	\$13.66	\$42,446	\$20.41
BE	\$29,240	\$14.06	\$43,688	\$21.00
BF	\$30,086	\$14.46	\$44,967	\$21.62
BG	\$30,957	\$14.88	\$46,284	\$22.25
BH	\$31,854	\$15.31	\$47,641	\$22.90
BI	\$32,778	\$15.76	\$49,038	\$23.58
BJ	\$33,730	\$16.22	\$50,478	\$24.27
BK	\$34,710	\$16.69	\$51,960	\$24.98
BL	\$35,719	\$17.17	\$53,488	\$25.72
BM	\$36,760	\$17.67	\$55,061	\$26.47
BN	\$37,831	\$18.19	\$56,680	\$27.25
BO	\$38,934	\$18.72	\$58,350	\$28.05
BP	\$40,070	\$19.26	\$60,068	\$28.88
BQ	\$41,241	\$19.83	\$61,839	\$29.73

**FY 21 NAGE White Alpha**  
**Current Positions in Position Control**

<b>Position Title</b>	<b>Position #</b>	<b>Pay Plan</b>	<b>Range Min</b>	<b>Range Max</b>
BUILDING CODE COMPLIANCE INSPECTOR	1205	WN	\$39,240	\$59,355
BUILDING INSPECTOR I	1205	WR	\$44,165	\$66,803
BUILDING INSPECTOR II	1206	WU	\$48,260	\$72,997
BUILDING INSPECTOR III	1208	WX	\$52,736	\$79,768
BUILDING INSPECTOR PROVISIONAL	1212	WO	\$40,417	\$61,134
CASHIER	1106	WB	\$27,522	\$41,629
CODE COMPLIANCE OFFICER	2101	WN	\$39,240	\$59,355
CODE COMPLIANCE TECHNICIAN	2104	WH	\$32,864	\$49,707
COMMUNICATIONS OFFICER	2225	WK	\$35,910	\$54,317
COMMUNICATIONS OFFICER TRAINEE	2238	WH	\$32,864	\$49,707
COMMUNICATIONS SHIFT SPRVSR	2237	WP	\$41,629	\$62,969
CRIME SCENE TECH I	2257	WJ	\$34,864	\$52,736
CUSTOMER ACCOUNT SPECIALIST	2806	WJ	\$34,864	\$52,736
CUSTOMER SERVICE CLERK	2808	WC	\$28,348	\$42,878
CUSTOMER SERVICE REP	1147	WH	\$32,864	\$49,707
DATA ENTRY CLERK	1210	WB	\$27,522	\$41,629
DESK BOOKING SPCLST II	2262	WM	\$38,097	\$57,624
ENGINEERING ASSIST	2305	WN	\$39,240	\$59,355
ENGINEERING INSPECTOR	2813	WN	\$39,240	\$59,355
ENGINEERING TECH II	2314	WJ	\$34,864	\$52,736
ENGINEERING TECH III	2307	WM	\$38,097	\$57,624
FATS, OILS, & GREASE INSPECTOR	2610	WI	\$33,849	\$51,200
GIS TECHNICIAN I	2733	WN	\$39,240	\$59,355
GIS TECHNICIAN II	2734	WP	\$41,629	\$62,969
GIS TECHNICIAN III	2732	WQ	\$42,878	\$64,858
HOUSING PROGRAM TECHNICIAN	2011	WF	\$30,977	\$46,854
INVENTORY CONTROL COORD	1225	WJ	\$34,864	\$52,736
JR ACCOUNTING CLERK	1133	WC	\$28,348	\$42,878
MATERIAL MGMT TECH	2254	WJ	\$34,864	\$52,736
PERMIT TECHNICIAN	1246	WH	\$32,864	\$49,707
PLANNING SPECIALIST	1905	WM	\$38,097	\$57,624
PLANNING TECHNICIAN	1912	WL	\$36,987	\$55,948
RECORDS COMP/ANLS SPRVSR	1230	WL	\$36,987	\$55,948
RECORDS SPECIALIST POLICE	2226	WH	\$32,864	\$49,707
RECREATION LEADER	1815	WH	\$32,864	\$49,707
SECRETARY	2804	WD	\$29,198	\$44,165
TRAINING COORD POLICE	2239	WM	\$38,097	\$57,624
UTILITIES BILLING & COLLECTIONS SPECIALIST	1157	WK	\$35,910	\$54,317

UTILITIES CUSTOMER CARE SPECIALIST	1158	WJ	\$34,864	\$52,736
UTILITIES INSPECTOR	2516	WN	\$39,240	\$59,355

**CITY OF PALM BAY  
NAGE WHITE SALARY RANGES  
FY 21**

<b>NAGE WHITE</b>				
<b>GRADE</b>	<b>MIN RATE</b>		<b>MAX RATE</b>	
	<i>Yearly</i>	<i>Hourly</i>	<i>Yearly</i>	<i>Hourly</i>
W1A	\$21,726	10.45	\$32,864	15.80
W2A	\$22,378	10.76	\$33,849	16.27
W3A	\$23,049	11.08	\$34,864	16.76
W4A	\$23,741	11.41	\$35,910	17.26
W5A	\$24,453	11.76	\$36,987	17.78
W6A	\$25,187	12.11	\$38,097	18.32
W7A	\$25,942	12.47	\$39,240	18.87
WA	\$26,721	12.85	\$40,417	19.43
WB	\$27,522	13.23	\$41,629	20.01
WC	\$28,348	13.63	\$42,878	20.61
WD	\$29,198	14.04	\$44,165	21.23
WE	\$30,075	14.46	\$45,491	21.87
WF	\$30,977	14.89	\$46,854	22.53
WG	\$31,906	15.34	\$48,260	23.20
WH	\$32,864	15.80	\$49,707	23.90
WI	\$33,849	16.27	\$51,200	24.62
WJ	\$34,864	16.76	\$52,736	25.35
WK	\$35,910	17.26	\$54,317	26.11
WL	\$36,987	17.78	\$55,948	26.90
WM	\$38,097	18.32	\$57,624	27.70
WN	\$39,240	18.87	\$59,355	28.54
WO	\$40,417	19.43	\$61,134	29.39
WP	\$41,629	20.01	\$62,969	30.27
WQ	\$42,878	20.61	\$64,858	31.18
WR	\$44,165	21.23	\$66,803	32.12
WS	\$45,491	21.87	\$68,807	33.08
WT	\$46,854	22.53	\$70,872	34.07
WU	\$48,260	23.20	\$72,997	35.09
WV	\$49,707	23.90	\$75,189	36.15
WW	\$51,200	24.62	\$77,444	37.23
WX	\$52,736	25.35	\$79,768	38.35
WY	\$54,317	26.11	\$82,160	39.50
WZ	\$55,948	26.90	\$84,625	40.69

**FY 21 FOP Alpha List**  
**Current Positions in Position Control**

<b>Position Title</b>	<b>Position #</b>	<b>Grade</b>	<b>Range Min</b>	<b>Range Max</b>
POLICE OFFICER	<b>5001</b>	<b>POL</b>	\$39,143	\$62,813
POLICE SERGEANT	<b>5101</b>	<b>SGT</b>	\$50,484	\$76,362
POLICE LIEUTENANT	<b>5201</b>	<b>LTN</b>	\$60,432	\$88,746

Non-Certified Recruits are General positions



**CITY OF PALM BAY  
FOP STEP PLAN  
FY 21**

POSITION TITLE	GRADE	STEP	SALARY
POLICE OFFICER	POL	3	\$39,143
POLICE OFFICER	POL	4	\$40,318
POLICE OFFICER	POL	5	\$41,525
POLICE OFFICER	POL	6	\$42,773
POLICE OFFICER	POL	7	\$44,055
POLICE OFFICER	POL	8	\$45,376
POLICE OFFICER	POL	9	\$46,738
POLICE OFFICER	POL	10	\$48,139
POLICE OFFICER	POL	11	\$49,584
POLICE OFFICER	POL	12	\$51,072
POLICE OFFICER	POL	13	\$52,603
POLICE OFFICER	POL	14	\$54,181
POLICE OFFICER	POL	15	\$55,808
POLICE OFFICER	POL	16	\$57,482
POLICE OFFICER	POL	17	\$59,207
POLICE OFFICER	POL	18	\$60,983
POLICE OFFICER	POL	19	\$62,813

POSITION TITLE	GRADE	STEP	SALARY
POLICE SERGEANT (SGT 1)	SGT	5	\$50,484
POLICE SERGEANT (SGT 2)	SGT	6	\$51,999
POLICE SERGEANT (SGT 3)	SGT	7	\$53,559
POLICE SERGEANT (SGT 4)	SGT	8	\$55,166
POLICE SERGEANT (SGT 5)	SGT	9	\$56,821
POLICE SERGEANT (SGT 6)	SGT	10	\$58,526
POLICE SERGEANT (SGT 7)	SGT	AN	\$60,281
POLICE SERGEANT (SGT 8)	SGT	12	\$62,090
POLICE SERGEANT (SGT 9)	SGT	13	\$63,953
POLICE SERGEANT (SGT 10)	SGT	14	\$65,871
POLICE SERGEANT (SGT 11)	SGT	15	\$67,846
POLICE SERGEANT (SGT 12)	SGT	16	\$69,881
POLICE SERGEANT (SGT 13)	SGT	17	\$71,979
POLICE SERGEANT (SGT 14)	SGT	18	\$74,139
POLICE SERGEANT (SGT 15)	SGT	19	\$76,362

POSITION TITLE	GRADE	STEP	SALARY
POLICE LIEUTENANT (LT 1)	LTN	4	\$60,432
POLICE LIEUTENANT (LT 2)	LTN	5	\$62,243
POLICE LIEUTENANT (LT 3)	LTN	6	\$64,111
POLICE LIEUTENANT (LT 4)	LTN	7	\$66,035
POLICE LIEUTENANT (LT 5)	LTN	8	\$68,016
POLICE LIEUTENANT (LT 6)	LTN	9	\$70,056
POLICE LIEUTENANT (LT 7)	LTN	10	\$72,158
POLICE LIEUTENANT (LT 8)	LTN	11	\$74,323
POLICE LIEUTENANT (LT 9)	LTN	12	\$76,552
POLICE LIEUTENANT (LT 10)	LTN	13	\$78,849
POLICE LIEUTENANT (LT 11)	LTN	14	\$81,214
POLICE LIEUTENANT (LT 12)	LTN	15	\$83,651
POLICE LIEUTENANT (LT 13)	LTN	16	\$86,160
POLICE LIEUTENANT (LT 14)	LTN	17	\$88,746

**FY 21 IAFF Alpha List  
Current Positions in Position Control**

<b>Position Title</b>	<b>Grade</b>	<b>Position #</b>	<b>Range Min</b>	<b>Range Max</b>
CAREER DEV & SAFETY COORD (CDSC)	IAA	1251	\$55,516	\$83,973
FIRE DISTRICT CHIEF	IAC	6002	\$58,896	\$89,101
DRIVER/ENGINEER	IU	6003	\$46,494	\$70,326
FIRE INSPECTOR	IN	1219	\$37,803	\$57,182
FIRE LIEUTENANT	IZ	6006	\$53,900	\$81,527
FIREFIGHTER	IO	6001	\$37,803	\$58,896
PROT BREATHING APP TECH	IU	6009	\$46,494	\$70,326

**CITY OF PALM BAY  
STEP PLAN**

**IAFF  
FY 21**

	IN	IO	IU	IZ	IAA	IAC
1	\$37,803	\$37,803	\$46,494	\$53,900	\$55,516	\$58,896
2	\$38,938	\$38,937	\$47,889	\$55,517	\$57,181	\$60,687
3	\$40,106	\$40,105	\$49,325	\$57,182	\$58,897	\$62,451
4	\$41,310	\$41,308	\$50,805	\$58,898	\$60,664	\$64,353
5	\$42,549	\$42,548	\$52,329	\$60,665	\$62,484	\$66,282
6	\$43,825	\$43,824	\$53,899	\$62,485	\$64,358	\$68,266
7	\$45,140	\$45,139	\$55,516	\$64,359	\$66,289	\$70,333
8	\$46,494	\$46,493	\$57,182	\$66,290	\$68,278	\$72,455
9	\$47,889	\$47,888	\$58,897	\$68,279	\$70,326	\$74,605
10	\$49,326	\$49,324	\$60,664	\$70,327	\$72,436	\$76,837
11	\$50,805	\$50,804	\$62,484	\$72,437	\$74,609	\$79,152
12	\$52,329	\$52,328	\$64,359	\$74,610	\$76,847	\$81,522
13	\$53,900	\$53,898	\$66,289	\$76,848	\$79,153	\$83,975
14	\$55,516	\$55,515	\$68,278	\$79,154	\$81,527	\$86,511
15	\$57,182	\$57,180	\$70,326	\$81,527	\$83,973	\$89,101
16		\$58,896				

O same as N is correct, lowered O but rest  
remained same as min and max, but people  
increased pay just like GF



## LEGISLATIVE MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Suzanne Sherman, Acting City Manager

**THRU:** Yvonne McDonald, Finance Director

**DATE:** 1/21/2021

**RE:** Resolution 2021-06, amending Resolution 2020-50, adopting the Five-Year Capital Improvements Program for Fiscal Years 2020-2021 through 2024-2025 (first amendment).

The following is a summary of the revisions to the Capital Improvements Program/CIP in FY 2021.

### Capital Improvement Programs (CIP) Correction:

1. Building Department – Correct FY 2022 estimated expenditure cost from \$1,727,300 to \$3,316,700 incorrectly budgeted in capital account. This correction will not impact FY 2021; however, it will impact future years.

### Budget Amendment #1 Modifications:

1. Building Department - Remove Building funds from Growth Management Department and establish Building as a stand-alone Department; approved by Council 10/01/2020, on Budget Amendment #1 – **Portion Impacting CIP \$629,091.**
2. Facilities Department - Funds for purchase of vehicle for construction manager position unfunded during the FY21 budget process; approved by Council 11/05/2020, on Budget Amendment #1 – **Portion Impacting CIP \$23,371.**
3. Fire Department – Usage of Impact Fees Nexus 32905 \$6,251 and Nexus 32907 \$6,251 to fabricate a high-water rescue vehicle by retrofitting a current Fire Rescue vehicle; approved by Council 09/17/2020, on Budget Amendment #1 – **\$12,502.**
4. Fire Department – Usage of Impact Fees Nexus 32909 to purchase air compressor for re-filling air cylinders used on 911 calls for new Fire Station 5; approved by Council 11/19/2020, on Budget Amendment #1 – **\$50,000.**
5. Fire Department – Funds to purchase a squad truck, a District Chief Silverado crew cab and a brush truck retrofit with the return of excess prior years allocation from Risk Management Fund assessed through FY 19 (FY 2020 Budget Amendment #4); approved by Council 09/03/2020 – **Portion Impacting CIP \$134,000.**
6. Information Technology Department - Replace the Storage Area Network (SAN) hardware as the current SANs have reached the equipment end of life cycle; approved by Council 11/5/2020, on Budget Amendment #1 - **Portion Impacting CIP \$85,000.**
7. Parks & Recreation Department – Replacement of the old slide infrastructure at the Palm Bay Aquatic Center approved by Council 11/05/2020, on Budget Amendment #1 - **\$130,000.**
8. Parks & Recreation Department - Award of bid difference of \$59,007 and 10% contingency of \$41,873 to the Fred Poppe Regional Park septic to sewer conversion Project (19PR06); approved by Council 11/05/2020, on Budget Amendment #1 – **\$100,880.**
9. Parks & Recreation Department – Usage of Impact Fees Nexus 32907 \$534,836, Nexus 32908 \$462,637, and Community Investment funds \$558,492 for Phase I construction of the campground @ Palm Bay Regional Park (Project 16PK08); approved by Council 09/17/2020, on Budget Amendment #1 – **Portion Impacting CIP \$1,555,965.**
10. Parks & Recreation Department - Usage of Impact Fees Nexus 32905 funds for construction of the Riviera Dog Park (Project 21PR01); approved by Council 10/15/2020, on Budget Amendment #1 - **\$150,000.**
11. Parks & Recreation Department - Purchase four (4) truck replacements for Parks Department with the return of excess prior years allocation from Risk Management Fund assessed through FY 19 (FY 2020 Budget Amendment #4); approved by Council 09/03/2020, on Budget Amendment #1 – **Portion Impacting CIP \$109,000.**
12. Parks & Recreation Department – Replacement of playgrounds at Liberty Park, Riviera Park, Veterans Park, Oakwood Park, Knecht Park and Lynbrook Park - FY 21 Playground Projects (21PR08) with the return of excess prior years allocation from Risk Management Fund assessed through FY 19 (FY 2020 Budget Amendment #4); approved by Council 09/03/2020, on Budget Amendment #1 – **Portion Impacting CIP \$590,000**
13. Police Department – Increased cost associated with the purchase of eleven (11) police vehicles replacement; approved by Council 12/3/2020 **Portion Impacting CIP \$21,646.**
14. Police Department – Reversal of an FY 2021 Adopted Budget Item. Transfer funds to Fleet Services from General Fund for the purchase of six (6) vehicles and onboarding six (6) Patrol Officer positions awarded under DOJ + CHP Grant; approved by Council 11/19/2020– **Portion Impacting CIP (\$177,000).**
15. Police Department – Usage of Impact Fees Nexus 32907 \$35,110, Nexus 32908 \$35,110 and Nexus 32909 \$140,440 for the purchase of six (6) vehicles and six (6) Patrol Officer positions awarded under DOJ + CHP Grant; approved by Council 11/19/2020 – **Portion Impacting CIP \$210,660.**
16. Public Works Department - Engineer's estimate, advertising, Geotech design and survey, Project Units 1, 2, 3 Road Paving (21GO01); approved by Council 02/06/2020, on Budget Amendment #1 - **\$1,214,767.**

- approved by Council 02/06/2020, on Budget Amendment #1 – **\$2,497,411**.
17. Public Works Department - Engineer's estimate, advertising, geotech design and survey, Project Unit 4 Road Paving (21GO02); approved by Council 02/06/2020, on Budget Amendment #1 – **\$2,497,411**.
  18. Public Works Department - Engineer's estimate, advertising, geotech design and survey, Project Unit 27 Road Paving (21GO03); approved by Council 02/06/2020, on Budget Amendment #1 – **\$44,928**.
  19. Public Works Department - Engineer's estimate, advertising, geotech design and survey, Project Unit 35 Road Paving (21GO04); approved by Council 02/06/2020, on Budget Amendment #1 – **\$370,672**.
  20. Public Works Department - Engineer's estimate, advertising, geotech design and survey, Project Unit 43 Road Paving (21GO05); approved by Council 11/07/2019, on Budget Amendment #1 – **\$156,720**.
  21. Public Works Department - Engineer's estimate, advertising, geotech design and survey, Project Unit 47 Road Paving (21GO06); approved by Council 11/07/2019, on Budget Amendment #1 – **\$120,680**.
  22. Public Works Department - Port Malabar East Road Paving Project 20GO16; approved by Council 02/06/2020 – **\$1,416,681**.
  23. Utilities Department - Expansion and rehabilitation of the South Regional Water Treatment Plant (SRWTP), Project SRWTP 4MG to 6MG Expansion (18WS04); approved by Council 09/17/2020, on Budget Amendment #1 – **Portion Impacting CIP \$11,448,441**.
  24. Utilities Department - Engineering and constructions services for Pace Drive water main looping due to proposed extension of water service by Lennar Homes LLC, Project Pace Drive WM Looping (21WS23); approved by Council 11/05/2020, on Budget Amendment #1 – **\$275,000**.
  25. Utilities Department – Construction of a second clarifier at North Regional Wastewater Treatment Plant (NRWWTP), Project NRWWTP Clarifier 2 Const (17WS13); approved by Council 11/05/2020, on Budget Amendment #1 – **\$448,471**.

#### **Transfer of Funds Between Capital Projects/Accounts:**

1. Utilities Department - Budget Transfer #10

Budget Correction: Remove project number 21WS13 from General Ledger Account 6322 - Meter Services added in error for NRWTP Elevated Tank Rehab Project (21WS13) (\$250,000); correct account number and budget reflected for NRWTP Elevated Tank Rehab Project (21WS13) 250,000 in General Ledger Account 6322 – Plant and Facilities – **\$0**.

#### **Added/Removed Capital Projects, Additions/Reductions of Funding:**

1. Parks & Recreation Department - Budget Transfer #12

Transfer non-capital operating funds to General Ledger Account 6401 – Machinery & Equipment for the purchase of a generator for the movie equipment trailer – **\$1,199**.

2. Parks & recreation Department - Budget Transfer #13

Transfer non-capital operating funds to General Ledger Account 6403 – Improvements Other Than Buildings - to address budget shortfall due to calculation error in the septic to sewer conversion at Fred Poppe Regional Park – **\$451**.

#### **FY 2020 to FY 2021 Unexpended Project Funding Rolls**

Unexpended funding for 133 projects has been rolled from FY 2020 to FY 2021; the Capital Improvements Program total FY 2021 funding for each project has been amended. Refer to Attachment #1 – FY 2020-2021 Unexpended Fund Rolls for additional details.

#### **REQUESTING DEPARTMENT:**

Growth Management, Utilities, Public Works, Parks & Recreation, Facilities, Finance, Police Department, Fire Department, Information Technology, Building Department

#### **FISCAL IMPACT:**

Please refer to summary section, Exhibit A, for capital improvement program impacting details and account numbers.

#### **RECOMMENDATION:**

Motion to adopt, by Resolution, the First Amendment to the FY 2021 Capital Improvements Program.

#### **ATTACHMENTS:**

##### **Description**

**Attachment #1 – FY 2020-2021 Unexpended Fund Rolls**

**Resolution 2021-06**

**Resolution 2021-06, Exhibit A**

# Mayor and Council: FY 2021 First Capital Improvements Program Amendment

## Attachment #1 – FY 2020-2021 Unexpended Fund Rolls

January 21, 2021

Page | 1

Department/Division	Project Number	Capital Improvement Program Summary	Rolled Funding Total
Community & Economic Development (HANDS)	14CD01	Homes for Warriors	403,495
Community & Economic Development (HANDS)	14CDBG	Uncommitted & Available Funds	90,898
Community & Economic Development (HANDS)	20CD01	Palm Bay Senior Center	556,494
Fire	18FD01	Fire Station 5 Rebuild	382,006
Fire	19FD01	Fire Station Hardening Program	436,310
Fire	19FD02	Fire Dispatch Center	23,123
Information Technology	20IT01	Disaster Recovery Solution Site	160,640
Parks & Recreation	16PK08	Campgrounds @ PB Regional Park	1,701,317
Parks & Recreation	17PR06	Palm Bay Senior Center Improvements	2,237
Parks & Recreation	18PR04	Wake Forest Basketball Court	255,408
Parks & Recreation	19PR06	FPRP Sewer Conversion	364,671
Parks & Recreation	20PR01	Aquatic Center Renovations	152,724
Parks & Recreation	20PR03	Drive through Light Festival	93,242
Police	20PD01	PD Headquarters - Roof Replacement & Shutter Install	224,473
Public Works	15PW11	SO. I-95 INTERCHANGE/PKWY	442,537
Public Works	18PW01	SJHP TRAFFIC SIGNAL @ MAL	298,289
Public Works	18PW02	Safe Routes to Schools	1,988,712
Public Works	18PW02	Safe Routes to Schools	6,009
Public Works	18RD07	MALABAR RD WIDEN PRELIM	12,450
Public Works	18SU14	Harper Blvd @ C-18 Culvert	108,927
Public Works	19GO02	Go Bond Eldron Blvd Repaving	3,686
Public Works	19GO03	Go Bond Unit 41 Repaving	78,868
Public Works	19SU09	Unit 32 Pipe Replacement	118,911
Public Works	19SU10	Unit 42 Pipe Replacements Ph III	17,770
Public Works	19SU11	Unit 11 Pipe Replacement	13,583
Public Works	19SU12	UNIT 15 PIPE REPLACEMENT	21,826
Public Works	19SU13	UNIT 23 CULVERT REPLACE	348,119
Public Works	19SU14	UNIT 56 CULVERT REPLACE	81,077
Public Works	20GO01	RBP Unit 31 Road Restoration	286,040
Public Works	20GO02	RBP Unit 32 Road Restoration	167,565
Public Works	20GO03	Unit 42 Road Paving	3,746,537
Public Works	20GO04	Garvey Road Paving	322,216
Public Works	20GO05	Unit 11 Road Paving	3,699,817
Public Works	20GO06	Unit 15 Road Paving	2,249,817
Public Works	20GO07	Unit 18 Road Paving	3,439,862
Public Works	20GO08	Unit 23 Road Paving	4,515,520

# Mayor and Council: FY 2021 First Capital Improvements Program Amendment

## Attachment #1 – FY 2020-2021 Unexpended Fund Rolls

January 21, 2021

Page | 2

Public Works	20GO09	Unit 56 Road Paving	1,499,877
Public Works	20GO10	Port Malabar Road Paving	1,531,209
Public Works	20GO11	Emerson Dr NE Paving Phase 1	1,654,323
Public Works	20GO12	Unit 5 Road Paving	1,454,009
Public Works	20GO13	Unit 46 Road Paving	2,591,474
Public Works	20GO14	Unit 24 Road Paving	6,686,829
Public Works	20GO15	Unit 25 Road Paving	8,954,748
Public Works	20PW03	Emerson NW & Glencove NW	83,298
Public Works	20RD01	Road Maintenance Program	303,453
Public Works	20SU01	FY 20 SWU PROGRAM	971,749
Public Works	20SU02	UNIT 18 PIPE REPLACEMENT	90,539
Public Works	20SU03	POLLACK PARK STORMWATER	740
Public Works	20SU04	JACOBIN ST @ C-60 CULVERT	47,948
Public Works	20SU06	WATERBURY @C-39 PIPE REPL	474,759
Public Works	20SU07	FREEHOLD @ C41R PIPE REPL	221,509
Public Works	20SU10	FY 20 CURED IN PLACE PIPE	29,563
Public Works	20SU12	Malabar Road Drainage	482,073
Public Works	20SU13	Unit 24 Pipe Replacement	404,981
Public Works	20SU14	Unit 25 Pipe Replacement	634,251
Public Works	20SU15	Emerson @ C51 Culvert Replacements	308,500
Public Works	20SU17	Unit 2 Pipe Replacement	116,930
Public Works	20SU18	Unit 4 Pipe Replacement	171,795
Public Works	20SU20	Unit 5 Pipe Replacement	64,148
Public Works	20SU25	Unit 43 Pipe Replacement	33,431
Public Works	20SU26	Unit 47 Pipe Replacement	30,431
Public Works	20SU27	Pipe Replacement NE Area	3,436
Utilities	19WS10	Nash HSP/MCC Replacement	364,485
Utilities	19WS11	NRWTP LIME SLAKING SILO	376,742
Utilities	19WS12	NRWTP Sludge Handling	103,000
Utilities	19WS13	Fire Hydrant Replacement	334,953
Utilities	19WS15	GARVEY RD WM LINE EXTENSI	215,500
Utilities	19WS17	Rehabilitation of Well #10	49,711
Utilities	20WS01	NRWWTP EMERGENCY POND LIN	51,500
Utilities	20WS02	Security Camera Replacements/Upgrades	96,360
Utilities	20WS03	Cedra Side Meter Removal	45,000
Utilities	20WS04	NRWTP SCADA	160,000
Utilities	20WS05	NR Aggregate Storage Facility	30,000
Utilities	20WS07	PM Unit 3 WM Replacement	41,300
Utilities	20WS07	PM UNIT 3 WM REPLACEMENT	165,200
Utilities	20WS08	Mandarin WM Extension & Replacement	68,000

Mayor and Council: FY 2021 First Capital Improvements Program Amendment

Attachment #1 – FY 2020-2021 Unexpended Fund Rolls

January 21, 2021

Page | 3

Utilities	20WS08	Mandarin WM Extension and Replacement	17,000
Utilities	20WS08	MANDARIN WM EXTENS&REPLAC	11,500
Utilities	20WS09	Cadez WM Replacement and Upgrade	124,425
Utilities	20WS09	Cadez WM Replacement & Upgrades	53,325
Utilities	20WS10	Pt Malabar Raw WM Replace	127,000
Utilities	20WS11	Sanitary Sewer Lining Program	13,651
Utilities	20WS12	NRWWTP Reuse Irrigation Rehab	30,000
Utilities	20WS14	Lift Station #43	90,000
Utilities	20WS15	WALMSLEY ST WM EXTENSION	28,563
Utilities	20WS16	UNIT 21 WATER SYSTEM LOOP	187,500
Utilities	20WS18	Babcock@Wyoming/Valkaria	6,410
Utilities	20WS18	Babcock@Wyoming/Valkaria	6,384
Utilities	20WS21	NRWWTP Clarifier Eq Replacements	410,451
		<b>TOTAL</b>	<b>58,869,139</b>



## RESOLUTION 2021-06

**A RESOLUTION OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, AMENDING RESOLUTION 2020-50, ADOPTING THE FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM FOR THE FISCAL YEARS 2020-2021 THROUGH 2024-2025 FOR THE CITY OF PALM BAY, FLORIDA; RESCINDING RESOLUTIONS OR PARTS OF RESOLUTIONS IN CONFLICT HERewith; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Palm Bay's Capital Improvements Program, formally known as the Community Investment Program, was adopted by the City Council on September 23, 2020, and

**WHEREAS**, the City of Palm Bay desires to amend the Capital Improvements Program.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA**, as follows:

**SECTION 1.** Resolution 2020-50 is hereby amended by including additional projects to the Five-Year Community Investment Program for Fiscal Years 2020-2021 through 2024-2025, which are, by reference, incorporated herein as Exhibit 'A'.

**SECTION 2.** This resolution shall take effect immediately upon the enactment date.

This resolution was duly enacted at Meeting 2021- , of the City Council of the City of Palm Bay, Brevard County, Florida, held on , 2021.

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Robert Medina, MAYOR

ATTEST:

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Terese M. Jones, CITY CLERK

Fund	Department Division	Project Number	Capital Improvements Program Summary	FY 2021 Adopted CIP Budget	FY 2020 to FY 2021 Rollovers	FY 2021 Amendments	New Project TOTAL	TOTAL FY 2021
<b>Utilities Operating</b>								
421	8010-536-6101	19WS01	Utilities Land Needs		100,000		100,000	100,000
421	8011-536-6201	21WS05	Utilities Customer Care Building	150,000			150,000	150,000
421	8014-536-6201	20WS05	NR Aggregate Storage Facility		10,000		10,000	10,000
421	8014-536-6301	20WS02	Security Camera Repl/Upgr		96,360		96,360	96,360
421	8014-536-6323	21WS04	Perimeter Fencing at NR Aggregate Field	13,334			13,334	13,334
421	8014-536-6403		New Vehicles - Utilities Department	29,000			29,000	29,000
421	8017-536-6401		Line Location Tech - Machinery & Equipment	30,000			30,000	30,000
421	8017-536-6403		Line Location Tech - Vehicle	20,000			20,000	20,000
421	8020-533-6201	20WS05	NR Aggregate Storage Facility		10,000		10,000	10,000
421	8020-533-6322		Meter Services - New Installations	405,000			405,000	405,000
421	8020-533-6323	21WS04	Perimeter Fencing at NR Aggregate Field	13,333			13,333	13,333
421	8020-533-6324	20WS03	Cedra Side Meter Removal		45,000		45,000	45,000
421	8020-533-6403		Vehicle Replacement - Nissan NV 200 S	22,850			22,850	22,850
421	8020-533-6403		Eager Beaver B8-DOW Flat Bed Trailer	12,500			12,500	12,500
421	8020-533-6403		New Vehicles - Utilities Department	31,000			31,000	31,000
421	8023-533-6221	18WS04	SRWTP 4 MG to 6MG Expansion		29,512		29,512	29,512
421	8023-533-6407	21WS02	SRWTP SCADA Upgrade	100,000			100,000	100,000
421	8024-533-6221	19WS12	NRWTP Sludge Handling		103,000		103,000	103,000
421	8024-533-6221	20WS01	NRWWTP EMERGENCY POND LIN		51,500		51,500	51,500
421	8024-533-6221	20WS04	NRWTP SCADA		160,000		160,000	160,000
421	8024-533-6301	21WS01	Perimeter Lighting at NRWTP	12,000			12,000	12,000
421	8030-535-6201	20WS05	NR Aggregate Storage Facility		10,000		10,000	10,000
421	8030-535-6323	21WS04	Perimeter Fencing at NR Aggregate Field	13,333			13,333	13,333
421	8030-535-6327	16WS07	Regional Pump Station #1		1,261,445		1,261,445	1,261,445
421	8030-535-6401		Wacker Neuson 20" 9hp Compactor	5,500			5,500	5,500
421	8030-535-6403		Towmaster T-24 Deck-Over Trailer	22,000			22,000	22,000
421	8030-535-6404		Vehicle Replacement - Camera Truck	177,695			177,695	177,695
421	8030-535-6404		Caterpillar 430F2 IT Backhoe Loader	136,000			136,000	136,000
421	8030-535-6404		Vac-Con Truck Equipment Enhancements	20,000			20,000	20,000
421	8034-535-6221	17WS13	NRWWTP Clarifier 2 Construction	1,041,427	956,177	448,471	2,446,075	2,446,075
421	8034-535-6221	17WS16	WRF Denitrification Project		3,188,423		3,188,423	3,188,423
421	8034-535-6325	21WS03	NRWRF Substandard Force Main	701,500			701,500	701,500
421	8034-535-6401		Club Car Tempo Electric	7,000			7,000	7,000
<b>Utilities Connections Fee Fund</b>								
423	8021-533-6221	18WS04	SRWTP 4 MG to 6MG Expansion		10,830		10,830	10,830
423	8021-533-6324	20WS07	PM Unit 3 WM Replacement		41,300		41,300	41,300
423	8021-533-6324	20WS08	Mandarin WM Extension & Replacement		68,000		68,000	68,000
423	8021-533-6324	20WS09	Cadez WM Replacement and Upgrade		124,425		124,425	124,425
423	8021-533-6324	21WS22	Eagle Rock Water Main Loop/Upgrade	6,340			6,340	6,340
423	8031-535-6221	16WS05	So Regional Water Reclamation		6,302		6,302	6,302
<b>Utilities Renewal and Replacement Fund</b>								
424	8022-533-6318	17WS22	WELL 17 REHAB		63,878		63,878	63,878
424	8022-533-6318	19WS17	Rehabilitation of Well #10		49,711		49,711	49,711
424	8022-533-6221	14WS02	NRWTP Elevated Walkways		165,930		165,930	165,930
424	8022-533-6221	17WS04	Tsf Filter/Backwash Pump		751,484		751,484	751,484
424	8022-533-6221	18WS06	NRWTP HSP Replacement		616,713		616,713	616,713
424	8022-533-6221	18WS19	Generator and Air Compressor		1,169,327		1,169,327	1,169,327
424	8022-533-6221	19WS07	NRWTP CO2 System	30,000	40,000		70,000	70,000
424	8022-533-6221	19WS08	Sodium Hypo Pump Skid Rep		53,000		53,000	53,000
424	8022-533-6221	19WS10	Nash HSP/MCC Replacement	350,000	721,712		1,071,712	1,071,712
424	8022-533-6221	19WS11	NRWTP Lime Slaking Silo Replacement	670,082	376,742		1,046,824	1,046,824
424	8022-533-6221	21WS08	SRWTP Bleach Tank Replacement	113,900			113,900	113,900
424	8022-533-6221	21WS09	SRWTP Transfer Switch Replacement	63,185			63,185	63,185
424	8022-533-6221	21WS12	NRWTP Treatment Unit #3	75,000			75,000	75,000
424	8022-533-6221	21WS13	NRWTP Elevated Tank Rehabilitation	250,000			250,000	250,000
424	8022-533-6221	21WS14	North Regional RO Plant Rehabilitation	350,000			350,000	350,000
424	8022-533-6221	21WS15	NRWTP 1.0 MG Ground Storage Tank Rehab	50,000			50,000	50,000
424	8022-533-6221	21WS20	NRWTP Actuators on Clearwell Pumps Discharg	50,000			50,000	50,000
424	8022-533-6221	21WS21	South Regional Gutters/Downspouts Replacemer	11,400			11,400	11,400
424	8022-533-6222	21WS13	NRWTP Elevated Tank Rehabilitation	250,000		(250,000)	0	0
424	8022-533-6322	21WS16	Replace Large Meter Assemblies	50,000			50,000	50,000
424	8022-533-6322	21WS18	Dual Check Replacement Program	151,800			151,800	151,800
424	8022-533-6322	n/a	Meter Services - Meter Replacements	0	14,228	250,000	264,228	264,228
424	8022-533-6324	19WS02	Public Works Util Relocation		319,205		319,205	319,205
424	8022-533-6324	19WS06	Valve Replacement Program	178,400	76,103		254,503	254,503
424	8022-533-6324	19WS09	Valve Replacement Country Club		135,500		135,500	135,500
424	8022-533-6324	19WS13	Fire Hydrant Replacement		334,953		334,953	334,953
424	8022-533-6324	20WS07	PM UNIT 3 WM REPLACEMENT		165,200		165,200	165,200
424	8022-533-6324	20WS08	Mandarin WM Extension and Replacement		17,000		17,000	17,000
424	8022-533-6324	20WS09	Cadez WM Replacement & Upgrades		53,325		53,325	53,325
424	8022-533-6324	20WS10	Pt Malabar Raw WM Replace		127,000		127,000	127,000
424	8022-533-6324	20WS18	Babcock@Wyoming/Valkaria		6,410		6,410	6,410
424	8022-533-6324	21WS19	Turkey Creek to Port Malabar WM Replacement	220,000			220,000	220,000
424	8022-533-6324	21WS22	Eaglerock Water Main Upgrade & Looping	6,340			6,340	6,340
424	8032-535-6221	20WS19	NRWWTP 24" Clarifier Valv				0	0

# Utilities Department

Fund	Department Division	Project Number	Capital Improvements Program Summary	FY 2021 Adopted CIP Budget	FY 2020 to FY 2021 Rollovers	FY 2021 Amendments	New Project TOTAL	TOTAL FY 2021
424	8032-535-6221	18WS01	Reuse High Svc Pumps Repl		527,219		527,219	527,219
424	8032-535-6221	18WS09	WWTP Digester 6 Rehab		2,766		2,766	2,766
424	8032-535-6221	18WS14	WWTP Mechanical Screen		2,765		2,765	2,765
424	8032-535-6221	18WS15	RAS/WAS Pump Rehab		3,686		3,686	3,686
424	8032-535-6221	18WS16	NRWWTP Grit System Rehabilitation	661,000	35,000		696,000	696,000
424	8032-535-6221	21WS11	NRWWTP Polymer Skid Replacement	24,000			24,000	24,000
424	8032-535-6221	20WS21	NRWWTP Clarifier Eq Repla		410,451		410,451	410,451
424	8032-535-6325	14WS07	Cable Lane Sewer Repl		343,198		343,198	343,198
424	8032-535-6325	18WS08	ARV Upgrade Program		114,635		114,635	114,635
424	8032-535-6325	19WS02	Public Works Util Relocation		65,065		65,065	65,065
424	8032-535-6325	20WS11	Sanitary Sewer Lining Program	530,000	13,651		543,651	543,651
424	8032-535-6325	20WS18	Babcock@Wyoming/Valkaria		6,384		6,384	6,384
424	8032-535-6325	21WS06	Replace PM Unit 55 Sanitary Sewer Pumping Sys	350,500			350,500	350,500
424	8032-535-6325	21WS07	Sewer System Repair/Replacement	300,000			300,000	300,000
424	8032-535-6325	21WS10	Replace Force Main Crossings at Various Locatic	200,000			200,000	200,000
424	8032-535-6326	20WS12	NRWWTP Reuse Irrigation Rehab		30,000		30,000	30,000
424	8032-535-6327	17WS23	Lift Station #1 Relocate		87,840		87,840	87,840
424	8032-535-6327	18WS10	Lift Stations RTU Replacement		414,968		414,968	414,968
424	8032-535-6327	18WS11	LS Electrical Panel Repl		430,317		430,317	430,317
424	8032-535-6327	18WS21	Lift Station Valve Pit Elimination Program		150,000		150,000	150,000
424	8032-535-6327	20WS14	Lift Station #43		90,000		90,000	90,000
424	8032-535-6327	21WS17	Lift Station #4 and Lift Station #41 Modifications	125,000			125,000	125,000
424	8040-536-6211	21WS21	South Regional Gutters/Downspouts Replacemer	23,520			23,520	23,520
Main Line Extension Fee Fund								
425	8021-533-6101	21WS22	Eaglerock Water Main Upgrade & Looping	10,000			10,000	10,000
425	8021-533-6324	19WS15	GARVEY RD WM LINE EXTENSI		215,500		215,500	215,500
425	8021-533-6324	20WS08	MANDARIN WM EXTENS&REPLAC		11,500		11,500	11,500
425	8021-533-6324	20WS15	WALMSLEY ST WM EXTENSION		28,563		28,563	28,563
425	8021-533-6324	20WS16	UNIT 21 WATER SYSTEM LOOP		187,500		187,500	187,500
425	8021-533-6324	21WS22	Eaglerock Water Main Upgrade & Looping	12,681			12,681	12,681
425	8021-533-6324	21WS23	Pace Drive WM Looping			275,000	275,000	275,000
Utilities SRF Loan Fund								
433	8031-535-6221	16WS05	South Regional Water Reclamation Facility	18,938,800	19,972,953		38,911,753	38,911,753
Utilities '20 Bond Construction Fund								
434	8021-533-6221	18WS04	SRWTP 4MG to 6MG Expansion			11,448,441	11,448,441	11,448,441
TOTAL UTILITY DEPARTMENT ONLY				27,015,420	34,673,656	12,171,912	73,860,988	73,860,988

# Non-Utility Departments

Fund	Department Division	Project Number	Capital Improvements Program Summary	FY 2021 Adopted CIP Budget	FY 2020 to FY 2021 Rollovers	FY 2021 Amendments	New Project TOTAL
<b>Information Technology</b>							
001	2310-519-6413	20IT01	Disaster Recovery Solution Site		160,640	85,000	245,640
<b>Community &amp; Economic Development</b>							
111	3353-554-6201	14CD01	Homes for Warriors		307,874		307,874
112	3353-554-6201	20CD01	Palm Bay Senior Center		556,464		556,464
112	3353-554-6308	14CDBG	Uncommitted & Available Funds		90,898		90,898
114	3353-554-6201	14CD01	Homes for Warriors		95,621		95,621
<b>Building</b>							
451	3120-524-6201	20BD01	Building Department - New Building			493,005	493,005
451	3120-524-6203	N/A	Four (4) Building Inspector Vehicle Replacements			84,000	84,000
451	3320-524-6403	N/A	One (1) Code Compliance Inspector Vehicle			21,000	21,000
451	3120-524-6407	N/A	Track-It (Superion Software)			46,556	46,556
451	3120-524-6412	N/A	Plans Scanner/ Printer			31,086	31,086
<b>Facilities</b>							
001	4525-519-6201	18FD01	Fire Station 5 Rebuild		25,177		25,177
<b>Growth Management</b>							
451	3320-524-6201	20BD01	Building Department - New Building	493,005		(493,005)	0
451	3320-524-6403	N/A	Four (4) Building Inspector Vehicle Replacements	84,000		(84,000)	0
451	3320-524-6403	N/A	One (1) Code Compliance Inspector Vehicle	21,000		(21,000)	0
451	3320-524-6407	N/A	Track-It (Superion Software)		46,556	(46,556)	0
451	3320-524-6412	N/A	Plans Scanner/Printer	31,086		(31,086)	0
<b>Parks &amp; Recreation</b>							
001	4010-572-6411	N/A	Computer Software		707		707
001	4020-572-6401	N/A	Generator for Movie Equipment Trailer			1,199	1,199
001	4026-572-6301	19PR06	FPRP Sewer Conversion		364,671	101,331	466,002
001	4026-572-6301	20PR03	Drive through Lightfest		93,242		93,242
001	4026-572-6332	21PR08	Playground Replacements: Liberty, Riviera, Veterans, Oakwood, Knecht and Lynbrook Parks			590,000	590,000
001	4032-572-6301	20PR01	Aquatic Center Renovations		152,724		152,724
001	4032-572-6301	N/A	Aquatic Center - Slide Infrastructure			130,000	130,000
191	4050-572-6301	21PR01	Riviera Dog Park			150,000	150,000
192	4050-572-6308	16PK08	Campgrounds @ PB Regional Park		17,717	534,836	552,553
192	4050-572-6308	18PR04	Wake Forest Basketball Court		255,408		255,408
192	4050-572-6332	17PR06	Palm Bay Senior Center Improvements		2,237		2,237
193	4050-572-6308	16PK08	Campgrounds @ PB Regional Park			462,637	462,637
301	4090-572-6308	16PK08	Campgrounds @ PB Regional Park		1,683,600	558,492	2,242,092
<b>Fire</b>							
001	6012-522-6201	18FD01	Fire Station 5 Rebuild		60,096		60,096
001	6012-522-6201	19FD01	Fire Station Hardening Program		322,915		322,915
001	6012-522-6323	18FD01	Fire Station 5 Rebuild		7,204		7,204
001	6012-522-6401	18FD01	Fire Station 5 Rebuild		23,967		23,967
001	6012-522-6401	19FD01	Fire Station Hardening Program		113,395		113,395
001	6012-522-6408	19FD02	Fire Dispatch Center		20,980		20,980
187	6050-522-6403	N/A	Fabricate high-water rescue vehicle for Fire Station #5			6,251	6,251
188	6050-522-6403	N/A	Fabricate high-water rescue vehicle for Fire Station #5			6,251	6,251
188	6050-522-6408	19FD02	Fire Dispatch Center		2,143		2,143
190	6050-522-6201	18FD01	Fire Station 5 Rebuild		188,822		188,822
190	6050-522-6323	18FD01	Fire Station 5 Rebuild		10,000		10,000
190	6050-522-6401	18FD01	Fire Station 5 Rebuild		66,740		66,740
190	6050-522-6401	N/A	Air compressor for Fire Station 5			50,000	50,000
190	6050-522-6401	N/A	Training Vehicle			43,740	43,740
<b>Police</b>							
101	5040-521-6403	N/A	Light Vehicles - Three (3) Unmarked Police Vehicles		45,269		45,269
301	5090-521-6201	20PD01	PD Headquarters - Roof Replacement & Shutter Install		224,473		224,473
183	5050-521-6403	N/A	Six (6) Police Vehicle Replacements			35,110	35,110
184	5050-521-6403	N/A	Six (6) Police Vehicle Replacements			35,110	35,110
186	5050-521-6403	N/A	Six (6) Police Vehicle Replacements			140,440	140,440
<b>Public Works</b>							
197	7050-541-6316	20PW03	Emerson NW & Glencove NW		83,298		83,298
197	7090-541-6316	18PW01	SJHP TRAFFIC SIGNAL @ MAL		298,289		298,289
199	7050-541-6303	15PW11	SO. I-95 INTERCHANGE/PKWY		48,548		48,548
301	7090-541-6315	18PW02	Safe Routes to Schools		1,988,712		1,988,712

# Non-Utility Departments

Fund	Department Division	Project Number	Capital Improvements Program Summary	FY 2021 Adopted CIP Budget	FY 2020 to FY 2021 Rollovers	FY 2021 Amendments	New Project TOTAL
306	7090-541-6303	15PW11	SO. I-95 INTERCHANGE/PKWY		197,644		197,644
307	7090-541-6304	18RD07	MALABAR RD WIDEN PRELIM		12,450		12,450
307	7090-541-6304	21RD01	Road Rejuvenation	1,170,735	303,453		1,474,188
307	7090-541-6315	18PW02	Safe Routes to Schools		6,009		6,009
308	7090-541-6303	15PW11	SO. I-95 INTERCHANGE/PKWY		466,749		466,749
309	7090-541-6303	19GO02	GO Bond Eldron Blvd Repaving		3,686		3,686
309	7090-541-6303	19GO03	GO Bond Unit 41 Repaving		78,868		78,868
309	7090-541-6303	20GO01	RBP Unit 31 Road Restoration		286,040		286,040
309	7090-541-6303	20GO02	RBP Unit 32 Road Restoration		167,565		167,565
309	7090-541-6303	20GO03	Unit 42 Road Paving		3,746,537		3,746,537
309	7090-541-6303	20GO04	Garvey Road Paving		322,216		322,216
309	7090-541-6303	20GO05	Unit 11 Road Paving		3,699,817		3,699,817
309	7090-541-6303	20GO06	Unit 15 Road Paving		2,249,817		2,249,817
309	7090-541-6303	20GO07	Unit 18 Road Paving		3,439,862		3,439,862
309	7090-541-6303	20GO08	Unit 23 Road Paving		4,515,520		4,515,520
309	7090-541-6303	20GO09	Unit 56 Road Paving		1,499,877		1,499,877
309	7090-541-6303	20GO10	Port Malabar Road Paving		1,540,186		1,540,186
309	7090-541-6303	20GO11	Emerson Dr NE Paving Phase 1		1,654,323		1,654,323
309	7090-541-6303	20GO12	Unit 5 Road Paving		1,454,009		1,454,009
309	7090-541-6303	20GO13	Unit 46 Road Paving		2,595,940		2,595,940
309	7090-541-6303	20GO14	Unit 24 Road Paving		6,686,829		6,686,829
309	7090-541-6303	20GO15	Unit 25 Road Paving		8,954,748		8,954,748
309	7090-541-6303	20GO16	Pt Malabar Paving East		1,690	1,416,681	1,418,371
309	7090-541-6303	20GO17	Unit 17 Road Paving		2,001,306		2,001,306
309	7090-541-6303	21GO01	Unit 1, 2 & 3 Road Paving - additional rollover			1,214,767	1,214,767
309	7090-541-6303	21GO02	Unit 4 Road Paving			2,497,411	2,497,411
309	7090-541-6303	21GO03	Unit 27 Road Paving			44,928	44,928
309	7090-541-6303	21GO04	Unit 35 Road Paving			370,672	370,672
309	7090-541-6303	21GO05	Unit 43 Road Paving			156,720	156,720
309	7090-541-6303	21GO06	Unit 47 Road Paving			120,680	120,680
461	7083-538-6309	18SU14	Harper Blvd @ C-18 Culvert		108,927		108,927
461	7083-538-6309	19SU04	PH II PIPE RPLCMT UNIT 42		51,815		51,815
461	7083-538-6309	19SU09	Unit 32 Pipe Replacement		118,911		118,911
461	7083-538-6309	19SU10	Unit 42 Pipe Replacement Ph III		17,770		17,770
461	7083-538-6309	19SU11	Unit 11 Pipe Replacement		13,583		13,583
461	7083-538-6309	19SU12	UNIT 15 PIPE REPLACEMENT		21,826		21,826
461	7083-538-6309	19SU13	UNIT 23 CULVERT REPLACE		348,119		348,119
461	7083-538-6309	19SU14	UNIT 56 CULVERT REPLACE		81,077		81,077
461	7083-538-6309	20SU01	FY 20 SWU PROGRAM		971,749		971,749
461	7083-538-6309	20SU02	UNIT 18 PIPE REPLACEMENT		90,539		90,539
461	7083-538-6309	20SU03	POLLACK PARK STORMWATER		740		740
461	7083-538-6309	20SU04	JACOBIN ST @ C-60 CULVERT		47,948		47,948
461	7083-538-6309	20SU06	WATERBURY @C-39 PIPE REPL		474,759		474,759
461	7083-538-6309	20SU07	FREEHOLD @ C41R PIPE REPL		221,509		221,509
461	7083-538-6309	20SU10	GALLASH @ C-14 CULVERT		29,563		29,563
461	7083-538-6309	20SU13	Unit 24 Pipe Replacement		30,000		30,000
461	7084-541-6309	20SU12	Malabar Road Drainage		482,073		482,073
461	7084-541-6309	20SU13	Unit 24 Pipe Replacement		374,981		374,981
461	7084-541-6309	20SU14	Unit 25 Pipe Replacement		634,251		634,251
461	7084-541-6309	20SU15	Emerson @ C51 Culvert Replacement		308,500		308,500
461	7084-541-6309	20SU17	Unit 2 Pipe Replacement	240,000	116,930		356,930
461	7084-541-6309	20SU18	Unit 4 Pipe Replacement	280,000	171,795		451,795
461	7084-541-6309	20SU20	Unit 5 Pipe Replacement		64,148		64,148
461	7084-541-6309	20SU25	Unit 43 Pipe Replacement		33,431		33,431
461	7084-541-6309	20SU26	Unit 47 Pipe Replacement		30,431		30,431
461	7084-541-6309	20SU27	Pipe Replacement NE Area		3,436		3,436
461	7084-541-6309	21SU01	Unit 17 Pipe Replacement	630,000			630,000
461	7084-541-6309	21SU02	Unit 20 Pipe Replacement	488,000			488,000
461	7084-541-6309	21SU03	Unit 26 Pipe Lining	361,000			361,000
461	7084-541-6309	21SU04	Unit 39 Pipe Lining & Replacement	362,000			362,000
461	7084-541-6309	21SU05	Unit 38 & 40 Pipe Lining	329,000			329,000
461	7084-541-6309	21SU06	Port Malabar Pipe Replacement	51,000			51,000
461	7084-541-6309	21SU07	Unit 27 Pipe Replacement	51,000			51,000
461	7084-541-6309	21SU08	Unit 35 Pipe Replacement	51,000			51,000
461	7084-541-6309	21SU09	Unit 43 Pipe Replacement	51,000			51,000
461	7084-541-6309	21SU10	Unit 47 Pipe Replacement	51,000			51,000
461	7084-541-6309	21SU11	Northeast Area (repair failed street crossing pipes)	556,000			556,000
461	7084-541-6309	21SU12	Country Club Units (repair failed street crossing pipes)	556,000			556,000
461	7084-541-6309	21SU13	Cured in Place Pipes	300,000			300,000
521	7070-519-6403	N/A	Lease Purchase - 13 Police Vehicles & Supplies		549,469		549,469
521	7070-519-6403	N/A	Lease Purchase - Fire Apparatus		1,278,000		1,278,000
521	7070-519-6403	N/A	Six (6) Police Vehicle Replacements	177,000		(177,000)	0
521	7070-519-6403	N/A	Squad truck, Silverado crew cab & brush truck retrofit			134,000	

Non-Utility Departments

Fund	Department Division	Project Number	Capital Improvements Program Summary	FY 2021 Adopted CIP Budget	FY 2020 to FY 2021 Rollovers	FY 2021 Amendments	New Project TOTAL
521	7070-519-6403	N/A	Vehicle for new Construction Project Manager position			23,371	23,371
521	7070-519-6403	N/A	Four (4) truck replacements for Parks Department			109,000	109,000
521	7070-519-6403	N/A	Additional costs associated with Police Vehicle Replacements			21,646	
			TOTAL NON-UTILITY DEPARTMENTS	6,333,826	59,919,808	8,863,273	74,961,261
			COMBINED TOTAL UTILITY & NON-UTILITY	33,349,246	94,593,464	21,035,185	148,822,249



## LEGISLATIVE MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Suzanne Sherman, Acting City Manager

**THRU:** Juliet Misconi, Chief Procurement Officer

**DATE:** 1/21/2021

**RE:** Resolution 2021-07, rescinding the Procurement Manual adopted by Resolution 2016-32 and replacing with the Procurement Manual adopted by Administrative Code.

This is the final Council action related to the modification to the Procurement Code of Ordinances, Chapter 38. On September 22, 2020, City Council held a Council Workshop to discuss the Procurement Department Code of Ordinances. On October 15, 2020 and November 5, 2020 (second reading), Ordinance 2020-72 was adopted, amending Chapter 38. Part of the improvements to the Ordinance were changing the Procurement Manual from a Resolution adopted by Council to the appropriate administrative process of incorporation by reference in the Procurement Administrative Code. The City's Procurement Ordinance is the primary document that governs the procurement of goods and services and establishes the authority of the City Manager and Chief Procurement Officer for procurement-related functions. The City's Administrative Codes are for the purpose of implementing Ordinances passed by the Council, and to establish a system of written guidelines and procedural directives to conduct business within the City. The Procurement Manual, an incorporated attachment to the Procurement Administrative Codes, provides procedures to comply with the Procurement Ordinance. The Procurement Manual was developed to aid all employees directly or indirectly associated with the functions of procurement. The manual explains and facilitates understanding of the functions, policies and procedures of the Procurement Department.

The revised Procurement Manual incorporates all the changes previously requested and approved by Council at the Council Workshop and to Chapter 38 of the Code of Ordinances. It has other improvements and enhancements, to include:

- Requiring bi-annual reporting to Council of all competitive solicitations issued by the Procurement Department and awarded which are under the mandatory City Council approval amount of \$100,000;
- Clarifying that the City Manager delegates to the Chief Procurement Officer award authority for competitive procurements (quotes, bids, proposals, cooperatives, piggybacks) below the mandatory City Council approval amount of \$100,000;
- Reducing the delegation of authority to the Chief Procurement Officer for non-competitive procurement methods (sole source, emergency, and standardization) from not-to-exceed \$100,000 to not-to-exceed \$50,000, and requiring City Manager approval above that amount and up to the mandatory City Council approval amount of \$100,000;

- Clarifying that only the City Manager can approve the waiver of the Procurement process (“Special Procurements”) below \$25,000, and that Council must approve any Special Procurements \$25,000 and above;
- Creation of a Standardization process for efficiency of operations, previously unaddressed;
- Improvements and enhancements to the Design-Build procedures, addressing JLAC Audit Finding #2;
- Improvements and enhancements to the Purchasing Card procedures, addressing JLAC Audit Finding #8.
- In response to JLAC Audit Finding #4, the Procurement Administrative Code supports Council direction regarding award authority: By Ordinance, City Council authority remains at \$100,000, but authority below that amount is delegated to the City Manager who may then delegate as she deems appropriate via Administrative Code.

**REQUESTING DEPARTMENT:**

Procurement

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

Motion to rescind the Procurement Manual by Resolution, with an effective date upon enactment.

**ATTACHMENTS:**

**Description**

**Resolution 2021-07**



## RESOLUTION 2021-07

**A RESOLUTION OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, RESCINDING RESOLUTION 2016-32, AS AMENDED BY RESOLUTIONS 2017-32 AND 2020-55, WHICH ADOPTED THE CITY OF PALM BAY'S PROCUREMENT MANUAL; RESCINDING RESOLUTIONS OR PARTS OF RESOLUTIONS IN CONFLICT HEREWITH; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Council adopted the Procurement Manual on August 16, 2016, and

**WHEREAS**, the City Council amended the Procurement Manual on August 3, 2017 via Resolution 2017-32, and

**WHEREAS**, the City Council amended the Procurement Manual on November 5, 2020 via Resolution 2020-55, and

**WHEREAS**, the City of Palm Bay desires to rescind the Procurement Manual adopted by resolution as it has been replaced with a Procurement Manual incorporated by Administrative Code.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA**, as follows:

**SECTION 1.** The City Council of the City of Palm Bay hereby rescinds Resolution 2016-32, as amended by Resolutions 2017-32 and 2020-55, as the Procurement Manual is now incorporated by reference in the City's Administrative Code.

**SECTION 2.** This resolution shall take effect immediately upon the enactment date.

This resolution was duly enacted at Meeting 2021- , of the City Council of the City of Palm Bay, Brevard County, Florida, held on , 2021.

ATTEST:

\_\_\_\_\_  
Robert Medina, MAYOR

\_\_\_\_\_  
Terese M. Jones, CITY CLERK



## LEGISLATIVE MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Suzanne Sherman, Acting City Manager

**DATE:** 1/21/2021

**RE:** Consideration of the Greater Palm Bay Chamber of Commerce's annual trustee membership renewal (\$15,000).

The City has been a member of the Greater Palm Bay Chamber of Commerce for many years. Staff has received the annual trustee member renewal for January 1, 2021 through December 31, 2021 in the amount of \$15,000, at the Platinum Member level. The Platinum level membership includes promotion of key City events as provided by the City to include promotion on the Chamber's digital message board and promotion and social media and web posts for City events, programs, and initiatives. The City logo is included on the Chamber website, along with a link to the City's website. Additionally, membership includes assistance and coordination provided by the Chamber for two events in 2021: Disaster Recovery Expo and the Multicultural Parade and Festival. Membership also provides complimentary admissions to Chamber luncheons and other events during the year.

### REQUESTING DEPARTMENT:

City Manager's Office

### FISCAL IMPACT:

The 2021 annual membership in the amount of \$15,000 is budgeted in the City Manager's Office Membership Dues Account Number 001-1210-512-5401.

### RECOMMENDATION:

Motion to approve the expenditure of \$15,000 for the 2021 Annual Chamber Membership dues as noted above.

### ATTACHMENTS:

#### Description

Palm Bay Chamber Exposure Summary Jan to Nov 2020

Detailed 2021 Invoice

**The Greater Palm Bay Chamber of Commerce**  
**Exposure Report for The City of Palm Bay**  
**January-November 30/2020**

<b>Tool</b>	<b>Posts</b>	<b>People reach (*)</b>	<b>Total</b>
Intel Mentions			
Trustee	73	440	32120
Events	17	440	7480
News	101	440	44440
Facebook Mentions	86	3840	330240
Twitter Mentions	6	2435	14610
Videos Views	6	22820	22820
Website <sup>(1)</sup>	1	2400	2400
Luncheon Presentation	11	50	550
Digital Sign	5	25000	125000
Member Orientation	2	795	795
Multicultural Networking Group	8	18	144
Back2Business Celebration	1	1600	1600
Lifestyle, Health & Wellness	5	2219	2219
Disaster Recovery Week	2	4275	4275
Supercharged Speed Networking	1	532	532
12th Annual Mayors Breakfast	1	95	95
Trustee Mingle	1	15	15
Advertising & Marketing Auction	1	50	50
Palm Bay Police Dept. Back2Business	1	3500	3500
<b>Total</b>	<b>329</b>	<b>70964</b>	<b>592885</b>

(1) The exposure in the website is permanent.

(\*) Average per event

The Greater Palm Bay  
Chamber of Commerce  
4100 Dixie Highway NE  
Palm Bay, FL 32905  
(321) 951-9998

# INVOICE

Date	Invoice #
12/15/2020	68931

*To our friends at:*

City of Palm Bay (M)  
120 Malabar Road SE  
Palm Bay, FL 32907-3009

Rep	Terms	Due Date
		1/1/2021

Item	Description	Quantity	Amount
Dues - Trustee Re...	<p>For Trustee Year January 1 through December 31, 2021</p> <p>Trustee Value of over \$25,000 includes:</p> <ul style="list-style-type: none"> <li>-Promotion of key City events or initiatives, the discretion of the City, on the Chamber Digital sign (6 weeks @ \$500)</li> <li>-Coordination with the CPB on 2 events per year as mutually agreed upon by the City and Chamber to be free and open to the public (for 2021; Disaster Recovery Expo and Multicultural Festival &amp; Parade)</li> <li>-\$10,000 Presenting Sponsor of the Multicultural Parade and Festival</li> <li>-Promotion of City news, events, programs and initiatives utilizing a direct-share of the City's content (Facebook, Twitter, press releases, etc.) (2020 we did 329 posts reaching over 70,964 views. Our going rate for promotion is usually 4x a month for \$50.00. The Value from 2020 Posts was \$4113.00</li> <li>-Partnership with business relations with the CPB Community &amp; Economic Development Department</li> <li>-City logo on Chamber landing page with a link to <a href="http://www.pbfl.org/ced">www.pbfl.org/ced</a> and on the Trustee page linked to your website all year (\$8,000 Value)</li> <li>-Your Company Logo on its own page on our Slide Presentation at all twelve (12) monthly Luncheons and announced from the lectern (\$1,000 Value)</li> <li>-Your Company Logo on our Letterhead (\$2,000)</li> <li>-Your Company Logo on our weekly Chamber Intel (\$1,200 Value)</li> <li>-Your Company Logo on events and programs where applicable</li> <li>-Your company logo on the Media and Advertising Auction program (150.00)</li> </ul>		15,000.00

Thank you for your Chamber Membership!  
Your membership shows your support for the business  
community and customers admire that!

Total

Balance Due

**Please keep your information updated at**  
**<http://www.greaterpalmabaychamber.com>.**  
**Contact us at 321-951-9998 for your user name and password.**

The Greater Palm Bay  
Chamber of Commerce  
4100 Dixie Highway NE  
Palm Bay, FL 32905  
(321) 951-9998

# INVOICE

Date	Invoice #
12/15/2020	68931

*To our friends at:*

City of Palm Bay (M)  
120 Malabar Road SE  
Palm Bay, FL 32907-3009

Rep	Terms	Due Date
		1/1/2021

Item	Description	Quantity	Amount
	<ul style="list-style-type: none"> <li>-Your company logo on the Installation Dinner Program (\$150)</li> <li>-Six (6) complimentary admissions to the Annual Installation &amp; Business Awards Ceremony (\$390 Value)</li> <li>-Six (6) complimentary admissions to the monthly luncheons (\$1,800 Value)</li> <li>-Six (6) complimentary admissions to the Annual Mayors Breakfast (\$150 Value)</li> <li>-Letters of support for grants and programs</li> <li>-First right of acceptance for any new sponsorship opportunity during the year</li> <li>-All the benefits of Basic membership</li> </ul>		

Thank you for your Chamber Membership!  
Your membership shows your support for the business  
community and customers admire that!

Total

Balance Due

***Please keep your information updated at  
<http://www.greaterpalmabaychamber.com>.  
Contact us at 321-951-9998 for your user name and password.***

The Greater Palm Bay  
Chamber of Commerce  
4100 Dixie Highway NE  
Palm Bay, FL 32905  
(321) 951-9998

# INVOICE

Date	Invoice #
12/15/2020	68931

<i>To our friends at:</i>
City of Palm Bay (M) 120 Malabar Road SE Palm Bay, FL 32907-3009

Rep	Terms	Due Date
		1/1/2021

Item	Description	Quantity	Amount

Thank you for your Chamber Membership!  
Your membership shows your support for the business  
community and customers admire that!

Total	\$15,000.00
Balance Due	\$15,000.00

*Please keep your information updated at  
<http://www.greaterpalmbaychamber.com>.  
Contact us at 321-951-9998 for your user name and password.*



## LEGISLATIVE MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Suzanne Sherman, Acting City Manager

**THRU:** Frank Watanabe, Public Works Director, City Engineer

**DATE:** 1/21/2021

**RE:** Consideration of reinstating the Infrastructure Advisory and Oversight Board.

Per Palm Bay Code of Ordinances Section 52.296, the Infrastructure Advisory and Oversight Board (IAOB) shall sunset on December 31, 2020, unless reinstated by the City Council. The Ordinance also establishes that the City Council may reinstate the Board for subsequent three (3) year periods. The Public Works Department is requesting Council consideration of the reinstatement of the IAOB for a three-year period, to sunset December 31, 2023.

The IAOB consists of seven (7) members appointed by the City Council. The purpose and intent of the IAOB is to advise and assist the City Council, City Manager, and city staff in matters relating to construction, reconstruction and maintenance of City roads, sidewalks, and stormwater infrastructure.

**REQUESTING DEPARTMENT:**

Public Works

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

Motion to approve the reinstatement of the Infrastructure Advisory and Oversight Board for a three-year period to sunset December 31, 2023.



## LEGISLATIVE MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Suzanne Sherman, Acting City Manager

**THRU:** Leslie Hoog, Fire Chief

**DATE:** 1/21/2021

**RE:** Consideration of submitting an application for the Brevard EMS Grant to purchase a Life Pack 15.

The Fire Rescue Department is seeking approval to submit a grant application to the Brevard Emergency Medical Services (EMS) Grant Program to acquire a Life Pack 15, which will be utilized by the squad operating out of Fire Station #1 and allow them to operate as an Advanced Life Support (ALS) response unit. This is a reimbursement grant but requires zero matching funds to be committed from the City.

Fire Rescue has placed a squad in service at Fire Station #1 due to increased call volume. The squad will respond to medical aid calls utilizing the Life Pack 15 and preserve the larger, more expensive apparatus that do not need to respond to medical calls. The Life Pack 15 is the same device used on all Palm Bay Fire Rescue response apparatus and the acquisition of an additional device will ensure that Fire Station #1 is Advanced Life Support capable.

The total amount of the Brevard EMS grant request will be \$30,905.00.

### **REQUESTING DEPARTMENT:**

City Manager's Office, Fire Department

### **FISCAL IMPACT:**

The City will be required to expend \$30,905.00 to acquire the Life Park 15 device and seek reimbursement from the grant, if awarded. There is no matching funds required by the Brevard EMS grant.

### **RECOMMENDATION:**

Motion to authorize the City to submit an application to the Brevard EMS Grant Program for the acquisition of a Life Pack 15 device for Fire Station #1.





## LEGISLATIVE MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Suzanne Sherman, Acting City Manager

**THRU:** Yvonne McDonald, Finance Director

**DATE:** 1/21/2021

**RE:** Acknowledgement of the City's monthly financial report for September 2020.

Attached for your information is the monthly financial report which provides an overview of the City's financial activities which occurred through September 30, 2020. September is the twelfth month of the fiscal year and represents 100 percent of the annual budget year. There is a delay in reporting September financials due to September representing the end of the fiscal year and the accruing of revenues and expenditures after September 30th. The final numbers for the period ending September 30, 2020, still must be audited by the City's independent auditors.

The General Fund is the City's primary operating fund. General Fund revenues received through September were \$78.2 million or 93.2 percent of the annual budget. General Fund expenditures through the end of September were \$74.7 million or 89.0 percent of the annual budget. General Fund total cash & investments on September 30, 2020 was \$21.4 million, \$4.3 million or 25.3 percent higher than one year ago.

General Fund revenues collected thru September 30, 2020, overall were 0.5 percent higher than revenues collected during the same period last year. This is attributable to revenue collections for Local Gas Tax, State Shared Revenues, Fines and Forfeitures, and other revenues coming in 10 to 24 percent lower than they did for the same period in 2019. A \$1.9 million increase in Ad Valorem Taxes was instrumental in the City not collecting less revenue than was collected in the same period last year.

General Fund expenditures collected thru September 30, 2020, overall were 1.3 percent higher than expenditures incurred during the same period last year.

Reimbursement is due to General Fund from the Community Development Block Grants in the amount of \$442,217 at the end of September 2020.

Pages 13 through 15, provides a summary of all funds' budget, revenues and expenditures posted through September 30, 2020. A new fund, Coronavirus Relief Trust Fund, was established in August. As of September 30th, \$75,360 of the \$342,255 received has been expended.

**REQUESTING DEPARTMENT:**

Finance

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

Motion to acknowledge receipt of the September 2020 Financial Report.

**ATTACHMENTS:**

**Description**

September 30, 2020 Financial Report



# MONTHLY FINANCIAL REPORT (UNAUDITED)

## SEPTEMBER 2020

### City of Palm Bay, Florida

#### Report Summary



<b>Financial Report Summary</b>	Page 1
<b>General Fund</b>	
➤ Year-to-Date Revenue	Page 2
➤ Year-to-Date Expenditures	Page 3
➤ Cash & Investments	Page 4
➤ Operating Statement & Change in Fund Balance	Page 5
➤ Fund Balance History	Page 6
<b>Impact Fee Funds</b>	
➤ Cash & Investments	Page 7
➤ Fund Equity	Page 8
<b>Utilities Fund</b>	
➤ Cash & Investments	Page 9
<b>Stormwater Fund</b>	
➤ Cash & Investments	Page 10
<b>Building Fund</b>	
➤ Cash & Investments	Page 11
<b>General Obligation Road Program Fund</b>	
➤ Cash & Investments	Page 12
<b>Financial Activity by Fund</b>	
➤ General Fund, Special Revenue Funds, and Impact Fee Funds	Page 13
➤ Debt Service Funds and Capital Projects Funds	Page 14
➤ Enterprise Funds and Internal Service Funds	Page 15

**MONTHLY FINANCIAL REPORT (UNAUDITED)**  
**SEPTEMBER 2020**  
CITY OF PALM BAY, FLORIDA



The City of Palm Bay, Florida's (the "City") monthly financial report presents an overview and analysis of the City's financial activities during the month of September 2020. September is the twelfth month of the fiscal year and represents 100% of the annual budget.

### Financial Report Summary

- Citywide revenues<sup>1</sup> of \$251.4 million are at 78.2% of the annual budget. Citywide expenditures<sup>1</sup> of \$236.2 million are at 73.4% of the annual budget. Traditionally revenue collections are two months in arrears. For this reason, certain revenues for grants and other governmental resources are accrued at year end to reflect the period in which it represents.
- Citywide cash and investments increased by \$19.7 million, or 18.1%, in comparison to the prior year.
- Most of the increased citywide revenues were a result of \$51.6 million in proceeds of the Taxable Special Obligation Refunding Bonds, Series 2019, which closed in December 2019.

Citywide - Cash & Investments <sup>1</sup>		Citywide - Revenues <sup>1</sup>		Citywide - Expenditures <sup>1</sup>	
9/30/2020	\$ 128,083,672.90	9/30/2020	\$ 251,424,922.67	9/30/2020	\$ 236,168,199.46
9/30/2019	108,424,789.21	9/30/2019	198,416,484.14	9/30/2019	180,935,289.15
<b>Increase</b>	<b>18.1% \$ 19,658,883.69</b>	<b>Increase</b>	<b>26.7% \$ 53,008,438.53</b>	<b>Increase</b>	<b>30.5% \$ 55,232,910.31</b>

<sup>1</sup> Not including Cash, Revenues, or Expenditures from G.O. Bond Accounts or PB Municipal Foundation.

- General Fund revenues of \$78.2 million are at 93.2% of the annual budget. This is an increase of \$0.38 million, or 0.5%, in comparison to the prior year.
- General Fund expenditures of \$74.7 million are at 89.0% of the annual budget. This is an increase of \$0.99 million, or 1.3%, in comparison to the prior year.
- General Fund cash and investments increased by \$4.3 million, or 25.3%, in comparison to the prior year. Of this increased General Fund cash, \$800,000 is reserved.

General Fund - Cash & Investments		General Fund - Revenues		General Fund - Expenditures	
9/30/2020	\$ 21,393,917.53	9/30/2020	\$ 78,228,568.00	9/30/2020	\$ 74,744,558.42
9/30/2019	17,068,350.60	9/30/2019	77,853,514.29	9/30/2019	73,755,024.81
<b>Increase</b>	<b>25.3% \$ 4,325,566.93</b>	<b>Increase</b>	<b>0.5% \$ 375,053.71</b>	<b>Increase</b>	<b>1.3% \$ 989,533.61</b>

The General Fund is the City's primary operating fund and is used to account for all resources except those that are required to be accounted for in another fund.

**MONTHLY FINANCIAL REPORT (UNAUDITED)**  
**SEPTEMBER 2020**  
CITY OF PALM BAY, FLORIDA



**General Fund (GF) Revenues - Summary**

➤ **FY 2020 YTD Revenue Variance**  
As Compared to Prior Year

	<b>Prior YTD</b>	<b>Current YTD</b>	<b>% Variance</b>	<b>Annual Budget</b>
Ad Valorem Taxes	\$ 31,754,316	\$ 33,692,765	6.1%	\$ 33,692,765
Local Option Fuel Tax (1)	4,147,267	3,706,202	-10.6%	3,872,511
Utility Service Taxes	9,111,670	9,347,939	2.6%	9,013,457
Communication Service Tax	2,540,717	2,613,855	2.9%	2,588,443
Franchise Fees	5,811,170	5,691,227	-2.1%	5,723,099
State Shared Revenues (2)	4,885,364	4,316,688	-11.6%	4,907,579
Half Cent Sales Tax	6,751,673	6,599,351	-2.3%	7,012,709
Licenses and Permits	629,396	655,905	4.2%	622,000
Grants and Other Entitlements (3)	3,287,440	1,120,238	-65.9%	2,563,644
Charges for Services	4,423,201	4,533,860	2.5%	4,907,810
Fines and Forfeitures (4)	501,339	399,765	-20.3%	444,300
Interest, Rents & Other Revenues (5)	1,114,231	902,492	-19.0%	879,874
Interfund Transfers & Other Sources (6)	2,895,729	4,648,280	60.5%	6,588,164
Fund Balance	-	-	0.0%	1,621,783
	<b>\$ 77,853,514</b>	<b>\$ 78,228,568</b>	<b>0.5%</b>	<b>\$ 84,438,138</b>

(1) Decrease primarily due to decreased year-to-date Local Option Fuel Tax in FY20.

(2) Decrease primarily due to decreased year-to-date State Shared Revenues in FY20 as a result of COVID-19.

(3) Decrease primarily due to reduced FEMA reimbursement in FY20.

(4) Decrease primarily due to decreased year-to-date revenues from Code Compliance Violations, Judgments and Fines in FY20.

(5) Decrease primarily due to decreased year-to-date revenues from Interest Earnings and Property Lease in FY20.

(6) Increase primarily due to transfers from Risk Fund and BCRA in FY20.

MONTHLY FINANCIAL REPORT (UNAUDITED)  
 SEPTEMBER 2020  
 CITY OF PALM BAY, FLORIDA



**General Fund (GF) Expenditures - Summary**

➤ FY 2020 YTD Expenditure Variance  
 As Compared to Prior Year

	Prior YTD	Current YTD	% Variance	Annual Budget
Legislative	\$ 762,995	\$ 804,909	5.5%	\$ 817,664
City Manager (1)	706,985	969,570	37.1%	1,129,343
City Attorney	334,795	349,722	4.5%	580,065
Procurement	546,845	517,480	-5.4%	553,768
Finance (2)	1,471,747	1,627,832	10.6%	1,661,467
Information Technology	3,363,578	3,269,922	-2.8%	3,779,874
Human Resources (3)	865,577	639,477	-26.1%	805,870
Growth Management	1,498,296	1,456,785	-2.8%	1,734,917
Economic Development (4)	725,431	348,881	-51.9%	425,347
Parks and Recreation (5)	4,227,946	4,770,432	12.8%	5,658,532
Facilities (6)	5,226,166	2,551,744	-51.2%	2,863,567
Police	20,576,706	20,754,467	0.9%	21,971,825
Fire	15,107,151	15,525,590	2.8%	16,120,871
Public Works (7)	5,026,287	5,569,180	10.8%	6,821,427
Non-Departmental (8)	4,583,593	5,148,034	12.3%	8,761,650
Transfers (9)	8,730,927	10,440,534	19.6%	10,751,951
	<b>\$ 73,755,025</b>	<b>\$ 74,744,558</b>	<b>1.3%</b>	<b>\$ 84,438,138</b>

(1) Increase primarily due to incorporating Public Information Division under City Manager's Office in FY20.

(2) Increase primarily due to staff reorganization bringing Payroll back into Finance and adding one position to Finance Administration in FY20.

(3) Decrease primarily due to staff reorganization bringing Payroll back to Finance in FY20.

(4) Decrease primarily due to \$200,000 Florida Institute of Technology Grant in FY19 and from moving Public Information Division to CMO in FY20.

(5) Increase primarily due to Aquatic Center renovations in FY2020.

(6) Decrease primarily due to high costs incurred for Machinery and Equipment to conform to Honeywell Energy Savings Lease in FY19.

(7) Increase primarily due to higher year-to-date costs for infrastructure, row beautification, and land acquisition in FY20.

(8) Increase primarily due to higher budgeted allocation to Fleet Operating Charges and Liability/Property Insurance in FY20, and credit card charges.

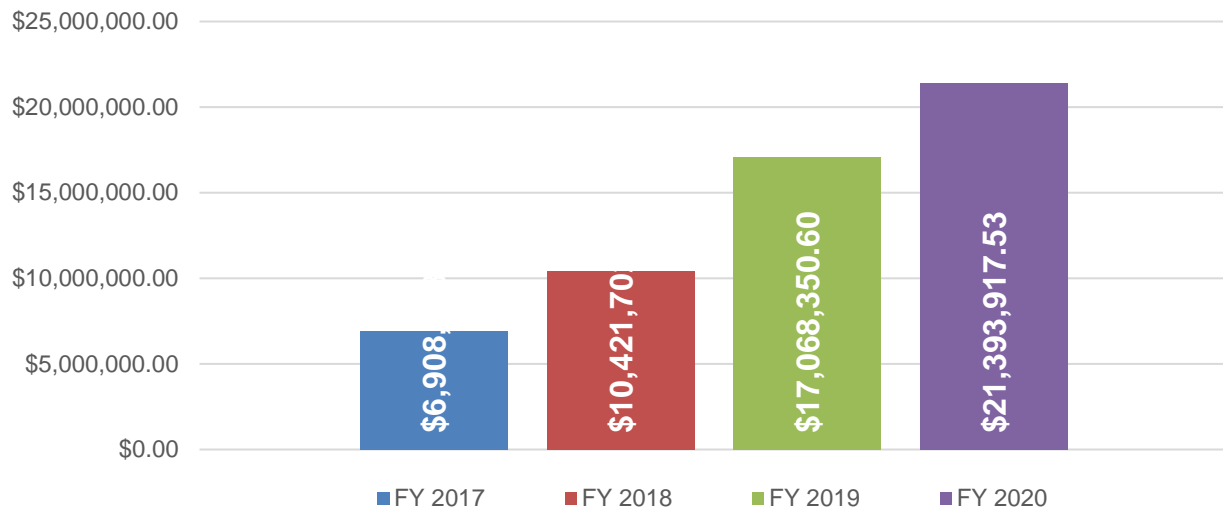
(9) Increase primarily due to higher year-to-date transfers to Fleet Services Fund, and costs of COVID-19 and Liability/Property Insurance in FY20.

	YTD Actual	YTD Budget	Annual Budget	% Spent
Debt Service	\$ 5,675,502.97	\$ 5,958,390	\$ 5,958,390	95.3%
Personnel	49,389,761.00	51,664,950	51,664,950	95.6%
Operating	13,270,595.53	19,040,800	19,040,800	69.7%
Capital	1,643,658.96	2,980,428	2,980,428	55.1%
Contributions	9.42	9	9	0.0%
Transfers	4,765,030.54	4,793,561	4,793,561	99.4%
Reserves	-	-	-	0.0%
	<b>\$ 74,744,558.42</b>	<b>\$ 84,438,138</b>	<b>\$ 84,438,138</b>	<b>88.5%</b>

The total budgeted expenditures for 2020 are \$84,438,138 (including encumbrances from prior year and budget amendments). Of this amount, \$51,664,950 or 61.2%, is related to personnel costs.

### General Fund (GF) Cash & Investments - Summary

➤ Year-to-Date (YTD) Cash & Investments Comparisons



General Fund Cash & Investments		General Fund Cash & Investments	
Prior Month Ending Balance	\$ 21,649,732.82	September 2020 Ending Balance	\$ 21,393,917.53
Cash Increase (Decrease)	(255,815.29)	Cash Advanced to Other Funds:	
		CDBG	(442,217.34)
Ending Balance 9/30/2020	\$ 21,393,917.53	Total Available Cash & Investments	\$ 20,951,700.19

MONTHLY FINANCIAL REPORT (UNAUDITED)  
 SEPTEMBER 2020  
 CITY OF PALM BAY, FLORIDA



General Fund (GF) Balance - Summary

	Prior YTD	Current YTD
<b><u>REVENUES</u></b>		
Ad Valorem Taxes	\$ 31,754,316	\$ 33,692,765
Local Option Fuel Tax	4,147,267	3,706,202
Utility Service Taxes	9,111,670	9,347,939
Communication Service Tax	2,540,717	2,613,855
Franchise Fees	5,811,170	5,691,227
State Shared Revenues	4,885,364	4,316,688
Half Cent Sales Tax	6,751,673	6,599,351
Licenses and Permits	629,396	655,905
Grants and Other Entitlements	3,287,440	1,120,238
Charges for Services	4,423,201	4,533,860
Fines and Forfeitures	501,339	399,765
Interest, Rents and Other Revenues	1,114,231	902,492
Interfund Transfers and Other Sources	2,895,729	4,648,280
<b>Total Revenues</b>	<b>77,853,514</b>	<b>78,228,568</b>
<b><u>EXPENDITURES</u></b>		
Legislative	762,995	804,909
City Manager	706,985	969,570
City Attorney	334,795	349,722
Procurement	546,845	517,480
Finance	1,471,747	1,627,832
Information Technology	3,363,578	3,269,922
Human Resources	865,577	639,477
Growth Management	1,498,296	1,456,785
Economic Development	725,431	348,881
Parks and Recreation	4,227,946	4,770,432
Facilities	5,226,166	2,551,744
Police	20,576,706	20,754,467
Fire	15,107,151	15,525,590
Public Works	5,026,287	5,569,180
Non-Departmental	4,583,593	5,148,034
Transfers	8,730,927	10,440,534
<b>Total Expenditures</b>	<b>73,755,025</b>	<b>74,744,558</b>
<b>Excess (Deficiency) of Revenues Over Expenditures</b>	<b>4,098,489</b>	<b>3,484,010</b>
<b>Fund Balance - Beginning</b>	<b>14,972,626</b>	<b>19,098,786</b>
<b>Fund Balance - Ending</b>	<b>\$ 19,071,116</b>	<b>22,582,796</b>



## General Fund (GF) Balance - Summary

The minimum General Fund unrestricted fund balance, as established by Resolution 2011-34, is ten percent (10%) of the subsequent fiscal year's budgeted expenditures less capital outlay and transfers out as originally adopted by ordinance in September. The following is a history of the City's General Fund unrestricted fund balance.

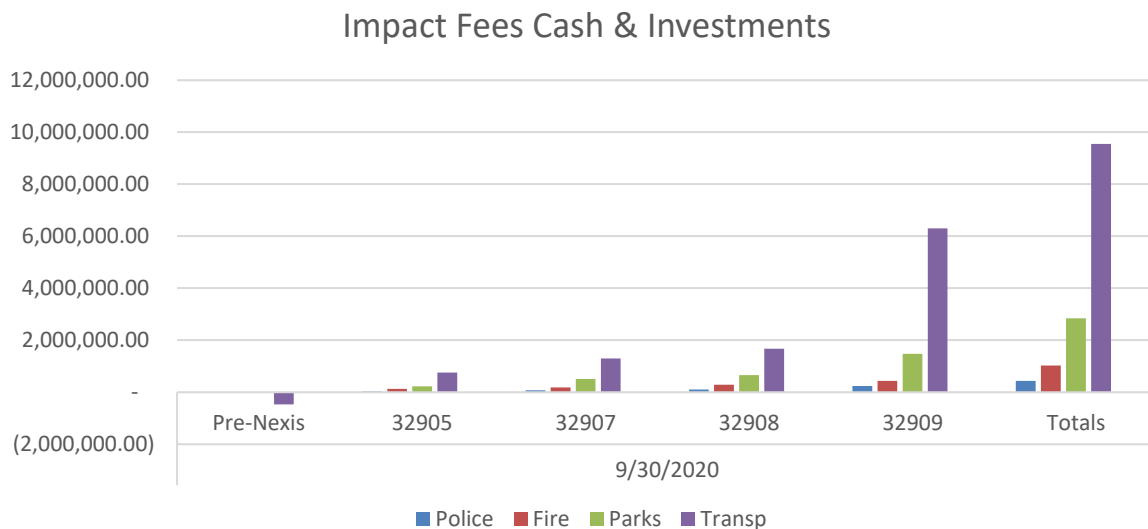
General Fund Balance - History			
	Minimum <u>Required</u>	Unrestricted <u>Fund Balance</u>	Fund Balance <u>Percentage</u>
FY 2020*	\$ 6,758,163	\$ 21,429,105	31.7%
FY 2019	\$ 6,784,007	\$ 18,205,817	26.8%
FY 2018	6,478,266	14,940,492	23.1%
FY 2017	6,107,113	8,610,875	14.1%
FY 2016	5,594,175	9,135,580	16.3%
FY 2015	5,311,438	8,236,016	15.5%

\*Unaudited as of publication date

### Impact Fees by Nexus Zone - Cash & Investments – Summary\*

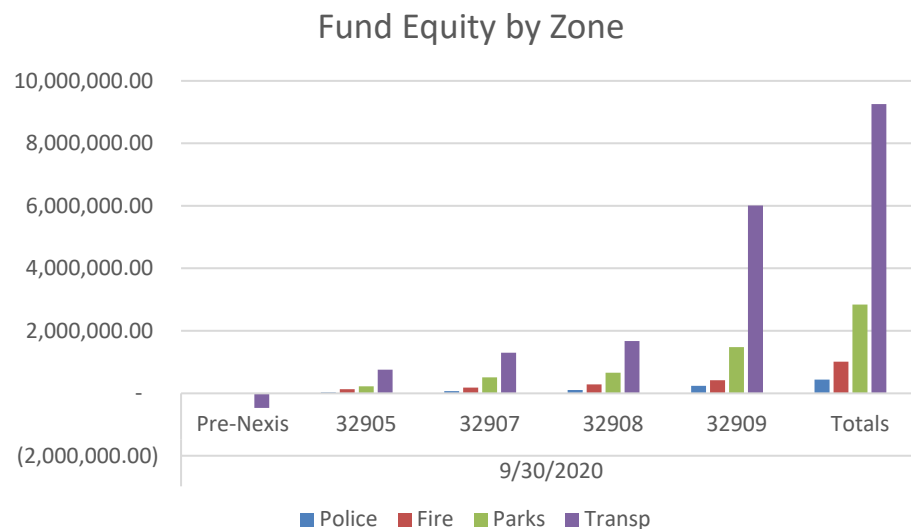
		Zone 1	Zone 2	Zone 3	Zone 4	
	Pre-Nexis	32905	32907	32908	32909	Totals
Police	-	25,638.67	68,241.76	102,586.24	237,745.11	434,211.78
Fire	-	128,529.63	178,423.89	283,658.22	432,710.10	1,023,321.84
Parks	(21,033.97)	222,493.19	507,350.99	655,942.63	1,473,171.18	2,837,924.02
Transp	(470,305.45)	753,371.00	1,296,637.11	1,668,193.96	6,297,924.39	9,545,821.01
Totals	(491,339.42)	1,130,032.49	2,050,653.75	2,710,381.05	8,441,550.78	13,841,278.65

\*Not including Transportation Impact Fees Zone 32909 amount of \$893,815.28 Special Purpose Deposits / Bayside Estates



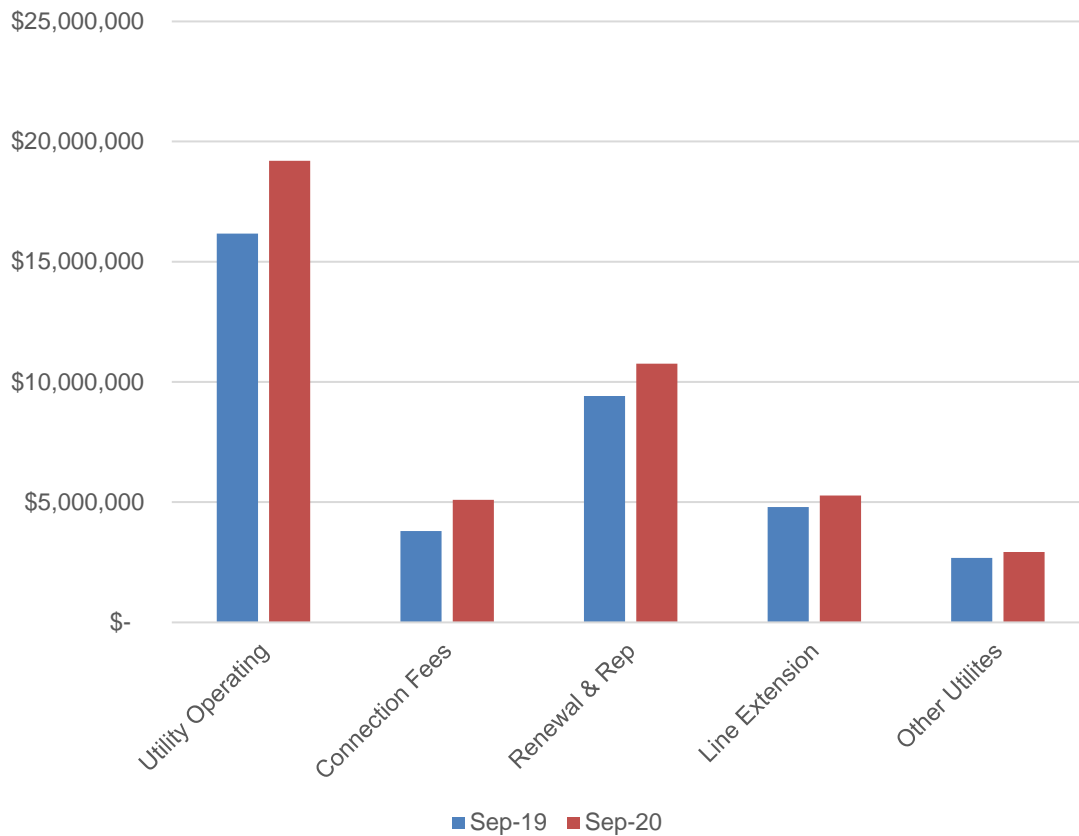
### Impact Fees by Nexus Zone – Fund Balance - Summary

	Pre-Nexis	32905	32907	32908	32909	Totals
Police	-	22,200.14	61,534.53	82,462.01	211,955.64	378,152.32
Fire	-	123,183.14	167,359.30	252,316.81	414,328.58	957,187.83
Parks	(21,033.97)	211,192.64	498,201.09	589,690.08	1,391,865.60	2,669,915.44
Transp	(470,305.45)	705,652.28	1,223,650.65	1,448,116.52	5,999,445.17	8,906,559.17
Totals	(491,339.42)	1,062,228.20	1,950,745.57	2,372,585.42	8,017,594.99	12,911,814.76



### Utilities Fund Cash & Investments - Summary

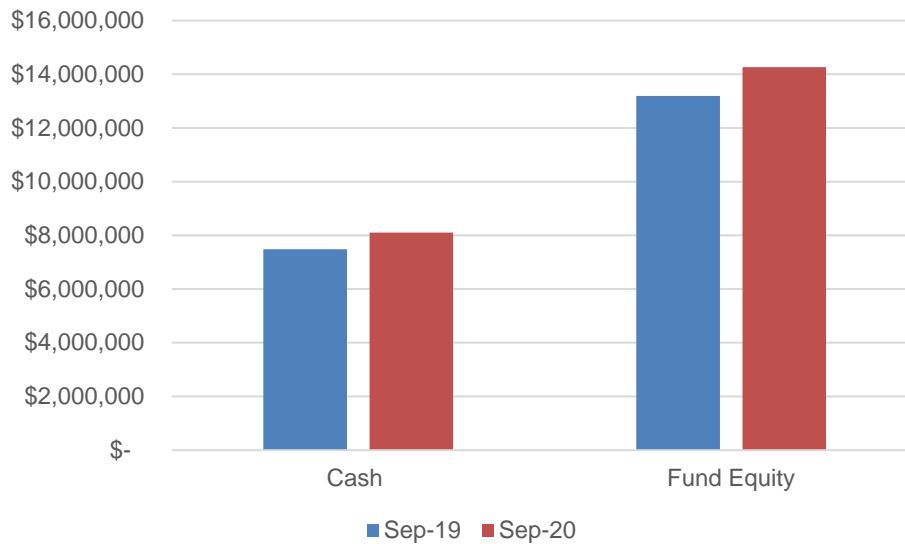
Year-to-Date (YTD) Comparison: Water & Sewer



Overall, the Water & Sewer Funds cash and investments were \$6.39 million, or 17.3%, more as of September 2020 as compared to September 2019.

### Stormwater Fund Cash & Equity - Summary

➤ Year-to-Date (YTD) Cash & Fund Equity

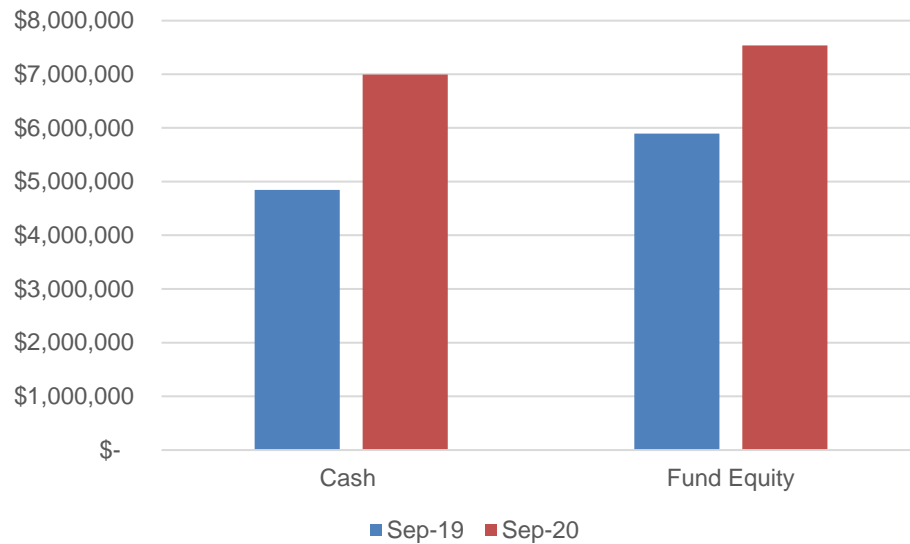


Overall, the Stormwater cash and investments were \$619,532 or 8.3%, more as of September 2020 as compared to September 2019.

Overall, the Stormwater fund equity was \$1,076,815, or 8.2%, more as of September 2020 as compared to September 2019.

### Building Fund Cash & Equity - Summary

➤ Year-to-Date (YTD) Cash & Fund Equity

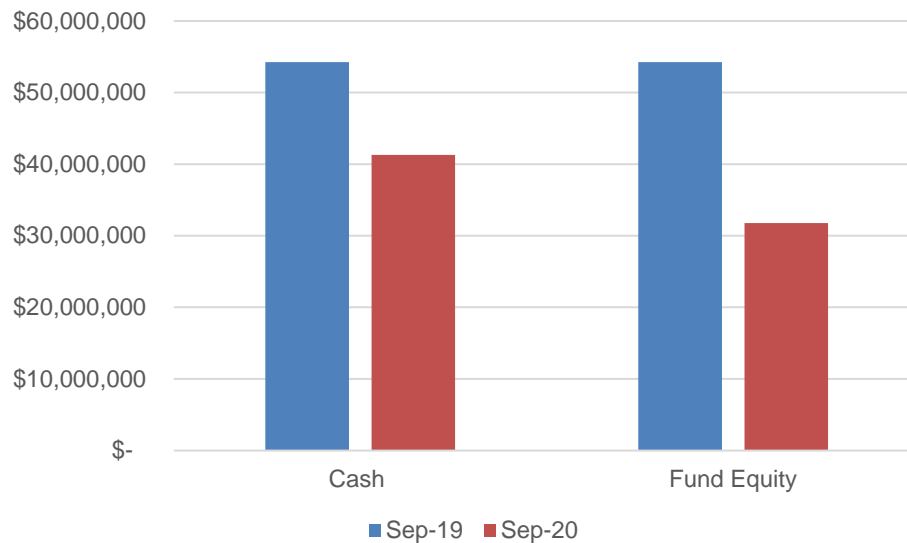


Overall, the Building cash and investments were \$2,148,871, or 44.4%, more as of September 2020 as compared to September 2019.

Overall, the Building fund equity was \$1,640,016, or 27.8%, more as of September 2020 as compared to September 2019.

### General Obligation Road Program Fund Cash & Equity - Summary

➤ Year-to-Date (YTD) Cash & Fund Equity



The General Obligation Road Program cash and investments were \$41,288,313 as of September 2020, or 23.9% less than September 2019.

The G.O. Road Program Fund equity was \$31,765,242 as of September 2020, or 41.4% less than September 2019.

**MONTHLY FINANCIAL REPORT (UNAUDITED)**  
**SEPTEMBER 2020**  
CITY OF PALM BAY, FLORIDA



**Unaudited Financial Activity - All Funds**  
**City of Palm Bay, Florida**  
**As of September 30, 2020**  
**100% of fiscal year completed**

		Budget		Revenues		Expenditures	
Fund #	Description	Original Budget	Revised Budget	Current Year to Date	Percent of Revised	Current Year to Date	Percent of Revised
General Fund							
001	General Fund	\$75,662,828	\$84,438,138	\$78,228,568	92.6%	\$74,744,558	88.5%
Special Revenue Funds							
101	Law Enforcement Trust Fund	5,000	175,000	116,994	66.9%	103,482	59.1%
103	Palm Bay Municipal Foundation	31,000	31,000	26,819	86.5%	24,285	78.3%
105	Code Nuisance Fund	158,600	158,600	186,215	117.4%	71,719	45.2%
111	State Housing Grant Fund	182,500	1,746,737	712,730	40.8%	712,730	40.8%
112	Comm Devel Block Grant Fund	806,782	1,486,664	206,968	13.9%	626,119	42.1%
114	Home Invest Grant Fund	304,092	546,748	58,327	10.7%	10,385	1.9%
123	NSP Program Fund	883,802	883,965	40,926	4.6%	39,532	4.5%
124	Coronavirus Relief Tr. Fund	0	342,255	75,360	0.0%	75,360	0.0%
131	Donations Fund	0	20,437	18,597	0.0%	20,156	0.0%
161	Environmental Fee Fund	72,000	72,000	105,334	146.3%	13,485	18.7%
181	Bayfront Comm Redev Fund	1,410,370	2,332,413	1,416,189	60.7%	1,347,809	57.8%
Impact Fee Funds							
152	Police Impact Fees	32,500	0	0	0.0%	0	0.0%
153	Fire Impact Fees	212,500	0	0	0.0%	0	0.0%
154	Parks Impact Fees	470,000	21,034	0	0.0%	0	0.0%
155	Trans Impact Fee Fund	3,151,610	515,359	0	0.0%	45,053	8.7%
180	Police Impact Fees - 32905	0	7,231	21,588	298.5%	6,517	90.1%
183	Police Impact Fees - 32907	0	13,043	55,948	429.0%	6,529	50.1%
184	Police Impact Fees - 32908	0	13,769	91,775	666.5%	6,536	47.5%
186	Police Impact Fees - 32909	0	24,477	191,241	781.3%	6,588	26.9%
187	Fire Impact Fees - 32905	0	4,756	84,418	1775.0%	68	1.4%
188	Fire Impact Fees - 32907	0	99,497	105,936	106.5%	54,613	54.9%
189	Fire Impact Fees - 32908	0	47,555	155,570	327.1%	100	0.2%
190	Fire Impact Fees - 32909	0	637,653	338,632	53.1%	260,568	40.9%
191	Parks Impact Fees - 32905	0	27,969	187,575	670.7%	121	0.4%
192	Parks Impact Fees - 32907	0	415,723	230,808	55.5%	24,759	6.0%
193	Parks Impact Fees - 32908	0	105,313	340,070	322.9%	174	0.2%
194	Parks Impact Fees - 32909	0	259,374	716,045	276.1%	533	0.2%
196	Trans Impact Fees - 32905	0	33,421	206,420	617.6%	414	1.2%
197	Trans Impact Fees - 32907	0	1,677,360	963,835	57.5%	487,463	29.1%
198	Trans Impact Fees - 32908	0	446,061	1,215,197	272.4%	22,190	5.0%
199	Trans Impact Fees - 32909	0	2,793,289	3,065,974	109.8%	1,908,948	68.3%

Yellow highlight indicates new fund.



**MONTHLY FINANCIAL REPORT (UNAUDITED)**  
**SEPTEMBER 2020**  
CITY OF PALM BAY, FLORIDA



**Unaudited Financial Activity - All Funds**  
**City of Palm Bay, Florida**  
**As of September 30, 2020**  
**100% of fiscal year completed**

		Budget		Revenues		Expenditures	
Fund #	Description	Original Budget	Revised Budget	Current Year to Date	Percent of Revised	Current Year to Date	Percent of Revised
Debt Service Funds							
201	Debt Service Fund	555,830	4,991,265	4,991,264	100.0%	4,991,265	100.0%
214	2004 Pension Bond Debt Svc Fd	156,000	156,000	154,786	99.2%	140,000	89.7%
219	2010 PST Revenue Bonds DS Fd	467,002	467,132	463,274	99.2%	464,796	99.5%
221	2013 Pension Bonds DS Fund	3,523,088	2,852,366	1,488,489	52.2%	2,837,894	99.5%
222	2014 LOGT Note DS Fd	640,350	640,350	631,042	98.5%	626,010	97.8%
223	2015 Franchise Fee Note DS Fd	534,644	534,644	530,479	99.2%	526,064	98.4%
224	2015 Sales Tax Bonds DS Fd	830,255	830,255	824,351	99.3%	818,197	98.5%
225	2015 Sales Tax Bonds DS Fd - TIF	231,277	231,277	226,991	98.1%	225,333	97.4%
226	2016 Franchise Fee Note DS Fd	321,828	321,828	319,468	99.3%	308,064	95.7%
227	2018 LOGT Note DS Fd	778,472	778,472	766,421	98.5%	760,626	97.7%
228	2019 GO Bonds DS Fd	3,529,647	3,535,895	3,595,505	101.7%	3,529,647	99.8%
229	2019 Pension Bonds DS Fund	0	52,681,949	53,760,042	102.0%	52,674,636	100.0%
Capital Projects Funds							
301	Community Investment Fund	3,918,520	8,630,384	769,475	8.9%	655,116	7.6%
306	2015 FF Nt Procds I-95 Intchg Fd	7,000	512,750	497	0.1%	260,658	50.8%
307	Road Maintenance CIP Fd	858,684	3,304,132	989,301	29.9%	147,246	4.5%
308	'18 LOGT Nt Procds-Rd I-95 Fd	110,000	3,464,948	23,354	0.7%	2,887,118	83.3%
309	GO Bond Proceeds-Road Fd	0	68,232,861	597,884	0.9%	23,077,694	33.8%

**MONTHLY FINANCIAL REPORT (UNAUDITED)**  
**SEPTEMBER 2020**  
CITY OF PALM BAY, FLORIDA



**Unaudited Financial Activity - All Funds**  
**City of Palm Bay, Florida**  
**As of September 30, 2020**  
**100% of fiscal year completed**

		Budget		Revenues		Expenditures	
Fund #	Description	Original Budget	Revised Budget	Current Year to Date	Percent of Revised	Current Year to Date	Percent of Revised
Proprietary Funds							
Utility Funds							
421	Utilities Operating Fund	32,799,419	41,413,191	34,832,142	84.1%	31,228,510	75.4%
423	Utility Connection Fee Fund	3,607,662	4,040,086	4,854,505	120.2%	3,474,684	86.0%
424	Utility Renewal / Replace Fd	4,851,320	15,359,882	7,204,317	46.9%	5,501,738	35.8%
425	Main Line Extension Fee Fund	1,681,987	1,982,231	1,715,017	86.5%	1,362,547	68.7%
426	2016 Utility Bond Fund	1,341,010	1,341,010	1,333,812	99.5%	1,335,760	99.6%
427	2001 Bond Fund	1,958,500	1,958,500	1,996,119	101.9%	1,920,000	98.0%
428	2014 Utility Note DS Fund	148,972	148,972	147,728	99.2%	147,987	99.3%
431	USA1 Assessment Fund	233,311	233,411	279,250	119.6%	220,940	94.7%
432	Unit 31 Assessment Fund	390,361	390,361	427,201	109.4%	289,967	74.3%
433	Utility SRF Loan Fund	0	20,000,000	0	0.0%	27,047	0.1%
Other Enterprise Funds							
451	Building Fund	3,565,000	3,965,934	4,350,547	109.7%	2,710,531	68.3%
461	Stormwater Fund	10,407,832	14,966,490	10,635,582	71.1%	9,558,768	63.9%
471	Solid Waste Fund	6,199,556	6,239,525	6,266,957	100.4%	6,198,083	99.3%
Internal Service Funds							
511	Employee Health Insurance Fd	14,672,790	14,665,104	11,555,351	78.8%	11,221,884	76.5%
512	Risk Management Fund	4,594,213	6,561,866	5,138,315	78.3%	5,140,077	78.3%
513	Other Employee Benefits Fd	4,318,103	4,320,980	4,285,998	99.2%	3,092,189	71.6%
521	Fleet Services Fund	4,860,377	7,965,062	7,398,366	92.9%	3,817,958	47.9%



## **LEGISLATIVE MEMORANDUM**

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Suzanne Sherman, Acting City Manager

**THRU:** Laurence Bradley, AICP, Growth Management Director

**DATE:** 1/21/2021

**RE:** Ordinance 2021-01, rezoning property located southwest of and adjacent to Zanzibar Road, in the vicinity south of Waco Boulevard and east of the Melbourne-Tillman Water Control District Canal 42 R-1, from IU (Institutional Use District) to RS-2 (Single-Family Residential District) (1.00 acre) (Case Z-38-2020, Samuel and Michelle Guinto) (Quasi-Judicial Proceeding), final reading.

A public hearing is to be held on the above subject ordinance and the caption read for the second and final time at tonight's Council meeting.

Mr. Samuel Guinto and Ms. Michelle D. Guinto have submitted for a Rezoning to change from an IU, Institutional Use District to an RS-2, Single-Family Residential District. The one-acre property is located west of and adjacent to Zanzibar Road SE, in the vicinity south of Waco Boulevard SE, and is bordered by RS-2 properties on all sides. The applicant plans to construct one (1) single-family residence on the property.

The property was originally intended for public utility use. The property has changed ownership three times; however, the City has never owned the property and has no need for the property.

**REQUESTING DEPARTMENT:**

Growth Management

**RECOMMENDATION:**

Motion to approve Case Z-38-2020.

**Planning and Zoning Board Recommendation:**

Unanimous approval of the request.

**ATTACHMENTS:**

**Description**

Case Z-38-2020

Board Minutes

Ordinance 2021-01



# STAFF REPORT

## LAND DEVELOPMENT DIVISION

120 Malabar Road SE • Palm Bay, FL 32907 • Telephone: 321-733-3042

[landdevelopmentweb@palmbayflorida.org](mailto:landdevelopmentweb@palmbayflorida.org)

### Prepared by

Patrick J. Murphy, Assistant Growth Management Director

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#### CASE NUMBER

Z-38-2020

#### PLANNING & ZONING BOARD HEARING DATE

December 2, 2020

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#### PROPERTY OWNER & APPLICANT

Samuel and Michelle Guinto

#### PROPERTY LOCATION/ADDRESS

Tract K of the Port Malabar Unit 16 subdivision.  
Located south of Waco Boulevard SE, adjacent to  
Zanzibar Road SE

---

#### SUMMARY OF REQUEST

The applicant is requesting a rezoning from the IU, Institutional Use District, to the RS-2, Single-Family Residential District.

##### Existing Zoning

IU, Institutional Use

##### Existing Land Use

Single Family Residential Use

##### Site Improvements

Vacant, undeveloped land

##### Site Acreage

1.0 acres, more or less

---

#### SURROUNDING ZONING & USE OF LAND

##### North

RS-2, Single-Family Residential; Single-Family Home

##### East

RS-2, Single-Family Residential; Vacant, Undeveloped Land

##### South

RS-2, Single-Family Residential; City Drainage Ditch

##### West

RS-2, Single-Family Residential; MTWCD Canal 42 R-1

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#### COMPREHENSIVE PLAN

##### COMPATIBILITY

Yes; the Future Land Use is Single Family Residential Use

---

**BACKGROUND:**

The subject property is located south of Waco Boulevard SE, west of and adjacent to Zanzibar Road SE. Specifically, the property is Tract K, of Port Malabar Unit 16, as recorded in Plat Book 15, Page 90. The land is approximately 1.0 acre in size.

The Tract was intended for a future public utility use by the developer, the General Development Corporation (GDC). As the successor to GDC, the Atlantic Gulf Communities Corporation sold the tract in 1997. Since then, the property has been sold three (3) times. The City does not need the tract, nor has it ever held title to the land.

The applicant recently purchased the property and is requesting a rezoning from the IU, Institutional Use District, to the RS-2, Single-Family Residential District. The applicant is Samuel and Michelle Guinto.

**ANALYSIS:**

The provisions of the RS-2 zoning district are intended to apply to an area of medium density single-family residential development. Lot sizes and other restrictions are intended to promote high-quality residential development. Some nonresidential uses compatible with the character of the district are allowed, such as churches, schools and public utility installations.

The applicant intends to construct one (1) single-family residence upon the property. Provisions of the RS-2 zoning district require a minimum lot width of 75'. Since the tract only contains 81.54' of width along Zanzibar Road, the tract could not be legally split, to create a second lot, without purchasing property from the adjacent tract (Tract G).

Surrounding the property on all sides is RS-2 zoning, with a Melbourne-Tillman Canal to the west and a City drainage ditch to the south. A single-family dwelling abuts the property to the north and vacant, undeveloped land is located to the east. Rezoning the property, as requested, will match the adjacent neighborhood and provide compatibility.

**STAFF RECOMMENDATION:**

Staff recommends Case Z-38-2020 for approval.



*Map is not to scale—for illustrative purposes only; not to be construed as binding or as a survey.*



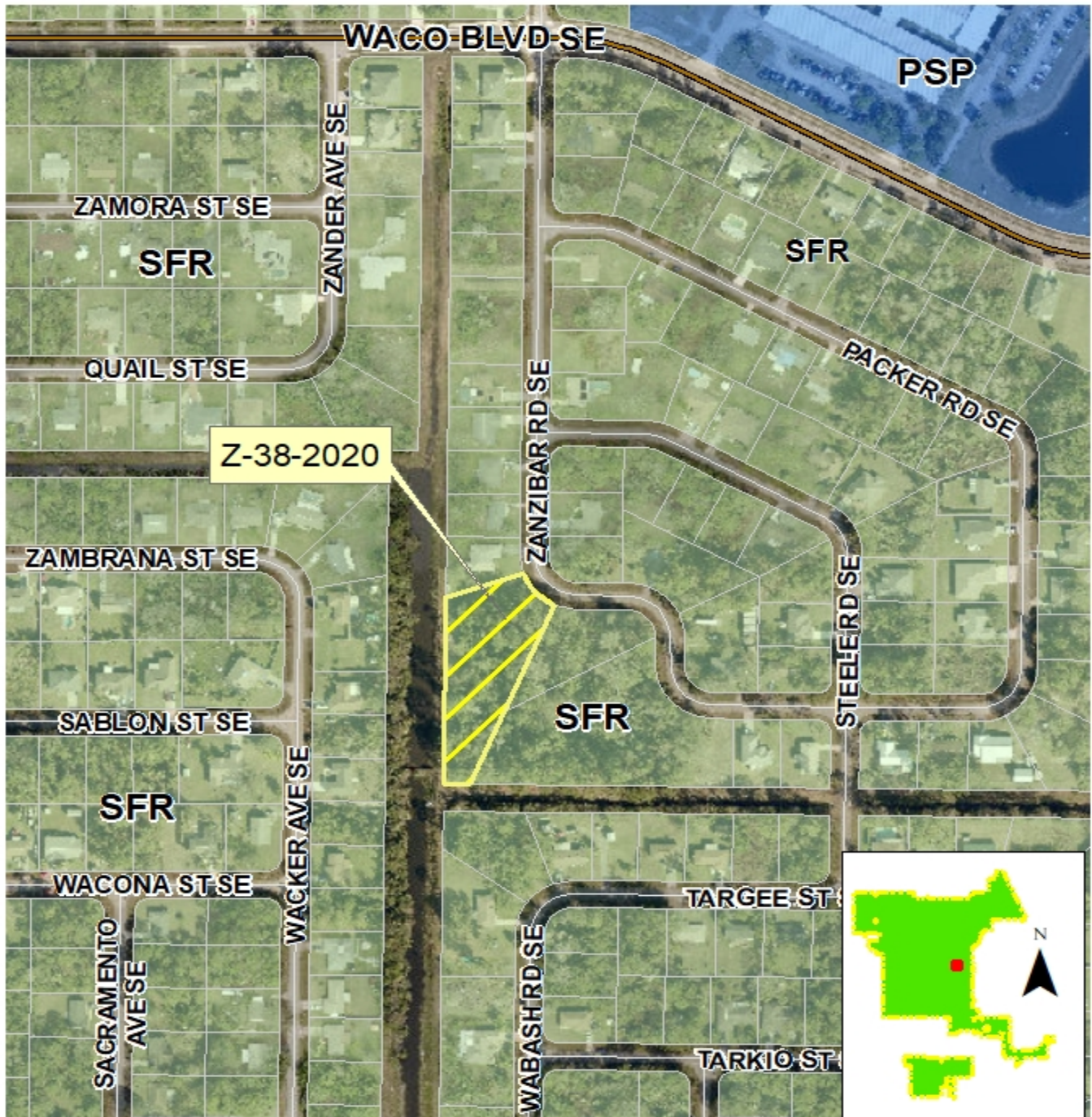
## AERIAL LOCATION MAP CASE Z-38-2020

### Subject Property

West of and adjacent to Zanzibar Road SE, and east of the Melbourne-Tillman Water Control District Canal 42 R-1



*Map is not to scale—for illustrative purposes only; not to be construed as binding or as a survey.*



## FUTURE LAND USE MAP

## CASE Z-38-2020

### Subject Property

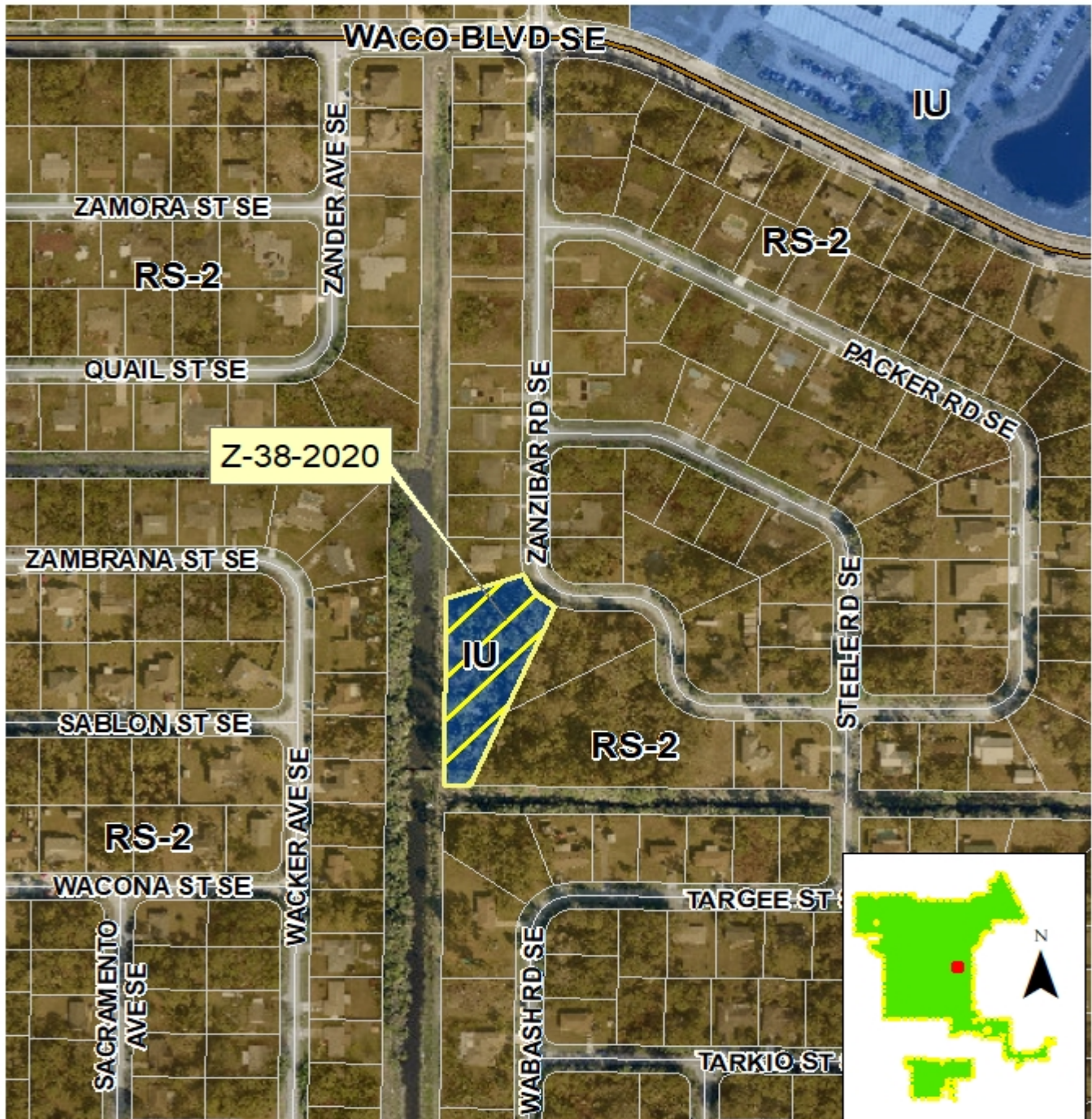
West of and adjacent to Zanzibar Road SE, and east of the Melbourne-Tillman Water Control District Canal 42 R-1

### Future Land Use Classification

SFR – Single Family Residential Use



Map is not to scale—for illustrative purposes only; not to be construed as binding or as a survey.



## ZONING MAP

## CASE Z-38-2020

### Subject Property

West of and adjacent to Zanzibar Road SE, and east of the Melbourne-Tillman Water Control District Canal 42 R-1

### Current Zoning Classification

IU –Institutional Use District

# PORT MALABAR UNIT SIXTEEN

A SUBDIVISION OF A PORTION OF SECTION 16,  
AND A RESUBDIVISION OF A PORTION OF THE  
FLORIDA INDIAN RIVER LAND COMPANY  
PLAT BOOK 1, PAGE 165, IN SECTIONS 17 AND 21,  
ALL IN TOWNSHIP 29 SOUTH, RANGE 37 EAST  
CITY OF PALM BAY, BREVARD COUNTY, FLORIDA

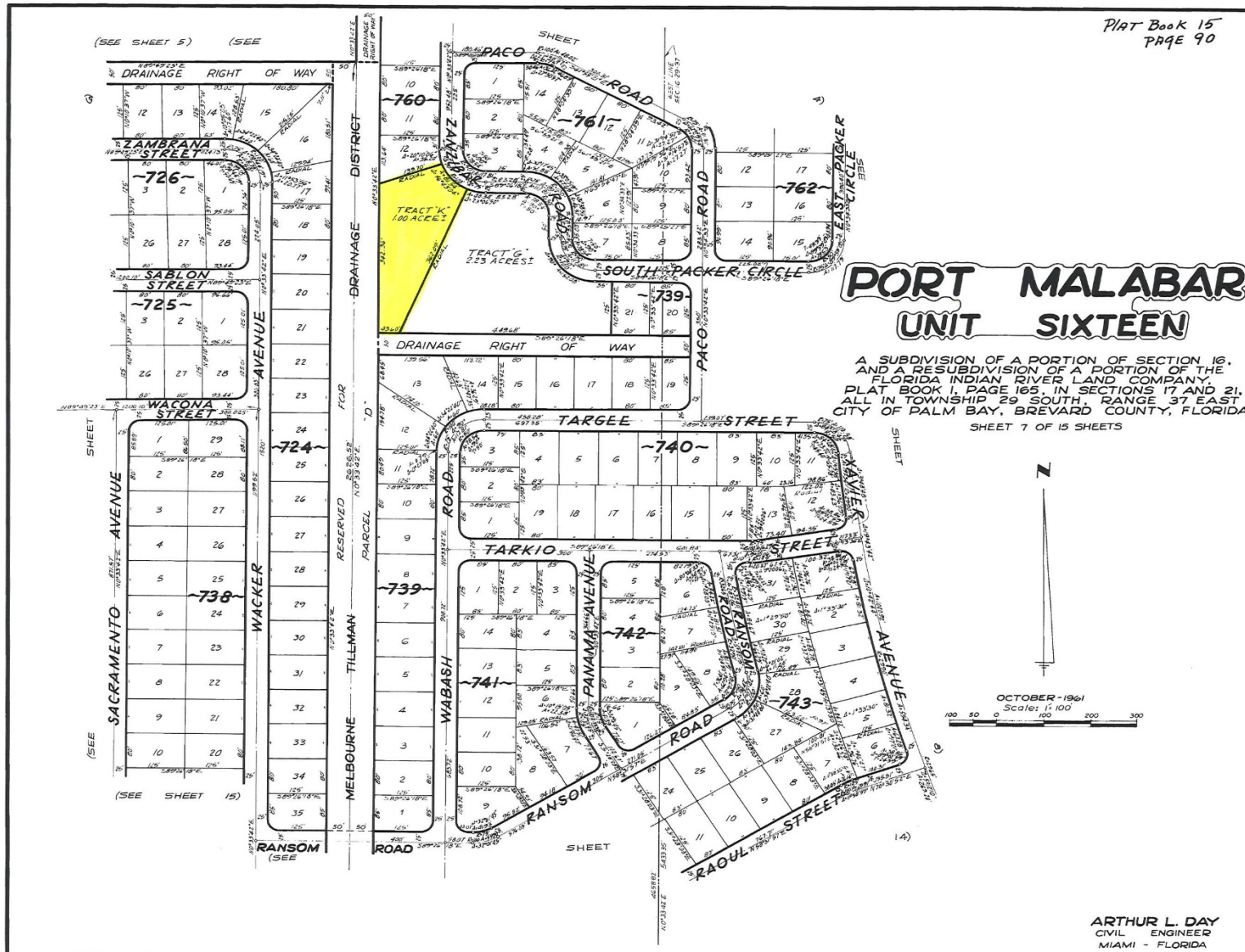
SHEET 7 OF 15 SHEETS

OCTOBER - 1961  
Scale: 1" = 100'  
100 50 0 100 200 300

ARTHUR L. DAY  
CIVIL ENGINEER  
MIAMI - FLORIDA

SHEET 7 OF 15 SHEETS  
161 LOTS THIS SHEET

CALCULATED BY: J.E.  
DRAWN BY: J.K.B.  
CHECKED BY: J.B.  
APPROVED BY: GSK







**LAND DEVELOPMENT DIVISION**

120 Malabar Road SE • Palm Bay, FL 32907 • Telephone: (321) 733-3042  
Landdevelopment@palmbayflorida.org

**REZONING APPLICATION**

This application must be deemed complete and legible, and must be returned by the first day of the month during division office hours, with all enclosures referred to herein, to the Land Development Division, Palm Bay, Florida, to be processed for consideration the following month at the earliest by the Planning and Zoning Board. The application will then be referred by the Planning and Zoning Board for study and recommendation to the City Council. You or your representative are required to attend the meeting(s) and will be notified by mail of the date and time of the meeting(s). The Planning and Zoning Board holds their regular meeting the first Wednesday of every month at 7:00 p.m. in the City Hall Council Chambers, 120 Malabar Road SE, Palm Bay, Florida, unless otherwise stated.

**PARCEL ID**

29-37-17-GP-~~2~~K

**TAX ACCOUNT NUMBER**

2934971

**LEGAL DESCRIPTION OF THE PROPERTY COVERED BY THIS APPLICATION:**

TRACT K, PORT MALABAR UNIT SIXTEEN, ACCORDING TO THE PLAT  
THEREOF, AS RECORDED IN PLAT BOOK 15, PAGES 84-98, PUBLIC  
RECORDS OF BREVARD COUNTY, FLORIDA

**PROPERTY ADDRESS**

NOT ASSIGNED

**SIZE OF AREA COVERED BY THIS APPLICATION (calculate acreage):**

1.0

**ZONING CLASSIFICATION AT PRESENT (ex.: RS-2, CC, etc.)**

IU

**ZONING CLASSIFICATION DESIRED (ex.: IU, LI, etc.)**

RS-2

**STRUCTURES LOCATED ON THE PROPERTY**

NONE

**PRESENT USE OF THE PROPERTY:**

VACANT

**INTENDED USE OF THE PROPERTY AND JUSTIFICATION FOR THE CHANGE:**

BUILD SINGLE FAMILY DWELLING. LAND PARCEL IS ALREADY LOCATED IN A RESIDENTIAL NEIGHBORHOOD SURROUNDED BY, AND ADJACENT TO, OTHER SINGLE FAMILY DWELLINGS.

**THE FOLLOWING PROCEDURES AND ENCLOSURES ARE REQUIRED TO COMPLETE THIS APPLICATION:**

- ☐ \*\$650.00 Application Fee. Make Check payable to "City of Palm Bay."
- ☐ List of legal descriptions of all properties within a 500-foot radius of the boundaries of the property covered by this application, together with the names and mailing addresses (including zip codes) of all respective property owners within the above referenced area. (This should be obtained for a fee from the Brevard County Planning and Zoning Department at (321) 633-2060.)
- ☐ School Board of Brevard County School Impact Analysis Application (if applicable).
- ☐ Sign(s) posted on the subject property. Refer to Section 51.07(C) of the Legislative Code for guideline.
- ☐ **Where the property owner is not the representative for the request**, a LETTER must be attached giving the notarized consent of the property owner(s) to a representative.

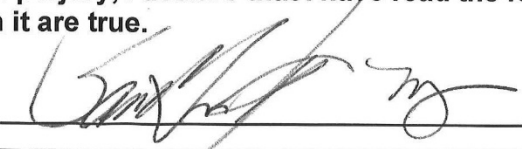
**Name of Representative**

Samuel Guinto

I, the undersigned understand that this application must be complete and accurate before consideration by the Planning and Zoning Board/Local Planning Agency and certify that all the answers to the questions in said application, and all data and matter attached to and made a part of said application are honest and true to the best of my knowledge and belief.

CITY OF PALM BAY, FLORIDA  
REZONING APPLICATION  
PAGE 3 OF 3

Under penalties of perjury, I declare that I have read the foregoing rezoning application and that the facts stated in it are true.

Owner Signature  Date 13 NOV 2020

Printed Name SAMUEL GUINTO & MICHELLE D. GUINTO

Full Address 1061 ZAMBRANA ST SE, PALM BAY, FLORIDA 32909

Telephone (858) 205-2644 Email SXGUINTO@GMAIL.COM

\*NOTE: APPLICATION FEE IS NON-REFUNDABLE UPON PAYMENT TO THE CITY

Prepared by:  
Peninsula Title Services, LLC  
4888 Babcock Street NE  
Palm Bay, Florida 32905  
File Number: 20-40653  
Parcel ID Number: 29-37-17-GP-\*-K

## Warranty Deed

Made this 10 day of November, 2020, A.D. By **JAYSHREE PATEL, a married woman**, hereinafter called the grantor, to **SAMUEL GUINTO and MICHELLE D. GUINTO husband and wife**, whose address is 1061 W Zambrana Street SE, Palm Bay, Florida 32909, hereinafter called the grantee:

(Whenever used herein the term "grantor" and "grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporations)

**Witnesseth**, that the grantor, for and in consideration of the sum of Ten Dollars, (\$10.00) and other valuable considerations, receipt whereof is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto the grantee, all that certain land situate in Brevard County, Florida, viz:

Track K, PORT MALABAR UNIT SIXTEEN, according to the plat thereof, as recorded in Plat Book 15, Pages 84 through 98, of the Public Records of Brevard County, Florida.

Subject to restrictions, reservations and easements of record, governmental authority, if any and taxes for the year 2020 and subsequent years.

Said property is not the homestead of the Grantor(s) under the laws and constitution of the State of Florida in that neither Grantor(s) or any members of the household of Grantor(s) reside thereon.

Together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

To Have and to Hold, the same in fee simple forever.

And the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances.

In Witness Whereof, the said grantor has signed and sealed these presents the day and year first above written.

Signed, sealed and delivered in our presence:

FIRST WITNESS

Printed Name Gloria Robaina

SECOND WITNESS

Printed Name Samuel L King

State of Florida  
County of Brevard

JAYSHREE PATEL

Address: 1108 S. Riverside Drive, Indialantic, Florida 32903

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, on this 10 day of November, 2020, by JAYSHREE PATEL, a married woman, who is personally known to me or who did produce Driver's License as identification.

[Signature]  
Notary Public

My commission expires:



**CITY OF PALM BAY, FLORIDA**  
**PLANNING AND ZONING BOARD/**  
**LOCAL PLANNING AGENCY**  
**REGULAR MEETING 2020-14**

Held on Wednesday, December 2, 2020, in the City Hall Council Chambers, 120 Malabar Road SE, Palm Bay, Florida.

This meeting was properly noticed pursuant to law; the minutes are on file in the Land Development Division, Palm Bay, Florida. The minutes are not a verbatim transcript but a brief summary of the discussions and actions taken at this meeting.

Mr. Philip Weinberg called the meeting to order at approximately 7:00 p.m.

Ms. Kay Maragh led the Pledge of Allegiance to the Flag.

**ROLL CALL:**

<b>CHAIRPERSON:</b>	Philip Weinberg	Present	
<b>VICE CHAIRPERSON:</b>	Leeta Jordan	Present	
<b>MEMBER:</b>	Donald Boerema	Present	
<b>MEMBER:</b>	Donny Felix	Present	
<b>MEMBER:</b>	Richard Hill	Present	
<b>MEMBER:</b>	Khalilah Maragh	Present	
<b>MEMBER:</b>	Rainer Warner	Absent	(Excused)
<b>NON-VOTING MEMBER:</b>	David Karaffa	Present	
	(School Board Appointee)		

Mr. Warner's absence was excused.

**CITY STAFF:** Present were Mr. Laurence Bradley, Growth Management Director; Mr. Patrick Murphy, Assistant Growth Management Director; Mr. Christopher Balter, Senior Planner; Ms. Chandra Powell, Recording Secretary; Ms. Jennifer Cockcroft, Deputy City Attorney; Mr. Valentino Perez, Building Official.

**ADOPTION OF MINUTES:**

1. Regular Planning and Zoning Board/Local Planning Agency Meeting 2020-13; November 4, 2020. Motion by Ms. Maragh, seconded by Mr. Hill to approve the minutes as presented. The motion carried with members voting unanimously.

Motion by Mr. Boerema, seconded by Ms. Maragh to continue Case CU-37-2020 to the January 6, 2021 Planning and Zoning Board meeting. The motion carried with members voting unanimously.

7. **\*\*Z-38-2020 – SAMUEL GUINTO AND MICHELLE D. GUINTO**

Mr. Murphy presented the staff report for Case Z-38-2020. The applicant had requested a zoning change from an IU, Institutional Use District to an RS-2, Single Family Residential District. Staff recommended Case Z-38-2020 for approval.

Mr. Samuel Guinto (applicant) stated that he recently purchased the subject property and planned to build a single-family home on the site.

The floor was opened and closed for public comments; there were no comments from the audience and there was no correspondence in the file.

Motion by Ms. Maragh, seconded by Mr. Hill to submit Case Z-38-2020 to City Council for approval of a zoning change from an IU, Institutional Use District to an RS-2, Single Family Residential District. The motion carried with members voting unanimously.

The board resumed consideration of items in the order shown on the agenda.

**OLD BUSINESS:**

1. **T-20-2020 – CITY OF PALM BAY (GROWTH MANAGEMENT DEPARTMENT – REQUESTED BY COUNCILMAN JEFF BAILEY)**

Mr. Bradley presented the staff report for Case T-20-2020 by synthesizing the changes to the request since the board's review on August 5, 2020. The applicant had requested a textual amendment to the Code of Ordinances, Title XVII, Land Development Code, Chapter 170: Construction Codes and Regulations, Section 170.005 Adopted, to exempt accessory structures associated with a single-family residence, that meet certain criteria, from the requirement of obtaining a building permit and to adopt the 7th Edition of the Florida Building Code. Staff recommended that if Case T-20-2020 was approved, a zoning review would remain part of the requirement. The amendment was at the request of Councilman Jeff Bailey.



## ORDINANCE 2021-01

AN ORDINANCE OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, AMENDING THE ZONING ORDINANCE OF THE CITY OF PALM BAY BY CHANGING THE ZONING OF PROPERTY FROM IU (INSTITUTIONAL USE DISTRICT) TO RS-2 (SINGLE-FAMILY RESIDENTIAL DISTRICT); WHICH PROPERTY IS LOCATED SOUTHWEST OF AND ADJACENT TO ZANZIBAR ROAD, IN THE VICINITY SOUTH OF WACO BOULEVARD AND EAST OF THE MELBOURNE-TILLMAN WATER CONTROL DISTRICT CANAL 42 R-1, AND LEGALLY DESCRIBED HEREIN; PROVIDING FOR A CHANGE OF THE ZONING MAP; PROVIDING FOR AN EFFECTIVE DATE.

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, as follows:

**SECTION 1.** The Zoning Ordinance of the City of Palm Bay, Brevard County, Florida, is hereby amended to provide for the rezoning of property from IU (Institutional Use District) to RS-2 (Single-Family Residential District), being legally described as follows:

Tract "K", Port Malabar Unit 16, according to the plat thereof as recorded in Plat Book 15, Page 90, of the Public Records of Brevard County, Florida; Section 17, Township 29S, Range 37E; containing 1.00 acre, more or less.

**SECTION 2.** The Zoning Map of the City of Palm Bay is hereby revised to reflect this amendment.

**SECTION 3.** The provisions within this ordinance shall take effect immediately upon the enactment date.

Read in title only at Meeting 2021- , held on , 2021; and  
read in title only and duly enacted at Meeting 2021- , held on , 2021.

ATTEST:

\_\_\_\_\_  
Robert Medina, MAYOR

\_\_\_\_\_  
Terese M. Jones, CITY CLERK

City of Palm Bay, Florida  
Ordinance 2021-01

Reviewed by CAO: \_\_\_\_\_

Applicant: Samuel and Michelle Guinto  
Case: Z-38-2020

cc: (date) Applicant  
Case File



## LEGISLATIVE MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Suzanne Sherman, Acting City Manager

**THRU:** Laurence Bradley, AICP, Growth Management Director

**DATE:** 1/21/2021

**RE:** Ordinance 2021-02, granting approval of a Final Development Plan for a proposed single-family residential Planned Unit Development (PUD) to be known as 'Gardens of Waterstone Phase 1 PUD' on property located west of and adjacent to Mara Loma Boulevard, in the vicinity south of Melbourne Tillman Water Control District Canal 38 (44.65 acres) (Case FD-36-2020, Waterstone Farms, LLC, and PB&J Garden Investment, LLC) (Quasi-Judicial Proceeding), final reading.

A public hearing is to be held on the above subject ordinance and the caption read for the second and final time at tonight's Council meeting.

Waterstone Farms, LLC / PB&J Garden Investment, LLC (Jake Wise, P.E. and Rochelle Lawandales, Representatives) have submitted for Final Planned Unit Development approval of a 154-unit residential subdivision to be known as Gardens at Waterstone Phase I PUD. This 44.65-acre development is located north of and adjacent to Mara Loma Boulevard SE, and west of Babcock Street SE.

The overall development was annexed into the City (Ordinance 2004-35) in 2004, totaling 1,167 acres. A series of 37 future land use map amendments between 2005 and 2018 has brought the total amount of entitled units to 2,596. This specific phase of the development will be constructed in one phase and will consist of a gated entrance, a neighborhood park, walking trails, recreation and open space areas, stormwater management ponds, and private roadways.

### REQUESTING DEPARTMENT:

Growth Management

### RECOMMENDATION:

Request for the City Council to determine if Case FD-36-2020 meets the criteria of Section 185.067 of the Palm Bay Code of Ordinances. If the request should be approved, staff recommends the following conditions:

- A. Fully engineered construction drawings;
- B. Specific layout and architectural drawings illustrating the amenities and walking trails;
- C. The technical comments generated by the Development Review Staff shall be observed and incorporated

into the subdivision design.

**Planning and Zoning Board Recommendation:**

Unanimous approval of the request, subject to the staff comments contained in the staff report.

**ATTACHMENTS:**

**Description**

Case FD-36-2020

Board Minutes

Ordinance 2021-02

Ordinance 2021-02, Exhibit A

Ordinance 2021-02, Exhibit B

Ordinance 2021-02, Exhibit C



**REVISED**

# STAFF REPORT

## LAND DEVELOPMENT DIVISION

120 Malabar Road SE • Palm Bay, FL 32907 • Telephone: 321-733-3042

[landdevelopmentweb@palmbayflorida.org](mailto:landdevelopmentweb@palmbayflorida.org)

### Prepared by

Christopher Balter, Senior Planner

---

#### CASE NUMBER

FD-36-2020

#### PLANNING & ZONING BOARD HEARING DATE

December 2, 2020

---

#### PROPERTY OWNER & APPLICANT

Benjamin E. Jefferies- Waterstone Farms, LLC

#### PROPERTY LOCATION/ADDRESS

A portion of Tax parcels 250 and 500, Section 4, Township 30, Range 37, and a portion of Tract 1 of the San Sebastian Farms Subdivision

---

#### SUMMARY OF REQUEST

Final Planned Unit Development approval for a 154-unit residential subdivision to be known as Gardens at Waterstone Phase 1 PUD.

##### Existing Zoning

PUD, Planned Unit Development

##### Existing Land Use

Single-Family Residential Use

##### Site Improvements

Vacant Unimproved Land (Former Orange Groves)

##### Site Acreage

44.65 acres, more or less

---

#### SURROUNDING ZONING & USE OF LAND

##### North

Melbourne-Tillman Drainage Canal No. 38

##### East

PUD; Heron Bay at Waterstone; Single-Family Homes

##### South

PUD; The Lakes at Waterstone; Single-Family Homes and Undeveloped Land

##### West

PUD; Waterstone at Palm Bay; Undeveloped Land

---

#### COMPREHENSIVE PLAN COMPATIBILITY

The future land use designation of the subject property is Single-Family Residential Use. The development of a single-family planned unit development is compliant with the Single-Family Residential Use future land use designation. The proposed density is 3.44 units per acre, which is below the maximum density defined in the City's Comprehensive Plan for Single-Family Residential Use (up to 5 units per acre).

---

**BACKGROUND:**

The subject property is located north of and adjacent to Mara Loma Boulevard SE, and west of Babcock Street SE. Specifically a portion of Tax parcels 250 and 500, Section 4, Township 30, Range 37, and a portion of Tract 1 of San Sebastian Farms Subdivision, of Brevard County Florida. This Final PUD request includes approximately 44.65 acres of land.

In 2004 the subject property was annexed into the City via Ordinance 2004-35 totaling 1,167 acres. The original Future Land Use amendment designated all of the lands as Single-Family Residential Use via Ordinance 2004-52; which stated that 1,800 units could be placed on the lands of Waterstone or Cypress Bay Preserve. Site specific conditions were placed on the amendment via Ordinance 2004-48. Between 2005 and 2018, a series of 37 future land use map amendments were made bringing the total units entitled to 2,596. The total entitlements encumbered are as follows: 1802 units on the west side of Babcock Street, and 362 units on the east side of Babcock Street.

**ANALYSIS:**

The applicant is requesting Final Development Plan (FDP) approval for a Planned Unit Development (PUD), to construct a single-family residential subdivision called Gardens at Waterstone Phase 1. The planned unit development is a concept which encourages and permits variation in residential developments by allowing deviation in lot size, bulk or type of dwellings, density, lot coverage, setbacks and open space, from those elements required in any singular zoning classification found in the city's Zoning Code.

The purpose of a planned unit development is to encourage the development of planned residential neighborhoods and communities that provide a full range of residence types, as well as commercial uses designed to serve the inhabitants of the proposed community. The planned unit development process simplifies the procedure for obtaining approval of these developments through simultaneous review of the proposed land use, site consideration, public needs and requirements, and health and safety factors.

Specifically, the FDP proposes a 154-unit single-family development that will be constructed in one phase. Per the **PDP >>FDP<<**, typical lots within the residential development are 40' x 125'. The minimum size home will be **800 >>1200<<** square feet. The development will consist of a gated entrance with amenities, neighborhood park, walking trails, recreation and open space areas, stormwater management ponds, and private roadways.

Lastly, technical staff review comments are attached to this report.

**CONDITIONS:**

In order to receive FDP approval, the proposal must meet the requirements of Section 185.067 of the City of Palm Bay's Code of Ordinances. Upon review, the request appears conform with the applicable requirements of this section. The following items shall be addressed upon submission of the administrative construction plan approval:

- A. Fully engineered construction drawings;
- B. Specific layout and architectural drawings illustrating the amenities and walking trails;
- C. The technical comments generated by the Development Review Staff (attached) shall be observed and incorporated into the subdivision design.

**STAFF RECOMMENDATION:**

Case FD-36-2020 is recommended for approval, subject to the staff comments contained in this report.

## **TECHNICAL COMMENTS**

### **CASE FD-36-2020 – Gardens at Waterstone Phase 1 PUD**

#### **BREVARD COUNTY (Jeffrey Ball, Planning and Zoning Manager):**

1. Brevard County has no concerns at this time. The applicant has previously acknowledged that a Traffic Signal Warrant Analysis will be conducted with the completion of Cypress Bay and the Gardens developments. They have also previously advised that a traffic signal, if warranted, will be the responsibility of the developer to provide for the design, permitting, and construction of said traffic signal.

#### **PUBLIC WORKS (Natalie Shaber, Engineer II):**

1. An updated signal warrant, and traffic impact analysis will be required because of the constructed elementary school, adjacent Cypress Bay Development, and constructed St. John's Heritage Parkway.

2. Additional safety features such as a cross walk across Mara Loma Blvd. Please make sure the proposed Mara Loma Blvd improvements comply with the City of Palm Bay Public Works manual, right-of-way manual as well as the ss184.18 Roadway Design City of Palm Bay Ordinances.

3. Please evaluate the flow capacity and cross section of the ditch off site, the condition of the pipe in the Stile drainage right of way (by the Willow brook right-of-way). Replace pipe if required.

4. Please provide landscape plans for the Mara Loma Blvd Extension. Please provide reliable tree root containment to prevent damage of the roadway and sidewalks in the Mara Loma Blvd. right-of-way.

5. Make sure the proposed landscaping does not interfere with the sight distance. A two-year maintenance bond shall be required prior to the certificate of completion. The maintenance bond is 25 percent of the total value of the work in the public right-of-way.

6. Please provide a Landscape agreement for the right-of-way to be executed between the Waterstone PUD CDD (successors and assigns) and the City to perpetually maintain the proposed landscaping in the public right-of-way.

7. Please be advised that all project improvements are privately maintained until publicly accepted and approved per City of Palm Bay Ordinance Chapter 182. The stormwater management system shall meet the most stringent criteria from the St. John's River Water Management District and the City of Palm Bay's Floodplain and Stormwater Management Ordinance Chapter 174, when those criteria conflict. (SS 174.071).



8. Drainage easement shall be provided over the system where it connects to Waterstone Phase One.
9. The Courtyards at Waterstone plan and the Waterstone Phase 1 Site plans shall be revised to include this new upstream subdivision that will be routed south.
10. Grading of the rear lots 23-41 of the Gardens shall be Type A
11. ADA compliant sidewalks shall connect to the existing sidewalks on Mara Loma Blvd.

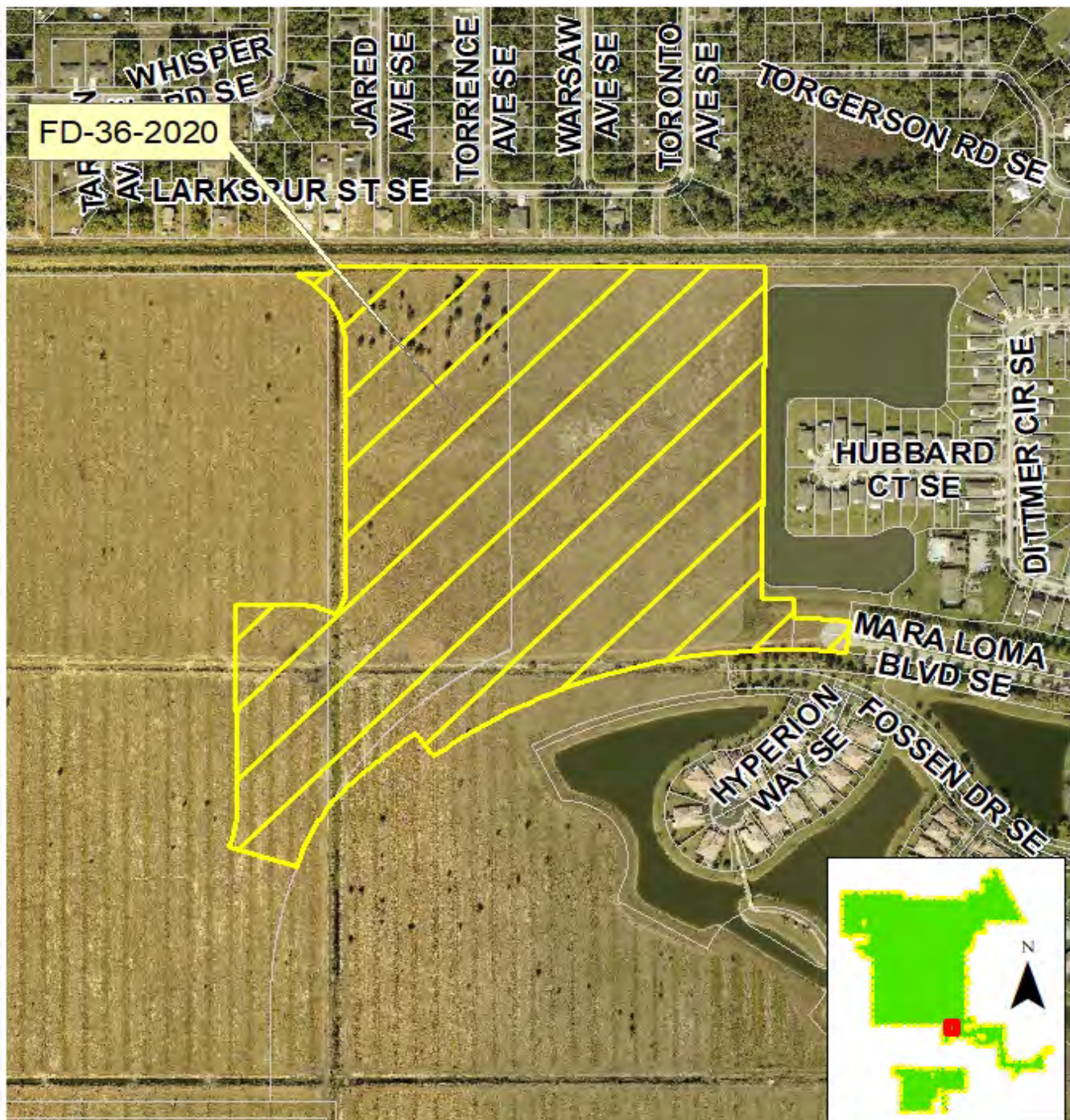
**UTILITIES (Christopher Little, Utilities Director):**

The Utilities Department has no objection to the proposed 154 single-family residential units.

Upon development of the site, the following shall apply for connection to the City's Water and Sewer Utilities System:

1. The applicant/owner, at their expense, will be required to design, permit, install, inspect and test water & sewer systems of adequate size to accommodate the development and to connect to the City's water & sewer system. [§ 200.11(D)(1) – On-Site Facilities]
2. The applicant/owner may be required to extend and/or loop service from the On-Site Facilities to the existing water and sewer connection points. [§ 200.11(D)(2) – Off-Site Facilities].
3. The applicant/owner will be responsible for the property's hydraulic share for the new utilities required to serve the development. Oversizing of utilities at the request of the Utilities Department will be subject to a refunding agreement or refundable advance [§ 200.11(D) & (E)]. The City of Palm Bay's 2017 Wastewater Master Plan & 2017 Water Master Plan, both of which are available by request, identify proposed mainline extensions with the City's current pipe sizing requirements.
4. A City of Palm Bay "Utility Agreement" shall be executed between the Property Owner and the City. All Utility impact/connection charges noted in the "Utility Agreement" must be paid as outlined in the terms and conditions of the Utility Agreement. All fees are subject to change annually on October 1. The Property Owner shall submit a certified copy of the property deed as verification of ownership as part of the Utility Agreement.
5. All utility construction, materials, and testing shall be in accordance with the latest revision of the Palm Bay Utility Departments Policies, Procedures and Standards Handbook and the Standard Detail Drawings. Prior to any construction, all required FDEP Permit applications for the Water and Sanitary Sewer Construction shall be processed through and copies of the Permits filed with the Utilities Department.

*Map is not to scale—for illustrative purposes only; not to be construed as binding or as a survey.*



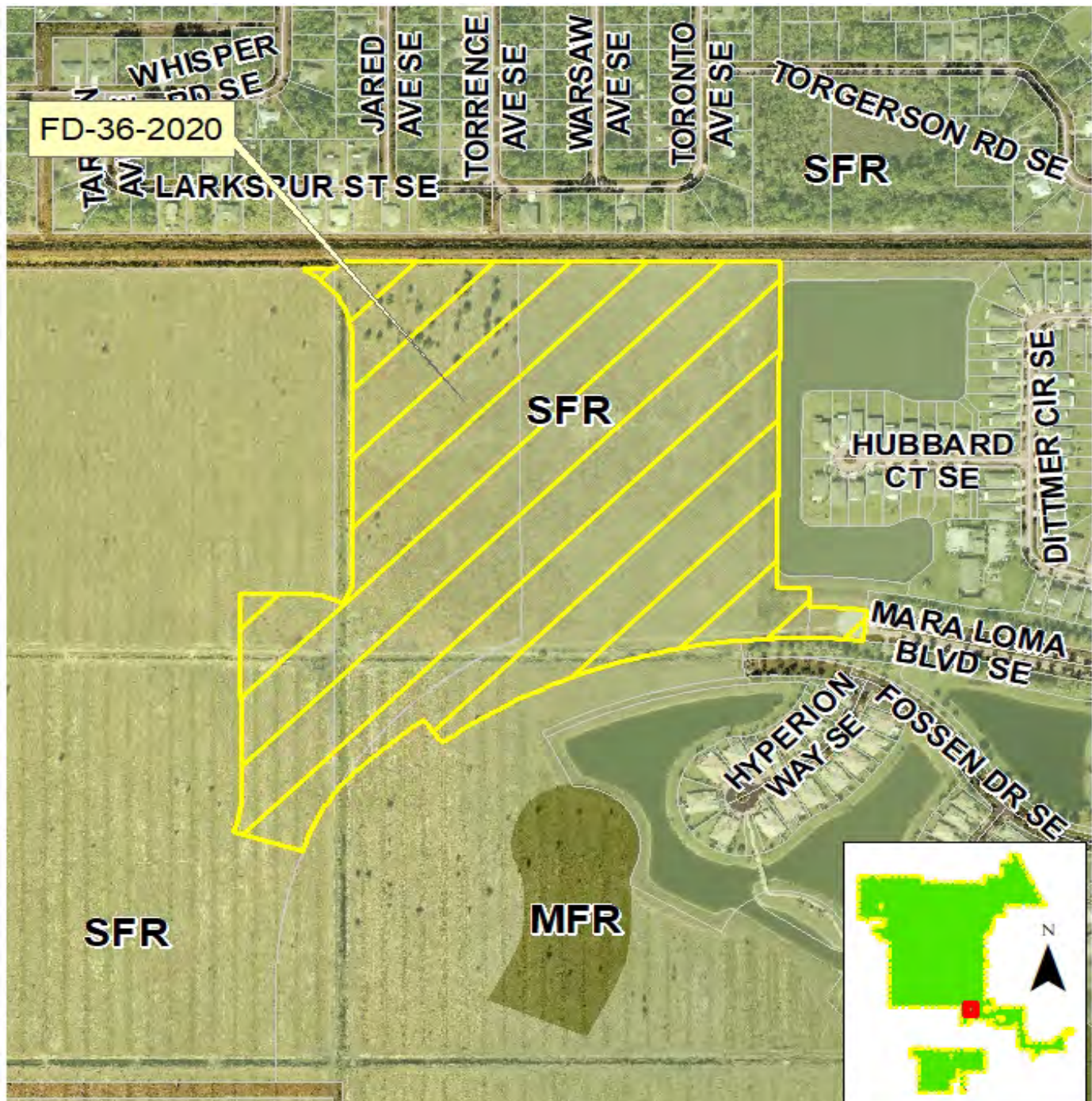
## AERIAL LOCATION MAP CASE FD-36-2020

### Subject Property

West of and adjacent to Mara Loma Boulevard SE and south of the Melbourne Tillman Water Control District Canal 38



Map is not to scale—for illustrative purposes only; not to be construed as binding or as a survey.



## FUTURE LAND USE MAP CASE FD-36-2020

### Subject Property

West of and adjacent to Mara Loma Boulevard SE and south of the Melbourne Tillman Water Control District Canal 38

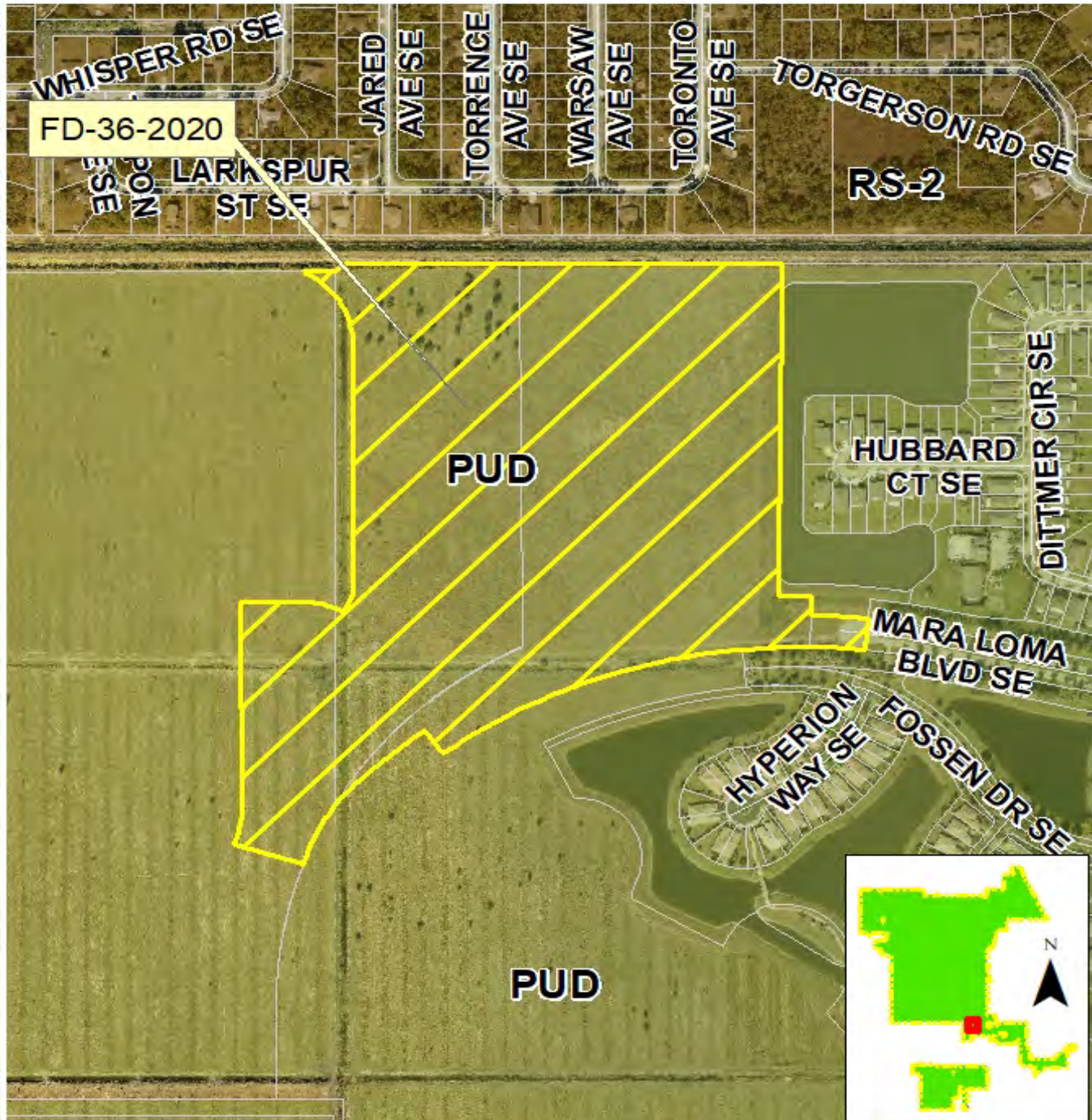
### Future Land Use Classification

SFR – Single Family Residential Use





Map is not to scale—for illustrative purposes only; not to be construed as binding or as a survey.



## ZONING MAP

## CASE FD-36-2020

### Subject Property

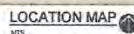
West of and adjacent to Mara Loma Boulevard SE and south of the Melbourne Tillman Water Control District Canal 38

### Current Zoning Classification

PUD – Planned Unit Development



**PALM BAY, FL**  
DATE:  
**OCTOBER 8, 2020**  
PREPARED FOR:  
**WATERSTONE FARMS, LLC &  
PB & J GARDENS INVESTMENT, LLC**

[illegible]


REQUIRED:

11.39	AC	(10)
11.16	AC	

DATE	10/08/20
SCALE	NTS
PLOTTED NO.	190061
DESKCHECKED BY	CCM
DATECHECKED	5/8/6
CHECKED BY	JTW
DESIGNED BY	GW-1

**GARDENS AT WATERSTONE**  
**PHASE 1**

WATERSTONE FARMS, LLC & P&S JOINDER INVESTMENT, LLC  
 MOYALOMA BOULEVARD PALM BAY, FLORIDA



**CONSTRUCTION  
ENGINEERING  
GROUP**

5000 N. US HWY 1  
SUITE 200  
PALM BAY, FL 32909  
407.321.1100  
WWW.CECONSTRUCTIONGROUP.COM

PROJECT TITLE

PROJECT NO.

PROJECT LOCATION

PROJECT DESCRIPTION

**V/L COVER SHEET**



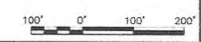
**TRACT AREA SUMMARY**

TRACT	ACRES	TRACT USE
D-1	4.63	DRAINAGE, OPEN SPACE & LANDSCAPE
D-2	6.97	DRAINAGE, OPEN SPACE & LANDSCAPE
D-3	2.57	DRAINAGE, OPEN SPACE & LANDSCAPE
D-4	1.85	DRAINAGE, OPEN SPACE & LANDSCAPE
D-5	3.08	DRAINAGE, OPEN SPACE & LANDSCAPE
L-1	1.21	LANDSCAPE, OPEN SPACE & DRAINAGE
REC-1	2.12	RECREATION, OPEN SPACE & LANDSCAPE
RW-1	3.09	PUBLIC RIGHT-OF-WAY
RW-2	3.57	PRIVATE RIGHT-OF-WAY
S-1	0.18	BIOWAGE, OPEN SPACE
U-1	0.24	LIFT STATION
RESIDENTIAL	18.64	SINGLE FAMILY (154 LOTS)

**LEGEND:**

PROJECT BOUNDARY	---
POND CONTOURS	---
RECREATION, LANDSCAPING AND OPEN SPACE	34
SINGLE FAMILY LOTS	34
STORM POND	D-3
ROADWAY	---
TEMPORARY CUL-DE-SAC	---
CONCRETE SIDEWALK	---
LINEAR TRAIL	---

**FINAL DEVELOPMENT SUBDIVISION PLAN**



**CONSTRUCTION ENGINEERING GROUP**

CONSULTING

DATE: 10/08/20

SCALE: 1"=100'

PROJ. NO.: 190061

DESIGNED BY: CCM

DRAWN BY: SMD

CHECKED BY: JTW

DRAWING NO.: GW-2

**GARDENS AT WATERSTONE**

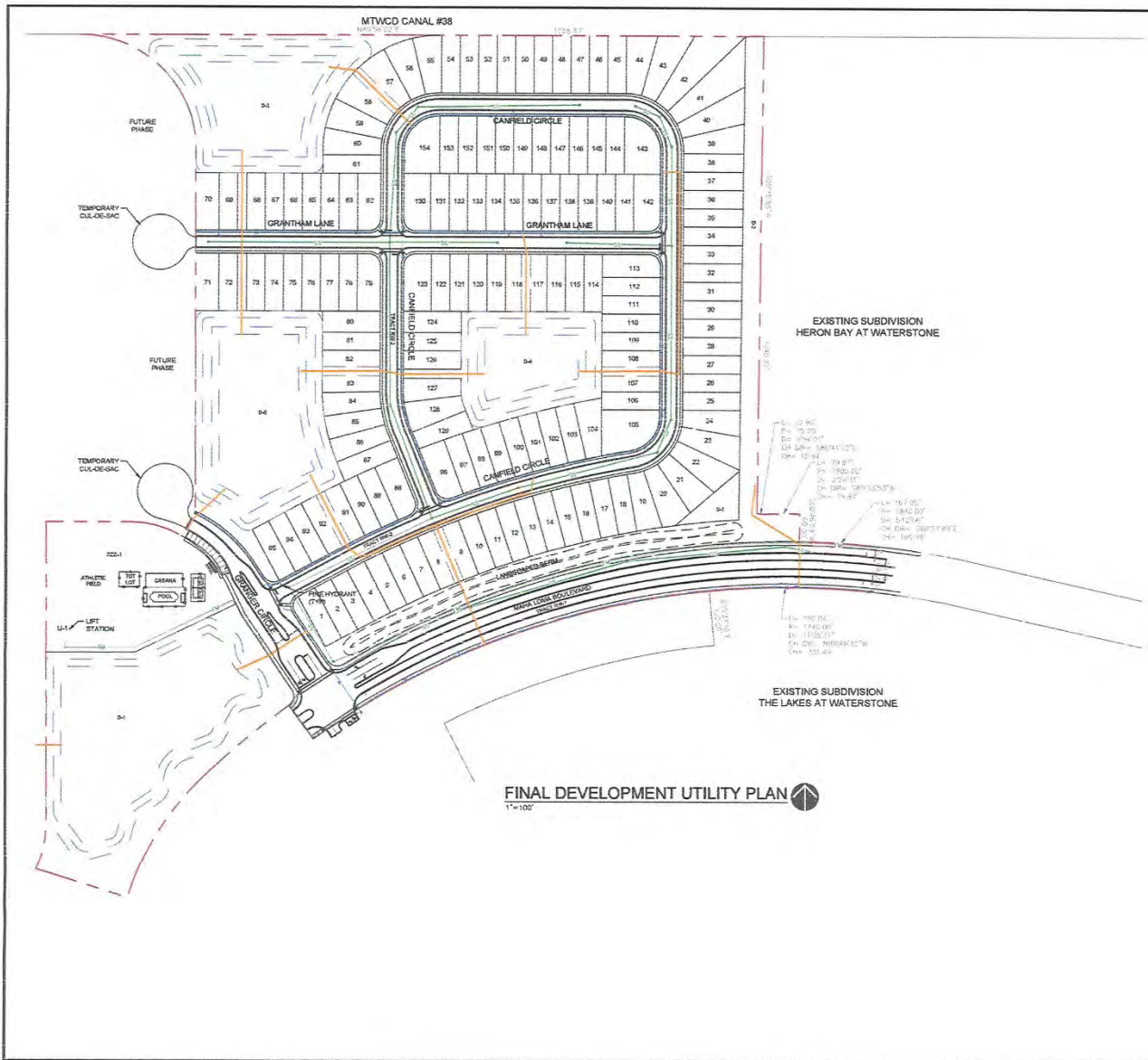
**PHASE 1**

WATERSTONE FARMS, LLC & FB & J GARDENS INVESTMENT, LLC

3300 LOMA BOULEVARD, PALM BEACH, FLORIDA

FINAL DEVELOPMENT SUBDIVISION PLAN





**LEGEND:**

- PROJECT BOUNDARY
- POND CONTOURS
- STORM PIPE
- WATER MAIN
- SANITARY SEWER LINE
- FORCE MAIN

DATE	10/08/20
SCALE	1"=100'
PROJ. NO.	190061
DESIGNED BY	CCM
DRAWN BY	SMB
CHECKED BY	JTW
ISSUING NO.	GW-3

**GARDENS AT WATERSTONE**  
**PHASE 1**  
 WATERSTONE FARMS, LLC & FS & J GARDENS INVESTMENT, LLC  
 10000 W. GARDENS BLVD., SUITE 100, DALLAS, TEXAS 75243  
 DRAWING TITLE: AL DEVELOPMENT UTILITY PLAN

**CONSTRUCTION ENGINEERING GROUP**  
 CONSULTING ENGINEERS

SKETCH OF DESCRIPTION  
"THIS IS NOT A BOUNDARY SURVEY"



A PARCELS OF LAND BEING A PORTION OF SECTION 4, TOWNSHIP 33 SOUTH, RANGE 37 EAST, AND PORTION OF LOTS 1 AND 32 OF SAN SEBASTIAN TOWNSHIP, SECTION 5, TOWNSHIP 33 SOUTH, RANGE 37 EAST, BREVARD COUNTY, FLORIDA, AS RECORDED IN PLAT BOOK 6, PAGE 77 OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA.

[illegible]

LEGAL INFORMATION SERVICES, INC. 10000 RIVERCHURCH DRIVE, SUITE 100, FARMINGTON, CT 06030-1099

[illegible]

LEGAL DESCRIPTION: 0.150 PROPOSED HARRIS LOMA EXCAVATION

A PARCEL OF LAND BEING A PORTION OF SECTION 4, TOWNSHIP 30 SOUTH, RANGE 37 EAST, AND PORTION OF LOTS 1 AND 32 OF SAN URBANUS TOWN, SECTION 5, TOWNSHIP 30 SOUTH, RANGE 37 EAST, BREVARD COUNTY, FLORIDA, AS REPRESENTED BY PLAT BOOK 1, PAGE 77 OF THE BREVARD COUNTY RECORDS.

[illegible]

NOTES:

1. THE BEARING BASIS OF THIS SKETCH OF DESCRIPTION IS THE NORTH LINE OF SECTION 4, TOWNSHIP 30 SOUTH, RANGE 37 EAST, BREVARD COUNTY, FLORIDA, WHICH BEARS N69°58'02"E AND AS SHOWN HEREON.  
2. THIS IS A SKETCH OF DESCRIPTION, NOT A BOUNDARY SURVEY.

NOTE:

THIS SKETCH IS NOT  
VALID UNLESS IT BEARS  
A SIGNATURE AND A  
SURVEYOR'S SEAL

SURVEY FOR:

GARDENS OF  
WATERSTONE PH1  
DRAWING NUMBER:  
5868-20-1007

**HORIZON SURVEYORS**  
OF CENTRAL FLORIDA, INC. LB 6360  
POINCIANA DR., MELBOURNE, FL 32935  
AIL: INFO@HORIZONSURVEYORS.COM  
PHONE : (321) 254-8133

SCALE 1" = 100'	REVISION TABLE			
DATE 10-07-20	DATE	DESCRIPTION	BY	APVD
DRAWN BY HCB				

PREPARED FOR THE EXCLUSIVE USE OF

WATERSTONE  
FARMS, LLC

I HEREBY CERTIFY THAT THE PROPERTY HEREON WAS SURVEYED UNDER MY DIRECT SUPERVISION AND THAT THIS MAP OF SURVEY IS ACCURATE AND CORRECT. I FURTHER CERTIFY THAT THIS SURVEY MEETS OR EXCEEDS THE MINIMUM TECHNICAL STANDARDS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS IN CHAPTER 5J-17, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES.

ROBERT R. DOERRER, JR.  
PROFESSIONAL LAND SURVEYOR #3982



A SUBDIVISION LYING IN SECTIONS 4 & 5, TOWNSHIP 30 SOUTH, RANGE 37 EAST, BREVARD COUNTY, FLORIDA,  
BEING A PORTION OF SECTION 4 AND A "REPLAT" OF A PORTION OF LOTS 1 & 32, SECTION 5, "SAN-SEBASTIAN FARMS",  
RECORDED IN PLAT BOOK 6, PAGE 77 OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA.



## DEDICATION

FROM ALL USERS BY THESE PRESENTS, THE LAND AND SUBSISTANCE COMPANY  
WARRANTS, BY AND THROUGH THE TOWN OF WILLOW GROVE, THE LANDS  
ENCLOSED HEREIN.

GARDENS OF WATERSTONE PHASE 1

HEREBY DEDICATES AND LANDS AND WILL FOR THE USE AND SUPPORT  
HEREIN FOREGOING AND BECAUSE ALL PUBLIC UTILITIES PASSED BY AS  
WELL AS HEREIN DEDICATED AND BECAUSE THE LANDS HEREIN DEDICATED  
OF THE PUBLIC AND HEREIN WOULD BE DEDICATED TO THE USE OF THE  
BAY MARA LOMA BOULEVARD (PUBLIC ROAD OF WASH. STATE) AND AS  
TRACTED AND NOT OTHER EASEMENTS ARE HEREBY DEDICATED OR  
GRANTED TO THE PUBLIC IT BEING THE INTENTION OF THE UNDERSIGNED  
THAT FROM LANDS AND SUBSISTANCE COMPANY, ALL RIGHTS, CLAIMS, AND  
EASEMENTS, SHALL BE MAINTAINED AND THAT THE PUBLIC AND THE CITY  
OF WILLOW GROVE HAVE NO RIGHT OR INTEREST THEREIN.

IN WITNESS WHEREOF, THE UNDERSIGNED HAS SIGNED THESE PROTESTS  
TO BE EXECUTED ON THE DATE SET FORTH BELOW.

27. **WATKINS DATA SYSTEMS, LTD.**  
235 WEST 60th St.  
New York, N.Y. 10019  
Tel. (212) 633-1100

State of Florida, County of Broward  
 I, the undersigned, being the Competent and Qualified Officer of the State of Florida, do hereby certify that the foregoing is a true and correct copy of the original as the same appears of record in the Office of the Secretary of State of the State of Florida.

WITNESSED my hand and the Seal of the Office of the Secretary of State of the State of Florida, this 1st day of May, 1968.

\_\_\_\_\_  
 Secretary of State

<p>  <b>Hercules</b> </p>	<p>  <b>Hercules</b> </p>
--	--

My Communication Expertise \_\_\_\_\_

[illegible]

74-ED- OCTOBER 18, 2020

ROBERT R. JOHNSON, JR., P.L.S. No. 982  
HOBSON SURVEYORS & CONSULTANTS, INC.  
300 PONDICIA DRIVE WELLSBORNE, FLORIDA 32085

I HEREBY CERTIFY, THAT I HAVE REVIEWED THE FOREGOING PLAN AND FIND THAT IT IS IN CONFORMITY WITH CHAPTER 177, PART 1, FLORIDA STATUTES.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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ROCHE N. HALF LA 6304

## BY MUNICIPALITY

[illegible]

584 *Journal of Management Inquiry* 16(5)

1. WITNESSES (Name, rank, position, and signature of witnesses)

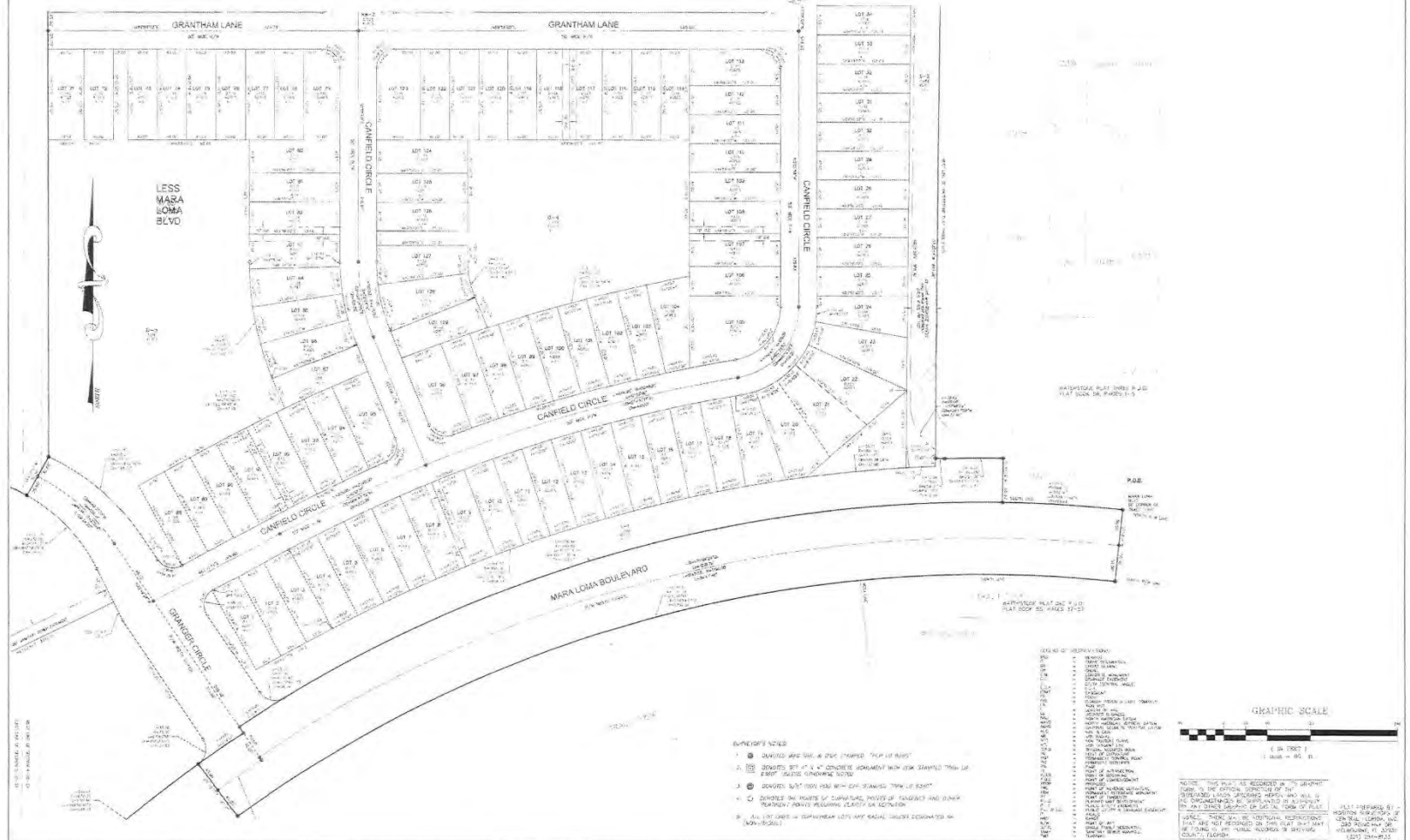
1962 that LOWMEYER, PI FORM, WAS ON THE REQUIREMENTS OF  
CHAPTER 177 FLORIDA STATUTES AND WAS FULLY RECORDED IN

7018

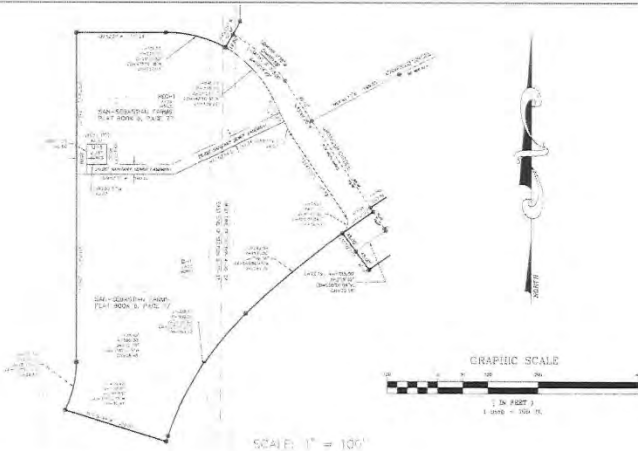
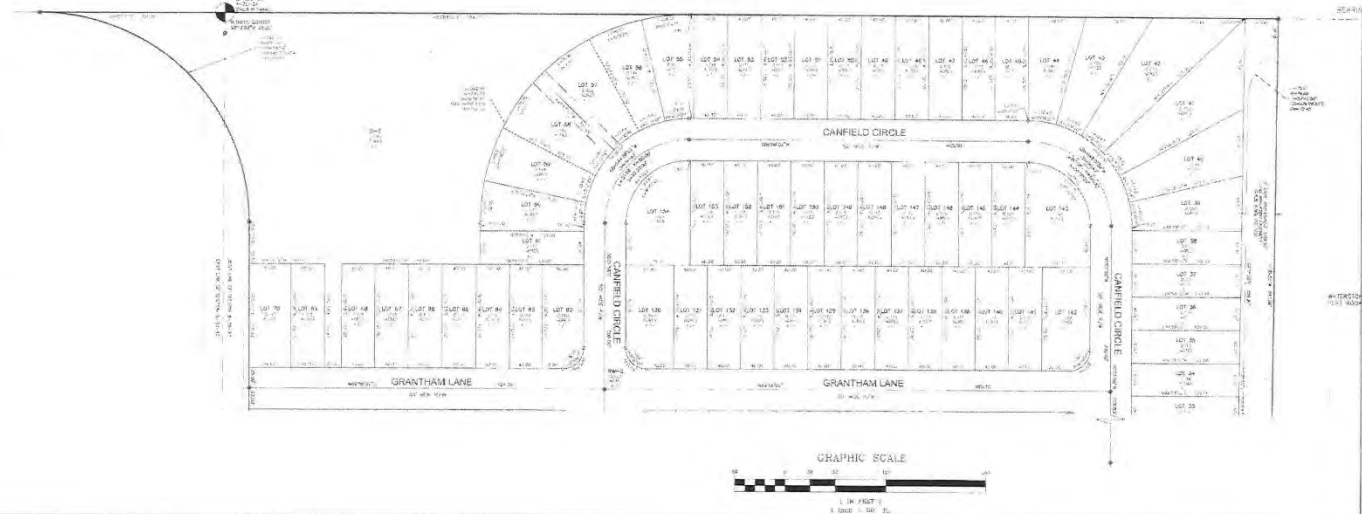
6. IN DEPT. OF CORRECTIONS  
24 AND 2500 BREVARD BLVD., SUITE 100  
PALM BEACH, FLORIDA 33480

PRELIMINARY PLAT OF  
**GARDENS AT WATERSTONE PHASE 1**  
 A SUBDIVISION LYING IN SECTIONS 4 & 5, TOWNSHIP 30 SOUTH, RANGE 37 EAST, BREVARD COUNTY, FLORIDA.  
 BEING A PORTION OF SECTION 4 AND A "REPLAT" OF A PORTION OF LOTS 1 & 32, SECTION 5, "SAN-SEBASTIAN FARMS",  
 RECORDED IN PLAT BOOK 6, PAGE 77 OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA.

PLAT BOOK \_\_\_\_\_ PAGE \_\_\_\_\_  
 SHEET 2 OF 3  
 SECTION 4 & 5, 30 SOUTH, RNG 37 EAST



PLAT BOOK PAGE  
SHEET 5 OF 3  
SECTIONS 4 & 5, 30 SOUTH, RING 3 EAST



- [illegible]

- 1. ☒ CONCEPT MAP HAS A CLEAR STATEMENT "THIS IS ABOUT"
- 2. ☒ IDENTIFY KEY POINTS AT CONCEPT, MOVEMENT WITH CLEAR STATEMENT "THIS IS ABOUT", JOURNAL, SCIENTIFIC DATA
- 3. ☒ IDENTIFY LINK HOW YOU CAN STATEMENT "THIS IS ABOUT"
- 4. ☒ CONCEPT MAP POINTS OF CONCEPTS, POINTS OF TANGENCY AND OTHER RELEVANT POINTS, INCLUDING CLARITY OF DEFINITION
- 5. ☒ AND, USE, CLARITY OF CONCEPTUAL LINK AND HAVING ONE'S OWN DEFINITION AND EXPLANATIONS

NOTICE ISG THAT AS PROVIDED IN ITS GRADING  
PLAN, IS THE OFFICIAL, DETERMINATION OF THE  
SUBDIVIDED LANDS DEVELOPED HEREIN AND WILL BE  
NO GUARANTY OF SURVEYED LAND AUTHORITY  
BY ANY OTHER GRADING OR DITCH PLAN OF PLAIN  
FIELD. THERE MAY BE ADDITIONAL RESTRICTIONS  
THAT ARE NOT PROVIDED IN THIS PLAN THAT MAY  
BE FOUND IN THE PLUMB, RECORDS OF SHERMAN  
COUNTY, IOWA.

- PLAT PREPARED BY  
WILSON GARDNER C  
CHINA, FLORIDA, NC  
SAG PONDANA GR.  
SELODINE 11 1051  
1911 1051 1051

**TAB D**

**Gardens at Waterstone  
Final Development Plan  
Compliance and Justification Report**

**Prepared by:  
Rochelle W. Lawandales, FAICP Waterstone  
Development Company, LLC for  
Co-Applicants:  
Waterstone Farms, LLC and  
PB&J Gardens Investment, LLC**

**October 27, 2020**

WATERSTONE FARMS, LLC AND PB&J GARDENS INVESTMENT, LLC  
FINAL DEVELOPMENT PLAN APPLICATION FOR GARDENS AT WATERSTONE

**PROJECT: GARDENS AT WATERSTONE**

Gardens is a 154 lot single family subdivision with supporting infrastructure and site improvements including vehicular access, sidewalks, pedestrian/exercise trails, a future amenity center, landscaping, utilities, and stormwater to be located at the west end of the existing Mara Loma Boulevard. Map A shows the project location.

**PROPERTY OWNER:**

Benjamin E. Jefferies, Waterstone Development Company, LLC Managing Member of Waterstone Farms, LLC.

**CO-APPLICANTS:** Waterstone Farms, LLC and PB&J Gardens Investment, LLC

**EXISTING ZONING:** Planned Unit Development

**LAND USE:** Single Family Residential

**REQUEST:**

The applicants seek approval for a new Final Development Plan in an existing PUD district zoning for a project to be called "Gardens at Waterstone", which is a portion of the prior approved Master development plan located west of Heron Bay. It was originally part of the Heron Bay subdivision, designed for 38' and 40' lots and this project seeks to construct 154, 40' x 125' lots.

**APPLICATION PACKAGE SUBMISSION:**

This package includes the required items from the City's PUD application form in the TABS below:

- A. 1. CHECK IN THE AMOUNT OF \$1,500
2. FINAL DEVELOPMENT PLAN APPLICATION; LETTERS OF AUTHORIZATION FROM WATERSTONE and PB&J
3. CHECK FOR \$200 AND THE SCHOOL CONCURRENCY FORM
- B. FINAL DEVELOPMENT PLAN BY CEG, SHOWING VICINITY, VEHICULAR AND PEDESTRIAN CIRCULATION AND ALL ITEMS IN Sec. 185.067 (B)
- C. PRELIMINARY PLAT BY HORIZON SURVEYORS, INC.
- D. NARRATIVE COMPLIANCE AND JUSTIFICATION REPORT, WHICH INCLUDES AS ATTACHMENTS:
  1. APPROVED PRELIMINARY DEVELOPMENT PLAN 2005 ESTABLISHING ZONING
  2. CONCURRENCY DETERMINATION INFORMATION
  3. RESUME OF ROCHELLE W. LAWANDELES, FAICP
  4. OCTOBER, 2019 LETTER FROM LARRY BRADLEY REGARDING ZONING AND PUD
- E. ENVIRONMENTAL ASSESSMENT BY JON SHEPHARD ATLANTIC ENVIRONMENTAL SERVICES
- F. LASSITER TRANSPORTATION GROUP CONCURRENCY LETTER DATED APRIL 11, 2018 to CHRISTOPHER BALTER, CITY OF PALM BAY
- G. STORMWATER PERMIT
- H. LIST OF ADJACENT PROPERTY OWNERS FROM BREVARD COUNTY PLANNING
- I. DRAFT COVENANTS (DEED RESTRICTIONS)
- J. TITLE OPINION



WATERSTONE FARMS, LLC AND PB&J GARDENS INVESTMENT, LLC  
FINAL DEVELOPMENT PLAN APPLICATION FOR GARDENS AT WATERSTONE

**EXECUTIVE SUMMARY**

Property owned by Wheeler Farms was annexed into the City in 2004 via Ordinance 2004-35 totaling 1167 acres. The original Future Land Use amendment designating all the lands single family residential was accomplished in 2004 via Ordinance 2004-52 and 1800 residential units could be placed on either Waterstone (west of Babcock Street) or the original acres owned by Wheeler on lands currently known as Cypress Bay Preserve (east of Babcock Street). Site specific conditions were placed on the amendment in Ordinance 2004-48, in Policy FU 8.3 (G), adopted the same date as Ordinance 2004-52. Between 2005 and 2018, a series of 37 future land use map amendments have been made bringing the total units entitled for construction to be over 2,500. The Table 1 below shows the current entitlements:

**Table 1  
Current Residential Entitlements**

WATERSTONE AND CYPRESS BAY			
ORIGINAL APPROVALS		WESTSIDE*	EASTSIDE*
As of October 2014 David Watkins' letter		2191	1058**
Less platted (Heron Bay and Lakes)		-296	
Total as of October 2014 David Watkins' letter		1895	1058
Number adjustments required for City failure to process small scale amendments by Divosta:			
		-417	
Less 41 acreage as multifamily @ 10 units per acre			
Plus 41 acres single family @1.5 units/ac		60	
Revised Total as of 2017		1538	1058
2018 and 2019 MODIFICATIONS			
Cypress Bay Farms Residential PUD	(FD 18-2018/ Ord 2019-02 APPROVED JANUARY, 2019)		-396
Courtyards PD	( FD-19-2019/Ord 2019-69 APPROVED JANUARY 2, 2020)	-201	
Waterstone Small Scale Amendments from SF to MF totalling 16.487 acres @ 10 units/ac	(CP-6-7-8-2018 approved by Ordinances 2018-20, 21, 22)	165	
Transfer of 300 to West Side per Original approval and David Watkins letter		300	-300
GRAND TOTAL ALL UNITS AS OF JUNE, 2020		1802	362
*WESTSIDE refers to the area on the west side of Babcock Street known as Waterstone (including Waterstone Farms, LLC and Waterstone Holdings, LLC)			
*EASTSIDE refers to the lands on the east side of Babcock Street referred to Cypress Bay owned by Cypress Bay Farms, LLC			
**300 original units were able to go to west side.			

WATERSTONE FARMS, LLC AND PB&J GARDENS INVESTMENT, LLC  
FINAL DEVELOPMENT PLAN APPLICATION FOR GARDENS AT WATERSTONE

---

The Project underwent an ownership change and Pulte (Divosta Division) brought forth a Preliminary Development Plan for the 1167 acres and obtained Final Development Plan approval and PUD zoning in 2005 (See Map B) and began to permit, develop and complete several phases, including Heron Bay and the Lakes of Waterstone, which included 296 units, an elementary school site, and recreational amenities which are built and sold out today. The approval also included concurrency for 900 units, water and sewer, and other infrastructure. Map C shows the original development plan, and the area now proposed for the Gardens.

Waterstone revised the project lay-out in 2017 and submitted a new Preliminary Development Plan for the lands on the west side of Babcock Street to amend the 2005 development plan. The City Council granted Preliminary Development Plan approval on January 18, 2018. Final Development Plan/Preliminary Plat approval was granted by City Council action on June 7, 2018 for the 'Gardens at Waterstone', a phase of Waterstone in the northwest segment. That project was not adopted properly by the City and became void, rendering the 2018 revised Preliminary Development Plan void and maintaining the 2005 adopted plan.

With this new application, the owners, Waterstone Farms, LLC are petitioning the City for approval of a new Final development plan only for the Gardens Phase 1. Construction would begin after approval of a Final Development Plan, Preliminary Plat and construction plans and the developer obtaining all permits. Map D shows the design, layout, vehicular and pedestrian circulation, open space, utilities, and stormwater system to meet the code requirements.



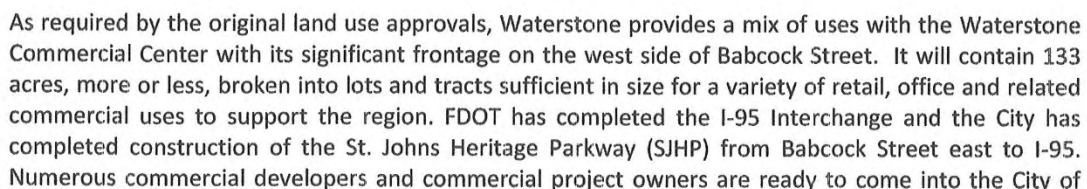
WATERSTONE FARMS, LLC AND PB&J GARDENS INVESTMENT, LLC  
FINAL DEVELOPMENT PLAN APPLICATION FOR GARDENS AT WATERSTONE

MAP A  
LOCATION MAP





**MAP B**  
**CITY ZONING MAP**



WATERSTONE FARMS, LLC AND PB&J GARDENS INVESTMENT, LLC  
FINAL DEVELOPMENT PLAN APPLICATION FOR GARDENS AT WATERSTONE

Palm Bay, and with the roadway network now available and more residential units being planned and constructed, the demand for and support of commercial ventures will rise.

A three mile water and sewer main running along Babcock Street from Valkaria Road south to Mara Loma Boulevard was installed completely at the developer's expense for the Waterstone project. In addition, when Mara Loma Boulevard was extended west from Babcock Street approximately 2,600 feet, large force mains, water mains, and three sewer lift stations were installed. All totaled, over \$10 million has been spent over the course of time on infrastructure improvements, including Mara Loma Blvd., 3 lift stations and utilities, permits, traffic/planning/environmental studies, stormwater management, environmental mitigation, and dedication of Rights-of-Way for the Parkway, among other items for the Waterstone project. The City has made commitments to assure future capacity through wastewater plant expansions.

Additionally, over the last 3 years, numerous meetings regarding the Waterstone/Cypress Bay master plans, transportation and infrastructure requirements and improvements, utility needs and extensions, have been held not only with Palm Bay officials and staff, but also with Brevard County, FDOT, Florida Power and Light, environmental regulatory agencies, and others to assure not only the highest quality product, but one that also will be a signature project for the City of Palm Bay.

The remaining land outside of the first phases developed by Pulte Homes is under the ownership of Waterstone Farms, LLC, and Waterstone Holdings, LLC. These companies have been working diligently over the last 10 years and have:

1. Obtained environmental permits from the Army Corps of Engineers and conceptual SJRWMD for the proposed residential areas of Waterstone;
2. Submitted traffic studies to the City and County for the developments planned for Waterstone;
3. Performed a signal warrant study for the Babcock/St. Johns Heritage Parkway (SJHP) intersection; and submitted requests for County permits for driveways and an access management plan for Babcock Street;
4. Obtained Final SJRWMD permits for the Waterstone Commercial Center;
5. Obtained Preliminary PUD approval for Waterstone (lands west of Babcock) in January, 2018;
6. Obtained Conceptual SJRWMD permits for 803 acres under a master stormwater system (on file with SJRWMD);
7. Obtained Final PUD approval for a 283 lot subdivision called the Gardens at Waterstone on June 7, 2018;
8. Obtained Final SJRWMD permit for 101 acres, covering the Gardens at Waterstone, for a the stormwater system to serve the subdivision;
9. Obtained Final PUD approval for 201 lot subdivision called 'Courtyards at Waterstone' in January, 2020. That project is under construction.
10. Obtained Preliminary Development Plan approval for 'Gardens at Waterstone' in December, 2020. (Pending)

On January 18, 2018, Waterstone Holdings, LLC, Waterstone Farms, LLC and DR Horton, as co applicants, obtained approval of a revised Preliminary Development Plan amending the 2005 Master Plan for the undeveloped property on the west side of Babcock Street for a 1770 unit residential development. This approval included the Waterstone Commercial Center containing 133 acres fronting Babcock Street and Waterstone at Palm Bay consisting of 604 acres west of the commercial center, south and west of The Lakes at Waterstone and Heron Bay communities for a series of residential subdivisions.



WATERSTONE FARMS, LLC AND PB&J GARDENS INVESTMENT, LLC  
FINAL DEVELOPMENT PLAN APPLICATION FOR GARDENS AT WATERSTONE

---

Final Development Plan/Preliminary Plat approval was granted by City Council action on June 7, 2018 for the 'Gardens at Waterstone', a phase of Waterstone in the northwest segment. That project was not adopted properly by the City and became void, rendering the 2018 revised Preliminary Development Plan void and maintaining the 2005 adopted plan.

Map C shows the new proposed Gardens at Waterstone overlaid on the existing approved Preliminary Development Plan.

---

**FINAL DEVELOPMENT PLAN (Map D) for 'GARDENS OF WATERSTONE'**

Gardens is a 154 lot subdivision. The project will use a new access point to be created off an extended Mara Loma Boulevard onto a new private road to be called Granger Circle. There are utilities available to service the development and Waterstone retains County traffic concurrency for 403 units.

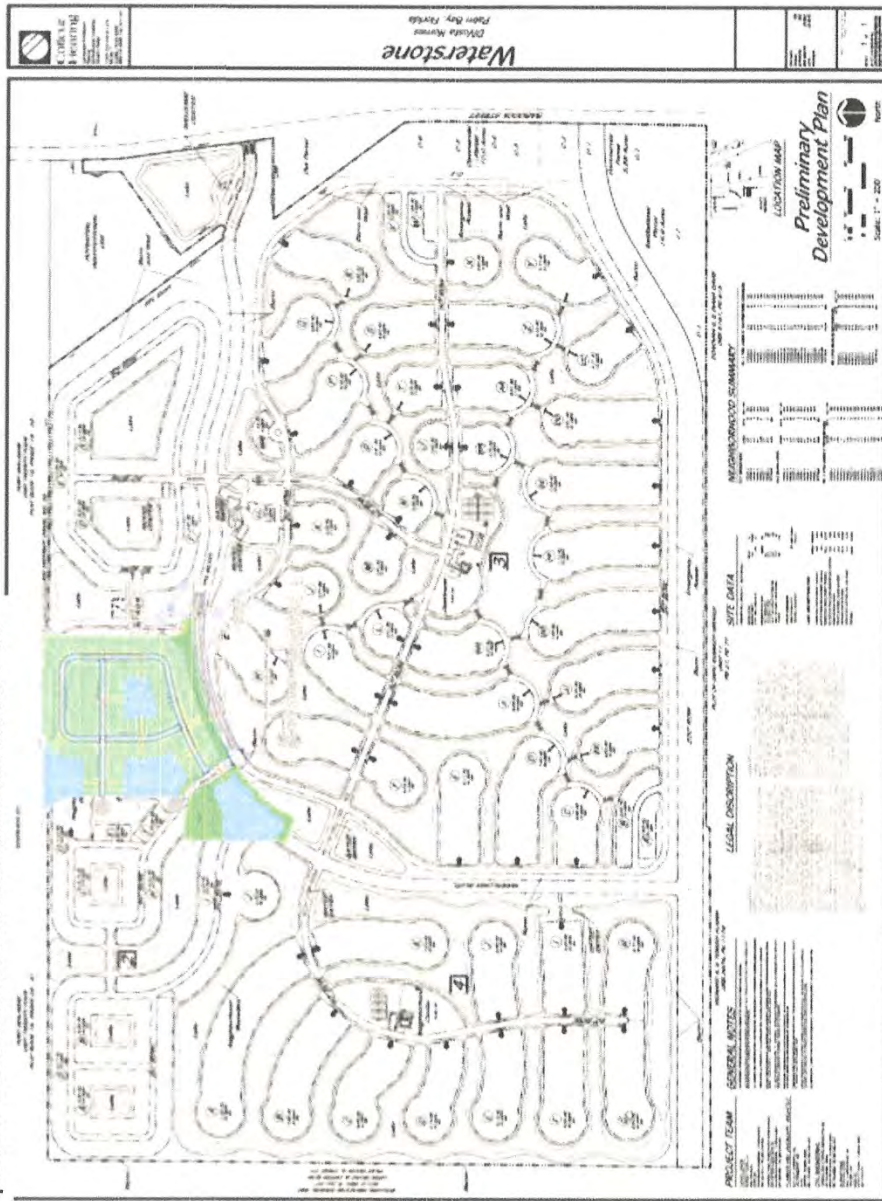
The following discussion relates specifically to this proposed subdivision and application. Map D shows the proposed Gardens Final development plan. The project data table below identifies the number and type of lots, percentages for categorical site areas and improvements, and open space.

WATERSTONE FARMS, LLC AND PB&J GARDENS INVESTMENT, LLC  
FINAL DEVELOPMENT PLAN APPLICATION FOR GARDENS AT WATERSTONE

MAP C

ORIGINAL PRELIMINARY DEVELOPMENT PLAN FOR WATERSTONE AT PALM BAY WITH APPROXIMATE  
LOCATION OF GARDENS

Proposed Gardens at Waterstone on 2005 PDP



\*Approximate location. Not to scale. Graphic exhibit only.

MAP D

WATERSTONE FARMS, LLC AND PB&J GARDENS INVESTMENT, LLC  
FINAL DEVELOPMENT PLAN APPLICATION FOR GARDENS AT WATERSTONE

**Table 2**  
**PROJECT DATA**

**PROJECT DATA:**

GENERAL STATEMENT:

THE PROPOSED PROJECT CONSISTS OF INFRASTRUCTURE AND SITE IMPROVEMENTS TO ACCOMMODATE A 154 LOT SINGLE FAMILY RESIDENTIAL SUBDIVISION INCLUDING VEHICULAR ACCESS, SIDEWALKS, PEDESTRIAN/EXERCISE TRAILS, A FUTURE AMENITY CENTER, LANDSCAPING, WATER, SEWER AND STORMWATER SYSTEMS. IT PROPOSES TO EXTEND MARA LOMA BOULEVARD AND CONTINUE THE MANICURED LANDSCAPED BERMS.

OWNER/APPLICANT:

WATERSTONE FARMS, LLC  
235 WEST DRIVE  
MELBOURNE, FL 32904  
TEL: (321) 757-5600

CIVIL ENGINEER:

JAKE T. WISE, P.E.  
2651 EAU CALLEE BLVD., SUITE A  
MELBOURNE, FLORIDA 32935  
TEL: (321) 610-1760  
E-MAIL: JWIS@CEENGINEERING.COM

CO-APPLICANT:

PB & J GARDENS INVESTMENT, LLC  
P. MICHAEL EVANS  
169B W. HIBISCUS BLVD., SUITE A  
MELBOURNE, FL 32901  
TEL: (321) 953-3300

SURVEYOR:

HORIZON SURVEYORS OF CENTRAL  
FLORIDA, INC.  
390 POINCIANA DRIVE  
MELBOURNE, FL 32935  
TEL: (321) 254-8133  
EMAIL: BOB@HORIZONSURVEYORS.COM

LOCATION:

SECTION: 35  
TOWNSHIP: 25  
RANGE: 36E  
PARCEL ID: 30-37-04-00-500, 30-37-05-HF-1, 30-37-04-00-250  
TAX ACCOUNT: 3000216, 3000217, 3010608

SETBACKS

PROPOSED:

LOT COUNT:

FRONT:	25 FT	40'x125' LOTS = 154
SIDE:	5 FT	<u>MAXIMUM BUILDING HEIGHT:</u>
REAR:	20 FT	2 STORY: 25 FT
SIDE CORNER:	15 FT	<u>MINIMUM WIDTHS:</u>
		SIDEWALKS: 5 FT
		RIGHT-OF-WAY WIDTH: 50 FT

CALCULATED STORMWATER BASIN COVERAGE:

IMPERVIOUS:	SF	ACRE	PERCENT
RESIDENTIAL (60%):	745,350	17.11	38
RIGHT-OF-WAY	259,985	5.97	13
RECREATIONAL AREA:	75,369	1.73	4
TOTAL IMPERVIOUS:	1,080,704	24.81	56
PERVIOUS:	116,220	2.67	6
POND:	748,205	17.17	38
TOTAL:	1,945,129	44.65	100

OPEN SPACE REQUIREMENTS:

OVERALL AREA (44.65 ACRES):

ON-SITE PONDS (D1 & D5):	6.44 AC	(57%)
OPEN SPACE:	2.79 AC	(24%)
RECREATION AREA:	2.16 AC	(19%)
PROVIDED:	11.39 AC	(100%)
REQUIRED:	11.16 AC	



WATERSTONE FARMS, LLC AND PB&J GARDENS INVESTMENT, LLC  
FINAL DEVELOPMENT PLAN APPLICATION FOR GARDENS AT WATERSTONE

**DEVELOPMENT PHASING**

As it currently stands, the project is one phase.

**DEVELOPMENT SCHEDULE**

The project will commence upon receipt of construction plan approval in early 2021. It will take approximately 1-2 years to build out with an anticipated take down of 75 units per year.

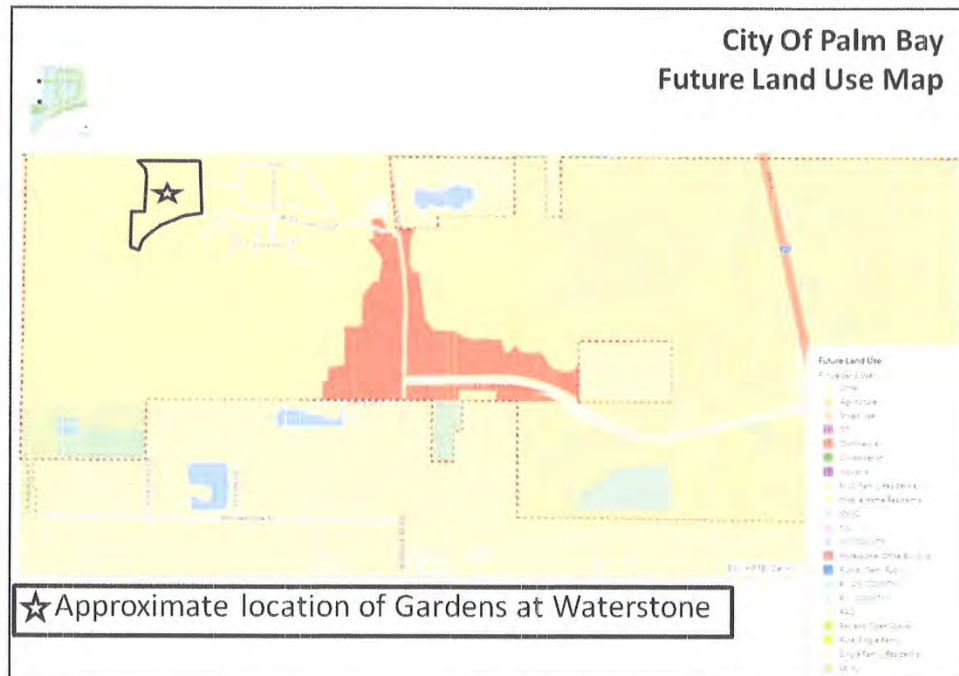
**CONSISTENCY WITH THE COMPREHENSIVE PLAN and FUTURE LAND USE MAP**

Based upon my knowledge of the City's Comprehensive Plan and its contents, Gardens Final development plans are consistent with the Goals, Objectives and Policies of the Comprehensive Plan and the Future Land Use Map. The City received a compliance determination for the initial approved land uses and subsequent amendments on the property. Those documents are on public record with the City and State Department of Economic Opportunity.

**LAND USE**

Map E, uses the City's GIS system to depict the future land uses for the project which is all Single Family Residential (SFR). Gardens is a single-family subdivision, including ancillary infrastructure, stormwater management, open space and recreational amenities. Stormwater or lands devoted to infrastructure can be done in any category. No land use changes are necessary. The Zoning is Planned Unit Development "PUD" awarded in 2005. Therefore, the project site and single family uses are in conformance with the City's Comprehensive Plan, Future Land Use Map and Existing Zoning Map

**MAP E  
FUTURE LAND USE MAP FROM CITY WEBSITE**



WATERSTONE FARMS, LLC AND PB&J GARDENS INVESTMENT, LLC  
FINAL DEVELOPMENT PLAN APPLICATION FOR GARDENS AT WATERSTONE

Figure 1 below also shows the land uses within the City's Study Area Boundary taken from the Comprehensive Plan in the City's website. Figure 2 shows the project is contained within the urban service boundary and also shows the historic location of the western St. Johns Heritage Parkway.

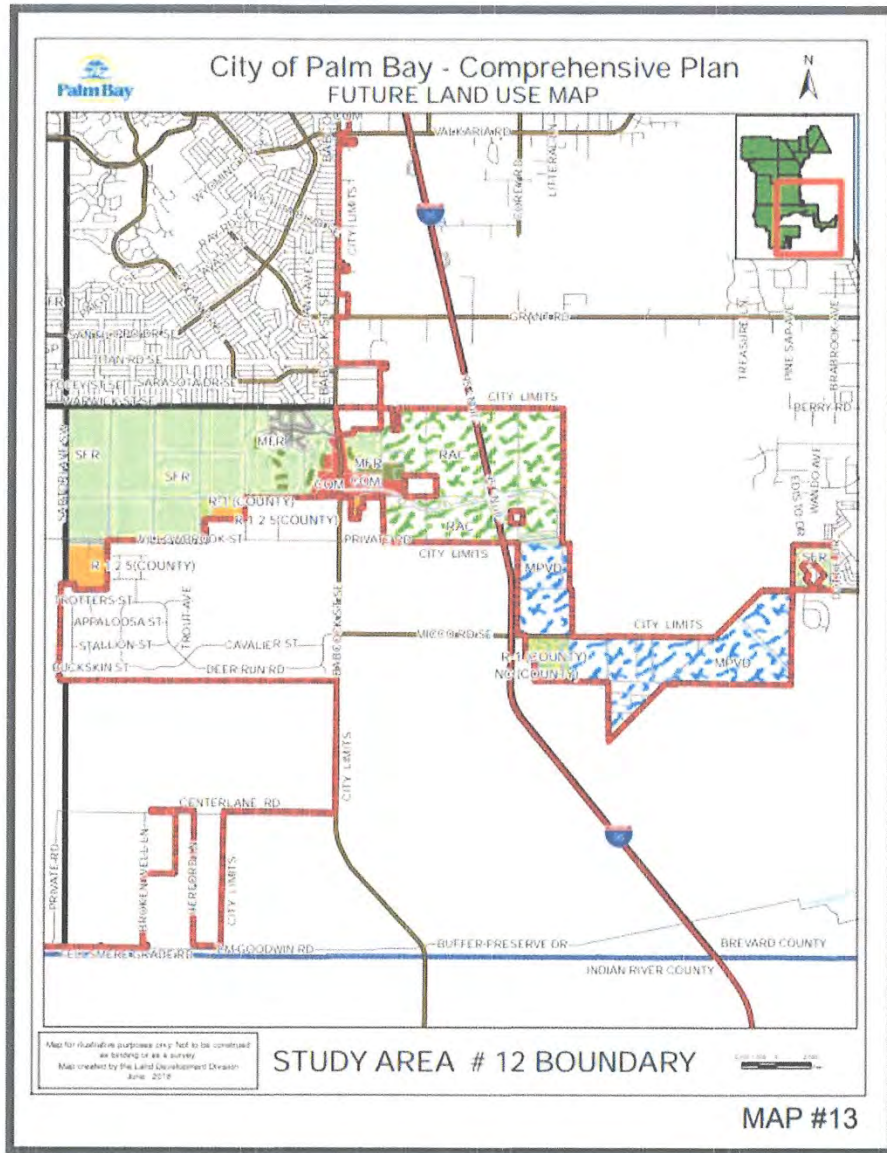


Figure 1: Future Land Use Map taken from the City's Comprehensive Plan on the City of Palm Bay Website, April, 2019



WATERSTONE FARMS, LLC AND PB&J GARDENS INVESTMENT, LLC  
FINAL DEVELOPMENT PLAN APPLICATION FOR GARDENS AT WATERSTONE

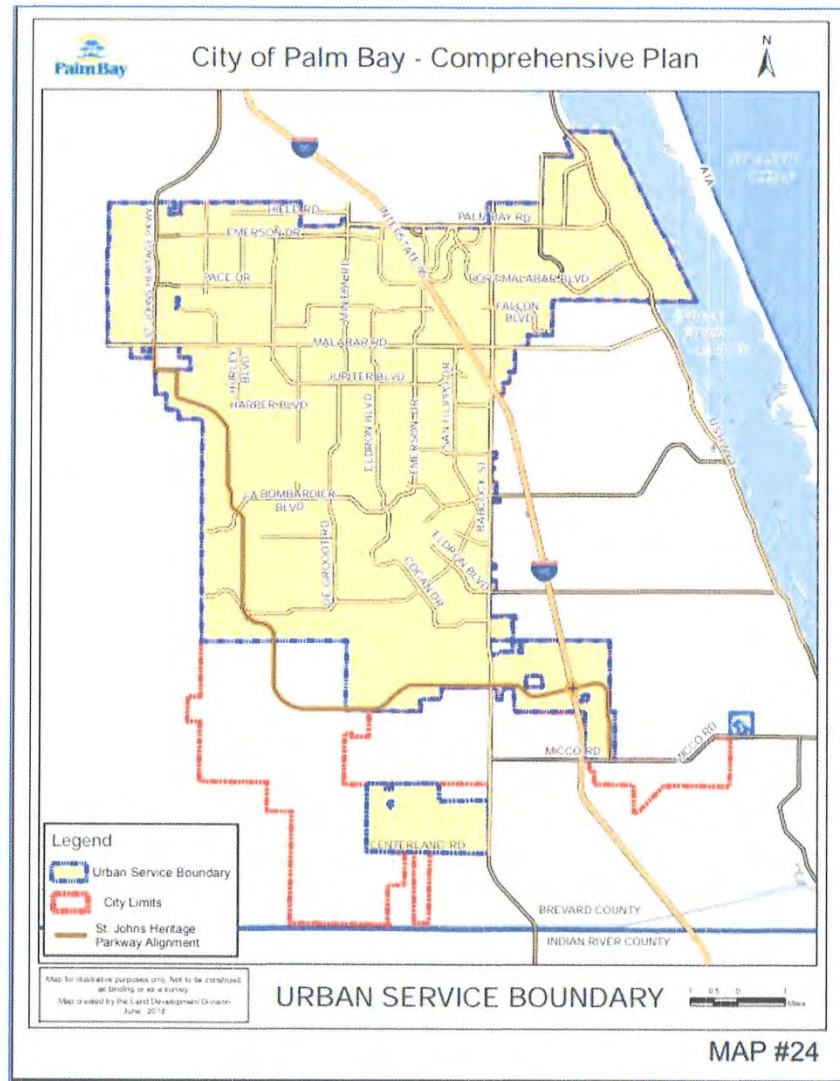


Figure 2 Urban Services Boundary Map adopted by the City in the EAR, October 2017; as shown on the City of Palm Bay website, April, 2019.

The following Objectives or Policies are implemented via this proposed development plan:

- OBJECTIVE FLU-1.3 Land Development Regulations shall provide for planned unit developments, planned commercial developments, planned industrial developments, planned residential developments, and mixed-use developments.



WATERSTONE FARMS, LLC AND PB&J GARDENS INVESTMENT, LLC  
FINAL DEVELOPMENT PLAN APPLICATION FOR GARDENS AT WATERSTONE

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- POLICIES FLU-1.3A The City shall continue to implement Land Development Regulations for Planned Unit Developments.
- OBJECTIVE FLU-1.4 Establish an Urban Service Area to control urban sprawl.
  - POLICIES FLU-1.4A The Urban Service Area maps shall be adopted for the ten-year time frame of the Comprehensive Plan as depicted in the adopted Urban Service Boundary Map.
- OBJECTIVE FLU-2.1 By 2001, adopt land development regulations which create a full range of types and styles, including planned unit developments, multi-family housing, ranges of single family densities, and mixed use with residential/nonresidential consistent with the needs of all age groups, incomes and lifestyles.
  - POLICIES FLU-2.1A The Zoning Code shall be amended to provide for a variety of types and densities of residential development in conformance with this Element and the Future Land Use Map.
  - POLICIES FLU-2.1B Continue to utilize Planned Unit Development (PUD) techniques to protect environmentally sensitive areas, protect amenities, and mitigate flood hazards.
- OBJECTIVE FLU-2.2 Residential development which can be served by public and community services meeting all LOS standards.
  - POLICIES FLU-2.2A Base residential development decisions on the adopted LOS standards for community facilities and services, the Future Land Use Map, and the policies of the Comprehensive Plan.
  - (Original Wheeler) FLU-8.3G The following special conditions shall be applicable to Case No. CP-12-2003 adopted by City Council as Ordinance No. 2004-52.
    1. Maximum residential density is capped at 1,800 residential units. **(THIS HAS INCREASED OVER TIME DUE TO 37 LAND USE AMENDMENTS)**
    2. A future school site be designated on the property at a suitable location and of suitable size as determined by negotiation between the developer and the Brevard County School Board. **(SCHOOL SITE CONSTRUCTED-SUNRISE ELEMENTARY)**
    3. The developer is required to identify and apply for the necessary Future Land Use Map amendment to provide commercial and public/semipublic uses necessary to service the proposed development within 5 years or prior to development of 600 units, whichever occurs first. **(133+/- ACRES HAVE BEEN DESIGNATED FOR COMMERCIAL LAND USE)**

**CITIZEN PARTICIPATION/COUNTY COORDINATION**

Several meetings have been held with the existing HOA's of Waterstone, and a Neighborhood meeting was held as recently as September 17, 2019 for the Courtyards at Waterstone neighboring development plan and project. A neighborhood meeting to meet the Citizen Participation requirements for Gardens preliminary plan was held on October 26, 2020. Minutes were provided to the City. Labels for notifying everyone within 500' are provided to the City for mailing the courtesy notice under Tab H.

WATERSTONE FARMS, LLC AND PB&J GARDENS INVESTMENT, LLC  
FINAL DEVELOPMENT PLAN APPLICATION FOR GARDENS AT WATERSTONE

#### JOINT PLANNING AGREEMENT

The City's Growth Management staff regularly distributes the required courtesy copies of documents to the County planning staff pursuant to a 2016 Joint Planning Agreement.

#### UTILITIES

The development will connect to City water and wastewater. One additional lift station is proposed to be extended into the development from Mara Loma Boulevard to provide utility services. The City has long planned for an expansion to its wastewater plant and has made expansions to the water plant. The City recently approved the staff to proceed with planning/design/permitting of the expansion.

#### STORMWATER/DRAINAGE

Permit #96251-24 is provided in the Tab G, but is shown as Figure 3. It is for a larger area than the 44 acres currently being applied for, which includes future phases of Gardens subdivision. All retention areas shall be owned and maintained by the residential homeowners association and shall be permitted through the Water Management District. The project will be designed to meet all pre and post development stormwater management as currently by the various agencies and the City by obtaining all required permits.

#### ENVIRONMENTAL ISSUES

A former grove, there are no environmental issues, no trees, no habitat or endangered species, no wetlands, or other known environmental issues on the proposed subdivision's lands. The property was originally a citrus grove. It was later converted into the existing cattle pasture. The proposed project is designed to and will be consistent with the following Goals, Objectives and Policies of the City's Comprehensive Plan.

GOAL FLU-6 Wise and efficient use of the City's natural resources.

- OBJECTIVE FLU-6.1 An intensity and distribution of land use and development which minimizes the impact on the natural environment.
  - POLICIES FLU-6.1A Land use decisions shall be based upon the support capability of the natural environment as determined by conformance to the Floodplain Management

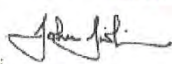
ST. JOHNS RIVER WATER MANAGEMENT DISTRICT		
Post Office Box 1429 Palatka, Florida 32178-1429		
PERMIT NO: 96251-24	DATE ISSUED: April 26, 2018	
PROJECT NAME: Waterstone at Palm Bay - Phase I		
A PERMIT AUTHORIZING: Authorization of a Stormwater Management System for Waterstone at Palm Bay - Phase I, a 101.37 - acre project to be constructed and operated as per plans received by the District on April 4, 2018.		
LOCATION: Section(s): 4 Brevard County	Township(s): 30S	Range(s): 37E
Receiving Water Body:		
Name: Sotile Canal	Class: III Fresh	
ISSUED TO: Waterstone Farms, LLC 235 West Dr Melbourne, FL 32904-1043		
The permittee agrees to hold and save the St. Johns River Water Management District and its successors harmless from any and all damages, claims, or liabilities which may arise from permit issuance. Said application, including all plans and specifications attached thereto, is by reference made a part hereof.		
This permit does not convey to the permittee any property rights nor any rights or privileges other than those specified herein, nor relieve the permittee from complying with any law, regulation or requirement affecting the rights of other bodies or agencies. All structures and works installed by permittee hereunder shall remain the property of the permittee.		
This permit may be revoked, modified or transferred at any time pursuant to the appropriate provisions of Chapter 373, Florida Statutes.		
PERMIT IS CONDITIONED UPON:		
See conditions on attached "Exhibit A", dated April 26, 2018		
AUTHORIZED BY: St. Johns River Water Management District Division of Regulatory Services		
By: 		
John Julianna Regulatory Coordinator		

Figure 3 SJRWMD Permit covering the proposed 44 acre project



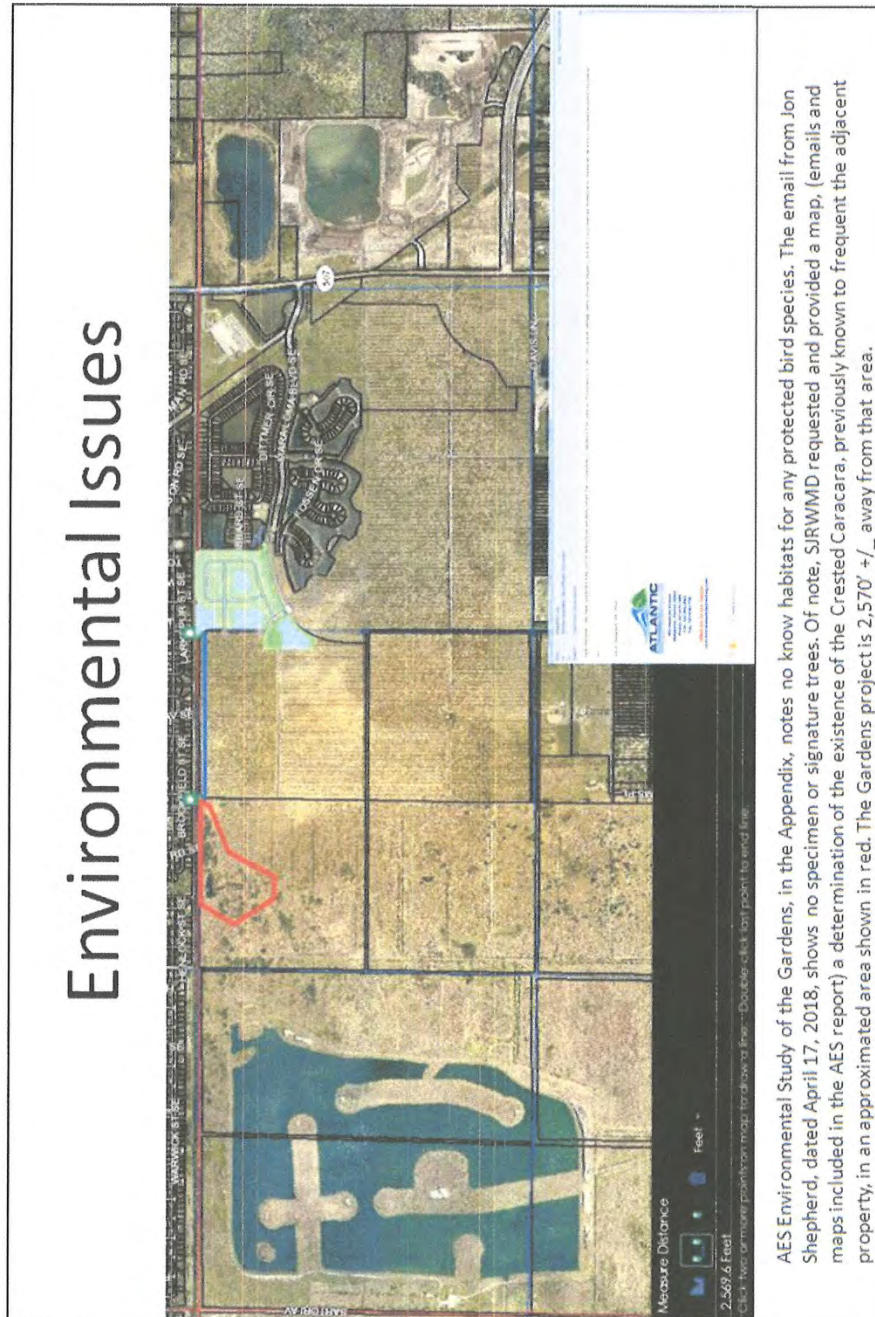
WATERSTONE FARMS, LLC AND PB&J GARDENS INVESTMENT, LLC  
FINAL DEVELOPMENT PLAN APPLICATION FOR GARDENS AT WATERSTONE

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Ordinance, the Stormwater Management and Conservation Ordinance, the Trees and Shrubbery Ordinance, and the Zoning Ordinance.

Map F, Environmental Issues, shows via a recent aerial, the cleared land and current conditions of this project. A report from Jon Shepherd, Atlantic Environmental Services (AES) is attached to this document and identified as Tab E. That report reflects the possible existence, as determined by SJRWMD, of a Crested Caracara on adjacent property, over 2500' away, owned by others. The AES report demonstrates that there are no specimen or signature trees on the property. The conclusion of that report is: AES determined that the Property supports approximately 44.654 acres of uplands and therefore can proceed with the planned development.

## Environmental Issues





# FINAL DEVELOPMENT PLAN APPLICATION FOR GARDENS AT WATERSTONE



Figures 4 and 5 are taken from the City's Comprehensive Plan as found on the City's website. If the project is found to be in a Flood Zone, the owner will comply with FEMA requirements and obtain requisite permits.



## TRANSPORTATION CONCURRENCY AND MOBILITY

In 2005, traffic concurrency was approved by the City and County for 900 residential units, Sunrise Elementary School, and the current intersection of Mara Loma and Babcock St. Of those approved 900 units, 296 units have been used for Heron Bay and the Lakes of Waterstone. Courtyards at Waterstone used 201 units. From the 403 available, Gardens will use 154, leaving 249 units under this currency determination. Street names have been approved by the Brevard County Address assignment office and are on file with the City's Planning Department.

The PD application requires a vehicular circulation plan, which is shown as part of the development plan. **Gardens** will be served by extending the existing Mara Loma Boulevard to the intersection of the new subdivision on Granger Circle, which if gated, will make all roads in Gardens private roads. Mara Loma, as a 2 lane collector, has capacity and meets concurrency requirements to serve the new subdivision. The section of Mara Loma has been dedicated to the City. All streets within the project are to be private and amenities will be maintained by the Gardens at Waterstone Homeowners Association, Inc.



WATERSTONE FARMS, LLC AND PB&J GARDENS INVESTMENT, LLC  
FINAL DEVELOPMENT PLAN APPLICATION FOR GARDENS AT WATERSTONE

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The following is a general overview of the proposed uses, as well as dimensional information.

**GENERAL RESIDENTIAL USES**

The proposed project is a subdivision within a planned unit development zoning district consisting solely of 154 single family homes on 40' X 125' (on average) lots, ancillary recreation, utilities, and infrastructure. Figure 6 shows potential examples of what the residences may look like.

Residential uses will be controlled by the Deed Restrictions submitted with the application for final development plan approval. A Homeowner's Association will provide for maintenance.

**Single Family Minimum Yard requirements (Setbacks):**

All single family:

Front Yard:	25 feet
Rear Yard:	20 feet
Side yard:	5 feet
Side Corner:	15 feet
Pool Setback:	5 feet

**Single Family Height: 2 stories (25 feet)**

**COMPATIBILITY WITH SURROUNDING AREA**

The project is being placed on former groves and is a phase of a Master Planned community started in 2005. Heron Bay and the Lakes of Waterstone are 2 subdivisions that have been constructed containing 296 units. Homes on the Gardens 40' lots will range from 1200 square feet minimum with values from \$225,000 to over \$350,000 depending on size and amenity packages. This project will be compatible in style, type, value, and amenities with its surrounding area, including the large scale planned Regional Activity Center Emerald Lakes (approved in 2011 and 2016) and Cypress Bay PUD (2018) to the east. With over 1500 units remaining to be developed in the Waterstone project, the developers will not build any product that will destroy the future potential of various planned subdivisions. Therefore, the Gardens will be comparable to and compatible with the remaining subdivisions with the planned development in size, scale, character, intensity, and design as well.

**COMFORMANCE WITH LAND DEVELOPMENT CODE (REVIEW CRITERIA)**

All of the lands in Waterstone are zoned Planned Unit Development. The applications submitted for the Gardens project recognizes the expiration of the Waterstone at Palm Bay preliminary development plan as approved January 2018 and seeks to amend the 2005 Master Development Plan by ***obtaining approval of a new Final Development Plan for the specific area of the Gardens at Waterstone.***

This document and narrative demonstrates how the Gardens project is consistent with the Comprehensive Plan, compliant with Land Development Code, and meets the review criteria in Chapter 185.066 of the City's Code, warranting approval. Since the project is zoned Planned Unit Development Zoning, therefore, a rezoning is not required.

**FINAL DEVELOPMENT PLAN COMFORMANCE WITH LAND DEVELOPMENT CODE (REVIEW CRITERIA)**

A full justification narrative was submitted with the Preliminary Planned Unit Development application materials. The preliminary PUD was heard by the Planning and Zoning (PZ) Board on November 4, 2020

WATERSTONE FARMS, LLC AND PB&J GARDENS INVESTMENT, LLC  
FINAL DEVELOPMENT PLAN APPLICATION FOR GARDENS AT WATERSTONE

and is expected to be heard by the City Council on December 3, 2020. The Staff, PZ Board, and City Council found the project consistent with the Comprehensive Plan, compliant with Land Development Code, and that it met the review criteria in Chapter 185.066 of the City's Code, warranting approval.

The procedure for approval of the Final PUD is found in the City's Land Development Code section 185.067:

**§ 185.067 PROCEDURE FOR SECURING APPROVAL OF A FINAL DEVELOPMENT PLAN.** The developer shall have one (1) year from the approval of the preliminary development plan for a planned unit development zone in which to file a final development plan application. At the request of the developer, and for good cause shown, the City Council may extend the period required for the filing of the application for a time certain not to exceed one (1) year. The final development plan application may request approval for the entire planned unit development plan or any stage. If approval is not requested for the entire planned unit development, the developer shall have one (1) year from approval of the final development plan application to file another final development plan application for approval of any or all of the remaining stages specified in the preliminary development plan. At the request of the developer, and for good cause shown, the City Council may extend for a time certain not to exceed one (1) year, the period for the filing of the application.

(A) *Required exhibits.* The exhibits identified in § [185.066](#)(B)(2)(a) shall be attached to the final development plan application.

*Response: The application was determined to be complete by the Growth Management Department.*

(1) In addition to the requirements of (A) above, a boundary and topographic map shall be submitted and shall include the location, size and type of all trees (per the standards identified in [Chapter 180](#)).

(2) Development schedule. The development schedule shall contain the following information:

- (a) The order of construction of the proposed stages delineated in the development plan.
- (b) The proposed date for the beginning of construction of such stages.
- (c) The proposed date for the completion of construction on such stages.
- (d) The proposed schedule for the construction and improvement of common open space within such stages, including any complementary buildings.

(3) Deed restrictions. Deed restriction proposals to preserve the character of the common open space as set forth in § [185.064](#). The deed restrictions shall include a prohibition against partition by any residential property owner.

*Response: Draft Deed restrictions are included with this submittal.*

(4) Instruments dedicating all rights-of-way, easements and other public lands shown on the final development plan from all persons having any interest in the land.

**NOTE: THESE ARE SHOWN ON THE PRELIMINARY PLAT ATTACHED TO THIS APPLICATION**



WATERSTONE FARMS, LLC AND PB&J GARDENS INVESTMENT, LLC  
FINAL DEVELOPMENT PLAN APPLICATION FOR GARDENS AT WATERSTONE

(5) Title opinion. A title opinion from an attorney showing the status of the title to the site encompassed by the final development plan and all liens, encumbrances and defects, if any.

**Response: The application was determined to be complete.**

(B) Procedure.

(1) A fee as established by resolution pursuant to § 169.004 shall accompany the final development plan application for the purpose of administration, additionally, engineering, plat filing, necessary copies and travel fees will be incurred.

**Response: The application included the required fee.**

(2) The Planning and Zoning Board shall recommend the approval, approval subject to conditions, or disapproval of the final development plan with the preliminary development plan, the sufficiency and accurateness of the required exhibits, and the requirements and purposes of this subchapter and any other applicable provision of this code of ordinances and any other regulation of the city. The Planning and Zoning Board shall recommend the approval, approval subject to change, or denial of the final development plan.

**Response: On November 4, 2020, the City's Planning and Zoning Board heard case PUD-32-2020 in a duly noticed public hearing. After the hearing was closed, a board member moved approval, the motion was seconded and the project was recommended to the City Council for approval.**

A reiteration of the justification statement with the Planning Board Review criteria follows.

**CHAPTER 185.066 PRELIMINARY DEVELOPMENT PLAN PROJECT JUSTIFICATION: COMPLIANCE WITH REVIEW CRITERIA TAKEN FROM THE CITY'S LAND DEVELOPMENT CODE ON AMERICAN LEGAL'S WEB-SITE.**

The Gardens at Waterstone Final PUD submittal included all the required documents and exhibits requested under the code. The Gardens at Waterstone is almost completely the same configuration as it was in 2005 and in 2018 when approved by the City Council.

**185.066 (B) (5) Review criteria.** The decision of the Planning and Zoning Board on the preliminary development plan application shall include the findings of fact that serve as a basis for its recommendation. In making its recommendation, the Planning and Zoning Board shall consider the following facts:

(a) Degree of departure of proposed planned unit development from surrounding residential areas in terms of character and density.

**JUSTIFICATION:** Gardens at Waterstone is part of an approved project and plan that was given Planned Unit Development Zoning in 2005. The project is west of the built subdivisions of Heron Bay and Lakes of Waterstone, which were begun by Pulte/Divosta around 2006. Completed with 296 homes and an elementary school, utilities are permitted, sized and installed to serve the entire planned development in lines run from Valkaria Road to Mara Loma Blvd, and 2600' feet of Mara Loma Blvd is constructed and dedicated. The Courtyards at Waterstone, approved in 2020, will be owned by the same developers and contain the same amenities and design features. Therefore, there is complete compatibility with the existing development.



WATERSTONE FARMS, LLC AND PB&J GARDENS INVESTMENT, LLC  
FINAL DEVELOPMENT PLAN APPLICATION FOR GARDENS AT WATERSTONE

Land use entitlements exist on 1200+/- acres straddling both sides of south Babcock Street. The proposed project is one of several large scale developments stimulated and supported by the new I-95 interchange and Parkway. Therefore, there is little departure from the current or proposed residential areas by the proposed project, which is in complete conformance with the character, density, and intensity of development approved by the State and City for this area.

(b) Compatibility within the planned unit development and relationship with surrounding neighborhoods.

**JUSTIFICATION:** Projects on adjacent lands have received City and/or State approval for similar mixed use, large scale developments with commensurate land use and zoning. As an extension of the original planned development, Gardens is compatible in size, scale, character, intensity, and design with both built subdivisions and future planned subdivisions.

(c) Prevention of erosion and degrading of surrounding area.

**JUSTIFICATION:** Gardens will meet all required agency permitting processes and procedures and create no off-site drainage issues. Preliminary St. John's River Water Management District Permits have been received and are on file with the City.

(d) Provision for future public education and recreation facilities, transportation, water supply, sewage disposal, surface drainage, flood control and soil conservation as shown in the preliminary development plan.

**JUSTIFICATION:** The original Waterstone Development donated land for an elementary school, Sunrise Elementary, which is open and serving the public. There are no other schools to be provided by Waterstone. Gardens will have on site recreation amenities for use by its residents. All utilities will be planned for and installed by the developer(s), approved by the City, served by the City and permitted by the required Agencies. All required environmental permits will be obtained through the respective agencies. Currently, ST. JOHN'S RIVER WATER MANAGEMENT DISTRICT PERMIT #96251-24 gives conceptual approval to the master planned drainage system for the Gardens multiple phases on 101 acres. That permit is on public record and filed with the City.

(e) The nature, intent and compatibility of common open space, including the proposed method for the maintenance and conservation of the common open space.

**JUSTIFICATION:** The overall Waterstone project's residential areas will ultimately provide approximately 180 acres of recreational and open space amenities in both active and passive recreational areas. The Gardens will have its own smaller localized recreation areas that may include such elements as tot-lots and other active or passive play amenities, and may contain fountains, gazebos, and trails. A 'Gardens at Waterstone Homeowners Owner's Association, Inc.' (HOA) will be responsible for operation and maintenance of the amenities within the residential areas.

(f) The feasibility and compatibility of the development plan to function as an independent development.

**JUSTIFICATION:** Each neighborhood within the Waterstone project will function on its own. Utilities provided by the owner to serve the existing Waterstone community will serve this project. The Gardens will have its own deed restrictions, HOA/POA, articles of incorporation and by-laws, permits, and plat.

WATERSTONE FARMS, LLC AND PB&J GARDENS INVESTMENT, LLC  
FINAL DEVELOPMENT PLAN APPLICATION FOR GARDENS AT WATERSTONE

(g) The availability and adequacy of primary streets and thoroughfares to support traffic to be generated within the proposed planned unit development.

**JUSTIFICATION:** Numerous Traffic Studies by Lassiter Transportation Group analyzing the roadway impacts and what improvements are necessary have been submitted over the years and are on file with the City and County. A Technical Memorandum was prepared for the Courtyards submittal with the 2020 application and is on file with the City. It shows that when the Cypress Bay Residential project of 400 is complete and the Gardens is complete, a traffic signal warrant study will be needed for the Mara Loma intersection with Babcock Street. Brevard County is conducting a PDE for widening of the roadway. The new interchange and Parkway is open. There is adequate roadways to support the project.

(h) The availability and adequacy of water and sewer service to support the proposed planned unit development.

**JUSTIFICATION:** Gardens will utilize the lines provided for the existing Waterstone Communities and tie into the City's water and wastewater system. The City began long range planning in 2012 with its consultants Wade-Trim for the utility needs for the new communities planned for Northwest and Southern Palm Bay. The City has begun the long planned expansion to its wastewater plant and has made expansions to the water plant. The City will be the provider of the requisite services. The owner engineer, CEG, working in concert with the City's Utilities department, has been advised that there is capacity available to serve this project.

(i) The benefits within the proposed development and to the general public to justify the requested departure from standard land use requirements inherent in a planned unit development classification.

**JUSTIFICATION:** Unlike using singular zoning districts and subdivision practices, Gardens is planned to be a quality, integrated, creative development similar in style and value to the existing Waterstone and Bayside Lakes Subdivisions. Landscaped roads, themed signage, entry features, underground utilities, specialty lighting, and deed restrictions will dictate and govern the uses, standards, character and quality of the development. In most cases, the requirements will be stricter than the City code. Because it's within the PUD district, there is greater control and quality than in a single development zone.

(j) The conformity and compatibility of the planned unit development within any adopted development plan of the city.

**JUSTIFICATION:** This project is in compliance with the Comprehensive Plan of the City.

(k) The conformity and compatibility of the proposed common open space, primary residential and secondary nonresidential uses within the proposed planned unit development.

**JUSTIFICATION:** This project includes active and passive recreational uses for common enjoyment by the residents. There are no commercial uses within the Gardens.

#### **CONCLUSION**

Several supporting documents are included in the Appendices. Exhibits required by the applications are under separate cover. Based upon my review of the documents, in my opinion, as a Fellow of the American Institute of Certified Planners, with 40 years of professional planning practice in the state of Florida, the proposed Gardens Final Development Plan is:

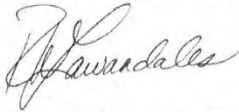


WATERSTONE FARMS, LLC AND PB&J GARDENS INVESTMENT, LLC  
FINAL DEVELOPMENT PLAN APPLICATION FOR GARDENS AT WATERSTONE

- 
- **consistent with the Planned Unit Development Zoning Classification currently on the property,**
  - **consistent with the Comprehensive Plan,**
  - **compliant with the City's land development code, and ,**
  - **compatible with the surrounding community.**

This narrative report, required by the application, is intended to serve as substantial competent evidence and testimony in all public hearings or proceedings related to the Gardens.

Respectfully submitted,



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Rochelle W. Lawandales, FAICP  
Waterstone Development Company, LLC

**MAPS AND FIGURES**

**MAPS**

**MAP A: GARDENS LOCATION MAP**

**MAP B: CITY ZONING MAP**

**MAP C: ORIGINAL PRELIMINARY DEVELOPMENT PLAN FOR WATERSTONE AT PALM BAY  
WITH APPROXIMATE LOCATION OF GARDENS**

**MAP D: PROPOSED FINAL DEVELOPMENT PLAN**

**MAP E: CITY FUTURE LAND USE MAP**

**MAP F: ENVIRONMENTAL ISSUES**

**FIGURES**

**FIGURE 1** Future Land Use Map taken from the City's Comprehensive Plan on the City of Palm Bay Website, April, 2019

**FIGURE 2** Urban Services Boundary Map adopted by the City in the EAR, October 2017; as shown on the City of Palm Bay website, April, 2019.

**FIGURE 3** SJRWMD Permit covering the proposed 44 acre project

**FIGURE 4** Comprehensive Plan Wetlands Map, dated June, 2018, taken from the City of Palm Bay's website, April, 2019

**FIGURE 5** Comprehensive Plan FEMA 100 Year Floodplain Map, taken from the City of Palm Bay's website, April, 2019

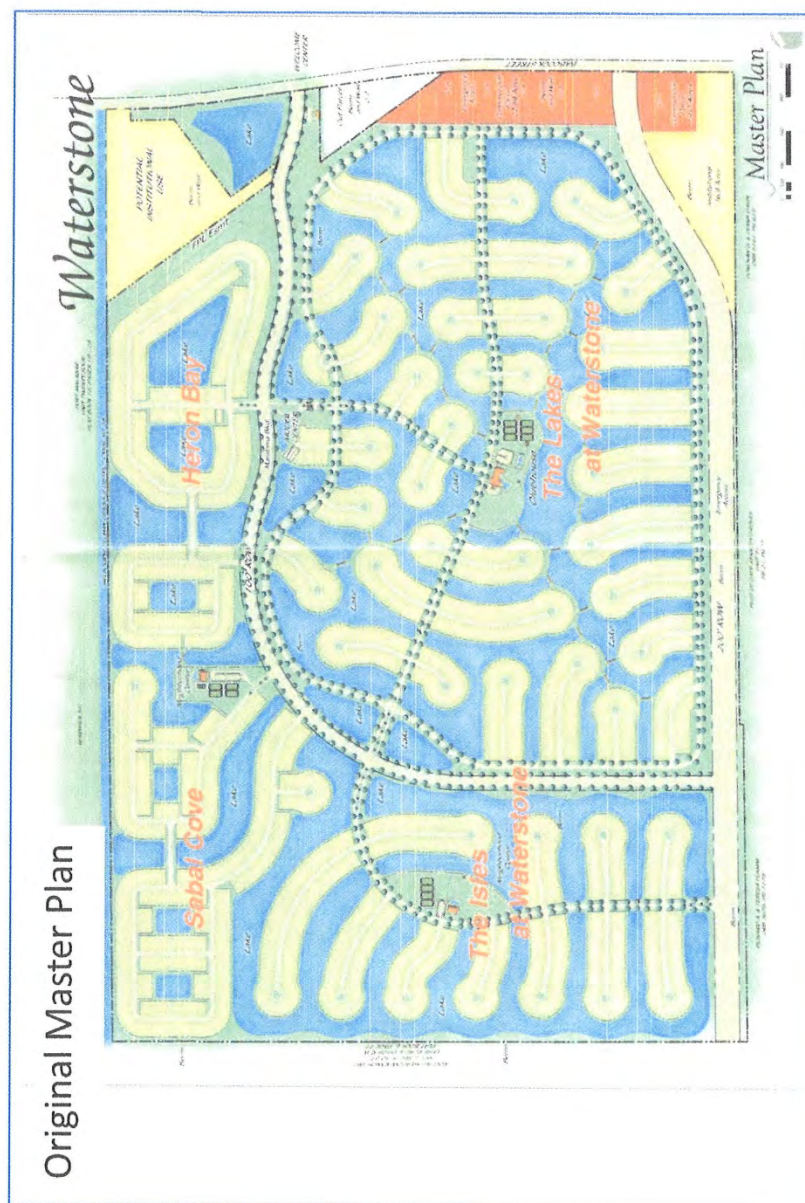
**FIGURE 6** Single Family residential examples

**APPENDICES**

- 1. APPROVED PRELIMINARY DEVELOPMENT PLAN 2005 ESTABLISHING ZONING**
- 2. CONCURRENCY DETERMINATION INFORMATION**
- 3. RESUME OF ROCHELLE W. LAWANDALES, FAICP**
- 4. OCTOBER, 2019 LETTER FROM LARRY BRADLEY REGARDING ZONING AND PUD**

## APPENDICES

### 1. APPROVED ORIGINAL MASTER PLAN





WATERSTONE FARMS, LLC AND PB&J GARDENS INVESTMENT, LLC  
FINAL DEVELOPMENT PLAN APPLICATION FOR GARDENS AT WATERSTONE

# May 15, 2005 FINAL PUD Approval

CASE NO. PUD-05-004  
May 4, 2007

**AGENDA**

1. Preliminary Final Development Plan Application - requested by Waterstone Farms, LLC
2. The applicant is requesting a final development plan for the subject property, which is located at the intersection of Highway 101 and Highway 101, in the City of Palm Bay.
3. The applicant is requesting a final development plan for the subject property, which is located at the intersection of Highway 101 and Highway 101, in the City of Palm Bay.

**STAFF REPORT**

The staff report is a document that provides information to the City Council regarding the proposed development plan. It includes a description of the project, a map of the site, and a discussion of the project's impact on the community.

**STAFF RECOMMENDATION**

The staff recommends that the City Council approve the proposed development plan, subject to the following conditions:

1. The applicant must provide a final development plan that meets the requirements of the City's Comprehensive Zoning Ordinance.
2. The applicant must provide a final development plan that meets the requirements of the City's Comprehensive Zoning Ordinance.
3. The applicant must provide a final development plan that meets the requirements of the City's Comprehensive Zoning Ordinance.

CASE NO. PUD-05-004  
May 4, 2007

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**STAFF RECOMMENDATION**

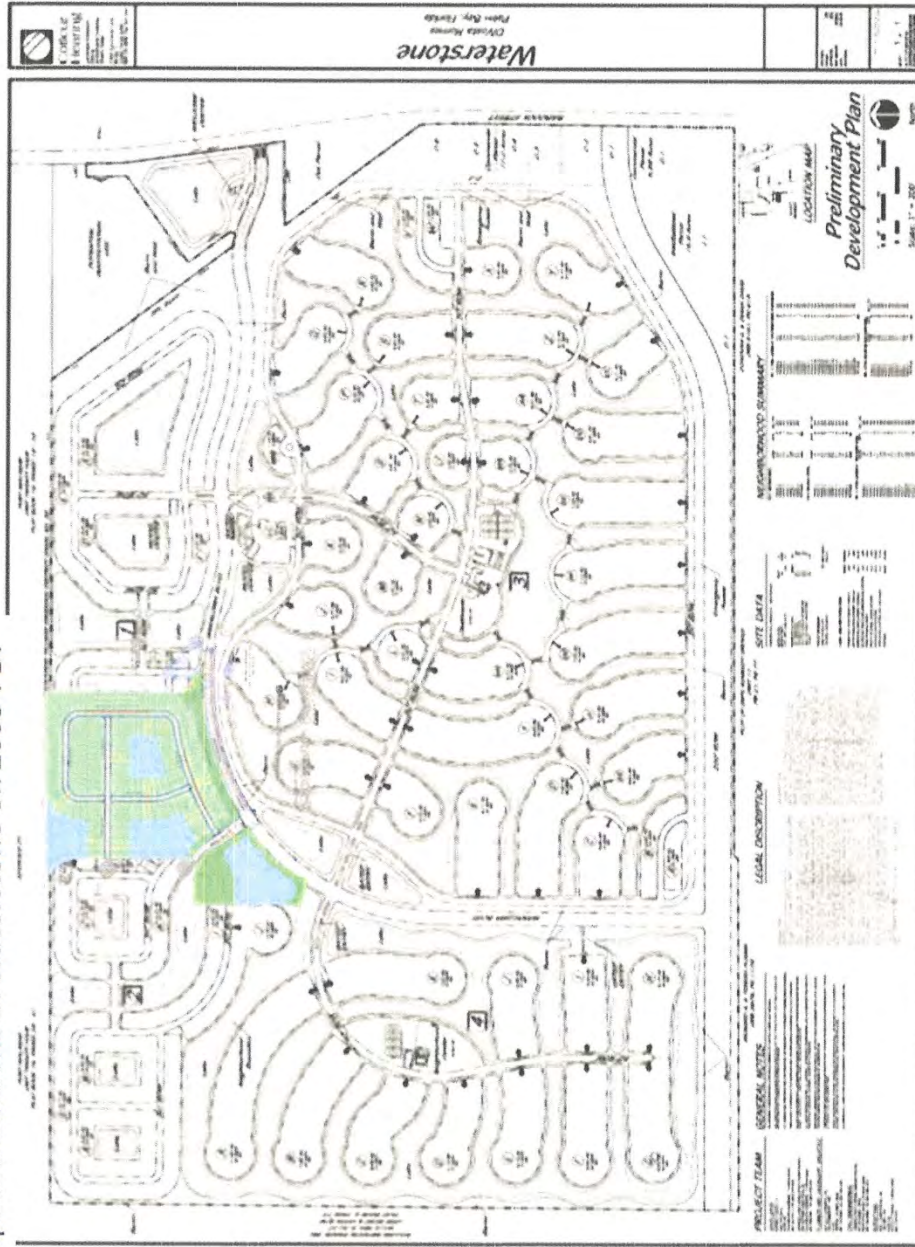
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3. The applicant must provide a final development plan that meets the requirements of the City's Comprehensive Zoning Ordinance.

Resulted in PUD Zoning  
Shown on City's GIS today

WATERSTONE FARMS, LLC AND PB&J GARDENS INVESTMENT, LLC  
 FINAL DEVELOPMENT PLAN APPLICATION FOR GARDENS AT WATERSTONE

Proposed Gardens at Waterstone on 2005 PDP



\* Approximate location. Not to scale. Graphic exhibit only.

**2. CONCURRENCY DETERMINATION INFORMATION**





**BREVARD COUNTY**  
BOARD OF COUNTY COMMISSIONERS

**INTER-OFFICE  
MEMORANDUM**

TO: George Clark, Roadway and Landscaping

FROM: Rich Votapka, P.E., Traffic Engineering *R. Votapka*

DATE: April 29, 2005

SUBJECT: Babcock Street/Waterstone PUD Driveway Connections **Revised**  
**April 20, 2005** for Roadway & Easement Improvement Application  
No. 0175908

I have reviewed the April 19, 2005 response comment letter written by David Leach of PBS & J to John Denninghoff and the April 18, 2005 revised plans received by our office today. As a result, I requested additional information which was provided by David Leach, Project Manager, to you on April 27, 2005. After reviewing the information with John Denninghoff, Transportation Engineering Director, and R.W. Thompson, Traffic Engineering Director, it was agreed that the responses and the plans are in satisfactory compliance with both the Transportation Engineering and Traffic Engineering comments stated in my letter of April 18, 2005. Therefore, the April 19, 2005 PBS & J plans are approved with the following conditions:

1. The land use shall not be altered from the 900 unit Waterstone Planned Unit Development (PUD) adjacent to Babcock Street in Palm Bay, Florida including the proposed elementary school. Any changes in use or traffic circulation (including connections outside the PUD) shall require a new review by Brevard County concerning the concurrency determination and engineering details to confirm that Brevard County approval of this project can still remain in full force and effect.
2. According to the March 29, 2005 Traffic Analysis as prepared by PBS & J, Inc. for the Waterstone PUD, a traffic signal will eventually be warranted for the intersection of Babcock Street and Mara Loma Drive. When the traffic signal becomes warranted, Bayside Lakes Development, Inc. the developer, or the Waterstone Homeowners Association (HOA) shall be required to modify the Brevard County Driveway/Access Connection Permit (no. p0175908) for this project and have the traffic signal installed at the developer's or the HOA's expense.

3. At such time that Bayside Lakes Development, Inc. purchases the large tract of land that contains a borrow pit on the east side of the Babcock Street right-of-way and that lies directly opposite the Waterstone PUD, Bayside Lakes Development, Inc. agrees to accommodate the stormwater runoff from the future widening of Babcock street along the entire frontage of Waterstone PUD abutting the Babcock Street right-of-way.
- c: Deborah Adkison, Eng. I, Transportation Eng.  
John Denninghoff, Transportation Eng. Director  
Bob Kamm, Director, Office of Transportation Planning  
R. W. Thompson, Traffic Eng. Director

Contractor responsible for any damage to Right-of-Way and Easements and must repair and restore to Brevard County and Florida Department of Transportation Standards prior to C/O or Final

F.D.O.T. Utility Accommodaon Manual  
Doc. No. 710-020-001-d, 10.7 general  
Requirements, Manholes and valve boxes  
shall be outside the travel way and bike  
lanes, to the greatest extend practical. The  
county requires them to be outside.

Construction is not to interfere with drainage

Road cuts must be replaced with flowable fill. Must contact inspectors 2 weeks in advance of work start date.

Chapter 580, Florida Statutes, requires the Permittee, prior to any excavation or demolition activities, to notify the OHF-CAL system (also called Sunshine State One-Call). This is to be done not less than 2, nor more than 5, business days before beginning. 1-800-432-4770

Brevard County Roadway and Easement Permits  
Expire 60 days from date of issuance. Your  
permit will expire 7-4-2005  
(Contact Roadway and Easement Permitting with  
any questions. (321) 633-2178 ext 2



**BREVARD COUNTY**  
BOARD OF COUNTY COMMISSIONERS

**INTER-OFFICE  
MEMORANDUM**

TO: George Clark, Roadway and Landscaping

FROM: Rich Votapka, P.E., Traffic Engineering *R. B. Votapka*

DATE: April 29, 2005

SUBJECT: Babcock Street/Waterstone PUD Driveway Connections **Revised**  
**April 20, 2005** for Roadway & Easement Improvement Application  
No. 0175908

I have reviewed the April 19, 2005 response comment letter written by David Leach of PBS & J to John Denninghoff and the April 18, 2005 revised plans received by our office today. As a result, I requested additional information which was provided by David Leach, Project Manager, to you on April 27, 2005. After reviewing the information with John Denninghoff, Transportation Engineering Director, and R.W. Thompson, Traffic Engineering Director, it was agreed that the responses and the plans are in satisfactory compliance with both the Transportation Engineering and Traffic Engineering comments stated in my letter of April 18, 2005. Therefore, the April 19, 2005 PBS & J plans are approved with the following conditions:

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2. According to the March 29, 2005 Traffic Analysis as prepared by PBS & J, Inc. for the Waterstone PUD, a traffic signal will eventually be warranted for the intersection of Babcock Street and Mara Loma Drive. When the traffic signal becomes warranted, Bayside Lakes Development, Inc. the developer, or the Waterstone Homeowners Association (HOA) shall be required to modify the Brevard County Driveway/Access Connection Permit (no. p0175908) for this project and have the traffic signal installed at the developer's or the HOA's expense.

3. At such time that Bayside Lakes Development, Inc. purchases the large tract of land that contains a borrow pit on the east side of the Babcock Street right-of-way and that lies directly opposite the Waterstone PUD, Bayside Lakes Development, Inc. agrees to accommodate the stormwater runoff from the future widening of Babcock street along the entire frontage of Waterstone PUD abutting the Babcock Street right-of-way.
- c: Deborah Adkison, Eng. 1, Transportation Eng.  
John Denninghoff, Transportation Eng. Director  
Bob Kamm, Director, Office of Transportation Planning  
R.W. Thompson, Traffic Eng. Director

BREVARD COUNTY FEE COLLECTION  
DEVELOPMENT RECEIPT

TYPE II FEES		TYPE I FEES	
ROADS:	0.00	CS ENVIRON:	0.00
FIRE RESCUE:	0.00	CS LANE USE:	0.00
CORRECTIONAL:	0.00	CONCURRENCE:	0.00
SW DISPOSAL:	0.00	DRIVWAY:	500.00
EMS:	0.00	DRIVWAY BOND:	0.00
LIBRARY:	0.00	BUILDING PERMIT:	0.00
SCHOOL:	0.00	FLOOD ZONE:	0.00
CREDIT:	0.00	RADON/SEAL:	0.00
TOTAL IMPACT FEES:	0.00	REPOSITRY:	0.00
SEWER CONNECTION:	0.00	LANDSCAPE:	0.00
MINE WATER:	0.00	UTIL RESERVE:	0.00
SERVICE FEES:	0.00	ADD RESERVE:	0.00
BLDG REINSR FEE:	0.00	ADDRESS:	0.00
BUILD REINSR DUE:	0.00	SEPTIC FEES:	0.00
TYPE II FIRE:	0.00	TYPE I FIRE:	0.00
UTIL REINSR FEE:	0.00	LOT DRAINAGE:	0.00
UTIL REINSR DUE:	0.00	TOTAL TYPE I FEE:	500.00
DRIVWAY REINSR:	0.00	TYPE I BAL DUE:	0.00
DRWAY REINSR DUE:	0.00		
SEPTIC REINSR FEE:	0.00		
SEPTIC REINSR DUE:	0.00		
DRAINAGE REINSR:	0.00		
DRAIN REINSR DUE:	0.00		
EST. TYPE II FEES:	0.00		
TYPE II DUE:	0.00		

\* NOTE: TYPE II DUE AMOUNT MAY VARY DUE TO ADDITIONAL FEES OR FEE REDUCTION  
CREDIT REASON:

TOTAL FEES: 500.00  
TOTAL PAYMENTS TYPE I: 500.00 TOTAL PAYMENTS TYPE II: 0.00

ADDRESS: 5150 BASCOCK ST PALM BAY

CONTROL NUMBER: P0231945 PERMIT NUMBER: P0175906

LEGAL DESC: 30-3704

APPROVED BY: BC CHECK NUMBER: 3329 DEPOSIT-AREA: C

PERSON ACCEPTING-FEE: KOD DATE: 2004/11/17

BLOG INSPECTIONS: 633-2187 ENV. HEALTH: 633-2100 PUB. WORKS: 633-2079

BREVARD COUNTY FEE COLLECTION  
DEVELOPMENT RECEIPT

TYPE II FEES		TYPE I FEES	
ROADS:	0.00	OS ENVIRON:	0.00
FIRE RESERVE:	0.00	OS LAND USE:	0.00
CORRECTIONAL:	0.00	CONCURRENCY:	0.00
SW DISPOSAL:	0.00	DRIVEWAY:	300.00 P
EMER:	0.00	DRIVEWAY BOND:	0.00
LIBRARY:	0.00	BUILDING PERMIT:	0.00
SCHOOL:	0.00	FLOOD ZONE:	0.00
CREDIT:	0.00	RADON/BQAT:	0.00
TOTAL IMPACT FEES:	0.00	REPOSITORY:	0.00
SEWER CONNECTION:	0.00	LANDSCAPE:	0.00
MIMS WATER:	0.00	UTIL RESERVE:	0.00
SERVICE FEES:	0.00	ADD BEDROOM:	0.00
BLDG REINSP FEE:	0.00	ADDRESS:	0.00
BUILD REINSP DUE:	0.00	SEPTIC FEES:	0.00
TYPE II FINE:	0.00	TYPE I FINE:	0.00
UTIL REINSP FEE:	0.00	LOT DRAINAGE:	0.00
UTIL REINSP DUE:	0.00	TOTAL TYPE I FEES:	300.00
DRIVEWAY REINSP:	0.00	TYPE I BAL. DUE:	0.00
DRWAY REINSP DUE:	0.00		
SEPTIC REINSP FEE:	0.00		
SEPTIC REINSP DUE:	0.00		
DRAINAGE REINSP:	0.00		
DRAIN REINSP DUE:	0.00		
EST. TYPE II FEES:	0.00		
TYPE II DUE:	0.00		

\* NOTE TYPE II DUE AMOUNT MAY VARY DUE TO ADDITIONAL FEES OR FEE REDUCTION  
CREDIT REASON:

TOTAL FEES: 500.00  
TOTAL PAYMENTS TYPE I: 300.00 TOTAL PAYMENTS TYPE II: 0.00

ADDRESS: 9150 BRADCOCK ST PALM BAY

CONTROL NUMBER: F0237020 PERMIT NUMBER: F0180172

LEGAL DESC: 30-3704

APPROVED BY: SC CHECK NUMBER: 2361 DEPOSIT-AREA: C

PERSON ACCEPTING-FEE: NJA DATE: 2005-01-19

BLDG INSPECTIONS: 673-2187 ENV. HEALTH: 673-2100 PUB. WORKS: 633-2079



**BREVARD COUNTY**  
BOARD OF COUNTY COMMISSIONERS

**INTER-OFFICE  
MEMORANDUM**

TO: Billy Osborne, Roadways & Landscaping Director  
George Clark, Roadways & Landscaping Department

FROM: John P. Denninghoff, P.E., Transportation Engineering Director

SUBJECT: Waterstone PLD Driveway Connections

DATE: February 15, 2005

Transportation Engineering has completed a review of two proposed driveway connections to Babcock Street for the above referenced development. Based on recently received site data including a traffic study as submitted by the applicant (letter dated February 3, 2005) and the subsequent positive concurrency determination by the Transportation Planning office as well as a letter regarding this developments approval status from the City of Palm Bay, we recommend the following prior to issuance of the requested permit:

1. Final approval of the engineering plans (see attached memo from Traffic Engineering dated February 2, 2005) is required. The required revisions appear to be minor.
2. The traffic study shall be revised to reflect the trips anticipated from the school and other minor study revisions that are required in accordance with the comments provided by the Transportation Planning office (see attached memo dated February 8, 2005). The revisions are not considered to be major and are not anticipated to affect concurrency.
3. The intersection of Babcock Street and the southerly entrance may require signalization (the final traffic analysis should address this possibility). The permit shall stipulate that in the event a traffic signal becomes warranted the development (either the HOA or the developer) shall modify the permit and complete the installation of the signal.
4. The permit shall stipulate that the land use shall not be altered from the 900 unit PLD including an elementary school. Changes in use or traffic circulation (including connections outside the PLD) shall require a review of the concurrency determination and the engineering details to confirm that the approval can stand.
5. The other typical conditions including time frame for expiration shall apply.

**Attachments**

CC: Dick Thompson, P.E., Traffic Engineering Director  
Bob Kamun, MPO Director  
Ed Washburn, P.E., Interim Assistant County Manager  
Peggy Busacca, Interim County Manager  
Randy Oller, Planning & Zoning  
Ben Jeffries, Applicant  
Sue Hann, Deputy City Manager, Palm Bay

Post-It® Fax Note	757	Date 2/15/05	Page 6
To	Den 3	From	John P. Denninghoff
Co Dept		Co	
Phone #		Phone #	607 7302
Fax #	952 0981	Fax #	602 2023





**BREVARD COUNTY**  
BOARD OF COUNTY COMMISSIONERS

**INTER-OFFICE  
MEMORANDUM**

TO: George Clark, Special Projects Coordinator III, Roadways Permitting

FROM: R.W. Thompson, P.E., Traffic Engineering Director *R.W. Thompson*

DATE: February 2, 2005

SUBJECT: Babcock Street/Waterstone Subdivision and School Access Drives  
Permit No. P0175908

We have completed our review of subject plans and have listed our comments below.

- 1) Please provide additional right-of-way for future 4-laning of Babcock Street. Current design standards for an urban arterial street requires a minimum of 114' right-of-way, plus an additional 12' on each side for right turn lanes. It appears that Babcock Street right-of-way is 100' wide. If so, we will need 7' on the west side for the entire length of the parent property and an additional 12' where ever a right turn lane could be required.
- 2) Show northbound left turn lanes for each access drive intersecting Babcock Street. Design speed shall be 55mph. Queue distance shall be determined by traffic engineering study. Widening transitions shall meet FDOT Standard Index No. 526, sheet 2 of 8 for a 55mph design speed.
- 3) Provide a traffic impact analysis, performed by a licensed professional engineer, that routinely performs traffic engineering reports.
- 4) Please provide more detailed plans, so as to clearly spell out what these two access roads will be serving, so that we can make sound engineering design decisions on concurrency and roadway/intersection design and spacing of access drives, in regard to final approval of your permit request.
- 5) Show pavement/roadbed design proposed for all work to be completed within the Babcock Street right-of-way.
- 6) Show 50' radii on all drive radii.
- 7) Show actual cross sections, with elevations and slopes, on Babcock @ 100' intervals, plus sections at centerline of each drive, at north ends of proposed right turn lanes and cross sections @ 100' intervals from the beginning of the widening for the northbound left turn lanes to the north end of the transition areas. If the 3-lane widened areas are less than 500' apart, the roadway shall become a 36' 3-lane roadway continuous.
- 8) Show the right turn lanes to be squared off at the north end of the tapers and stripe out the excess asphalt, behind the taper, with thermoplastic material.



February 11, 2005

John Denninghoff, P.E.,  
Director of Transportation Engineering  
Brevard County  
2725 Judge Fran Jamieson Way  
Viera, Florida 32940

RE: Waterstone PUD

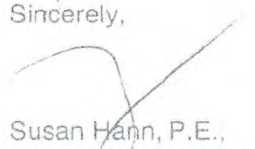
Dear John:

In confirmation of our meeting with City staff and Mr. Jeffries earlier this week, the Waterstone PUD is currently a self-contained project and does not interconnect with any other projects that would add trips to Babcock Street. In the event that connections to other projects are contemplated, City staff will advise Brevard County staff and work with County staff to evaluate any impacts to Babcock Street. This will likely include traffic impact analyses and concurrency determinations. In addition, the City is working with the developers in this area to facilitate the construction of a southern leg of the Palm Bay Parkway, ultimately connecting to Interstate 95. I would ask that the County staff cooperate in pursuing this opportunity such that we can collectively deliver the necessary transportation infrastructure in this area of South Brevard County.

Please note that the Waterstone site plan does show a connection to the south east of Tract 13 (school site); however, there is no development plan for this property at this time.

Please let me know if additional information is required.

Sincerely,



Susan Hann, P.E.,  
Deputy City Manager

cc: Lee R. Feldman, City Manager  
Dave Watkins, Growth Management Director  
Ben Jeffries

Office of the City Manager

120 Malabar Road, SE • Palm Bay, FL 32907  
Phone: 321.952.3413 • Fax: 321.952.3412 • [www.palmbayflorida.org](http://www.palmbayflorida.org)

## MEMORANDUM

TO: Ed Washburn, Interim Assistant County Manager

FROM: Bob Kamm, Director, Office of Transportation Planning  
Kama Dobbs, Transportation Planner, Office of Transportation Planning

DATE: February 9, 2005

RE: Waterstone Subdivision Preliminary Traffic Analysis

Transportation Planning staff has reviewed the Waterstone Subdivision Preliminary Traffic Analysis and has the following comments:

1. Based on the method the County uses for determining concurrency and the segmentation of Babcock Street (Indian River Co. to Valkaria Rd.), this project meets concurrency requirements. However, when the links that make up the IRC to Valkaria segment are examined, the project causes the northernmost link from Grant Rd. to Valkaria Rd. to fail on a daily traffic basis.
2. The site plan shows no connections to the adjacent city street system or to potential future developments to the west and south. In the interest of providing safe and convenient access to the site and to destinations within the City, we strongly encourage the City and applicant consider providing site access via existing or future City streets, in addition to the Babcock St. access. Alternate access will, first, reduce traffic loadings on Babcock. Second, trip lengths for residents to reach commercial sites in Palm Bay, especially those in the far western section of the project, will be shorter. Third, the project contains a school site that will likely draw on elementary students inside the City. Providing a connection will enable students and parents to safely access the school on foot and bicycle, eliminate the need for all parents to use Babcock Street and create more of a "neighborhood school" that parents now consistently expect.
3. We agree with the general assumption on page 4, regarding the likelihood of 90% of site traffic being to/from the north.
4. Please show the calculations used in Table 2. Our calculations, using average trip generation rates for daily traffic (9.57 trips per day per unit) yield 8,613 daily trips, not 7,848.
5. Please recalculate directional distribution based on corridor-specific data, rather than using the FDOT K and D that are for the entire County. Raw count data can be provided by the MPO for calculations. A direction value of 53.08% seems inconsistent with the 90% trip distribution to the north.
6. In order to maintain travel speeds and enhance safety at the driveways, NB left turn lanes should be provided at the project entrances. There is potential for serious rear-end collisions on this segment due to the 55 mph speed limit.
7. Please show calculations used to determine the data shown in Table 3. It is unclear how the consultant arrived at the existing peak hour volumes that are shown. These differ significantly from the MPO's raw data.
8. What is the spacing between driveways? The plot on page 3 is difficult to read. We can't determine the scale, nor can we locate the 2<sup>nd</sup> driveway onto Babcock.
9. Please show sources/calculations for Table 4. Add background traffic growth from 2004 - 2010. Although traffic counts "spiked" in 1996 and 1997, and the TRENDS analysis programmed showed negative growth, professional judgment should be used to determine the growth trend from 1999 - 2004. If the consultant believes that growth is negative, a substantial amount of justification should be provided.

- 10 The project reserves land for an elementary school site. School traffic is not included in the trip generation calculations. The only use considered was residential. Given that schools can be a significant trip generator, the trip generation calculations should show values with and without a school. The level of service calculation based on daily traffic should also be amended to show with and without school scenarios.

- 9) Show 4' paved shoulder with 6' turf shoulder @ 6% slope along all new construction of turn lanes and along the left turn lane widening areas. Shoulder slopes shall be 6:1 and back slopes shall be 4:1.
- 10) Show 6' wide x 6" thick fiber reinforced concrete sidewalk along all public road frontage
- 11) Provide corner cuts for future traffic signal poles.
- 12) Show all applicable signs and pavement markings. All signs shall have high intensity faces. All signs shall be per FDOT and Brevard County Standards. All pavement markings shall be per FDOT Std. Index Nos. 17346 and 17352.
- 13) Provide a plan view of all right-of-way improvements on Babcock, from 1000' south of the south access drive, to 1000' north of the north access drive. This includes both sides of Babcock Street.
- 14) Show the hard median noses extended east with striping and RPM's, to the point where the nb left turning radius and the eb left turning radius intersect.
- 15) The south driveway shall have a 2<sup>nd</sup> 30" stop sign in the median, with an R4-7 median nose sign & Type I Object Marker on the back side (facing Babcock Street).
- 16) Please size your site's storm water ponds to be capable of future runoff of a 6-laned Babcock Street, for the entire length of this parent property.

If you have any questions concerning the above comments, please call me at 321 633-2077.

**3. RESUME OF ROCHELLE W. LAWANDALES, FAICP**



## ROCHELLE W. LAWANDALES, FAICP

### EDUCATION

- Graduate Degree:** MASTER OF CITY AND REGIONAL PLANNING  
CLEMSON UNIVERSITY, CLEMSON, S.C. 1979
- Bachelor of Arts:** SOCIOLOGY/PSYCHOLOGY  
CLEMSON UNIVERSITY, CLEMSON, S.C. 1977
- Other Studies:** ALLIANCE FRANÇAISE, PARIS, FRANCE (1976)
- Certifications:** American Institute of Certified Planners
- Honors:** Inducted into the College of Fellows by the American Planning Association/American Institute of Certified Planners, 2018

### EXPERIENCE

**Private Consultation Service:** Lawandales Planning Affiliates, Inc.,(LPA), owned by Rochelle W. Lawandales, AICP, has been serving communities and individuals with planning services since 1989, including, but not limited to:

- Local governments including, Palm Bay, Palm Shores, Melbourne Beach, Malabar, Melbourne, Fellsmere, Cocoa Beach, Satellite Beach, New Smyrna Beach, Tampa, Savannah, Georgia, South Daytona, Rockledge, Cocoa, Port Orange
- National and Local developers, including, but not limited to: American Tower Systems, a subsidiary of CBS, Inc.(site selection for telecommunication towers across Florida), Lennar Homes(zoning, land development), Mercedes Homes(zoning/land development approvals), Heritage Properties, St. Mary's Catholic Community Church(zoning/conditional use), Mattress Barn(comp plan and zoning), Boozer Properties, Plymel Realty, Charlie Boyd (zoning), FBC of Brevard(zoning), Richard Stottler d/b/a Cape Kennedy Shores, Inc., Ben Jefferies d/b/a Bayside Lakes Development Corporation, Waterstone Development Company, LLC; Mike Erdman, d/b/a as KEW, Inc., Roy Pence, Coy Clark, Centex Homes (zoning/land development), among others.
- Many noted Land Use/Real Estate Lawyers, individuals or developers who have needed expert planning services for development reviews and approvals, eminent domain, or expert witness testimony for quasi-judicial or legislative hearings. Ms. Lawandales has been certified as an expert witness in local government hearings, Circuit and District Courts in Florida, and Chapter 120 Administrative hearings.

#### **Comprehensive and Neighborhood Planning experience includes:**

- West Melbourne, Malabar, and Cocoa Comprehensive Plans
- Amendments for Melbourne Beach, Brevard County, Fellsmere, Palm Shores, South Daytona, Indian Harbor Beach, Cocoa, Palm Bay
- South Daytona Evaluation and Appraisal Report
- Neighborhood Strategic Plan for the City of Melbourne's North CDBG Target Area "Booker T. Washington Neighborhood
- Former City of Fellsmere Consulting Planner, Comprehensive Plan 2003 completion and several large scale Updates

#### **Redevelopment, Urban Design and Historic Preservation experience includes:**

- City of Titusville: Land Development Codes and Urban Design Manual with Kimley-Horn and Associates
- City of Port Orange: TDM/TSM Strategic Plan with Kimley-Horn and Associates

## ROCHELLE W. LAWANDALES, FAICP

- City of Rockledge: Community Redevelopment Area consulting Director, 2003-2010; CRA Plan Update 2009; Redevelopment Mixed Use District-Comprehensive Plan amendment, Land Development Code amendment, and Design Manual; Barton Boulevard Streetscape design;
- City of Fellsmere: Mixed-Use District Code and Urban Design/Streetscape Concepts; Findings of Necessity and established district with the Community Redevelopment Area Plan, 2005; City Hall Master Plan; Preparing Design Manual and Streetscape Plan for downtown;
- City of Palm Bay: Bayfront Redevelopment Area projects; Waterstreet Development Master Plan, Waterstreet Strategic Funding Plan, with Brad Smith Associates; Award winning Powell Subdivision Visioning, streetscape design; Palm Bay Road streetscape; Indian River Scenic By-ways establishment and Corridor Management Plan; Design Manual/Pattern Book for urban design in CRA district
- City of Cocoa: Redevelopment Area Streetscape/Urban Design Project; Heart of Cocoa, Delannoy Avenue, and Whitley Bay; in association with Baskerville-Donovan, Inc.
- City of Melbourne: Booker T. Washington Neighborhood Strategic Plan. Redevelopment, Urban Design and Streetscape concepts; *Eau Gallie Urban Infill and Community Redevelopment Plan, Streetscape, and Urban Design Concepts; CRA Expansion-Blight Study. This project won the 2003 National APA Community Initiative Award*; Blight Study for Downtown Melbourne Area Expansion; Downtown Blight Study and Evaluation/Audit of the CRA Redevelopment Plan; Babcock Street Blight Study and first Community Redevelopment Plan, with HDR, Inc and Brad Smith Associates.
- Town of Melbourne Beach: Ocean Avenue Redevelopment, Streetscape and Design Guidelines; Ocean Avenue Traffic Light, Pavers, Colors, and Lighting Design; TEA-21 Enhancement Project Design/Streetscape Elements; Melbourne Beach Municipal Complex with Rood and Zwick, Architects in Association and Brad Smith Associates;
- City of South Daytona: Assisted in creation of redevelopment district, Redevelopment Plan and Urban Design Concepts
- City of Indian Harbor Beach: Mixed Use District Code and Urban Design/Streetscape Concepts
- City of Satellite Beach: Blight Study, creation of redevelopment district, Community Redevelopment Plan and Urban design recommendation
- Town of Palm Shores: Community Redevelopment Blight Study and Urban Design recommendations
- Harris Corporation Master Plan-a micro-"urban design" project, with Brad Smith Associates
- Cocoa Beach Redevelopment Area-SR 520 Urban Design/Beautification Project, with Brad Smith Associates
- Blight Study, Redevelopment Plan, Comprehensive Plan amendment and Land Development Code amendments for the Merritt Island Redevelopment Agency area expansion
- Conceptual redevelopment plan for the Max Brewer Causeway, part of the Titusville Redevelopment Area
- Conceptual Master Plan, Sandpoint Park, Honeycutt and Associates, part of Titusville Redevelopment Area

### Historic Preservation and Main Street

- Eau Gallie Arts District (EGAD) Economic Restructuring Plan, 2012
- Henegar Center for the Arts, Building Feasibility Study for use of 1920's High School, 2008
- Melbourne Main Street Strategic Plan
- Hamilton County Main Street Historic District Survey and Recommendations, Hamilton County, Florida
- Established an Historic District for the downtown area in Cocoa (Cocoa Village) and wrote Preservation and Development Guidelines
- Secured funding, assisted in the planning and supervised the \$500,000 rehabilitation of the E.P. Porcher House, a National Register Property in Cocoa
- Drafted a Model Historic Preservation Ordinance for graduate school

### Public Participation Workshop Facilitation and Visioning Processes

South Daytona, Melbourne, Melbourne Beach, Fellsmere, Zion Christian Church, Florida Air Academy, Eau Gallie, Satellite Beach, Cocoa, Palm Shores, Indian River Scenic Highway Coalition, Cocoa Beach, Rockledge,



## ROCHELLE W. LAWANDALES, FAICP

Palm Bay, Melbourne Main Street, Interstate Business Park, Le Centre, Savannah, Tampa Downtown Development Authority; New Smyrna Beach Redevelopment Agency

### Land Development Regulations include:

Complete Land Development Regulations for West Melbourne, Malabar, South Daytona, Fellsmere and Cocoa; and updates or changes to LDR's for Titusville (Form Based Code), Rockledge, Palm Shores, Fellsmere, Melbourne, Cocoa, Melbourne Beach, Indian Harbor Beach, and Satellite Beach. Performance Standards Zoning Code for Cocoa Redevelopment Agency, with Frielich-Leitner, Esq. Architectural and Site Design Guidelines; Recreation Impact Fee Ordinances; Performance Standards Zoning Codes; Historic Preservation Districts and Historic Preservation Land Development Code; Downtown Redevelopment Codes; Mixed-Use District Codes

### Grants experience:

Successes have included Historic Preservation, Florida Communities Trust, FRDAP, FIND, FCMP, Brownfields, Enterprise Zones/Foreign Trade zone designations, for a variety of programs, services and facilities; and overall obtaining over \$5M for a variety of local or county public improvements.

### Recreation projects:

Recreation master planning services have included Wabasso Causeway Park and Round Island Park with Brad Smith Associates for Indian River County; Melbourne Community Park Location and Design Study, Front Street Park, Sherwood Park and Carver Park for the City of Melbourne; City of Fellsmere Senior League, Little League Community Parks, and Grant Ave. Neighborhood Park; Waterstreet Redevelopment Plan with several Park Components for the City of Palm Bay; Westbrook Community Park for Lennar Homes; Indian River Lagoon Scenic Highway Program; Ryckman and Loggerhead Parks for the Town of Melbourne Beach; Palm Shores Shoreside Park; Sandpoint Park and Max Brewer Causeway, (Brevard County) with Honeycutt and Associates, Inc.

### Public Service:

Ms. Lawandales' first 10 years of practice were spent serving the public sector:

- West Melbourne, Florida: Planning Director, 1979-1980
- Melbourne, Florida: Special Projects and Grants Administrator, 1980-1983
- Cocoa, Florida: Redevelopment Director 1986; Community Improvement Administrator, 1986-1989.

### Other Employment

Since 2011, Ms. Lawandales has continued to serve as a sole proprietor planning consultant to the public and private sectors to provide expert testimony, planning consultation, code changes, and sustainability programs for various clients. In 2014, she was hired as the Professional Planner for Waterstone Development Company, LLC in Melbourne, FL.

### Miscellaneous talents and experience:

- Designing, Implementing, and Directing the We Care Program for the Brevard County Medical Society, Brevard County Health Unit, and area Hospitals, which brought private medical care to the indigent of Brevard County
- Counseling for troubled youth and their families as a caseworker for Devereux Outpatient Services
- Principal for religious schools for 4 years/teacher for 13
- Adjunct Professor, Planning and Urban Design, University of Central Florida, Fall, 2004
- Coldwater Creek, Retail Sales Associate, Part time, 2005-present

### Prior Affiliations:

- Florida Redevelopment Association, President, 2009-2010; Legislative Policy Committee; Board member 2006-2011; Treasurer, 2007-2008
- Florida Chapter American Planning Association: Legislative Policy Committee (almost 20 years and currently)
- American Institute of Certified Planners/American Planning Association (current)
- Florida League of Cities: Legislative Policy Committee

**ROCHELLE W. LAWANDALES, FAICP**

- Florida Chambers, Six Pillars Committee
- Florida League of Cities: Keys to the Cities Task Force, 2010
- Brevard Tomorrow

**Previous Community Service:**

- Past Chair(13 years) and Member (16 years), Satellite Beach Planning and Zoning Board
- Past Chair (4 years), Satellite Beach Community Redevelopment Agency Advisory Board,
- Past service on Melbourne's Planning and Zoning Board and Architectural Review Board
- Junior League of South Brevard, Various Executive Board, Board positions and member 19 years
- Former Chair, State Public Affairs Committee for the Junior Leagues of Florida; established the Growth Management Task Force
- Former Committee Member, Land Use and Growth Management Subcommittee, Brevard Tomorrow, Tourist Development Council Signage Committee; Landscape and Tree Preservation Ordinance, Brevard County
- Leadership Brevard 1994 Graduate

**4. OCTOBER, 2019 LETTER FROM LARRY BRADLEY REGARDING ZONING AND PUD**

October 1, 2019

Mr. Benjamin E. Jefferies, Managing Member  
Waterstone Farms, LLC/Waterstone Holdings, LLC  
235 West Drive  
Melbourne, FL 32904

RE: The Gardens of Waterstone at Palm Bay

Dear Mr. Jefferies:

On January 18, 2018, the City of Palm Bay City Council approved a preliminary development plan (Preliminary PUD) for the Waterstone Development (PUD-51-2017). On June 6, 2018, the City of Palm Bay City Council approved a final development plan for the Gardens of Waterstone at Palm Bay.

The Code of Ordinances for the City of Palm Bay requires a final development plan to be adopted within one year from the approval of a Preliminary PUD. Further, a final development plan must be adopted by ordinance.

The final development plan was adopted by motion. Consequently, the final development plan is deficient because it was not adopted by ordinance. Further, the Preliminary PUD is also deficient because, the final development plan was not properly adopted within the required 1-year timeframe.

Therefore, it is the conclusion of the Growth Management Department that neither the Preliminary PUD adopted January 18, 2019, nor the final development plan approved on June 6, 2018 are valid for the reasons described herein. Further you have submitted new applications, which if approved properly and timely, would allow development on the PUD zoned property.

Please feel free to contact me or the Land Development staff in Growth Management if you have any questions or wish to discuss this matter further.

Sincerely,



Laurence Bradley, AICP  
Director of Growth Management



Page 2  
Letter to Benjamin Jefferies  
October 1, 2019

Cc: Lisa Morelli, City Manager  
Patricia Smith, City Attorney  
Terese Jones, City Clerk  
Patrick Murphy, Assistant Director of Growth Management



Land Development Division  
120 Malabar Road SE  
Palm Bay, FL 32907  
321-733-3042  
Landdevelopmentweb@palmabayflorida.org

## FINAL DEVELOPMENT PLAN APPLICATION

This application must be completed, legible, and returned, with all enclosures referred to herein, to the Land Development Division, Palm Bay, Florida, Monday through Friday, during division office hours, to be processed for consideration by the Planning and Zoning Board. The application will then be referred by the Planning and Zoning Board for study and recommendation to the City Council. You or your representative are required to attend the meeting(s) and will be notified by mail of the date and time of the meeting(s). The Planning and Zoning Board holds their regular meeting the first Wednesday of every month at 7:00 p.m. in the City Hall Council Chambers, 120 Malabar Road SE, Palm Bay, Florida, unless otherwise stated.

### APPLICATION TYPE:

☒ **PUD**

Planned Unit Development  
(Section 185.067)

☐ **PMU**

Parkway Mixed Use District  
(Final Design Plan)  
(Section 185.057(C))

☐ **PCRD**

Planned Community  
Redevelopment District  
(Section 185.055(L))

☐ **RAC**

Regional Activity Center District  
(Section 185.056(C))

PROPOSED DEVELOPMENT NAME Gardens at Waterstone

PARCEL ID Parcel ID:30-37-04-00-250 Portions of:Parcel ID:30-37-04-00-500/Parcel ID:30-37-05-HF-1

TAX ACCOUNT NO. Portions of Account:3010608/3000217/3000216

### LEGAL DESCRIPTION OF THE PROPERTY COVERED BY THIS APPLICATION:

See attached

SIZE OF AREA COVERED BY THIS APPLICATION (calculate acreage): 44.654 +/- Acres

TOTAL LOTS PROPOSED (list by use): 154

DEVELOPER Co-Applicants: PB & J Gardens Investment, LLC/Waterstone Farms, LLC

Full Address 1698-A W. Hibiscus Boulevard Melbourne, FL 32901/235 West Dr. Melbourne, FL 32904

Telephone (404)-205-3025/321.223.4664 Email mike.fmdc@gmail.com/rochelle.lawandales@gmail.com

ENGINEER Jake Wise, PE Construction Engineering Group (CEG)

Full Address 2651 W. Eau Gallie Blvd, Suite A Melbourne, Florida 32935

Telephone Direct: 321.610.1760 Email jwise@cegengineering.com

SURVEYOR Horizon Surveyors of Central Florida, Inc.

Full Address 390 Poinciana Dr. Melbourne, FL 32935

Telephone 321-254-8133 Email harry@horizonsurveyors.com

CITY OF PALM BAY, FLORIDA  
FINAL DEVELOPMENT PLAN APPLICATION  
PAGE 2 OF 2

**FINAL DEVELOPMENT PLAN CRITERIA FOR SUBMITTAL:**

- 1) TWO (2) COPIES OF THE FINAL DEVELOPMENT PLAN AND SUPPORTING DOCUMENTATION SHALL BE ATTACHED TO THE APPLICATION. THE FINAL PLAN AND SUPPORTING DOCUMENTATION MUST ALSO BE PROVIDED ON MEMORY DRIVE.
- 2) LAYOUT OF THE DEVELOPMENT PLAN SHALL BE IN PLAT FORM THAT MEETS THE REQUIREMENTS OF FLORIDA STATUTE CHAPTER 177.
- 3) THE FINAL DEVELOPMENT PLAN SHALL CONTAIN THE INFORMATION REQUIRED PER THE CITY OF PALM BAY LAND DEVELOPMENT CODE SECTION FOR A PUD, PMU, PCRD, OR RAC. **ADDITIONAL CONDITIONS MUST BE MET AND INCORPORATED INTO THE SITE PLAN FOR THE SPECIFIC TYPE OF DEVELOPMENT REQUESTED (PUD, PMU, PCRD, RAC).** THE ADDITIONAL CRITERIA IS LISTED IN THE CODE OF ORDINANCES AND AVAILABLE FROM STAFF.

**THE FOLLOWING PROCEDURES AND ENCLOSURES ARE REQUIRED TO COMPLETE THIS FINAL DEVELOPMENT PLAN APPLICATION:**

\_\_\_\_\_ \*A \$1,500.00 application fee shall accompany the Final Development Plan application for the purposes of administration. Make check payable to "City of Palm Bay."

\_\_\_\_\_ Final Development Plan (see above Final Development Plan Criteria for Submittal).

\_\_\_\_\_ List of legal descriptions of all properties within a 500-foot radius of the boundaries of the property covered by this application, together with the names and mailing addresses (including zip codes) of all respective property owners within the above referenced area. (This should be obtained for a fee from the Brevard County Planning and Zoning Department at 321-633-2060.)

\_\_\_\_\_ Citizen Participation Plan. Required when a preliminary development plan application was not submitted. Refer to Section 169.005 of the Land Development Code for guidelines.

\_\_\_\_\_ School Board of Brevard County School Impact Analysis Application (if applicable).

\_\_\_\_\_ Sign(s) posted on the subject property. Refer to Section 51.07(C) of the Legislative Code for guidelines.

\_\_\_\_\_ **Where property is not owned by the applicant**, a letter must be attached giving the notarized consent of the owner to the applicant to apply for the final development plan.

I, THE UNDERSIGNED UNDERSTAND THAT THIS FINAL DEVELOPMENT PLAN APPLICATION MUST BE COMPLETE AND ACCURATE BEFORE CONSIDERATION BY THE PLANNING AND ZONING BOARD/LOCAL PLANNING AGENCY AND CERTIFY THAT ALL THE ANSWERS TO THE QUESTIONS IN SAID APPLICATION, AND ALL DATA AND MATTER ATTACHED TO AND MADE A PART OF SAID APPLICATION ARE HONEST AND TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

**UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING FINAL DEVELOPMENT PLAN APPLICATION AND THAT THE FACTS STATED IN IT ARE TRUE.**

Signature of Applicant

*B. E. Jeffries*

Date 10-26-20

Printed Name of Applicant

Benjamin E. Jeffries

Full Address

235 WEST DR Melbourne FL 32904

Telephone

(321) 757-5600

Email

BEN@WATERSTONEFLA.COM

\*NOTE: APPLICATION FEE IS NON-REFUNDABLE UPON PAYMENT TO THE CITY



CITY OF PALM BAY, FLORIDA  
FINAL DEVELOPMENT PLAN APPLICATION  
PAGE 2 OF 2

**FINAL DEVELOPMENT PLAN CRITERIA FOR SUBMITTAL:**

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**THE FOLLOWING PROCEDURES AND ENCLOSURES ARE REQUIRED TO COMPLETE THIS FINAL DEVELOPMENT PLAN APPLICATION:**

- x   \*A \$1,500.00 application fee shall accompany the Final Development Plan application for the purposes of administration. Make check payable to "City of Palm Bay."
- x   Final Development Plan (see above Final Development Plan Criteria for Submittal).
- x   List of legal descriptions of all properties within a 500-foot radius of the boundaries of the property covered by this application, together with the names and mailing addresses (including zip codes) of all respective property owners within the above referenced area. (This should be obtained for a fee from the Brevard County Planning and Zoning Department at 321-633-2060.)
- na   Citizen Participation Plan. Required when a preliminary development plan application was not submitted. Refer to [Section 169.005](#) of the Land Development Code for guidelines.
- x   School Board of Brevard County [School Impact Analysis Application](#) (if applicable).
- tbd   Sign(s) posted on the subject property. Refer to [Section 51.07\(C\)](#) of the Legislative Code for guidelines.
- x   **Where property is not owned by the applicant, a [letter](#) must be attached giving the notarized consent of the owner to the applicant to apply for the final development plan.**

I, THE UNDERSIGNED UNDERSTAND THAT THIS FINAL DEVELOPMENT PLAN APPLICATION MUST BE COMPLETE AND ACCURATE BEFORE CONSIDERATION BY THE PLANNING AND ZONING BOARD/LOCAL PLANNING AGENCY AND CERTIFY THAT ALL THE ANSWERS TO THE QUESTIONS IN SAID APPLICATION, AND ALL DATA AND MATTER ATTACHED TO AND MADE A PART OF SAID APPLICATION ARE HONEST AND TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

**UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING FINAL DEVELOPMENT PLAN APPLICATION AND THAT THE FACTS STATED IN IT ARE TRUE.**

Signature of Applicant P. Michael Evans Date 10-26-20  
Printed Name of Applicant P. Michael Evans  
Full Address 1698 W. Hebercus Blvd  
Telephone 321-953-3300 Email Mike.findeegman@com

\*NOTE: APPLICATION FEE IS NON-REFUNDABLE UPON PAYMENT TO THE CITY

November 12, 2020

Re: Letter of Authorization

As the property owner of the site legally described as:

Account:3000216Parcel ID:30-37-04-00-500/Account:3000217Parcel ID:30-37-05-HF-1/  
Account:3010608Parcel ID:30-37-04-00-250/Account:3000219Parcel ID:30-37-05-HF-750

I, Owner Name: Waterstone Farms, LLC Benjamin E. Jefferies, Managing Member

Address: 235 West Drive Melbourne, Florida 32904

Telephone: 321.757.5600

Email: ben@waterstonefla.com

hereby authorize:

Representative: Jake T. Wise, PE (CEG, Engineering)

Address: 2651 Eau Gallie Blvd. Suite A Melbourne, FL 32935

Telephone: 321.610-1760

Email: jwise@cegengineering.com

to represent the request(s) for:

Any and all applications regarding properties owned by Waterstone Farms, LLC


  
(Property Owner Signature)

STATE OF Georgia

COUNTY OF Putnam

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 12<sup>th</sup> day of November, 2020 by

Benjamin Jefferies, property owner.

  
Allison Knight, Notary Public

☐ Personally Known or ☒ Produced the Following Type of Identification:

Drivers License



November 12, 2020

Re: Letter of Authorization

As the property owner of the site legally described as:

Account:3000216Parcel ID:30-37-04-00-500/Account:3000217Parcel ID:30-37-05-HF-1/  
Account:3010608Parcel ID:30-37-04-00-250/Account:3000219Parcel ID:30-37-05-HF-750

I, Owner Name: Waterstone Farms, LLC Benjamin E. Jefferies, Managing Member

Address: 235 West Drive, Melbourne, FL 32904

Telephone: 321.757.5600

Email: ben@waterstonefla.com

hereby authorize:

Representative: Rochelle W. Lawandales, FAICP

Address: 235 West Drive, Melbourne, FL 32904

Telephone: 321.223.4664

Email: rochelle.lawandales@gmail.com

to represent the request(s) for:

Any and all applications regarding properties owned by Waterstone Farms, LLC

*B. E. Jefferies*

(Property Owner Signature)

STATE OF Georgia

COUNTY OF Putnam

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 12<sup>th</sup> day of November, 2020 by

Benjamin Jefferies

, property owner.



*Allison Knight*

, Notary Public

☐ Personally known or ☒ Produced the Following Type of Identification:

Drivers license



November 12, 2020

Re: Letter of Authorization

As the property owner of the site legally described as:

Account:3000216Parcel ID:30-37-04-00-500/Account:3000217Parcel ID:30-37-05-HF-1/  
Account:3010608Parcel ID:30-37-04-00-250/Account:3000219Parcel ID:30-37-05-HF-750

I, Owner Name: PB&J GARDEN INVESTMENT, LLC

Address: 1698 W.HIBISCUS BLVD STE A MELBOURNE, FL 32901

Telephone: 321.626.9946

Email: MIKE.FMDC@GMAIL.COM

hereby authorize:

Representative: Jake T. Wise, PE (CEG, Engineering)

Address: 2651 Eau Gallie Blvd. Suite A Melbourne, FL 32935

Telephone: 321.610-1760

Email: jwise@cegengineering.com

to represent the request(s) for:

Any and all applications regarding properties owned by Waterstone Farms, LLC

P. Michael Evans MAR  
(Property Owner Signature)

STATE OF Florida

COUNTY OF Brevard

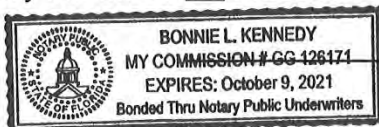
The foregoing instrument was acknowledged before me by means of ☒ physical  
presence or ☐ online notarization, this 12 day of November, 2020 by

P. Michael Evans, property owner.

Bonnie L. Kennedy  
BONNIE L. KENNEDY

, Notary Public

☒ Personally Known or ☐ Produced the Following Type of Identification:



\_\_\_\_\_, 20\_\_\_\_\_

**Re: Letter of Authorization**

***As the property owner of the site legally described as:***

Account:3000216Parcel ID:30-37-04-00-500/Account:3000217Parcel ID:30-37-05-HF-1/  
Account:3010608Parcel ID:30-37-04-00-250/Account:3000219Parcel ID:30-37-05-HF-750

**I, Owner Name:** PB&J GARDEN INVESTMENT, LLC

**Address:** 1698 W.HIBISCUS BLVD STE A MELBOURNE, FL 32901

**Telephone:** 321.626.9946

**Email:** MIKE.FMDC@GMAIL.COM

***hereby authorize:***

**Representative:** Rochelle W. Lawandales, FAICP

**Address:** 235 WEST DRIVE MELBOURNE, FL 32904

**Telephone:** 321.223.4664

**Email:** ROCHELLE.LAWANDALES@GMAIL.COM

***to represent the request(s) for:***

Any and all applications regarding properties owned by Waterstone Farms, LLC

P. Michael Evans mar

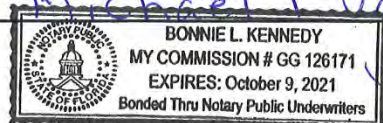
(Property Owner Signature)

STATE OF Florida

COUNTY OF Brevard

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 12 day of November, 2020 by

P. Michael Evans, property owner.



Bonnie L. Kennedy

BONNIE L. KENNEDY, Notary Public

☒ Personally Known or ☐ Produced the Following Type of Identification:

**CITY OF PALM BAY, FLORIDA**  
**PLANNING AND ZONING BOARD/**  
**LOCAL PLANNING AGENCY**  
**REGULAR MEETING 2020-14**

Held on Wednesday, December 2, 2020, in the City Hall Council Chambers, 120 Malabar Road SE, Palm Bay, Florida.

This meeting was properly noticed pursuant to law; the minutes are on file in the Land Development Division, Palm Bay, Florida. The minutes are not a verbatim transcript but a brief summary of the discussions and actions taken at this meeting.

Mr. Philip Weinberg called the meeting to order at approximately 7:00 p.m.

Ms. Kay Maragh led the Pledge of Allegiance to the Flag.

**ROLL CALL:**

<b>CHAIRPERSON:</b>	Philip Weinberg	Present	
<b>VICE CHAIRPERSON:</b>	Leeta Jordan	Present	
<b>MEMBER:</b>	Donald Boerema	Present	
<b>MEMBER:</b>	Donny Felix	Present	
<b>MEMBER:</b>	Richard Hill	Present	
<b>MEMBER:</b>	Khalilah Maragh	Present	
<b>MEMBER:</b>	Rainer Warner	Absent	(Excused)
<b>NON-VOTING MEMBER:</b>	David Karaffa	Present	
	(School Board Appointee)		

Mr. Warner's absence was excused.

**CITY STAFF:** Present were Mr. Laurence Bradley, Growth Management Director; Mr. Patrick Murphy, Assistant Growth Management Director; Mr. Christopher Balter, Senior Planner; Ms. Chandra Powell, Recording Secretary; Ms. Jennifer Cockcroft, Deputy City Attorney; Mr. Valentino Perez, Building Official.

**ADOPTION OF MINUTES:**

1. Regular Planning and Zoning Board/Local Planning Agency Meeting 2020-13; November 4, 2020. Motion by Ms. Maragh, seconded by Mr. Hill to approve the minutes as presented. The motion carried with members voting unanimously.

2. **\*\*FS-2-2020 – SABAL PALM SQUARE - 2501 LLC (BRUCE MOIA, P.E., REP.)  
(REQUEST TO CONTINUE TO JANUARY 6, 2021)**

Mr. Weinberg announced the request to continue Case FS-2-2020 to the January 6, 2021 Planning and Zoning Board meeting. Board action was required to continue the case.

Motion by Ms. Jordan, seconded by Mr. Hill to continue Case FS-2-2020 to the January 6, 2021 Planning and Zoning Board meeting. The motion carried with members voting unanimously.

3. **CP-10-2020 – SKA PROPERTIES, LLC  
(DEAN MEAD ATTORNEYS AT LAW, REP.)**

Case CP-10-2020 was discussed under Announcements, Item 2.

4. **\*\*CPZ-10-2020 – SKA PROPERTIES, LLC  
(DEAN MEAD ATTORNEYS AT LAW, REP.)**

Case CPZ-10-2020 was discussed under Announcements, Item 2.

5. **\*\*FD-36-2020 – GARDENS AT WATERSTONE PHASE I –  
WATERSTONE FARMS, LLC / PB&J GARDEN INVESTMENT,  
LLC (JAKE WISE, P.E. AND ROCHELLE LAWANDALES,  
FAICP, REPS.)**

Mr. Balter presented the staff report for Case FD-36-2020. The applicant had requested Final Development Plan approval of a PUD, Planned Unit Development to allow a proposed 154 single-family residential development called Gardens at Waterstone Phase I. Staff recommended Case FD-36-2020 for approval, subject to the staff comments contained in the staff report.

Mr. Balter stated that the traffic warrant study mentioned in the technical comments of the staff report had been submitted by the applicant to the Public Works Director.

Ms. Rochelle Lawandales, FAICP, with Waterstone Development Company (representative for the applicant) stated that there was a great deal of interest in the



region, and more developments would be coming before the board. She noted that the minimum square footage for the subject proposal would be 1,200 square feet as outlined in the deed restrictions. The traffic study for Mara Loma Boulevard SE had been submitted, and many of the technical comments had been addressed or were in the process of being met. She stated that the subject proposal was in full concert with staff recommendations.

The floor was opened for public comments.

Mr. Luciano Flores (resident at Hubbard Court SE) spoke against the request. He was concerned about construction traffic damaging Mara Loma Boulevard. A percentage of homeowner association fees were used to maintain the road, so he wanted to know who would be responsible for damages.

In response to the public comments, Ms. Lawandales explained that Mara Loma Boulevard was a City street and that homeowner association maintenance fees were used to maintain its landscaping and borders. The project would be licensed and bonded, and damages during construction would be the contractor's responsibility. Mr. Murphy confirmed that the City had accepted ownership and maintenance of Mara Loma Boulevard SE in 2006.

The floor was closed for public comments and there was no correspondence in the file.

Motion by Mr. Boerema, seconded by Mr. Hill to submit Case FD-36-2020 to City Council for Final Development Plan approval of a PUD, Planned Unit Development to allow a proposed 154 single-family residential development called Gardens at Waterstone Phase I, subject to the staff comments contained in the staff report. The motion carried with members voting unanimously.

6. **\*\*CU-37-2020 – BABCOCK LLC (ROBERT V. SCHWERER, ESQ. AND  
HASSAN KAMAL, P.E., REPS.)  
(REQUEST TO CONTINUE TO JANUARY 6, 2021)**

Mr. Weinberg announced the request to continue Case CU-37-2020 to the January 6, 2021 Planning and Zoning Board meeting. Board action was required to continue the case.

## **ORDINANCE 2021-02**

**A ORDINANCE OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, APPROVING A FINAL DEVELOPMENT PLAN TO BE KNOWN AS 'GARDENS OF WATERSTONE PHASE 1 PUD' IN PUD (PLANNED UNIT DEVELOPMENT) ZONING; WHICH PROPERTY IS LOCATED WEST OF AND ADJACENT TO MARA LOMA BOULEVARD, IN THE VICINITY SOUTH OF MELBOURNE TILLMAN WATER CONTROL DISTRICT CANAL 38, AND LEGALLY DESCRIBED HEREIN; PROVIDING FOR A COMMENCEMENT PERIOD; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, on December 3, 2020, the City of Palm Bay granted a preliminary Planned Unit Development (PUD) to be known as 'Gardens of Waterstone Phase 1 PUD' to Waterstone Farms, LLC, and

**WHEREAS**, application for Final Development Plan approval in PUD (Planned Unit Development) zoning to permit a 154-unit residential subdivision to be known as 'Gardens of Waterstone Phase 1 PUD' on property legally described herein, has been made by Waterstone Farms, LLC, and PB&J Garden Investment, LLC, and

**WHEREAS**, the request was duly considered by the Planning and Zoning Board of the City of Palm Bay on December 2, 2020, which voted to recommend to the City Council approval of the application, and

**WHEREAS**, all provisions applicable to the Planned Unit Development (PUD) under Chapter 185, Zoning, of the Palm Bay Code of Ordinances, have been satisfied by the applicant, with conditions, and

**WHEREAS**, the City Council of the City of Palm Bay, after due deliberation and consideration, reviewed and considered the reports, documents, testimony, and other materials presented, and has determined that such development plan will neither be injurious to the neighborhood nor otherwise detrimental to the public welfare.



**NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA,** as follows:

**SECTION 1.** The City Council of the City of Palm Bay hereby grants final development plan approval for 'Gardens of Waterstone Phase 1 PUD' on property zoned PUD (Planned Unit Development), which property is legally described herein as Exhibit 'A'.

**SECTION 2.** The final development plan is granted subject to the staff comments contained in the Staff Report and the following conditions:

- A. The property shall be developed in substantial conformance with the Final Development Plan which is, by reference, incorporated herein as Exhibit 'B', except as may be modified by the conditions of approval;
- B. The Land Development Division Staff Report which is, by reference, incorporated herein as Exhibit 'C';
- C. Fully engineered construction drawings;
- D. Specific layout and architectural drawings illustrating the amenities and walking trails;
- E. The technical comments generated by the Development Review Staff shall be observed and incorporated into the subdivision design; and
- F. All provisions of the Code of Ordinances of the City of Palm Bay and all other state and federal rules, regulations, and statutes.

**SECTION 3.** This ordinance shall take effect immediately upon the enactment date.

Read in title only at Meeting 2021-\_\_\_\_\_, held on \_\_\_\_\_, 2021; and read  
in title only and duly enacted at Meeting 2021-\_\_\_\_\_, held on \_\_\_\_\_, 2021.

ATTEST:

\_\_\_\_\_  
Robert Medina, MAYOR

\_\_\_\_\_  
Terese M. Jones, CITY CLERK

City of Palm Bay, Florida  
Ordinance 2021-02

Reviewed by CAO: \_\_\_\_\_

Applicant: Waterstone Farms, LLC, and PB&J Garden Investment, LLC  
Case: FD-36-2020

cc: (date) Brevard County Recording  
Applicant  
Case File

LEGAL DESCRIPTION:

LEGAL DESCRIPTION: (TOTAL)

A PARCEL OF LAND BEING A PORTION OF SECTION 4, TOWNSHIP 30 SOUTH, RANGE 37 EAST, AND PORTION OF LOTS 1 AND 32 OF SAN SEBASTIAN FARMS, SECTION 5, TOWNSHIP 30 SOUTH, RANGE 37 EAST, BREVARD COUNTY, FLORIDA, AS RECORDED IN PLAT BOOK 6, PAGE 77 OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT THE NORTHWEST CORNER OF SAID SECTION 4; THENCE RUN N89°58'02"E ALONG THE NORTH LINE OF SAID SECTION 4 A DISTANCE OF 1258.57 FEET TO THE NORTHWEST CORNER OF WATERSTONE PLAT THREE P.U.D., AS RECORDED IN PLAT BOOK 59, PAGES 1 THROUGH 5, OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA; THENCE RUN S00°35'55"W, ALONG THE WEST LINE OF SAID WATERSTONE PLAT THREE P.U.D., FOR A DISTANCE OF 1040.42 FEET TO A POINT OF INTERSECTION WITH A NON-TANGENT CURVE, CONCAVE NORTHERLY, HAVING A RADIUS OF 75.00 FEET WITH A CHORD THAT BEARS S86°41'22"E FOR A DISTANCE OF 12.94 FEET; THENCE RUN SOUTHEASTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 9°54'01", FOR A DISTANCE OF 12.96 FEET TO A POINT OF REVERSE CURVATURE, CONCAVE SOUTHERLY, HAVING A RADIUS OF 1900.00 FEET WITH A CHORD WHICH BEARS N89°33'53"E FOR A DISTANCE OF 79.87 FEET; THENCE RUN NORTHEASTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 2°24'31", FOR A DISTANCE OF 79.87 FEET TO A POINT OF INTERSECTION WITH A NON-TANGENT LINE; THENCE RUN S00°46'09"W FOR A DISTANCE OF 60.00 FEET TO THE SOUTH LINE OF TRACT "OS5" OF AFOREMENTIONED WATERSTONE PLAT THREE P.U.D. AND A POINT OF INTERSECTION WITH A NON-TANGENT CURVE, CONCAVE SOUTHERLY, HAVING A RADIUS OF 1840.00 FEET WITH A CHORD THAT BEARS S86°37'49"E FOR A DISTANCE OF 166.99 FEET; THENCE RUN SOUTHEASTERLY ALONG THE ARC OF THE AFORESAID CURVE AND TRACT "OS5", THROUGH A CENTRAL ANGLE OF 5°12'06", A DISTANCE OF 167.05 FEET TO THE SOUTHEAST CORNER OF SAID TRACT "OS5" AND A POINT OF INTERSECTION WITH A NON-TANGENT LINE; THENCE RUN S05°58'14"W FOR A DISTANCE OF 100.00 FEET TO THE NORTH LINE OF TRACT "OS5" OF WATERSTONE PLAT ONE P.U.D., AS RECORDED IN PLAT BOOK 55, PAGE 37 THROUGH 57, OF THE PUBLIC RECORDS OF BREVARD COUNTY FLORIDA, AND A POINT OF INTERSECTION WITH A NON-TANGENT CURVE, CONCAVE SOUTHERLY, HAVING A RADIUS OF 1740.00 FEET WITH A CHORD THAT BEARS S74°54'53"W FOR A DISTANCE OF 1250.28 FEET; THENCE RUN NORTHWESTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 42°06'41", FOR A DISTANCE OF 1278.53 FEET TO A POINT OF INTERSECTION WITH A NON-TANGENT LINE; THENCE RUN N36°08'27"W, A DISTANCE OF 90.00 FEET TO A POINT OF INTERSECTION WITH A NON-TANGENT CURVE, CONCAVE SOUTHEASTERLY, HAVING RADIUS OF 1830.00 FEET WITH A CHORD THAT BEARS S49°56'45"W A DISTANCE OF 249.79 FEET; THENCE RUN SOUTHWESTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 7°49'36", A DISTANCE OF 249.98 FEET TO A POINT OF COMPOUND CURVATURE, CONCAVE SOUTHEASTERLY, HAVING A RADIUS OF 590.00 FEET WITH CHORD THAT BEARS S31°45'36"W FOR A DISTANCE OF 290.91 FEET; THENCE RUN SOUTHWESTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 28°32'41, A DISTANCE OF 293.94 FEET TO A POINT OF TANGENCY;THENCE RUN S17°29'16"W FOR A DISTANCE OF 11.52 FEET; THENCE RUN N72°30'44"W FOR A DISTANCE OF 210.00 FEET TO A POINT OF INTERSECTION WITH A NON-TANGENT CURVE, CONCAVE NORTHWESTERLY, HAVING A RADIUS OF 225.00 FEET AND A CHORD WHICH BEARS N12°39'17"E FOR A DISTANCE OF 99.53 FEET; THENCE RUN NORTHEASTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 25°33'20", FOR A DISTANCE OF 100.36 FEET TO A POINT OF TANGENCY; THENCE RUN N00°07'23"W FOR A DISTANCE OF 660.00 FEET; THENCE RUN N89°52'37"W FOR A DISTANCE OF 177.29 FEET TO A POINT OF CURVATURE OF A CURVE, CONCAVE SOUTHWESTERLY, HAVING A RADIUS OF 235.00 FEET AND A CHORD WHICH BEARS S75°19'38"W FOR A DISTANCE OF 120.03 FEET; THENCE RUN SOUTHEASTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 29°35'30", FOR A DISTANCE OF 121.37 FEET TO A POINT OF INTERSECTION WITH A NON-TANGENT LINE; THENCE RUN N29°28'07"E FOR A DISTANCE OF 60.48 FEET; THENCE RUN N00°07'23"W FOR A DISTANCE OF 786.06 FEET TO A POINT OF CURVATURE OF A CURVE, CONCAVE SOUTHWESTERLY, HAVING A RADIUS OF 250.00 FEET AND A CHORD WHICH BEARS N45°07'23"W FOR A DISTANCE OF 353.55 FEET; THENCE RUN NORTHWESTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 90°00'00", FOR A DISTANCE OF 392.70 FEET TO A POINT ON THE NORTH LINE OF AFOREMENTIONED SECTION 5; THENCE RUN N89°52'37"E FOR A DISTANCE OF 221.06 FEET TO THE POINT OF BEGINNING; CONTAINING 44.654 ACRES MORE OR LESS.

LEGAL DESCRIPTION: (PROPOSED MARA LOMA BOULEVARD)

A PARCEL OF LAND LYING IN SECTION 4, TOWNSHIP 30 SOUTH RANGE 37 EAST, BREVARD COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF TRACT "OS5", WATERSTONE PLAT THREE P.U.D., AS RECORDED IN PLAT BOOK 59, PAGES 1 THROUGH 5, OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA; THENCE RUN S 05° 58' 14" W FOR A DISTANCE OF 100.00 FEET TO THE NORTH LINE OF TRACT "OS5", WATERSTONE PLAT ONE, AS RECORDED IN PLAT BOOK 55, PAGES 37 THROUGH 57, OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA, ALSO BEING A POINT OF INTERSECTION WITH A NON-TANGENT CURVE, CONCAVE SOUTHEAST, HAVING A RADIUS OF 1740.00 FEET, AND WHOSE CHORD BEARS S 74° 54' 53" W FOR A DISTANCE OF 1250.28 FEET; THENCE RUN SOUTHWESTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 42° 06' 41", FOR A DISTANCE OF 1278.87 FEET TO A POINT OF INTERSECTION WITH A NON-TANGENT LINE; THENCE RUN N 36° 08' 27" W FOR A DISTANCE OF 90.00 FEET TO A POINT OF INTERSECTION WITH A NON-TANGENT CURVE, CONCAVE SOUTHEAST, HAVING A RADIUS OF 1830.00 FEET, AND WHOSE CHORD BEARS N 55° 01' 04" E FOR A DISTANCE OF 74.00 FEET; THENCE RUN NORTHEASTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 02° 19' 02", FOR A DISTANCE OF 74.01 FEET TO A POINT OF INTERSECTION WITH A NON-TANGENT LINE; THENCE RUN N 33° 49' 26" W FOR A DISTANCE OF 10.00 FEET TO A POINT OF INTERSECTION WITH A NON-TANGENT CURVE, CONCAVE SOUTHEAST, HAVING A RADIUS OF 1840.00 FEET, AND WHOSE CHORD BEARS N 76° 04' 24" E FOR A DISTANCE OF 1252.43 FEET; THENCE RUN NORTHEASTERLY ALONG THE ARC OF SAID CURVE; THROUGH A CENTRAL ANGLE OF 39° 47' 40", FOR A DISTANCE OF 1277.96 FEET TO THE POINT OF BEGINNING; CONTAINING 3.003 ACRES, MORE OR LESS.

LEGAL DESCRIPTION: (LESS PROPOSED MARA LOMA BOULEVARD)

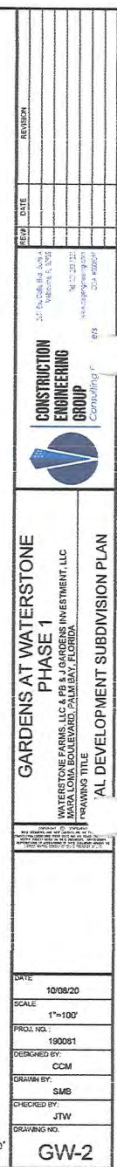
A PARCEL OF LAND BEING A PORTION OF SECTION 4, TOWNSHIP 30 SOUTH, RANGE 37 EAST, AND PORTION OF LOTS 1 AND 32 OF SAN SEBASTIAN FARMS, SECTION 5, TOWNSHIP 30 SOUTH, RANGE 37 EAST, BREVARD COUNTY, FLORIDA, AS RECORDED IN PLAT BOOK 6, PAGE 77 OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

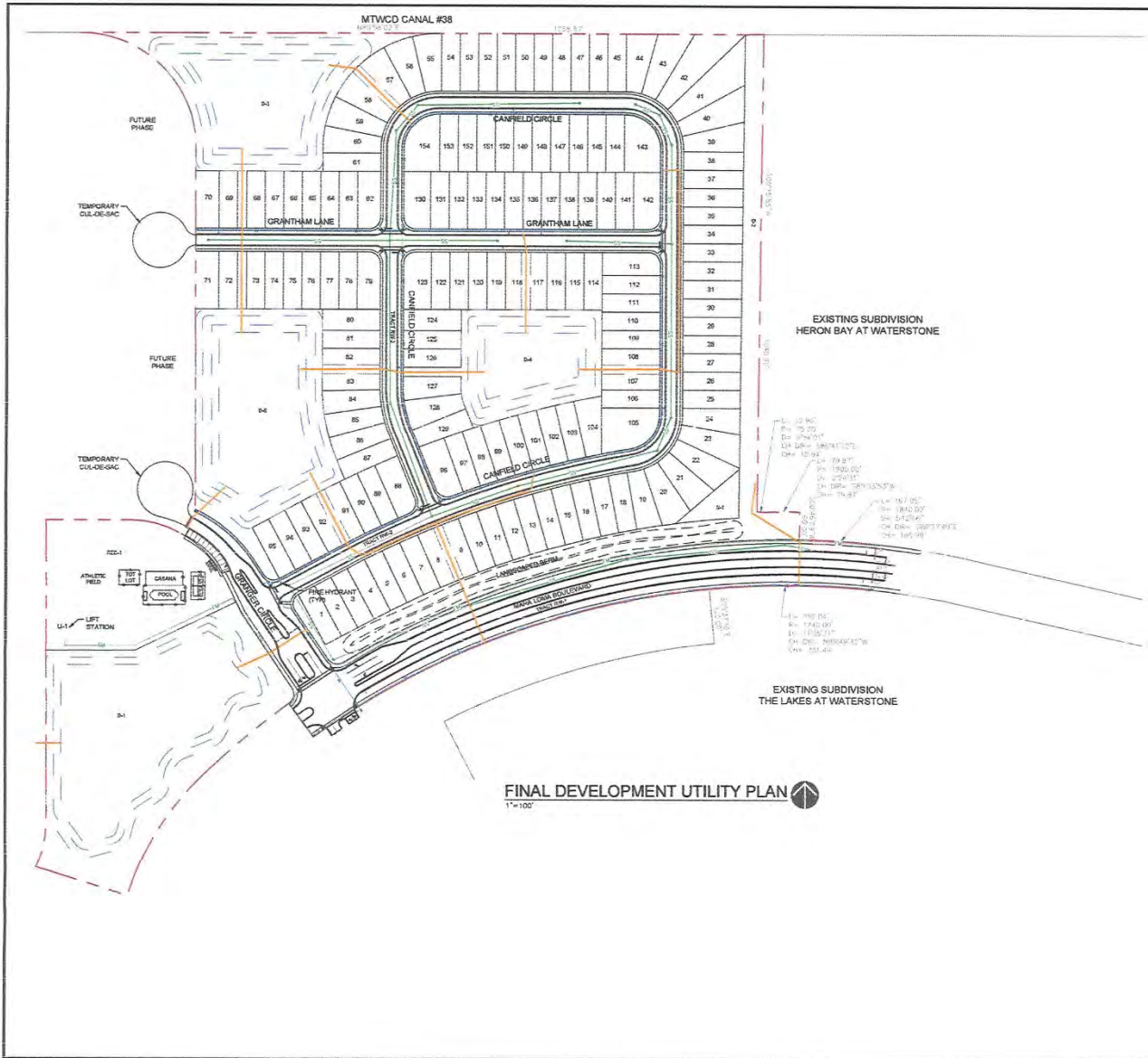
BEGIN AT THE NORTHWEST CORNER OF SAID SECTION 4; THENCE RUN N89°58'02"E ALONG THE NORTH LINE OF SAID SECTION 4 A DISTANCE OF 1258.57 FEET TO THE NORTHWEST CORNER OF WATERSTONE PLAT THREE P.U.D., AS RECORDED IN PLAT BOOK 59, PAGES 1 THROUGH 5, OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA; THENCE RUN S00°35'55"W, ALONG THE WEST LINE OF SAID WATERSTONE PLAT THREE P.U.D., FOR A DISTANCE OF 1040.42 FEET TO A POINT OF INTERSECTION WITH A NON-TANGENT CURVE, CONCAVE NORTHERLY, HAVING A RADIUS OF 75.00 FEET WITH A CHORD THAT BEARS S86°41'22"E FOR A DISTANCE OF 12.94 FEET; THENCE RUN SOUTHEASTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 9°54'01", FOR A DISTANCE OF 12.96 FEET TO A POINT OF REVERSE CURVATURE, CONCAVE SOUTHERLY, HAVING A RADIUS OF 1900.00 FEET WITH A CHORD WHICH BEARS N89°33'53"E FOR A DISTANCE OF 79.87 FEET; THENCE RUN NORTHEASTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 2°24'31", FOR A DISTANCE OF 79.87 FEET TO A POINT OF INTERSECTION WITH A NON-TANGENT LINE; THENCE RUN S00°46'09"W FOR A DISTANCE OF 60.00 FEET TO THE SOUTH LINE OF TRACT "OS5" OF AFOREMENTIONED WATERSTONE PLAT THREE P.U.D. AND A POINT OF INTERSECTION WITH A NON-TANGENT CURVE, CONCAVE SOUTHEASTERLY, HAVING A RADIUS OF 1840.00 FEET WITH A CHORD THAT BEARS S73°28'21"W FOR A DISTANCE OF 1094.11 FEET; THENCE RUN SOUTHWESTERLY ALONG THE ARC OF THE SAID CURVE, THROUGH A CENTRAL ANGLE OF 34°35'33", FOR A DISTANCE OF 1110.91 FEET TO A POINT OF INTERSECTION WITH A NON-TANGENT CURVE, CONCAVE SOUTHEASTERLY, S33°49'26"E FOR A DISTANCE OF 10.00 FEET TO A POINT OF INTERSECTION WITH A NON-TANGENT CURVE, CONCAVE SOUTHEASTERLY, HAVING RADIUS OF 1830.00 FEET WITH A CHORD THAT BEARS S51°06'16"W A DISTANCE OF 323.57 FEET; THENCE RUN SOUTHWESTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 10°08'38", A DISTANCE OF 323.99 FEET TO A POINT OF COMPOUND CURVATURE, CONCAVE SOUTHEASTERLY, HAVING A RADIUS OF 590.00 FEET WITH CHORD THAT BEARS S31°45'36"W FOR A DISTANCE OF 290.91 FEET; THENCE RUN SOUTHWESTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 28°32'41, A DISTANCE OF 293.94 FEET TO A POINT OF TANGENCY;THENCE RUN S17°29'16"W FOR A DISTANCE OF 11.52 FEET; THENCE RUN N72°30'44"W FOR A DISTANCE OF 210.00 FEET TO A POINT OF INTERSECTION WITH A NON-TANGENT CURVE, CONCAVE NORTHWESTERLY, HAVING A RADIUS OF 225.00 FEET AND A CHORD WHICH BEARS N12°39'17"E FOR A DISTANCE OF 99.53 FEET; THENCE RUN NORTHEASTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 25°33'20", FOR A DISTANCE OF 100.36 FEET TO A POINT OF TANGENCY; THENCE RUN N00°07'23"W FOR A DISTANCE OF 660.00 FEET; THENCE RUN N89°52'37"E FOR A DISTANCE OF 177.29 FEET TO A POINT OF CURVATURE OF A CURVE, CONCAVE SOUTHWESTERLY, HAVING A RADIUS OF 235.00 FEET AND A CHORD WHICH BEARS S75°19'38"W FOR A DISTANCE OF 120.03 FEET; THENCE RUN SOUTHEASTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 29°35'30", FOR A DISTANCE OF 121.37 FEET TO A POINT OF INTERSECTION WITH A NON-TANGENT LINE; THENCE RUN N29°28'07"E FOR A DISTANCE OF 60.48 FEET; THENCE RUN N00°07'23"W FOR A DISTANCE OF 786.06 FEET TO A POINT OF CURVATURE OF A CURVE, CONCAVE SOUTHWESTERLY, HAVING A RADIUS OF 250.00 FEET AND A CHORD WHICH BEARS N45°07'23"W FOR A DISTANCE OF 353.55 FEET; THENCE RUN NORTHWESTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 90°00'00", FOR A DISTANCE OF 392.70 FEET TO A POINT ON THE NORTH LINE OF AFOREMENTIONED SECTION 5; THENCE RUN N89°52'37"E FOR A DISTANCE OF 221.06 FEET TO THE POINT OF BEGINNING; CONTAINING 41.651 ACRES MORE OR LESS.

WATERSTONE FARMS, LLC &  
PB & J GARDENS INVESTMENT, LLC

[illegible]







**LEGEND:**

- PROJECT BOUNDARY
- POND CONTOURS
- STORM PIPE
- WATER MAIN
- SANITARY SEWER LINE
- FORCE MAIN

DATE	10/08/20
SCALE	1"=100'
PROJ. NO.	190061
DESIGNED BY	CCM
DRAWN BY	SMB
CHECKED BY	JTW
ISSUING NO.	GW-3

**GARDENS AT WATERSTONE**  
**PHASE 1**  
 WATERSTONE FARMS, LLC & F&S J GARDENS INVESTMENT, LLC  
 10000 W. GARDEN LANE, SUITE 100, FORT MYERS, FL 33907  
 DRAWING TITLE

**AL DEVELOPMENT UTILITY PLAN**

**CONSTRUCTION ENGINEERING GROUP**  
 CONSULTING ENGINEERS



SKETCH OF DESCRIPTION  
"THIS IS NOT A BOUNDARY SURVEY"



A PARCELS OF LAND BEING A PORTION OF SECTION 4, TOWNSHIP 33 SOUTH, RANGE 37 EAST, AND PORTION OF LOTS 1 AND 32 OF SAN SEBASTIAN TOWNSHIP, SECTION 5, TOWNSHIP 33 SOUTH, RANGE 37 EAST, BREVARD COUNTY, FLORIDA, AS RECORDED IN PLAT BOOK 6, PAGE 77 OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA.

[illegible]

LEGAL INFORMATION SERVICES, INC. 10000 RIVERCHURCH DRIVE, SUITE 100, FARMINGTON, CT 06030-1099

[illegible]

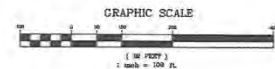
LEGAL DESCRIPTION: 0.150 PROPOSED HARRIS LOMA EXCAVATION

A PARCEL OF LAND BEING A PORTION OF SECTION 4, TOWNSHIP 30 SOUTH, RANGE 37 EAST, AND PORTION OF LOTS 1 AND 32 OF SAN URBANUS TOWN, SECTION 5, TOWNSHIP 30 SOUTH, RANGE 37 EAST, BREVARD COUNTY, FLORIDA, AS REPRESENTED BY PLAT BOOK 6, PAGE 77 OF THE SEVENTH EDITION OF THE

[illegible]

NOTES:

1. THE BEARING BASIS OF THIS SKETCH OF DESCRIPTION IS THE NORTH LINE OF SECTION 4, TOWNSHIP 30 SOUTH, RANGE 37 EAST, BREVARD COUNTY, FLORIDA, WHICH BEARS N69°58'02"E AND AS SHOWN HEREON.  
2. THIS IS A SKETCH OF DESCRIPTION, NOT A BOUNDARY SURVEY.



**HORIZON SURVEYORS**  
OF CENTRAL FLORIDA, INC. LB 6360  
POINCIANA DR., MELBOURNE, FL 32935  
MAIL: INFO@HORIZONSURVEYORS.COM  
PHONE : (321) 254-8133

SCALE 1" = 100'		REVISION TABLE			
DATE 10-07-20	DATE	DESCRIPTION	BY	APV	
DRAWN BY HCB					

PREPARED FOR THE EXCLUSIVE USE OF  
WATERSTONE  
FARMS, LLC

I HEREBY CERTIFY THAT THE PROPERTY HEREON WAS SURVEYED UNDER MY DIRECT SUPERVISION AND THAT THIS MAP OF SURVEY IS ACCURATE AND CORRECT. I FURTHER CERTIFY THAT THIS SURVEY MEETS OR EXCEEDS THE MINIMUM TECHNICAL STANDARDS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS IN CHAPTER 50-17, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES.

NOTE:

THIS SKETCH IS NOT  
VALID UNLESS IT BEARS  
A SIGNATURE AND A  
SURVEYOR'S SEAL.

ROBERT R. DOERRER, JR.  
PROFESSIONAL LAND SURVEYOR #3982

SURVEY FOR: GARDENS OF WATERSTONE PH1
DRAWING NUMBER: 5858-20-1007
PAGE 1 OF 1

A SUBDIVISION LYING IN SECTIONS 4 & 5, TOWNSHIP 30 SOUTH, RANGE 37 EAST, BREVARD COUNTY, FLORIDA,  
BEING A PORTION OF SECTION 4 AND A "REPLAT" OF A PORTION OF LOTS 1 & 32, SECTION 5, "SAN-SEBASTIAN FARMS",  
RECORDED IN PLAT BOOK 6, PAGE 77 OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA.



## DEDICATION

FROM ALL USERS BY THESE PRESENTS, THE LAND AND SUBSISTANCE COMPANY  
WARRANTS, BY AND THROUGH THE TOWN OF WILMINGTON, THE LANDS  
ENCLOSED HEREIN.

GARDENS OF WATERSTONE PHASE 1

HEREBY DEDICATES AND LANDS AND WILL FOR THE USES AND PURPOSES  
HEREIN DESCRIBED AND INDICATED AS PUBLIC UTILITY FACILITIES AS  
THEY ARE HEREIN DESCRIBED AND INDICATED TO THE TOWN OF WILMINGTON  
OF THE PUBLIC AND HERETOFORE AND HEREAFTER TO THE CITY OF WILMINGTON  
BAY MARA LOMA BOULEVARD (PUBLIC RIGHT OF WAY) ALSO OTHER AS  
TRACTED AND NOT OTHER EASEMENTS ARE HEREBY DEDICATED OR  
CONVEYED TO THE PUBLIC IT BEING THE INTENTION OF THE UNDERSIGNED  
THAT FROM AND AMONGST THE LANDS AND SUBSISTANCE COMPANY, BEING  
SITUATED WITHIN THE CITY OF WILMINGTON, THE PUBLIC AND THE CITY  
OF WILMINGTON HAVE NO RIGHT OR INTEREST THEREIN.

IN WITNESS WHEREOF, THE UNDERSIGNED HAS SIGNED THESE PROTESTS  
TO BE EXECUTED ON THE DATE SET FORTH BELOW.

27. **WATKINS & WATKINS, LTD.**  
235 WEST 60th  
NEW YORK, N.Y. 10019  
OFF. REG. NO. 110004 12/2/58  
91-141, 91-142, 91-143-160

Figure 1. The effect of the concentration of the  $\text{Ca}^{2+}$  solution on the  $\text{Ca}^{2+}$  concentration in the  $\text{Ca}^{2+}$  solution.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED  
DATE 08-11-2010 BY 60322 UCBAW/SJS/STP

<p>  <b>Heraeus</b>  <small>HERAEUS GROUP</small> </p>	<p>  <b>Heraeus</b>  <small>HERAEUS GROUP</small> </p>
---	---

M<sub>2</sub> Classification: External (see instructions)[illegible]

DATE: OCTOBER 18, 2020

ROBERT R. JOHNSON, JR., P.L.S. No. 982  
HOBSON SURVEYORS & CONSULTANTS, INC.  
300 PONDICIA DRIVE WELLSBORO, FLORIDA 32085

I HEREBY CERTIFY, THAT I HAVE REVIEWED THE FOREGOING PLAN AND FIND THAT IT IS IN CONFORMITY WITH CHAPTER 177, PART I, FLORIDA STATUTES.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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ROSEBUD STATE LA 0304  
BORING SURF ON FOR ME D Y LE PAID 345

BY MUNICIPAL

A/N/S:  
 Indicate the following:  
 INC \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

1000	1000	1000
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1. *we have a copy of the book in the library.*

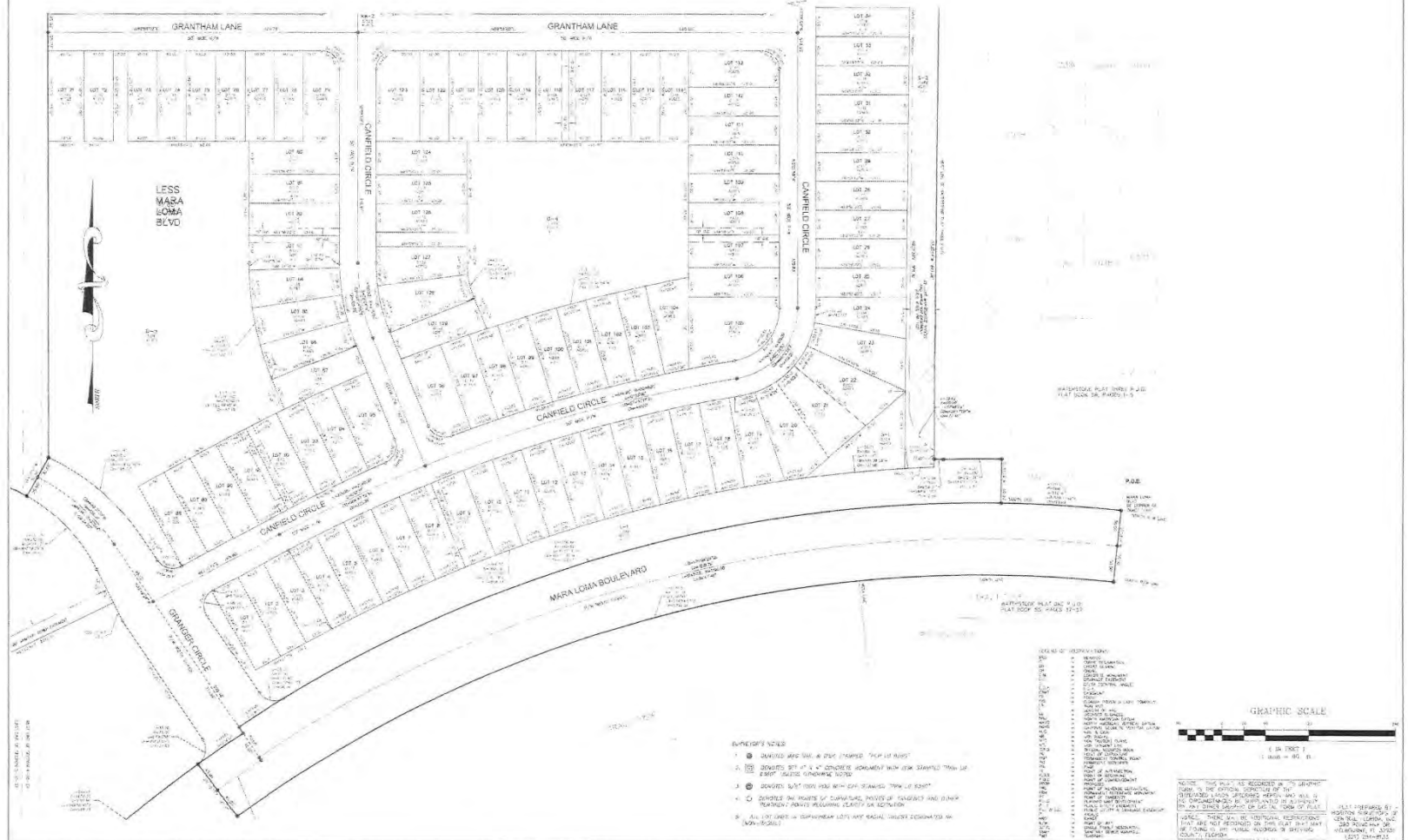
1962 that LOWMEYER, PI FORM, WAS ON THE REQUIREMENTS OF  
CHAPTER 177 FLORIDA STATUTES AND WAS FULLY RECORDED IN

[illegible]

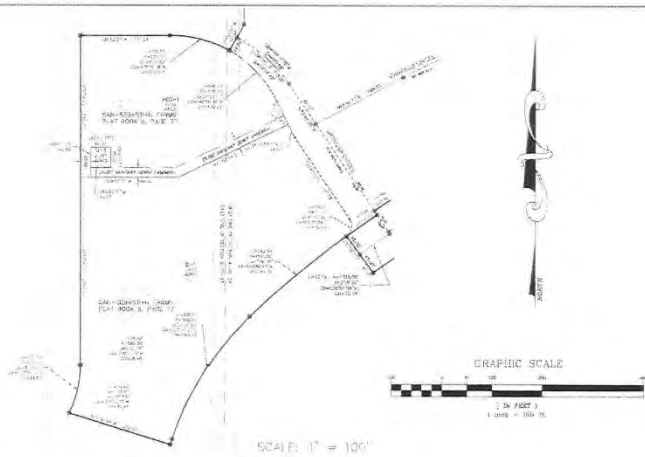
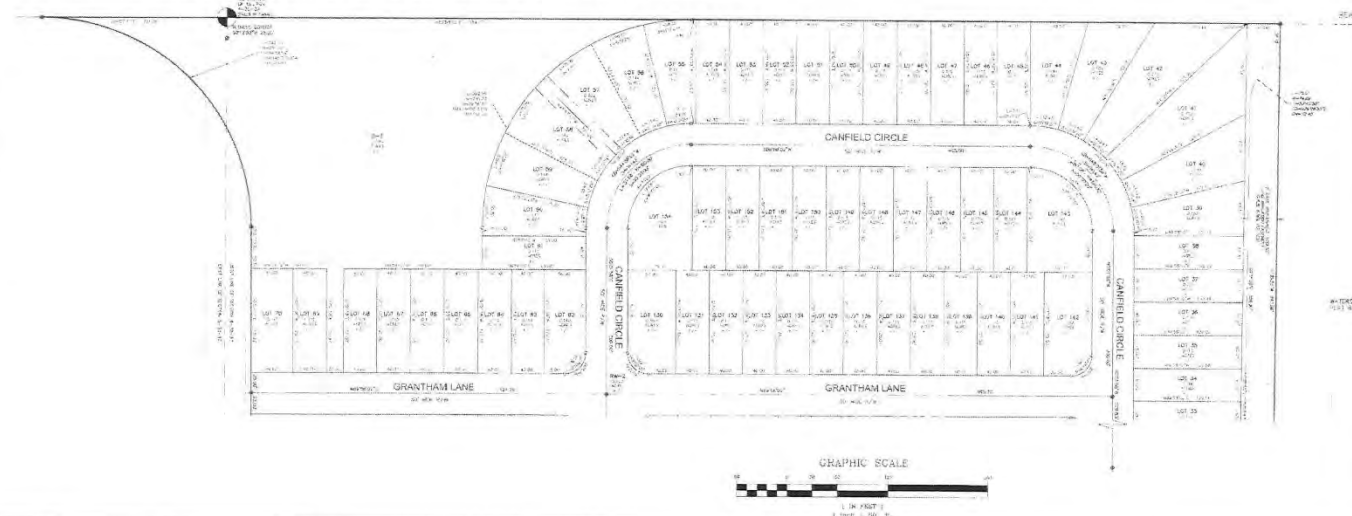
U.S. DEPT. OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

A SUBDIVISION LYING IN SECTIONS 4 & 5, TOWNSHIP 30 SOUTH, RANGE 37 EAST, BREVARD COUNTY, FLORIDA.  
BEING A PORTION OF SECTION 4 AND A "REPLAT" OF A PORTION OF LOTS 1 & 32, SECTION 5, "SAN-SEBASTIAN FARMS",  
RECORDED IN PLAT BOOK 6, PAGE 77 OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA.

SECTIONS 4 & 5, 30 SOUTH, RING 37 EAST



PLAT BOOK PAGE  
SHEET 5 OF 3  
SECTIONS 4 & 5, 30 SOUTH, RING 3 EAST



- [illegible]

- 1. ☐ CONCEPT WAS MADE AS A GOOD STANDARD "TEST OF MATHS"
- 2. ☒ CONCEPTS SET "A" & "B" CONCEPTS, ALIGNMENT WITH OUR STANDARDS THEN "B" MUST BE UNDERSTANDING DIFFERENCES
- 3. ☒ DEDUCTED THAT YOUR MATHS CAN BE STANDARD "TEST OF LOGIC"
- 4. ☒ CONCEPT OF POINTS OF CURVES, POINTS OF TANGENTS AND OTHER "REPRESENT" POINTS OF QUANTUMS OF QUANTUM
- 5. ☒ ALL 120 CASES OF CONJUGATE LINEAR AND NON-CONJUGATE LINEAR AND NON-CONJUGATE

NOTED. THIS THAT AS RECORDED IN THIS GRADING  
FORM IS THE OFFICIAL RECORD OF THE  
SURVEYED LANDS DESCRIBED. THIS WILL BE  
NO LIMITATIONS OR RESTRICIONS IN AUTHORITY  
BY ANY OTHER GRADING OR DITCH FILING OF PLAT  
NOTED. THERE MAY BE ADDITIONAL RESTRICTIONS  
THAT ARE NOT RECORDED IN THIS PLAT THAT MAY  
BE FOUND IN THE PUBLIC RECORDS OF CHEVROLET  
COUNTY, TEXAS.

- PLAT PREPARED BY  
WILLIAM F. HARRIS, C.E.  
DALLAS, TEXAS  
BY RICHARD A. GILBERT, JR.  
DALLAS, TEXAS  
(501) 754-8121



**REVISED**

## STAFF REPORT

### LAND DEVELOPMENT DIVISION

120 Malabar Road SE • Palm Bay, FL 32907 • Telephone: 321-733-3042

[landdevelopmentweb@palmbayflorida.org](mailto:landdevelopmentweb@palmbayflorida.org)

#### Prepared by

Christopher Balter, Senior Planner

---

#### CASE NUMBER

FD-36-2020

#### PLANNING & ZONING BOARD HEARING DATE

December 2, 2020

---

#### PROPERTY OWNER & APPLICANT

Benjamin E. Jefferies- Waterstone Farms, LLC

#### PROPERTY LOCATION/ADDRESS

A portion of Tax parcels 250 and 500, Section 4, Township 30, Range 37, and a portion of Tract 1 of the San Sebastian Farms Subdivision

---

#### SUMMARY OF REQUEST

Final Planned Unit Development approval for a 154-unit residential subdivision to be known as Gardens at Waterstone Phase 1 PUD.

##### Existing Zoning

PUD, Planned Unit Development

##### Existing Land Use

Single-Family Residential Use

##### Site Improvements

Vacant Unimproved Land (Former Orange Groves)

##### Site Acreage

44.65 acres, more or less

---

#### SURROUNDING ZONING & USE OF LAND

##### North

Melbourne-Tillman Drainage Canal No. 38

##### East

PUD; Heron Bay at Waterstone; Single-Family Homes

##### South

PUD; The Lakes at Waterstone; Single-Family Homes and Undeveloped Land

##### West

PUD; Waterstone at Palm Bay; Undeveloped Land

---

#### COMPREHENSIVE PLAN COMPATIBILITY

The future land use designation of the subject property is Single-Family Residential Use. The development of a single-family planned unit development is compliant with the Single-Family Residential Use future land use designation. The proposed density is 3.44 units per acre, which is below the maximum density defined in the City's Comprehensive Plan for Single-Family Residential Use (up to 5 units per acre).

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**BACKGROUND:**

The subject property is located north of and adjacent to Mara Loma Boulevard SE, and west of Babcock Street SE. Specifically a portion of Tax parcels 250 and 500, Section 4, Township 30, Range 37, and a portion of Tract 1 of San Sebastian Farms Subdivision, of Brevard County Florida. This Final PUD request includes approximately 44.65 acres of land.

In 2004 the subject property was annexed into the City via Ordinance 2004-35 totaling 1,167 acres. The original Future Land Use amendment designated all of the lands as Single-Family Residential Use via Ordinance 2004-52; which stated that 1,800 units could be placed on the lands of Waterstone or Cypress Bay Preserve. Site specific conditions were placed on the amendment via Ordinance 2004-48. Between 2005 and 2018, a series of 37 future land use map amendments were made bringing the total units entitled to 2,596. The total entitlements encumbered are as follows: 1802 units on the west side of Babcock Street, and 362 units on the east side of Babcock Street.

**ANALYSIS:**

The applicant is requesting Final Development Plan (FDP) approval for a Planned Unit Development (PUD), to construct a single-family residential subdivision called Gardens at Waterstone Phase 1. The planned unit development is a concept which encourages and permits variation in residential developments by allowing deviation in lot size, bulk or type of dwellings, density, lot coverage, setbacks and open space, from those elements required in any singular zoning classification found in the city's Zoning Code.

The purpose of a planned unit development is to encourage the development of planned residential neighborhoods and communities that provide a full range of residence types, as well as commercial uses designed to serve the inhabitants of the proposed community. The planned unit development process simplifies the procedure for obtaining approval of these developments through simultaneous review of the proposed land use, site consideration, public needs and requirements, and health and safety factors.

Specifically, the FDP proposes a 154-unit single-family development that will be constructed in one phase. Per the **PDP >>FDP<<**, typical lots within the residential development are 40' x 125'. The minimum size home will be **800 >>1200<<** square feet. The development will consist of a gated entrance with amenities, neighborhood park, walking trails, recreation and open space areas, stormwater management ponds, and private roadways.

Lastly, technical staff review comments are attached to this report.

**CONDITIONS:**

In order to receive FDP approval, the proposal must meet the requirements of Section 185.067 of the City of Palm Bay's Code of Ordinances. Upon review, the request appears conform with the applicable requirements of this section. The following items shall be addressed upon submission of the administrative construction plan approval:

- A. Fully engineered construction drawings;
- B. Specific layout and architectural drawings illustrating the amenities and walking trails;
- C. The technical comments generated by the Development Review Staff (attached) shall be observed and incorporated into the subdivision design.

**STAFF RECOMMENDATION:**

Case FD-36-2020 is recommended for approval, subject to the staff comments contained in this report.

## **TECHNICAL COMMENTS**

### **CASE FD-36-2020 – Gardens at Waterstone Phase 1 PUD**

#### **BREVARD COUNTY (Jeffrey Ball, Planning and Zoning Manager):**

1. Brevard County has no concerns at this time. The applicant has previously acknowledged that a Traffic Signal Warrant Analysis will be conducted with the completion of Cypress Bay and the Gardens developments. They have also previously advised that a traffic signal, if warranted, will be the responsibility of the developer to provide for the design, permitting, and construction of said traffic signal.

#### **PUBLIC WORKS (Natalie Shaber, Engineer II):**

1. An updated signal warrant, and traffic impact analysis will be required because of the constructed elementary school, adjacent Cypress Bay Development, and constructed St. John's Heritage Parkway.

2. Additional safety features such as a cross walk across Mara Loma Blvd. Please make sure the proposed Mara Loma Blvd improvements comply with the City of Palm Bay Public Works manual, right-of-way manual as well as the ss184.18 Roadway Design City of Palm Bay Ordinances.

3. Please evaluate the flow capacity and cross section of the ditch off site, the condition of the pipe in the Stile drainage right of way (by the Willow brook right-of-way). Replace pipe if required.

4. Please provide landscape plans for the Mara Loma Blvd Extension. Please provide reliable tree root containment to prevent damage of the roadway and sidewalks in the Mara Loma Blvd. right-of-way.

5. Make sure the proposed landscaping does not interfere with the sight distance. A two-year maintenance bond shall be required prior to the certificate of completion. The maintenance bond is 25 percent of the total value of the work in the public right-of-way.

6. Please provide a Landscape agreement for the right-of-way to be executed between the Waterstone PUD CDD (successors and assigns) and the City to perpetually maintain the proposed landscaping in the public right-of-way.

7. Please be advised that all project improvements are privately maintained until publicly accepted and approved per City of Palm Bay Ordinance Chapter 182. The stormwater management system shall meet the most stringent criteria from the St. John's River Water Management District and the City of Palm Bay's Floodplain and Stormwater Management Ordinance Chapter 174, when those criteria conflict. (SS 174.071).

8. Drainage easement shall be provided over the system where it connects to Waterstone Phase One.
9. The Courtyards at Waterstone plan and the Waterstone Phase 1 Site plans shall be revised to include this new upstream subdivision that will be routed south.
10. Grading of the rear lots 23-41 of the Gardens shall be Type A
11. ADA compliant sidewalks shall connect to the existing sidewalks on Mara Loma Blvd.

**UTILITIES (Christopher Little, Utilities Director):**

The Utilities Department has no objection to the proposed 154 single-family residential units.

Upon development of the site, the following shall apply for connection to the City's Water and Sewer Utilities System:

1. The applicant/owner, at their expense, will be required to design, permit, install, inspect and test water & sewer systems of adequate size to accommodate the development and to connect to the City's water & sewer system. [§ 200.11(D)(1) – On-Site Facilities]
2. The applicant/owner may be required to extend and/or loop service from the On-Site Facilities to the existing water and sewer connection points. [§ 200.11(D)(2) – Off-Site Facilities].
3. The applicant/owner will be responsible for the property's hydraulic share for the new utilities required to serve the development. Oversizing of utilities at the request of the Utilities Department will be subject to a refunding agreement or refundable advance [§ 200.11(D) & (E)]. The City of Palm Bay's 2017 Wastewater Master Plan & 2017 Water Master Plan, both of which are available by request, identify proposed mainline extensions with the City's current pipe sizing requirements.
4. A City of Palm Bay "Utility Agreement" shall be executed between the Property Owner and the City. All Utility impact/connection charges noted in the "Utility Agreement" must be paid as outlined in the terms and conditions of the Utility Agreement. All fees are subject to change annually on October 1. The Property Owner shall submit a certified copy of the property deed as verification of ownership as part of the Utility Agreement.
5. All utility construction, materials, and testing shall be in accordance with the latest revision of the Palm Bay Utility Departments Policies, Procedures and Standards Handbook and the Standard Detail Drawings. Prior to any construction, all required FDEP Permit applications for the Water and Sanitary Sewer Construction shall be processed through and copies of the Permits filed with the Utilities Department.



## LEGISLATIVE MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Suzanne Sherman, Acting City Manager

**THRU:** Yvonne McDonald, Finance Director

**DATE:** 1/21/2021

**RE:** Ordinance 2021-03, amending the Fiscal Year 2020-2021 budget by appropriating and allocating certain monies (first budget amendment), final reading.

A public hearing is to be held on the above subject ordinance and the caption read for the second and final time at tonight's Council meeting.

Summary of the proposed budget amendment:

### **General Fund (001)**

#### ***Revenues – Total \$1,472,760***

- Recognize additional FY 2021 State-Shared revenues published by the Florida Department of Revenue's Office of Tax Research – **\$1,472,760**.
- Transfer to Building Fund per 10/1 Ordinance to remove salary splits and distribute accordingly; approved by Council 10/01/2020 – **\$34,423**.
- Record ICMA forfeiture refunding revenues in accordance with plan #109147 agreement – **\$301,817**.

#### ***Expenditures – Total \$3,478,093***

- Appropriate the following departmental needs that are offset by additional FY 2021 State-Shared revenues received; approved by Council 11/05/2020 – **\*\$518,856**
  - Parks: Appropriate funds of \$130,000 to remove and replace the old slide infrastructure at the Palm Bay Aquatic Center.
  - Facilities: Allocate funds for the Tradesworker position that was unfunded during the budget process for \$62,537, fund a new Construction Project Manager position for \$112,319 (Transfer \$23,371 to Fleet Services Fund), increase Overtime budget to cover normal on-call costs for the year for \$10,000, and increase Building Repairs budget to address maintenance project needs at various locations at the City for \$65,000 – a total of \$249,856. *\*Salary figures for Tradesworker and Construction Project Manager changed, but total amount is \$6,817 less than originally listed in memo.*
  - Community & Economic Development: Appropriate funds of \$5,000 to promote the Administrative Assistant to Economic Development Assistant.
  - Information Technology: Appropriate funds to PC Replacement budget that was removed due to



originally projected budget shortfalls for \$40,000 and replace the Storage Area Network (SAN) hardware as the current SANs have reached the equipment at end of life cycle for \$94,000 – a total of \$134,000.

- Appropriate the following Capital needs for FY 2021 from the return of excess prior years allocation from Risk Management Fund assessed through FY 19 (FY 2020 Budget Amendment #4); approved by Council 09/03/2020 – **\$1,873,577**:
  - Police: Replacement of (11) police vehicles – \$329,734 (Transfer to Fleet Services Fund).
  - Fire: Purchase of a squad truck, a District Chief Silverado crew cab and a brush truck retrofit – \$134,000 (Transfer to Fleet Services Fund).
  - Parks: Replacement of (4) pickup trucks – \$109,000 (Transfer to Fleet Services Fund).
  - Parks: Playground replacements at Liberty Park, Riviera Park, Veterans Park, Oakwood Park, Knecht Park and Lynbrook Park– \$590,000.
  - Public Works: Fleet equipment replacement/upgrades, signal wire respan for Emerson/Malabar and Eldron/Malabar intersections and a large format printer – \$710,843 (transfer \$586,000 to Fleet Services Fund).
- Re-appropriate funds per City Manager approval for Public Works Survey Party Chief position that was previously unfunded during the budget process. This position is essential for PW to operate survey crews to keep up with the pipe replacements for Road Bond Paving – **\$40,560**.
- Pay Adjustment for sworn and communications center personnel within the Police Department to address salary disparities within Brevard County; approved by Council 12/03/2020 – **\$478,350**.
- Appropriate additional funds for the award of bid difference of \$59,007 and the 10% contingency of \$41,873 Fred Poppe Regional Park septic to sewer conversion, project 19PR06; approved by Council 11/05/2020 – **\$100,880**.
- Transfer to Community Investment Fund for Phase I of the Fred Poppe Regional Park Campground project 16PK08; approved by Council 09/17/2020 – **\$558,492**.
- Appropriate funds for credit card processing fees until City switches to Cardknox and fees are passed onto customer; approved by Council 11/19/2020 – **\$70,000**.
- Per Ordinance passed on 10/1, remove salary splits between Growth Management and Building and distribute according to individual Departments; approved by Council 10/01/2020 – **\$34,423**.
- FY 21 Budget correction to adjust the total audit cost allocation per contractual agreements – **(\$976)**.
- Return funds to utilize Impact Fees for the purchase of (6) vehicles and on-boarding (6) Patrol Officer positions awarded under DOJ + CHP Grant; approved by Council 11/19/2020 – **(\$103,806)**.
- Reduce transfer to Fleet Services Fund and utilize Impact Fees for the purchase of (6) vehicles and on-boarding (6) Patrol Officer positions awarded under DOJ + CHP Grant; approved by Council 11/19/2020 – **(\$179,658)**.
- Transfer to Fleet Services Fund for the increased cost associated with the purchase of eleven (11) police vehicle replacements; approved by Council 12/03/2020 – **\$21,646**.
- Appropriate funds for a new Fire Inspector position to help improve the level of service, turnaround time and advance safety, costs will be offset by additional revenues received from inspections; approved by Council 11/19/2020 – **\$63,383**.

- Transfer budgeted funding from the Human Resources Department and vending machine contributions to utilize towards 2020 departmental holiday events – **(\$4,406).**
- Appropriate funding from the Human Resources Department and vending machine contributions to city-wide General Fund departments to utilize towards 2020 departmental holiday events based on active FTE count – **\$5,456.**
- Transfer to Utilities Operating Fund for budgeted funding from the Human Resources Department and vending machine contributions to city-wide departments to utilize towards 2020 departmental holiday events based on active FTE count – **\$1,129.**
- Transfer to the Building Fund for budgeted funding to from the Human Resources Department and vending machine contributions to city-wide departments to utilize towards 2020 departmental holiday events based on active FTE – **\$187.**

#### **Law Enforcement Trust Fund (101)**

##### ***Expenditures – Total \$16,510***

- LETF 20-01 – Appropriate funds for Legal fees of \$5,000 to support Asset Forfeiture Program, Registration fees of \$5,560 for eight Police Department employees to attend FBI-LEEDA Executive Leadership Course, and \$5,950 to host Cops and Friends Reindeer Run; approved by Council 11/19/2020 – **\$16,510.**

#### **NSP Fund (123)**

##### ***Expenditures – Total \$4,600***

- Allocate funds to cover the cost of mowing maintenance for FY 21 for six (6) City-owned NSP properties located at Northview St in Driskell Heights; approved by Council 11/19/2020 – **\$4,600.**

#### **Bayfront Community Redevelopment Agency Fund (181)**

##### ***Revenues – Total \$3,401***

- Record ICMA forfeiture refunding revenues in accordance with plan #109147 agreement – **\$3,401.**

##### ***Expenditures – Total (\$13)***

- Budget correction to adjust the total audit cost allocation per contractual agreements for FY 21 – **(\$13).**

#### **Police Impact Fees-Nexus 32907 Fund (183)**

##### ***Expenditures – Total \$52,541***

- Utilize Impact Fees for the purchase of (6) vehicles and on-boarding (6) Patrol Officer positions awarded under DOJ + CHP Grant; approved by Council 11/19/2020 – **\$52,541.**

#### **Police Impact Fees-Nexus 32908 Fund (184)**

##### ***Expenditures – Total \$52,541***

- Utilize Impact Fees for the purchase of (6) vehicles and on-boarding (6) Patrol Officer positions awarded under DOJ + CHP Grant; approved by Council 11/19/2020 – **\$52,541.**

#### **Police Impact Fees-Nexus 32909 Fund (186)**

##### ***Expenditures – Total \$210,164***

- Utilize Impact Fees for the purchase of (6) vehicles and on-boarding (6) Patrol Officer positions awarded under DOJ + CHP Grant; approved by Council 11/19/2020 – **\$210,164.**

#### **Fire Impact Fees-Nexus 32905 Fund (187)**

##### ***Expenditures – Total \$6,251***

- Utilize Impact Fee funds to fabricate a high-water rescue vehicle for use in two areas of the City; approved by Council 11/19/2020 – **\$6,251.**

#### **Fire Impact Fees-Nexus 32907 Fund (188)**

***Expenditures – Total \$6,251***

- Utilize Impact Fee funds to fabricate a high-water rescue vehicle for use in two areas of the City; approved by Council 11/19/2020 – **\$6,251.**

**Fire Impact Fees-Nexus 32909 Fund (190)**

***Expenditures – Total \$93,740***

- Utilize Impact Fee funds to purchase an air compressor used to refill air cylinders used on 911 calls for new Fire Station 5; approved by Council 11/19/2020 – **\$50,000.**
- Appropriate funds to purchase a training vehicle to be used at the new training facility at new Fire Station 5; approved by Council 09/17/2020 – **\$43,740.**

**Park Impact Fees-Nexus 32905 Fund (191)**

***Expenditures – Total \$150,000***

- Utilize Impact Fee funds for construction of Riviera Dog Park for citizens in the northeast section of the City, project 21PR01; approved by Council 10/15/2020 – **\$150,000.**

**Park Impact Fees-Nexus 32907 Fund (192)**

***Expenditures – Total \$534,836***

- Appropriate Impact Fee funds for Phase I construction of Fred Poppe Regional Park Campground project 16PK08; approved by Council 09/17/2020 – **\$534,836.**

**Park Impact Fees-Nexus 32908 Fund (193)**

***Expenditures – Total \$462,637***

- Appropriate Impact Fee funds for Phase I construction of Fred Poppe Regional Park Campground project 16PK08; approved by Council 09/17/2020 – **\$462,637.**

**Debt Service Fund (201)**

***Expenditures – Total (\$19,497)***

- FY 21 Approved Budget entry correction - principal for \$20,623 and interest for (\$40,120) payments for the lease purchase of fire apparatus and police vehicles – **(\$19,497).**

**2010 PST Revenue Bond Fund (219)**

***Expenditures – Total \$345,727***

- Principal Payment Contribution towards Fund 219/230 Bond Refinancing – **\$427,000.**
- Reduction in budgeted interest payment amount due Fund 219/230 Bond Refinancing – **(\$127,644).**
- Appropriate additional budget to cover agent fees for Fund 219/230 Bond Refinancing – **\$119.**
- Transfer to Debt Service Fund 230 for Issuance Costs due Fund 219/230 Bond Refinancing – **\$46,252.**

**2020 Special Obligation Revenue Ref Note Fund (230)**

***Revenues – Total \$4,632,302***

- Record Special Obligation Revenue Refunding Note, 2020 Loan Proceeds – **\$4,258,000.**
- Transfer from General Fund for bond debt refinancing to support FY 2021 principal and interest payment obligations – **\$328,050.**
- Transfer from Debt Service Fund 219 for Issuance Costs due Fund 219/230 Bond Refinancing – **\$46,252.**

***Expenditures – Total \$4,632,302***

- Appropriate Funds for Cash Defeasance Payment for Special Obligation Revenue Refunding Note, 2020 Loan Proceeds – **\$4,258,000.**

- Appropriate Issuance costs due Fund 219/230 Bond Refinancing – **\$46,252.**
- Appropriate funds for FY 2021 Debt Amortization schedule – Principal payment – **\$248,000.**
- Appropriate funds for FY 2021 Debt Amortization schedule – Interest payment – **\$80,050.**

#### **Community Investment Program Fund (301)**

##### ***Revenues – Total \$558,492***

- Transfer from General Fund for Phase I of the Fred Poppe Regional Park Campground project 16PK08; approved by Council 09/17/2020 – **\$558,492.**

##### ***Expenditures – Total \$558,492***

- Appropriate funding for Phase I construction of Fred Poppe Regional Park Campground project 16PK08; approved by Council 09/17/2020 – **\$558,492.**

#### **GO Road Program Fund (309)**

##### ***Expenditures – Total \$5,821,859***

- Provide funding for construction, design, survey, advertisement and engineer's estimate for Port Malabar East Road Paving Project 20GO16; approved by Council 02/06/2020 – **\$1,416,681.**
- Provide funding for engineer's estimate, advertising, geotech design and survey for Units 1, 2 & 3 Road Paving Project 21GO01; approved by Council 02/06/2020 – **\$1,214,767.**
- Provide funding for engineer's estimate, advertising, geotech design and survey for Unit 4 Road Paving Project 21GO02; approved by Council 02/06/2020 – **\$2,497,411.**
- Provide funding for engineer's estimate, advertising, geotech design and survey for Unit 27 Road Paving Project 21GO03; approved by Council 02/06/2020 – **\$44,928.**
- Provide funding for engineer's estimate, advertising, geotech design and survey for Unit 35 Road Paving Project 21GO04; approved by Council 02/06/2020 – **\$370,672.**
- Provide funding for engineer's estimate, advertising, geotech design and survey for Unit 43 Road Paving Project 21GO05; approved by Council 11/07/2019 – **\$156,720.**
- Provide funding for engineer's estimate, advertising, geotech design and survey for Unit 47 Road Paving Project 21GO06; approved by Council 11/07/2019 – **\$120,680.**

#### **Utilities Operating Fund (421)**

##### ***Revenues – Total \$3,423,439***

- Reimbursement revenue projected for FY 21 to offset project funding that will be carried forward from WRF Denitrification project 17WS16 from Brevard County Indian River Lagoon Interlocal Agreement; approved by Council 10/17/2019 – **\$3,295,338.**
- Record ICMA forfeiture refunding revenues in accordance with plan #109147 agreement – **\$126,972.**
- Transfer from General Fund (Human Resources Department and vending machine contributions) to city-wide departments to utilize towards 2020 departmental holiday events based on active FTE count – **\$1,129.**

##### ***Expenditures – Total \$600,914***

- Appropriate funds to construct a second clarifier at North Regional Wastewater Treatment Plant (NRWWTP), project 17WS13; approved by Council 11/05/2020 – **\$448,471.**
- Transfer funds to the 20 Bond Construction Fund (434) towards the payment of debt in FY 21; approved by Council 09/17/2020 – **\$116,620.**

- Fund appropriation for engineering and contractual services for Jupiter Bridge/C-1 abandoned water main removal as required by FDOT, project 21WS24; approved by Council 12/03/2020 – **\$35,000.**
- FY 21 Budget correction to adjust the total audit cost allocation per contractual agreements – **(\$306).**
- Appropriate funding from the General Fund (Human Resources Department and vending machine contributions) to the Utilities Operating Fund to utilize towards 2020 departmental holiday events based on active FTE count – **\$1,129.**

#### **Utility Connection Fee Fund (423)**

##### ***Expenditures – Total \$645,601***

- Transfer funds to the 20 Bond Construction Fund (434) towards the payment of debt in FY 21; approved by Council 09/17/2020 – **\$645,601.**

#### **Main Line Extension Fee Fund (425)**

##### ***Expenditures – Total \$275,000***

- Appropriate funds for engineering services for Pace Drive water main looping due to proposed extension of water service by Lennar Homes LLC, project 21WS23; approved by Council 11/05/2020 – **\$275,000.**

#### **Utility 20 Bond Construction Fund (434)**

##### ***Revenues – Total \$762,221***

- Transfer from Utilities Operating Fund for \$116,620 and Water Connection Fees Fund for \$645,601 to the 20 Bond Construction Fund towards the payment of debt in FY 21; approved by Council 09/17/2020 – **\$762,221.**

##### ***Expenditures – Total \$12,269,221***

- Appropriate note proceeds for the expansion and rehabilitation of the South Regional Water Treatment Plant (SRWTP), project 18WS04; approved by Council 09/17/2020 – **\$11,448,441.**
- Fund the 20 Bond Construction (434) Issuance Costs; approved by Council 09/17/2020 – **\$58,559.**
- Appropriate funds for the FY 21 Debt service Principal for \$585,000 and Interest for \$177,221 for the 2020 Bond Construction Note; approved by Council 09/17/2020 – **\$762,221.**

#### **Building Fund (451)**

##### ***Revenues – Total \$37,579***

- Record ICMA forfeiture refunding revenues in accordance with plan #109147 agreement – **\$37,392.**
- Transfer from General Fund (Human Resources Department and vending machine contributions) to city-wide departments to utilize towards 2020 departmental holiday events based on active FTE count – **\$187.**

##### ***Expenditures – Total \$382,548***

- Remove Building funds from Growth Management Department (\$4,255,219) and establish Building as a stand-alone Department and move funds over \$4,255,219; approved by Council 10/01/2020 – **Net Impact - \$0.**
- Appropriate funds for installation of City's door access system at new lease location for Building Department; approved by Council 11/19/2020 – **\$7,995.**
- Appropriate funds for moving expenses of \$70,000, annual lease payment of \$100,000 and estimated operating expenses of \$31,964 for new location for Building Department; approved by Council 09/17/2020 – **\*\$201,964** (\*Additional budget allocation of \$7,142 based on quotes for additional janitorial costs due to location size, approved by Interim City Manager.)
- Appropriate funds for credit card processing fees until City switches to Cardknox and fees are passed onto customer; approved by Council 11/19/2020 – **\$38,800.**

- Appropriate funds to add a part-time Senior Plans Examiner and a Senior Permit Technician position due to increase of current and anticipated future construction within the City; approved by Council 12/03/2020 – **\$133,651.**
- Remove salary splits for Growth Management Director, Assistant Growth Management Director and Engineering Tech III for (\$34,423) and transfer to General Fund to distribute full salary amounts according to Ordinance passed on 10/1 for \$34,423 making Building its own Department; approved by Council 10/01/2020 – **Net Impact - \$0.**
- FY 21 Budget correction to adjust the total audit cost allocation per contractual agreements – **(\$49).**
- Appropriate funding from the General Fund (Human Resources Department and vending machine contributions) to the Building Fund to utilize towards 2020 departmental holiday events based on active FTE count – **\$187.**

#### **Stormwater Utility Fund (461)**

##### **Revenues – Total \$43,609**

- Record ICMA forfeiture refunding revenues in accordance with plan #109147 agreement – **\$43,609.**

##### **Expenditures – Total (\$145)**

- FY 21 Budget correction to adjust the total audit cost allocation per contractual agreements – **(\$145).**

#### **Solid Waste Fund (471)**

##### **Revenues – Total \$3,190**

- Record ICMA forfeiture refunding revenues in accordance with plan #109147 agreement – **\$3,190.**

##### **Expenditures – Total (\$11)**

- FY 21 Budget correction to adjust the total audit cost allocation per contractual agreements – **(\$11).**

#### **Employee Health Insurance Fund (511)**

##### **Revenues – Total \$3,140**

- Record ICMA forfeiture refunding revenues in accordance with plan #109147 agreement – **\$3,140.**

#### **Risk Management Fund (512)**

##### **Revenues – Total \$16,121**

- Record ICMA forfeiture refunding revenues in accordance with plan #109147 agreement – **\$16,121.**

#### **Other Employee Benefits Fund (513)**

##### **Revenues – Total \$2,386**

- Record ICMA forfeiture refunding revenues in accordance with plan #109147 agreement – **\$2,386.**

#### **Fleet Services Fund (521)**

##### **Revenues – Total \$1,024,093**

- Transfer from the General Fund for vehicles for the Parks Department for \$109,000 and Facilities Department \$23,371 that are offset by additional FY 2021 State-Shared revenues received; approved by Council 11/05/2020 – **\$132,371.**
- Transfer from General Fund for vehicles from Public Works/Fleet for \$586,000, Police for \$329,734 and Fire for \$134,000 from the return of excess prior years allocation from Risk Management Fund assessed through FY 19; approved by Council 09/03/2020 – **\$1,049,734.**
- Transfer reduction from General Fund to utilize Impact Fees for the purchase of (6) vehicles and on-boarding (6) Patrol Officer positions awarded under DOJ + CHP Grant; approved by Council 11/19/2020 –



**(\$179,658).**

- Transfer from General Fund for the increased cost associated with the purchase of eleven (11) police vehicle replacements; approved by Council 12/03/2020 – **\$21,646.**

**Expenditures – Total \$1,024,093**

- Appropriate the following funds offset by additional FY 2021 State-Shared revenues received; approved by Council 11/05/2020 – **\$132,371:**
  - Facilities: vehicle purchase for new Construction Project Manager position for \$23,371.
  - Parks: Four (4) truck replacements for \$109,000.
- Appropriate the following Fleet/vehicle needs for FY 2021 from the return of excess prior years allocation from Risk Management Fund assessed through FY 19 (FY 2020 Budget Amendment #4); approved by Council 09/03/2020 – **\$1,049,734:**
  - Public Works: Fleet equipment/vehicle replacement/upgrades - \$586,000.
  - Police: Replacement of (11) police vehicles – \$329,734.
  - Fire: Purchase of a squad truck, a District Chief Silverado crew cab and a brush truck retrofit – \$134,000.
- Return funds to utilize Impact Fees for the purchase of (6) vehicles and on-boarding (6) Patrol Officer positions awarded under DOJ + CHP Grant; approved by Council 11/19/2020 – (\$179,658).
- Appropriate funds for purchase of additional costs for eleven (11) police vehicle replacements; approved by Council 12/03/2020 – **\$21,646.**

**REQUESTING DEPARTMENT:**

Community & Economic Development, Growth Management, Utilities, Public Works, Parks & Recreation, Finance, Human Resources, Police Department, Fire Department, Information Technology

**FISCAL IMPACT:**

Please refer to Exhibit A - BA #1 Appropriations for fiscal impact summary.

**RECOMMENDATION:**

Motion to adopt, by Ordinance, the FY 2021 First Budget Amendment.

**ATTACHMENTS:**

**Description**

**Ordinance 2021-03**

**Ordinance 2021-03, Exhibit A - BA #1 Appropriations**

## **ORDINANCE 2021-03**

**AN ORDINANCE OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, AMENDING THE FISCAL YEAR 2021 BUDGET BY APPROPRIATING AND ALLOCATING FUNDS IDENTIFIED IN EXHIBIT 'A', CONSISTING OF 11 PAGES AND INCORPORATED IN ITS ENTIRETY HEREIN; RECOGNIZING THAT SUCH APPROPRIATIONS MUST BE MADE PURSUANT TO THE CODE OF ORDINANCES OF THE CITY OF PALM BAY, CHAPTER 35; ADOPTING, RATIFYING, CONFIRMING, AND VALIDATING THE ALLOCATIONS; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Palm Bay recognizes that non-budgeted items must be appropriated and that such appropriation must be allocated by Ordinance, and

**WHEREAS**, transfers between funds and departments must be approved by City Council, and

**WHEREAS**, Chapter 35, Finance, Budget, Section 35.035, of the City of Palm Bay, Code of Ordinances, provides for the transfer of funds and appropriation of unbudgeted funds.

**NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA**, as follows:

**SECTION 1.** The City Council, in accordance with the City of Palm Bay, Code of Ordinances, Chapter 35, Finance, Budget, Section 35.035, hereby appropriates the funds as identified in Exhibit 'A'.

**SECTION 2.** The City Council adopts, ratifies, and approves the appropriations as identified in Exhibit 'A'.

**SECTION 3.** The provisions within this Ordinance shall take effect immediately upon the enactment date.

Read in title only at Meeting 2021- , held on , 2021; and  
read in title only and duly enacted at Meeting 2021- , held on , 2021.

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Robert Medina, MAYOR

ATTEST:

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Terese M. Jones, CITY CLERK

Reviewed by CAO: \_\_\_\_\_

## Summary of the Proposed Budget Amendment

	Revenues	Expenditures
<b>General Fund (001)</b>		
Recognize additional FY 21 state-shared revenues published by FI Dept of Revenue's Office of Tax Research	1,472,760	
Appropriate funds in Parks Department to remove and replace the old slide infrastructure at the Palm Bay Aquatic Center		130,000
Allocate funds in Facilities for a Tradesworker position, a new Construction Project Manager position, and increased Overtime and Building Repairs, offset by additional state shared revenues		249,856
Appropriate funds from State Revenue Sharing to Promotion of Administrative Assistant position to Economic Development Assistant position		5,000
Appropriate funds in IT for PC replacements and SAN hardware at end of life, offset by additional state shared revenues		134,000
Transfer to Fleet Fund for Police vehicle replacements from the return of excess prior years allocation from Risk Management Fund		329,734
Transfer to Fleet Fund for Fire Department vehicles from the return of excess prior years allocation from Risk Management Fund		134,000
Appropriate funds for Parks playground replacements from the return of excess prior years allocation from Risk Management Fund		590,000
Transfer to Fleet Fund for Parks truck replacements from the return of excess prior years allocation from Risk Management Fund		109,000
Transfer to Fleet Fund for Public Works/Fleet vehicles and equipment from the return of excess prior years allocation from Risk Management Fund		586,000
Appropriate funds for Public Works Traffic control devices and a large format printer from the return of excess prior years allocation from Risk Management Fund		124,843
Appropriate funds for Public Works Survey Party Chief position that was previously unfunded during the budget process		40,560

Mayor and Council: FY 2021 First Budget Amendment

January 07, 2021

Page | 2

Exhibit A

Pay Adjustment for sworn & communications center personnel in Police Department		478,350
Appropriate additional funds from bid award difference plus contingency for Fred Poppe Regional Park septic to sewer conversion		100,880
Transfer to Comm Invest Fund for Ph I of the Fred Poppe Regional Park Campground project 16PK08		558,492
Appropriate funds for credit card processing fees until City switches to Cardknox and fees are passed onto customer		70,000
Transfer from Building Fund for salaries per 10/1 Ordinance to remove splits and distribute accordingly	34,423	
Per Ordinance passed on 10/1, remove salary splits between Growth Management and Building and distribute according to individual Departments		34,423
Budget correction to adjust the total audit cost allocation per contractual agreements for FY 21		(976)
Return funds to utilize Impact Fees for the purchase of (6) vehicles and on-boarding (6) Patrol Officer positions awarded under DOJ + CHP Grant		(103,806)
Reduce transfer to Fleet Fund and utilize Impact Fees for the purchase of (6) vehicles and on-boarding (6) Patrol Officer positions awarded under DOJ + CHP Grant		(179,658)
Transfer to Fleet Fund for the increased cost associated with purchase of (11) police vehicle replacements		21,646
Appropriate funds for a new Fire Inspector position, costs will be offset by additional revenues received from inspections		63,383
Record ICMA forfeiture refunding revenues in accordance with plan #109147 agreement	301,817	
Transfer budgeted funding from the Human Resources Department and vending machine contributions		(4,406)
Appropriate funding from the Human Resources Department and vending machine contributions to city-wide General Fund departments based on active FTE count		5,456
Transfer to Utilities Fund for budgeted funding to from the Human Resources Department and vending machine contributions to city-wide departments based on FTE count towards City Employee Holiday events		1,129

Mayor and Council: FY 2021 First Budget Amendment

January 07, 2021

Page | 3

Exhibit A

Transfer to the Building Fund for budgeted funding to from the Human Resources Department and vending machine contributions to city-wide departments based on FTE count towards City Employee Holiday events		187
Undesignated Fund Balance	1,669,093	
<b>Fund Subtotal</b>	<b>3,478,093</b>	<b>3,478,093</b>
<b>Law Enforcement Trust Fund (101)</b>		
Appropriate funds for Asset Forfeiture Program legal fees, registration for 8 police officers to attend FBI-LEEDA Executive Leadership and Cops and Friends Reindeer Run		16,510
Undesignated Fund Balance	16,510	
<b>Fund Subtotal</b>	<b>16,510</b>	<b>16,510</b>
<b>NSP Fund (123)</b>		
Allocate funds to cover the cost of mowing maintenance for FY 21 for six (6) City-owned NSP properties		4,600
Undesignated Fund Balance	4,600	
<b>Fund Subtotal</b>	<b>4,600</b>	<b>4,600</b>
<b>Bayfront Community Redevelopment Trust Fund (181)</b>		
Budget correction to adjust the total audit cost allocation per contractual agreements for FY 21		(13)
Reserves		13
Record ICMA forfeiture refunding revenues in accordance with plan #109147 agreement	3,401	
Reserves		3,401
<b>Fund Subtotal</b>	<b>3,401</b>	<b>3,401</b>
<b>Police Impact Fees-32907 Fund (183)</b>		
Utilize Impact Fees for the purchase of (6) vehicles and on-boarding (6) Patrol Officer positions awarded under DOJ + CHP Grant		52,541
Undesignated Fund Balance	52,541	



Mayor and Council: FY 2021 First Budget Amendment

January 07, 2021

Page | 4

Exhibit A

<b>Fund Subtotal</b>	<b>52,541</b>	<b>52,541</b>
<b>Police Impact Fees-32908 Fund (184)</b>		
Utilize Impact Fees for the purchase of (6) vehicles and on-boarding (6) Patrol Officer positions awarded under DOJ + CHP Grant		52,541
Undesignated Fund Balance	52,541	
<b>Fund Subtotal</b>	<b>52,541</b>	<b>52,541</b>
<b>Police Impact Fees-32909 Fund (186)</b>		
Utilize Impact Fees for the purchase of (6) vehicles and on-boarding (6) Patrol Officer positions awarded under DOJ + CHP Grant		210,164
Undesignated Fund Balance	210,164	
<b>Fund Subtotal</b>	<b>210,164</b>	<b>210,164</b>
<b>Fire Impact Fees-32905 Fund (187)</b>		
Utilize funds to fabricate a high-water rescue vehicle for use in two areas of the City		6,251
Undesignated Fund Balance	6,251	
<b>Fund Subtotal</b>	<b>6,251</b>	<b>6,251</b>
<b>Fire Impact Fees-32907 Fund (188)</b>		
Utilize funds to fabricate a high-water rescue vehicle for use in two areas of the City		6,251
Undesignated Fund Balance	6,251	
<b>Fund Subtotal</b>	<b>6,251</b>	<b>6,251</b>
<b>Fire Impact Fees-32909 Fund (190)</b>		
Utilize Impact Fee funds to purchase an air compressor for new Fire Station 5		50,000
Utilize Impact Fee funds to purchase vehicle for the development of a training division for Fire Station 5		43,740
Undesignated Fund Balance	93,740	

Mayor and Council: FY 2021 First Budget Amendment

January 07, 2021

Page | 5

Exhibit A

<b>Fund Subtotal</b>	<b>93,740</b>	<b>93,740</b>
<b>Park Impact Fee Fund-32905 (191)</b>		
Utilize Impact Fees for construction of Riviera Dog Park for citizens in the NE section of the City		150,000
Undesignated Fund Balance	150,000	
<b>Fund Subtotal</b>	<b>150,000</b>	<b>150,000</b>
<b>Parks Impact Fee Fund - 32907 (192)</b>		
Appropriate funding for Phase I construction of Fred Poppe Regional Park Campground project 16PK08		534,836
Undesignated Fund Balance	534,836	
<b>Fund Subtotal</b>	<b>534,836</b>	<b>534,836</b>
<b>Park Impact Fee Fund-32908 (193)</b>		
Appropriate funding for Phase I construction of Fred Poppe Regional Park Campground project 16PK08		462,637
Undesignated Fund Balance	462,637	
<b>Fund Subtotal</b>	<b>462,637</b>	<b>462,637</b>
<b>Debt Service Fund (201)</b>		
FY 21 Approved Budget entry correction to principal and interest payments for lease purchase of fire apparatus and police vehicles		(19,497)
Undesignated Fund Balance	(19,497)	
<b>Fund Subtotal</b>	<b>(19,497)</b>	<b>(19,497)</b>
<b>2010 PST Revenue Bond Fund (219)</b>		
Principal Payment Contribution to Fund 230		427,000
Reduction in budgeted interest payment amount for due Fund 219/230 Bond Refinancing		(127,644)
Additional budget to cover increased agent fees for Bond Refinancing		119
Transfer from to Debt Service Fund 230 for Issuance Costs due Fund 219/230 Bond Refinancing		46,252

Mayor and Council: FY 2021 First Budget Amendment

January 07, 2021

Page | 6

Exhibit A

Reserves recorded as Revenues exceeded Expenditures at Balancing		(7,191)
Designated Fund Balance	338,536	
<b>Fund Subtotal</b>	<b>338,536</b>	<b>338,536</b>
<b>2020 Special Obligation Revenue Ref Note Fund (230)</b>		
Record Special Obligation Revenue Refunding Note, 2020 Loan Proceeds	4,258,000	
Appropriate Funds for Cash Defeasance Payment for Special Obligation Revenue Refunding Note, 2020 Loan Proceeds		4,258,000
Transfer from General Fund for bond debt refinancing to support FY 2021 principal and interest payment obligations	328,050	
Transfer from Debt Service Fund 219 for Issuance Costs due	46,252	
Appropriate Issuance costs due Fund 219/230 Bond Refinancing		46,252
Appropriate funds for FY 2021 Debt Amortization schedule - Principal payment		248,000
Appropriate funds for FY 2021 Debt Amortization schedule - Interest payment		80,050
<b>Fund Subtotal</b>	<b>4,632,302</b>	<b>4,632,302</b>
<b>Community Investment Fund (301)</b>		
Transfer from General Fund for Ph I of the Fred Poppe Regional Park Campground project 16PK08	558,492	
Appropriate funding for Phase I construction of Fred Poppe Regional Park Campground project 16PK08		558,492
<b>Fund Subtotal</b>	<b>558,492</b>	<b>558,492</b>
<b>GO Road Program (309)</b>		
Funding for Port Malabar East Road Paving Project 20GO16		1,416,681
Funding for Units 1, 2 & 3 Road Paving project 21GO01		1,214,767
Funding for Unit 4 Road Paving project 21GO02		2,497,411
Funding for Unit 27 Road Paving project 21GO03		44,928
Funding for Unit 35 Road Paving project 21GO04		370,672
Funding for Unit 43 Road Paving project 21GO05		156,720
Funding for Unit 47 Road Paving project 21GO06		120,680

Mayor and Council: FY 2021 First Budget Amendment

January 07, 2021

Page | 7

Exhibit A

Undesignated Fund Balance	5,821,859	
<b>Fund Subtotal</b>	<b>5,821,859</b>	<b>5,821,859</b>
<b>Utilities Operating Fund (421)</b>		
Appropriate funds for NRWTP Clarifier 2 Construction 17WS13		448,471
Reimbursement revenues to offset project funding carried from FY 20 to FY 21 for 17WS16 - WRF Denitrification Project	3,295,338	
Reserves		3,295,338
Transfer funds to the 20 Bond Construction Fund (434) towards the payment of debt in FY 21		116,620
Funds for engineering and contractual services to remove 12" water main removal as required by the Florida Department of Transportation (FDOT)		35,000
Budget correction to adjust the total audit cost allocation per contractual agreements for FY 21		(306)
Record ICMA forfeiture refunding revenues in accordance with plan #109147 agreement	126,972	
Transfer from General Fund (Human Resources Department and vending machine contributions) to city-wide departments to utilize towards 2020 departmental holiday events based on active FTE count	1,129	
Appropriate funding from the General Fund (Human Resources Department and vending machine contributions) to the Utilities Operating Fund to utilize towards 2020 departmental holiday events based on active FTE count		1,129
Undesignated Fund Balance	472,813	
<b>Fund Subtotal</b>	<b>3,896,252</b>	<b>3,896,252</b>
<b>Utilities Connection Fee Fund (423)</b>		
Transfer funds to the 20 Bond Construction Fund (434) towards the payment of debt in FY 21 for Utility System Revenue Note		645,601
Undesignated Fund Balance	645,601	

Mayor and Council: FY 2021 First Budget Amendment

January 07, 2021

Page | 8

Exhibit A

<b>Fund Subtotal</b>	<b>645,601</b>	<b>645,601</b>
<b>Main Line Extension Fee Fund (425)</b>		
Appropriate funds for engineering services for Pace Drive water main looping project 21WS23		275,000
Undesignated Fund Balance	275,000	
<b>Fund Subtotal</b>	<b>275,000</b>	<b>275,000</b>
<b>20 Bond Construction Fund (434)</b>		
Appropriate Utility System Revenue Note, Series 2020 proceeds to #18WS04		11,448,441
Fund Issuance Costs for Utility System Revenue Note, Series 2020		58,559
Transfer from Utilities Operating towards the payment of debt in FY 21	116,620	
Transfer from Connection Fee Fund towards the payment of debt in FY 21	645,601	
Appropriate funds for Utility System Revenue Note, Series 2020 - Principal		585,000
Appropriate funds for Utility System Revenue Note, Series 2020 - Interest		177,221
Undesignated Fund Balance	11,507,000	
<b>Fund Subtotal</b>	<b>12,269,221</b>	<b>12,269,221</b>
<b>Building Fund (451)</b>		
Remove Building from Growth Management and establish Building as stand-alone Department		(4,255,219)
Establish Building Department and move funds over from Growth Management		4,255,219
Appropriate funds for installation of City's door access system at new lease location for Building Department		7,995
Appropriate funds for moving expenses, annual lease payment and monthly operating expenses for new location for Building Department		201,964
Appropriate funds for credit card processing fees until City switches to Cardknox and fees are passed onto customer		38,800

Mayor and Council: FY 2021 First Budget Amendment

January 07, 2021

Page | 9

Exhibit A

Appropriate funds to add a PT Senior Plans Examiner and Senior Permit Tech position		133,651
Per Ordinance passed on 10/1, remove salary splits between Growth Management and Building and distribute according to individual Departments		(34,423)
Transfer to General Fund for salaries per Ordinance		34,423
Budget correction to adjust the total audit cost allocation per contractual agreements for FY 21		(49)
Record ICMA forfeiture refunding revenues in accordance with plan #109147 agreement	37,392	
Transfer from General Fund (Human Resources Department and vending machine contributions) to city-wide departments to utilize towards 2020 departmental holiday events based on active FTE count	187	
Appropriate funding from the General Fund (Human Resources Department and vending machine contributions) to the Building Fund to utilize towards 2020 departmental holiday events based on active FTE count		187
Undesignated Fund Balance	344,969	
<b>Fund Subtotal</b>	<b>382,548</b>	<b>382,548</b>
<b>Stormwater Utility Fund (461)</b>		
Budget correction to adjust the total audit cost allocation per contractual agreements for FY 21		(145)
Record ICMA forfeiture refunding revenues in accordance with plan #109147 agreement	43,609	
Undesignated Fund Balance	(43,754)	
<b>Fund Subtotal</b>	<b>(145)</b>	<b>(145)</b>



Mayor and Council: FY 2021 First Budget Amendment

January 07, 2021

Page | 10

Exhibit A

<b>Solid Waste Fund (471)</b>		
Budget correction to adjust the total audit cost allocation per contractual agreements for FY 21		(11)
Record ICMA forfeiture refunding revenues in accordance with plan #109147 agreement	3,190	
Undesignated Fund Balance	(3,201)	
<b>Fund Subtotal</b>	<b>(11)</b>	<b>(11)</b>
<b>Employee Health Insurance Fund (511)</b>		
Record ICMA forfeiture refunding revenues in accordance with plan #109147 agreement	3,140	
Reserves		3,140
<b>Fund Subtotal</b>	<b>3,140</b>	<b>3,140</b>
<b>Risk Management Fund (512)</b>		
Record ICMA forfeiture refunding revenues in accordance with plan #109147 agreement	16,121	
Reserves		16,121
<b>Fund Subtotal</b>	<b>16,121</b>	<b>16,121</b>
<b>Other Employee Benefits Fund (513)</b>		
Record ICMA forfeiture refunding revenues in accordance with plan #109147 agreement	2,386	
Reserves		2,386
<b>Fund Subtotal</b>	<b>2,386</b>	<b>2,386</b>
<b>Fleet Services Fund (521)</b>		
Transfer from General Fund for vehicle in Facilities for new Construction Project Manager position, offset by additional state shared revenues	23,371	
Utilize funds for vehicle in Facilities for new Construction Project Manager position, offset by additional state shared revenues		23,371
Transfer from General Fund for Parks truck replacements from the return of excess prior years allocation from Risk Management Fund	109,000	

Mayor and Council: FY 2021 First Budget Amendment

January 07, 2021

Page | 11

Exhibit A

Utilize funds for (4) truck replacements for Parks from the return of excess prior years allocation from Risk Management Fund		109,000
Transfer from General Fund for Public Works/Fleet vehicles and equipment from the return of excess prior years allocation from Risk Management Fund	586,000	
Utilize funds for Public Works/Fleet vehicles and equipment from the return of excess prior years allocation from Risk Management Fund		586,000
Transfer from General Fund for Police vehicle replacements from the return of excess prior years allocation from Risk Management Fund	329,734	
Utilize funds for purchase of PD Vehicles from the return of excess prior years allocation from Risk Management Fund		329,734
Transfer from General Fund for Fire vehicles from the return of excess prior years allocation from Risk Management Fund	134,000	
Utilize funds for purchase of Fire Vehicles from the return of excess prior years allocation from Risk Management Fund		134,000
Transfer reduction from General Fund and utilize Impact Fees for the purchase of (6) vehicles and on-boarding (6) Patrol Officer positions awarded under DOJ + CHP Grant	(179,658)	
Return funds to utilize Impact Fees for the purchase of (6) vehicles and on-boarding (6) Patrol Officer positions awarded under DOJ + CHP Grant		(179,658)
Transfer from General Fund for the increased cost associated with purchase of (11) police vehicle replacements	21,646	
Appropriate funds for purchase of additional costs for (11) police vehicle replacements		21,646
<b>Fund Subtotal</b>	<b>1,024,093</b>	<b>1,024,093</b>
<b>Total</b>	<b>34,917,463</b>	<b>34,917,463</b>



## LEGISLATIVE MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Suzanne Sherman, Acting City Manager

**THRU:** Frank Watanabe, Public Works Director, City Engineer and Juliet Misconi, Chief Procurement Officer

**DATE:** 1/21/2021

**RE:** Award of Bid: Road Bond Paving, Port Malabar, Turkey Creek to Railroad Tracks – IFB 16-0-2021 – Public Works Department (Asphalt Paving Systems, Inc. - \$949,280, with a 10% contingency fund of \$94,928).

The Port Malabar Paving East Road Paving Project is another Year 2 (Phase 2) Road Bond Paving. The Year 2 program was endorsed by the Infrastructure Advisory Oversight Board (IAOB) on January 27, 2020 and then approved by City Council on February 6, 2020. The project consists of Full Depth Reclamation (FDR) and Milling and Paving of existing roadways within the Northeast area. The project also includes thermoplastic striping and pavement markers.

Three (3) bids were received. The Procurement Department staff reviewed the bids. Public Works Department evaluated the bids for responsibility and ability to perform the scope of services. The Department found the lowest responsive bid to be acceptable.

The City's Engineers Estimate for the project was \$1,458,153.01. The lowest bid is \$949,280.00. Public Works Engineering staff has reviewed the pay items, proposed subcontractors, equipment list and checked references and is satisfied with the evidence provided by the contractor. Staff recommends Asphalt Paving Systems, out of Zephyrhills, Florida for the award of IFB#16-0-2021 – Road Bond Paving – Port Malabar, Turkey Creek to Railroad Tracks.

Local Preference was not applied to this project because none of the bidders were local.

Staff is also recommending a 10% contingency fund of \$94,928.00 to cover any unforeseen change orders which is typical for construction projects. The contingency request is for funding appropriation of the project only. The City's Procurement Ordinance governs the Council approval process for change orders. The Chief Procurement Officer can approve change orders up to a cumulative total of 10%, or individual change orders not to exceed \$100,000, whichever is lower; any change order in excess of \$100,000 or any change orders which cumulatively exceed 10% will be brought before Council for approval. Any funds remaining once the project has been closed will be transferred back to Road Bonds.

**REQUESTING DEPARTMENT:**

Public Works, Procurement

**FISCAL IMPACT:**

Total project award will be \$949,280.00 plus \$94,928.00 for the contingency change orders will result in a total appropriation of \$1,044,208.00 from the GO Road Bond unassigned funds to G/L Account 309-7090-541-6303 Project No 20GO16 Port Malabar Paving East.

**RECOMMENDATION:**

Motion to approve award of IFB #16-0-2021 Road Bond Paving – Port Malabar, Turkey Creek to Railroad Tracks, to Asphalt Paving Systems, Inc.

**ATTACHMENTS:****Description**

**Port Malabar Road Paving Tabulation**

	<b>IFB #16-0-2021/JM Road Bond Paving - Port Malabar Blvd from Turkey Creek to Railroad Tracks</b>			<b>Asphalt Paving Systems, Inc.</b>		<b>Ranger Construction Industries, Inc.</b>		<b>Community Asphalt Corp</b>	
				<b>9021 Wire Road</b>		<b>4510 Glades Cutoff Road</b>		<b>2975 Industrial Blvd</b>	
				<b>Zephyrhills, FL 33540</b>		<b>Ft Pierce, FL 34981</b>		<b>Vero Beach, FL 32967</b>	
				<b>813-788-0010</b>		<b>772-464-6460</b>		<b>786-418-3557</b>	
				<a href="mailto:dgannonaps@gmail.com">dgannonaps@gmail.com</a>		<a href="mailto:erik.jensen@rangerconstruction.com">erik.jensen@rangerconstruction.com</a>		<a href="mailto:manuel.aguiar@ohlma.com">manuel.aguiar@ohlma.com</a>	
ITEM	ITEM DESCRIPTION	Est. Annual Qty	UOM	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Mobilization	1	LS	\$ 15,500.00	\$ 15,500.00	\$ 46,700.00	\$ 46,700.00	\$ 102,062.17	\$ 102,062.17
2	Maintenance of Traffic	1	LS	\$ 35,307.99	\$ 35,307.99	\$ 44,200.00	\$ 44,200.00	\$ 53,383.42	\$ 53,383.42
3	Erosion Control	1	LS	\$ 500.00	\$ 500.00	\$ 1,160.00	\$ 1,160.00	\$ 1,029.99	\$ 1,029.99
4	Full Depth Reclamation and Pulverization 8" depth	39,278	SY	\$ 1.75	\$ 68,736.50	\$ 1.50	\$ 58,917.00	\$ 4.63	\$ 181,857.14
5	Cement – cement treated base (3%)	483	TN	\$ 145.00	\$ 70,035.00	\$ 180.80	\$ 87,326.40	\$ 164.80	\$ 79,598.40
6	Asphalt Emulsion (2%)	62,845		\$ 1.79	\$ 112,492.55	\$ 2.80	\$ 175,966.00	\$ 2.52	\$ 158,369.40
7	Milling Exist Asphalt pavement 2" Ave Depth	39,278		\$ 1.85	\$ 72,664.30	\$ 2.05	\$ 80,519.90	\$ 0.39	\$ 15,318.42
8	Superpave asphalt concrete, Traffic C, SP-9.5, 2" Thin Lift	4,321		\$ 110.00	\$ 475,310.00	\$ 101.95	\$ 440,525.95	\$ 127.40	\$ 550,495.40
9	Performance Turf, Sod	50	SY	\$ 4.50	\$ 225.00	\$ 19.40	\$ 970.00	\$ 33.63	\$ 1,681.50
10	Retro-reflective Pavement Markers	360	EA	\$ 3.10	\$ 1,116.00	\$ 4.50	\$ 1,620.00	\$ 4.02	\$ 1,447.20
11	Thermoplastic Standard White Solid 12"	88	LF	\$ 2.40	\$ 211.20	\$ 2.10	\$ 184.80	\$ 1.54	\$ 135.52
12	Thermoplastic Standard White Solid 24"	144	LF	\$ 4.80	\$ 691.20	\$ 4.95	\$ 712.80	\$ 3.60	\$ 518.40
13	Thermoplastic Standard White Solid 6", 6-10 dash	78	LF	\$ 0.88	\$ 68.64	\$ 0.50	\$ 39.00	\$ 1.39	\$ 108.42
14	Thermoplastic Standard White Solid Message	2	EA	\$ 220.00	\$ 440.00	\$ 261.60	\$ 523.20	\$ 247.20	\$ 494.40
15	Thermoplastic Standard White Solid Arrow	14	EA	\$ 60.00	\$ 840.00	\$ 87.20	\$ 1,220.80	\$ 53.56	\$ 749.84
16	Thermoplastic Standard Yellow Solid 6", 6-11 dash line	1,320	LF	\$ 0.88	\$ 1,161.60	\$ 0.50	\$ 660.00	\$ 1.39	\$ 1,834.80

	<b>IFB #16-0-2021/JM Road Bond Paving - Port Malabar Blvd from Turkey Creek to Railroad Tracks</b>			<b>Asphalt Paving Systems, Inc.</b>		<b>Ranger Construction Industries, Inc.</b>		<b>Community Asphalt Corp</b>	
				<b>9021 Wire Road</b>		<b>4510 Glades Cutoff Road</b>		<b>2975 Industrial Blvd</b>	
				<b>Zephyrhills, FL 33540</b>		<b>Ft Pierce, FL 34981</b>		<b>Vero Beach, FL 32967</b>	
				<b>813-788-0010</b>		<b>772-464-6460</b>		<b>786-418-3557</b>	
				<a href="mailto:dgannonaps@gmail.com">dgannonaps@gmail.com</a>		<a href="mailto:erik.jensen@rangerconstruction.com">erik.jensen@rangerconstruction.com</a>		<a href="mailto:manuel.aguiar@ohlina.com">manuel.aguiar@ohlina.com</a>	
17	Thermoplastic Standard Open White Solid 6"	12,560	LF	\$ 0.69	\$ 8,666.40	\$ 1.05	\$ 13,188.00	\$ 0.74	\$ 9,294.40
18	Thermoplastic Standard Open White 6", 10-30 dash line	3,460	LF	\$ 0.88	\$ 3,044.80	\$ 0.50	\$ 1,730.00	\$ 0.25	\$ 865.00
19	Thermoplastic Standard Open Yellow Solid 6"	11,578	LF	\$ 0.69	\$ 7,988.82	\$ 1.05	\$ 12,156.90	\$ 0.74	\$ 8,567.72
20	Cured-in-place pipe lining of existing 48" x 76" RCP	120	LF	\$ 619.00	\$ 74,280.00	\$ 719.50	\$ 86,340.00	\$ 637.31	\$ 76,477.20
<b>TOTAL BID AMOUNT</b>					\$ 949,280.00		\$ 1,054,660.75		\$ 1,244,288.74





## LEGISLATIVE MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Terese Jones, City Clerk

**DATE:** 1/21/2021

**RE:** Appointment of one (1) member to the Business Improvement District Board.

The vacancy for this Board, representing the 'bank or financial institution' position, has been announced at several regular Council meetings and applications have been solicited for same.

The following application has been received:

Gordon Brown  
500 Easton Forest Circle, NE 32909

**REQUESTING DEPARTMENT:**

Legislative

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

Motion to approve the appointment of one (1) member to serve on the Business Improvement District Board to represent the position of 'bank or financial institution'.

**ATTACHMENTS:**

**Description**

G. Brown



Office of The  
JAN - 8 2021  
City Clerk

## APPLICATION FOR MEMBERSHIP / City Boards or Committees

City of Palm Bay • 120 Malabar Road • Palm Bay, FL 32907  
Phone: 321-952-3414 • www.palmbayflorida.org • Fax: 321-953-8971

### BOARD/COMMITTEE

Name of Board/Committee:   
Full Name:   
Home Address:   
City:  Zip Code:   
Telephone Number:  Fax Number:   
Email Address:

### EMPLOYMENT

Employer:  Occupation:   
Address:   
City:  State:  Zip Code:   
Telephone Number:  Fax Number:   
Email Address:   
Job Responsibilities:

### EDUCATION

High School Name:   
Location:  Years Completed:  Major/Degree:   
College Business or Trade School:   
Location:  Years Completed:  Major/Degree:   
Professional School:   
Location:  Years Completed:  Major/Degree:   
Other:   
Location:  Years Completed:  Major/Degree:

## APPLICANT INFORMATION

Have you ever held a business tax receipt? ☐ Yes ☒ No *If yes, please provide the following:*

Title:

Issue Date:  Issuing Authority:

*If any disciplinary action has been taken, please state the type and date of the action taken:*

Disciplinary Action:  Disciplinary Date:

Are you a resident of the City? ☒ Yes ☐ No *If yes, how long?*  Years  Months

How long have you been a resident of Brevard County?  Years  Months

Are you a United States citizen? ☒ Yes ☐ No

Are you a registered voter of the City? ☒ Yes ☐ No

Are you employed by the City? ☐ Yes ☒ No *If yes, what department?*

Do you presently serve on a City board(s)? ☐ Yes ☒ No *If yes, please list board(s):*

Have you previously served on a City board(s)? ☐ Yes ☒ No *If yes, please list board(s):*

Are you currently serving on a board, authority, or commission for another governmental agency?

☐ Yes ☒ No *If yes, what board(s):*

Have you ever been convicted or pled guilty to a criminal charge or pled nolo contendere (no contest)

to a criminal charge? ☐ Yes ☒ No *If yes, what charge:*

Where:  When:

Disposition was: ☐ Convicted ☐ Pled Guilty ☐ Pled No Contest

Have your civil rights been restored? ☐ Yes ☐ No

Are you a member or participant of any community organizations? ☒ Yes ☐ No

*If yes, please list:*  Church- Hospital visitations, Nursing homes, etc. I'm a minister.



What are your hobbies / interests?

FISHING, GYM

Why do you want to serve on this board / committee?

FINANCE + BUSINESS IMPROVEMENT

GO TOGETHER. NEW IDEAS + METHODS ARE NEEDED TO SERVE  
OUR COMMUNITY

Section 760.80, Florida Statutes, requires certain information on statutorily created boards to be filed on an annual basis. Please complete the following.

Race:

BLACK

Gender:

M

Physically Disabled:

☐

### APPLICATION CERTIFICATION

By filing this application with the City of Palm Bay and placing my signature below, I do hereby acknowledge the following:

1. This Application, when completed and filed with the Office of the City Clerk, is a PUBLIC RECORD under Chapter 119, Florida Statutes, and is open to public inspection.
2. I am responsible for keeping the information on this form current and that any changes or updates will be provided to the Office of the City Clerk.
3. I consent to filing the Statement of Financial Interests if required for this board.  
<http://www.ethics.state.fl.us>
4. If appointed to a board/committee, I acknowledge that it is my obligation and duty to comply with the following:  
  
Code of Ethics for Public Officials (Florida Statutes, Chapter 112, Part III)  
Florida Sunshine Law (Florida Statutes, Chapter 286)  
<http://www.flsenate.gov/Statutes>
5. I understand the responsibilities associated with being a board/committee member, and I will have adequate time to serve on this board/committee.

The information provided on this form is true and correct, and consent is hereby given to the City Council or its designated representative to verify any and/or all information provided.

Signature:

Gordon Brown

Digitally signed by Gordon Brown  
Date: 2021.01.03 13:14:06 -05'00'

Date:

1/3/21

Mail the application to:

Fax the application to:

City of Palm Bay  
Office of the City Clerk  
120 Malabar Road, SE  
Palm Bay, Florida 32907

321-953-8971

SUBMIT FORM



## LEGISLATIVE MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Terese Jones, City Clerk

**DATE:** 1/21/2021

**RE:** Committee/Council Reports

Florida Puerto Rican Hispanic Chamber of Commerce

**Committee Reports:**

- Space Coast Transportation Planning Organization
- Space Coast League of Cities
- Tourist Development Council

**Council Reports**

**REQUESTING DEPARTMENT:**

Legislative



## LEGISLATIVE MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Terese Jones, City Clerk

**DATE:** 1/21/2021

**RE:** Consideration of an amendment to Section 4, Chapter 7, 'Meetings Rules and Order', of Council Policies and Procedures. (Mayor Medina)

On behalf of the citizens of the City of Palm Bay that have recently heard reports of corruption of the City Council, in an appeal that the Council promote transparent and open government, Mayor Medina has proposed an amendment to Council Policies and Procedures. Specifically, Sections 7.4.2 and 7.4.5, Chapter 7, under Meetings Rules and Order.

Historically, councilmembers have had the ability to add items to the agenda after the agenda packet has been distributed. This provision is pursuant to Section 7.4.5, Modification of Agenda, which permits items to be added to the agenda at the request of a councilmember or the city manager, with the majority vote or general consent of Council. These items are then announced under the 'Agenda Revisions' heading during the Council meeting and the agenda is modified accordingly.

In order to further promote a more transparent and open government, and to provide sufficient opportunity for members of the public to be heard, Mayor Medina requests Council's support in amending Council Policies and Procedures. The proposed language is attached herein.

**REQUESTING DEPARTMENT:**

Legislative

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

Motion to approve the amendments to Sections 7.4.2 and 7.4.5 of Council Policies and Procedures as requested.

**ATTACHMENTS:**

**Description**

**Proposed Amendment**



## 7.4.2 SUBMISSION OF ITEMS

All reports, communications, ordinances, resolutions, contract documents or other matters to be considered at a Council meeting must be delivered to the city manager within the time frame determined by him/her. The office of the city clerk shall arrange an agenda list, with all attachments, that will be submitted to the council, by Friday, the week before the meeting.

>>Councilmembers who wish to submit agenda items after the deadline above shall follow the procedure outlined in 7.4.5 below.<<

\* \* \*

## 7.4.5 MODIFICATION OF AGENDA

A. The city council, by a majority vote or general consent of its members, may modify the agenda at a meeting by:

1. Adding an additional item per the request of ~~a councilmember or~~ the city manager.

~~a.~~ In such event, an individual who wishes to address the city council with respect to the new agenda item shall be afforded a reasonable opportunity to do so in accordance with the procedures for public comments on agenda items.

2. Proposing the rearranging of agenda items.

3. Removing an agenda item per the request of a councilmember or the city manager.

>>B. For items which a councilmember would like council to act upon, a request must be made for the item to be scheduled for a subsequent meeting for formal consideration and action. The council may, by a majority vote of council, act upon an item due to extenuating circumstances or an emergency situation.<<



## LEGISLATIVE MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Suzanne Sherman, Acting City Manager

**THRU:** Joan Junkala-Brown, Community & Economic Development Director

**DATE:** 1/21/2021

**RE:** Consideration of reallocating \$200,000 in undesignated General Fund Reserves to serve as a local match for the City's 2021 State legislative funding appropriation request to install two nutrient separating baffle boxes.

On January 7, 2021, City staff met with Senate Leader Debbie Mayfield to provide a brief overview of the City's legislative priorities. Leader Mayfield confirmed that all 2021 funding appropriation requests should include at least a 50 percent local match to be considered in the 2021 State Legislative Session. Currently, none of the City's three funding appropriations requests include a 50 percent local match.

As a result of the discussion staff is recommending a change to the original proposed appropriations requests in order to increase the likelihood of support for the City's request. One of the City's requests is for support of the installation of two nutrient separating baffle boxes, with a total project cost of \$588,000. Staff is requesting to reallocate previously approved funding from one legislative priority to another to meet the local match requirement.

At the Regular Meeting held on December 3, 2020, Palm Bay City Council approved the City's 2021 Legislative Priorities as well as the use of \$200,000 in undesignated General Fund Reserves as local match for funding appropriation request pertaining to Cybersecurity. In order to advance and gain support for at least one of the City's 2021 funding appropriation requests, staff recommends reallocation of previously approved \$200,000 from undesignated General Fund Reserves from the Cybersecurity funding appropriation request to the funding request for installation of two nutrient separating baffle boxes. This reallocation would increase the City's local match to approximately 58 percent of the total project cost and thereby meet the local funding contribution requirement for State legislative funding requests: appropriation request of \$300,000 and City contribution of \$288,000.

### **REQUESTING DEPARTMENT:**

Community & Economic Development, Public Works

### **FISCAL IMPACT:**

The City is seeking approval to reallocate the \$200,000 in undesignated General Fund Reserves as local match for State legislative funding appropriation request to install two nutrient separating baffle boxes. If the City is

awarded a funding appropriation for this request during the 2021 Legislative Session, staff will bring forth a Budget Amendment to approve the transfer of funds from undesignated General Fund Reserves into the appropriate Public Works account(s).

**RECOMMENDATION:**

Motion to reallocate \$200,000 in undesignated General Fund Reserves to serve as a local match for the City's 2021 State legislative funding appropriation request to install two nutrient separating baffle boxes.

**ATTACHMENTS:**

**Description**

**City of Palm Bay 2021 Legislative Priorities**



The Honorable Debbie Mayfield  
900 East Strawbridge Avenue  
Melbourne, FL 32901

January 5, 2021

Dear Senate Leader Mayfield:

At the Regular Meeting held on December 3, 2020, Palm Bay City Council approved the City's legislative priorities for the upcoming 2021 State Legislative Session, which are intended to advance existing City projects and initiatives as well as enhance the economic viability of the community at-large. The Council's unanimous decision reflects a strategic and prudent approach to identify legislative priorities which yield the best possible outcome for Palm Bay, yet mindful of existing and potential future statewide funding challenges. Below is a brief overview of the City's legislative priorities for which we are seeking support. I look forward to the opportunity to discuss these in more detail in advance of the virtual Brevard Legislative Delegation Meeting.

#### 2021 Funding Appropriations

**1. Indian River Stormwater Pollutant Discharge Reduction Project**

**Request:** \$500,000

**City's Contribution:** \$88,000

**Total Project Cost:** \$588,000

**Project Overview:** Installation of two Nutrient Separating Baffle Boxes/Treatment Trains to support the health and restoration of Turkey Creek, a natural tributary of the Indian River

**2. Septic to Sewer Facilitation Program**

**Request:** \$1,630,500

**City's Contribution:** \$355,560

**Total Project Cost:** \$1,986,060

**Project Overview:** Approximately 150 single family septic system abandonments, site plumbing, and connection to the City's centralized sewer system

**3. The City of Palm Bay Cybersecurity Defense Project**

**Request:** \$460,000

**City's Contribution:** \$200,000

**Total Project Cost:** \$660,000

**Project Overview:** Robust data loss prevention and protection of sensitive information obtained by the City, the enabling of citywide two-factor authentication, increased security for mobile devices and implementation of proactive network monitoring

#### 2021 Legislative/Policy

**1. Building Enterprise Fund Carry-Forward**

Chapter 125.56, Florida Statutes regulates the Building Enterprise Fund carryforward and use of such funds. Local governments may not carry forward an amount exceeding the average of its operating budget for the previous four (4) fiscal years. Further, a local government shall only expend such excess funds to rebate and reduce building permit fees or shall refund such at the discretion of the local government. The City is seeking



support from legislators to amend the referenced Statute to reflect that a local government carry forward the entirety, rather than an average, of four years of enterprise funds to be held in reserve.

**2. Eligible Uses of Building Enterprise Funds**

Chapter 553.80(7)(b)1, Florida Statutes regulates allowable uses of Building Enterprise Funds. The City is seeking support from legislators to amend the referenced Statute to include enforcement of planning and zoning (P&Z) codes as an allowable expenditure when the P&Z code case also includes, or overlaps with, the Florida Building Code enforcement.

**3. Consultants Competitive Negotiation Act (CCNA)**

Chapter 287.055, Florida Statutes, also known as CCNA, regulates the public procurement of professional services, such as architecture and engineering. The Statute allows for qualifications-based public procurement but fails to provide public agencies the ability to competitively award contracts for specific professional services through a 'best value' procurement process, which includes the opportunity to consider cost as one of the weighted criteria. The City is requesting support from legislators to amend the referenced Statute to allow agencies to undertake a 'best value' procurement process, which would include the consideration of price, in addition to the firm's qualifications.

On behalf of Palm Bay City Council, thank you for consideration and support of the City's 2021 legislative priority requests.

Sincerely,



Suzanne Sherman, Acting City Manager

*Cc: Mayor Rob Medina, Deputy Mayor Kenny Johnson, Councilmembers Jeff Bailey, Randy Foster, Donny Felix*



## LEGISLATIVE MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Suzanne Sherman, Acting City Manager

**THRU:** Valentino Perez, Chief Building Official

**DATE:** 1/21/2021

**RE:** Consideration of appropriation of funds from Building Department Undesignated Fund Balance for additional positions within the Building Department (\$154,471).

The Building Department is requesting to increase its budget to cover the cost of adding an additional Building Code Compliance Inspector and a Permit Technician. Currently, the Building Department has one Building Code Compliance Inspector. Due to the large amount of complaints, violations, and coverage area the Building Department monitors, we are in need of an additional Building Code Compliance Inspector. This additional position will assist the current Building Code Compliance Inspector monitor/enforce construction activity and any safety violations. The salary for this position is \$39,240. The annual recurring cost for this additional position will be \$65,076, including salary and recurring operating expenses. There will also be an additional \$28,373 to cover one-time costs of computer, software, vehicle, and furniture.

In addition, the Building Department is requesting to add a Permit Technician to the Department. Due to significant increase of current and anticipated future construction within the City, the Building Department has and will experience a sharp increase in permit applications and customer service. The Building Department is in need of an additional Permit Technician to meet the high demand within the time period allowed by Florida State law. The Salary for this position is \$32,864. The annual recurring cost of this position will be \$55,522, including salary and recurring operation costs. There will also be an additional \$5,500 to cover one-time costs of computer, software, and furniture.

Total cost for both positions will be \$154,471.

### **REQUESTING DEPARTMENT:**

Building Department

### **FISCAL IMPACT:**

Funds to be appropriated on the 2nd Quarterly Budget Amendment to transfer \$154,471 from the Building Department's Fund Balance to the appropriate G/L personal services and operational expenditure accounts in the Building Fund.

### **RECOMMENDATION:**



Motion to approve budget amendment to transfer funds from the Building Department Fund Balance to fund two (2) additional positions in FY21.

**ATTACHMENTS:**

**Description**

**Budget Amendment Request Form (BA)**

**Personnel Adjustment Request**

City Council Approval Date

### Justification for Budget Amendment Request

--

Justification, if "No" →

Budget Office Representative

H.T.E. Entry Date  
Entered By  
Date Journalized

Personnel Adjustment Request

Submitted requests impacting all personnel/staff related funding for the fiscal year

FY 2021 Total Marginal Cost/(Savings):61,022

Title:

Permit Technician

Fund:

451 BUILDING FUND

Department:

Growth Mgmt

Division:

Building

Priority:

Select From Drop-Down

Priority 1 CODE:

Select A/B/C

Deadline:

Category:

Increase

Position Type:

New

Location:

Office

FOR BUDGET OFFICE USE ONLY

To be completed by the Budget Office; status inquiries should be sent to  
Budget@palmbayflorida.org

Status:

Select Request Status

Other:

Date:

APPROVED REQUESTS ONLY - H.T.E. ENTRY

Entry Date:

Entered By:

Select Individual

Description & Justification For Request:

Due to significant increase of current and future construction within the City the Building Department has and will experience a sharp increase in permit applications and customer service. The Building Department is in need of an additional Permit Technician to help ensure that the submitted permit applications are processed within allowable time period, assist customers with permit applications, and answer customer calls.

PERSONNEL/POSITION DETAILS

Add/Delete (FTE):

Group:

Grade:

Title:

1.00

NW

Permit Technician

0.00

Select From Drop-Down

0.00

Select From Drop-Down

0.00

Select From Drop-Down

EXPENDITURE DETAILS - ACCOUNT NUMBERS & DESCRIPTIONS

Use Full GL Accounting String & Description

Enter GL Accounting String  
Click Cells for Samples

				Amounts
Personnel	1210 Regular Salaries & Wages	451-3120-524-	1210	32,864
Personnel	2110 Social Security/Medicare	451-3120-524-	2110	2,514
Personnel	2210 Retirement-ICMA	451-3120-524	2210	2,958
Personnel	2320 Emp Health Ins Premiums	451-3120-524-	2320	10,887
Personnel	2330 Other Emp ins Premiums	451-3120-524-	2330	615
Personnel	2340 Employee Cafeteria Credit	451-3120-524-	2340	797
Personnel	2410 Workers Compensation	451-3120-524-	2410	1,766
CIT	4105-Air Cards	451-3120-524-	4105	333
Other	Add Full GL String →	451-3120-524-	4701	200
Other	Add Full GL String →	451-3120-524-	5101	200
Other	Add Full GL String →	451-3120-524-	5102	50
Other	Add Full GL String →	451-3120-524-	5103	338
Other	Add Full GL String →	451-3120-524-	5104	1,800
Page 2 Sub-Total (Additional Expenditures)				5,700
Total Expenditures:				61,022
One-Time:				5,500
Recurring Costs Must Be Completed → Recurring:				55,522

Specify Identifiable Revenue Funding Source (Excluding Fund Balance):

Total Revenues:

-

Total Expenditures Minus Revenues:

61,022

Impact of Denial:

Denial of position will increase new construction code violations

Personnel Adjustment Request

Submitted requests impacting all personnel/staff related funding for the fiscal year

Title:	Permit Technician
Fund (Name/#):	451 BUILDING FUND
Department:	Growth Mgmt
Division:	Building

EXPENDITURE DETAILS - ACCOUNT NUMBERS & DESCRIPTIONS

Use Full GL Accounting String & Description

		Enter GL Accounting String Click Cells for Samples		Amounts
Other	Add Full GL String →	451-3120-524-	5105	1,500
CIT	5104-Software	451-3120-524-	5108	1,900
Personnel	5105 Furniture/Equipment	451-3120-524-	5201	100
CIT	5108-Computer Hardware	451-3120-524-	5204	500
Other	Add Full GL String →	451-3120-524-	5402	100
Personnel	5204 Uniforms/Clothing	451-3120-524-	5403	100
Other	Add Full GL String →	451-3120-524-	4604	1,500
Other	Add Full GL String →			
Other	Add Full GL String →			
Select Category	6403-Light Vehicles			
Select Category	4904-Tags/Title/Permits			
Select Category				
Select Category				
Select Category	Select From Drop-Down			-
Select Category	Select From Drop-Down			-
Page 2 Sub-Total:				5,700



## LEGISLATIVE MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Suzanne Sherman, Acting City Manager

**THRU:** Valentino Perez, Chief Building Official

**DATE:** 1/21/2021

**RE:** Consideration of appropriation of funds from the Building Department Undesignated Fund Balance for the purchase of two vehicles (\$47,927).

The Building Department is requesting to purchase two additional Light Duty Pick-Up Trucks for use by the Fire Plans Examiner and the Deputy Building Official.

Approximately two years ago, under the direction of the previous City Manager, the Fire Plans Examiner vehicle was sold to the Police Department due to the Fire Plans Examiner position being vacant. The position is now filled and the department is in need of a vehicle for the Fire Plans Examiner to conduct New Construction Fire Inspections once they are completed. Currently, the Fire Plans Examiner is temporarily using a Building Inspector's vehicle.

When the Deputy Building Official's position was created a vehicle was not budgeted. With the recent hiring of a Deputy Building Official, a vehicle is needed. The Deputy Building Official duties consist of field inspections, overseeing Building Inspectors, and office work. Like the Fire Plans Examiner, the Deputy Building Official is temporarily using a Building Inspectors vehicle.

We are currently conducting Building Inspector interviews, once candidates are selected, the vehicles currently being utilized will be needed back for use by the Building Inspectors hired.

The cost of each vehicle including accessories (Light Bar, Reverse Alarm, Tinting, Power Inverter, GPS Unit, GPS Monitoring, Tag/Title) will be \$23,963. Total cost for 2 Light Duty vehicles will be \$47,927.

**REQUESTING DEPARTMENT:**  
Building Department

**FISCAL IMPACT:**  
Funding in the amount of \$47,927 will have to be appropriated on the 2nd Quarterly Budget Amendment from the Building Department's Fund Balance to G/L account number 451-0000-392-3006 to cover the purchase of the vehicles.

**RECOMMENDATION:**

Motion to approve appropriation from the Building Funds' Fund Balance in the amount of \$47,927 for the purchase of two pickup trucks.

**ATTACHMENTS:**

**Description**

**BA-Building Vehicles Request**

**Building Vehicle GPS Cost**

**Building Vehicle Cost Spreadsheet**



City Council Approval Date

### Justification for Budget Amendment Request

--

Justification, if "No" →

Budget Office Representative

H.T.E. Entry Date  
Entered By  
Date Journalized



Verizon Connect NWF GSA # GS-07F-5559R

## Hardware & Service Order

Please review your contract agreement below.  
For questions, please inquire with your sales contact.

Patrick Nuciforo

patrick.nuciforo@verizon.com

### CONTRACT INFORMATION

Date	01-07-21
Purchase Type	Purchase
Contract Type	GSA GS07F5559R
PO #	

### ORDER INFORMATION

Order Type	New Business
Customer Number	
Account Sub Type	PUBLIC SECTOR

### COMPANY INFORMATION

Company Name	City of Palm Bay Building Department
Doing Business As	
Address	120 MALABAR RD SE.
City	MELBOURNE
State	FL
Zip	32908
Time Zone	

### CONTACT INFORMATION

Please select the following roles: Signatory, Accounts Payable, Install Main POC, Fleet Manager Main User

Role	First Name	Last Name	Phone	Email

### PRODUCTS & SERVICES

SEQ	ITEM	SKU	CATEGORY	QTY	DEVICE CONTRACT TERM	NRC PRICE	NRC TOTAL	MRC PRICE	MRC TOTAL
1	SOL-GPS AND DIAGNOSTICS	SOL-GPS AND DIAGNOSTICS-VERIZON	SOLUTION	4	12 Months	0.00	380.92	0.00	64.76
1.1	GPS AND DIAGNOSTICS LTE	5500N4VL	HARDWARE	4	N/A	0.00	0.00	0.00	0.00
1.2	MONTHLY SERVICE 5500	MOH5500120	SERVICE	4	12 Months	0.00	0.00	16.19	64.76
1.3	USM OBDII BYPASS HARN ESS	PARTS109	HARN ESS	4	12 Months	30.23	120.92	0.00	0.00
1.4	BASE INSTALLATION	I-INSTALL-UNIT	INSTALL	4	N/A	65.00	260.00	0.00	0.00
1.5	CONFIGURABLE UPDATE RATE 60 5500	CUH5500060	ACCESSORY	4	12 Months	0.00	0.00	0.00	0.00

\*Sales Tax and Shipping are additional to this subtotal

\* ONE TIME CHARGE:

\$ 380.92

\* MONTHLY RECURRING CHARGES:

\$ 64.76

### COMMENTS

### SHIPPING INFORMATION

LOCATION 1				LOCATION 2				LOCATION 3			
Company											
Contact											
E-Mail											
Phone											
Street Address											
City											
State											
ZIP Code											
Country											
Shipping Method											
Items to Ship											

### TAX INFORMATION

Tax Exempt	
------------	--

If Tax Exempt, provide State Tax Exempt form to : [nwfcontractcompliance@verizon.com](mailto:nwfcontractcompliance@verizon.com)  
Otherwise, please enter your Tax ID below

Tax ID  
Credit Terms Requested

TERMS AND CONDITIONS

This order is pursuant to the Terms and Conditions of Verizon Connect NWF Inc's (VCN)(formerly Networkfleet) GSA Contract# GS-07F-5559R only. The PO# if listed above is for reference purposes only, including as a reference on any invoice from VCN. Any terms and conditions contained in a PO supplied by City of Palm Bay Building Department are rejected, void and have no force and effect. You acknowledge, guarantee, and warrant that you are legally authorized to enter into a recurring billing arrangement with VCN. Payment Terms are Net 30 days. You understand that in order to make any alternate payment arrangements, you will contact VCN in writing at [nwfaccountsreceivable@verizonconnect.com](mailto:nwfaccountsreceivable@verizonconnect.com) ten (10) days prior to the scheduled charge date to make the appropriate changes which require VCN's written consent. This order is subject to acceptance by VCN and is not binding on VCN until it has been accepted by VCN by either sending you notice of acceptance or the shipment of the products you have ordered. You acknowledge that City of Palm Bay Building Department has the power and authority to enter into this agreement and to perform its obligations hereunder, that the individual signing on behalf of City of Palm Bay Building Department has authority to do so, and that City of Palm Bay Building Department agrees to all of the terms and conditions of VCN's GSA Contract# GS-07F-5559R and agrees that this order is subject solely to the terms and conditions of VCN's GSA Contract# GS-07F-5559R.

- Notes:
- Any of the listed equipment marked as OPEN MARKET are products that are not listed on GSA Federal Supply Schedule Contract No. GS-07F-5559R (and, pursuant to FAR 8.402(f), should be noted applicably on all procurement documents including but not limited to Purchase Orders, BPAs, or individual task or delivery orders). OPEN MARKET products are manufactured by third parties and may be manufactured or substantially transformed in non-designated countries. Please contact us if you need country of origin information for a specific product.
  - Taxes and Shipping:
    - Pricing provided does not include taxes. Taxes (if applicable) are applied to the monthly invoice.
    - Shipping: FOB Destination. Shipping is included in the price above.
  - If applicable: "Qty" for Configurable Update Rate: Notwithstanding the "Qty" (quantity) specified above, the Monthly Recurring for the Configurable Update Rate each month will be determined by the fastest actual Configurable Update Rate per device enabled by the Customer at any time during the respective month, via a Customer's SSP. Configurable Update Rate purchases for the 5000 series device models require the customer to enable the specific Update Rate feature (i.e. 15, 30, 45, 60 seconds) on their SSP after device activation and registration.
  - Discount for Networkfleet 1000N4VL or 1002N4VL series products only: New and existing Government customers purchasing either the Networkfleet 1000N4VL or 1002N4VL Series Devices, from 1/1/2021 to 1/31/2021 will receive a device discount of \$150.00 for each new 1000N4VL or 1002N4VL with a new line of Networkfleet Service and a minimum twelve (12) month Device Contract Term. The applicable Device will be activated on the earlier of (1) installation in a vehicle or (2) 02/15/2021. The Networkfleet Services fee for the applicable Device begins at the time of activation of the Device, but in no event later than 02/15/2021. NOTE: Any executed order, received later than 1/31/2021, will be null and void and ineligible to receive the discount described above.

CUSTOMER SIGNATURE

I have read and agree to the terms and conditions.

Print Name  
Signature  
Position  
Date

Buildings Department Vehicles			
Vehicle #			
Vendor			
Vehicle	Ford Ranger		
Vehicle cost	\$22,876.00	451-3120-522-6403	
Accessories Total	\$1,087.39		
Reverse Alarm	\$39.16	451-3120-524-5208	
Power Inverter	\$100.00	451-3120-524-5208	
Safety lights with bar	\$259.00	451-3120-524-5208	
Window tint (appox)	\$200.00	451-3120-524-5208	
GPS Unit	\$30.23	451-3120-524-5206	
GPS Install	\$65.00	451-3120-524-5206	
GPS Monthly Monitoring \$16.19 x 12	\$194.00	451-3320-524-4109	
Tag & Title	\$200.00	451-3120-524-4904	
Total Vehicle + Accessories	\$23,963.39	per vehicle	
x 2 Vehicles Total	\$47,927		



## LEGISLATIVE MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Terese Jones, City Clerk

**DATE:** 1/21/2021

**RE:** Consideration of a special Council meeting and workshop for January and February 2021.

Staff is requesting to schedule a special meeting and two workshops.

The special meeting to consider Cases CP-10-2020 and CPZ-10-2020 (SKA Properties, LLC) is proposed for Tuesday, January 26, 2021, at 6:00 P.M.

The 'Budget Overview' workshop is proposed for Thursday, January 28, 2021, at 6:00 P.M.; and the 'Incentives and Inducements for Development in the City' workshop is proposed for Thursday, February 11, 2021, at 6:00 P.M.

**REQUESTING DEPARTMENT:**

Legislative

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

Request for consensus to schedule the meetings as requested.



## **LEGISLATIVE MEMORANDUM**

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Terese Jones, City Clerk

**DATE:** 1/21/2021

**RE:** Consideration of an Employment Agreement with Suzanne Sherman, City Manager.  
(Deputy Mayor Johnson)

At the July 2, 2020 Regular Council meeting, City Council appointed Suzanne Sherman to serve in the capacity of Acting City Manager. At the January 7, 2021 Regular Council meeting, City Council approved the appointment of Suzanne Sherman as City Manager, and Deputy Mayor Kenny Johnson was requested to negotiate the contract. The contract for Council consideration is attached to this memo.

**REQUESTING DEPARTMENT:**

Legislative

**ATTACHMENTS:**

**Description**

Employment Agreement - City Manager





## **EMPLOYMENT CONTRACT CITY MANAGER**

**THIS AGREEMENT** is made and entered into this \_\_\_\_ day of January, 2021 between the **City of Palm Bay**, a Florida municipal corporation (hereinafter, "CITY") and **Suzanne E. Sherman** (hereinafter, "CITY MANAGER").

**IN CONSIDERATION** of the mutual covenants below, sufficiency of which is hereby acknowledged, the parties agree as follows:

### **SECTION 1. Appointment of the City Manager**

Pursuant to Section 30.06 of the City of Palm Bay Code of Ordinances, the CITY through its City Council, appoints Suzanne E. Sherman as its CITY MANAGER, effective January 7, 2021.

### **SECTION 2. Duties**

CITY MANAGER shall perform the functions and duties of the CITY MANAGER as set forth in the City's charter, ordinances, regulations, rules, policies and standards and shall perform such other associated and legally required duties and functions as the City Council shall from time to time direct and assign to the CITY MANAGER. CITY MANAGER agrees to perform all such functions and duties faithfully, competently, professionally and promptly to the best of CITY MANAGER's ability.

### **SECTION 3. Performance Evaluation**

The City Council shall have the right to conduct an annual evaluation of CITY MANAGER, and the parties agree that such annual review and evaluation shall take place in advance of the adoption of the annual operating budget. The review and evaluation shall be in accordance with specific written criteria developed by the City Council, in conjunction with CITY MANAGER.

### **SECTION 4. Annual Base Salary**

The base salary of the CITY MANAGER shall be \$185,000, which shall be payable in installments at the same time that other employees of the City of Palm Bay are paid. Each year thereafter, CITY MANAGER shall receive a fiscal-year salary increase to her annual base salary at

City of Palm Bay, Florida  
Employment Contract  
City Manager - Suzanne E. Sherman

the same time the CITY provides pay increases for Group 1 employees of the CITY. CITY MANAGER's annual salary shall be increased by the amount awarded to Group 1 employees.

#### **SECTION 5. Severance Compensation**

CITY MANAGER shall receive twenty (20) weeks of compensation if her employment is terminated as provided for in Section 215.425(4)(a)1, Florida Statutes (2014). Per Section 215.425(4)(a)2, Florida Statutes (2014), this Severance Clause provision shall be null and void if CITY MANAGER's employment is terminated by the CITY for misconduct, as defined in Section 443.036(29), Florida Statutes (2014).

#### **SECTION 6. Benefits**

Unless otherwise specified in the Agreement, CITY MANAGER shall be considered a Group 1 employee for the purpose of determining entitlement to employment benefits. CITY MANAGER's participation in such benefits shall be subject to the same terms and conditions applicable to other Group 1 employees, as may be amended by the CITY from time to time.

#### **SECTION 7. Deferred Compensation**

CITY agrees to pay, on CITY MANAGER's behalf, 7% of CITY MANAGER's annual base salary (provided that this shall not exceed the maximum contribution permitted by law), into the International City and County Management Association – Retirement Corporation (ICMA-RC) 457 Deferred Compensation Plan. CITY agrees to authorize all necessary arrangements required by the ICMA-RC for CITY MANAGER's continued participation in the 457 Deferred Compensation Plan. CITY further agrees to transfer ownership to CITY MANAGER the Plan account funds upon CITY MANAGER's resignation or termination.

#### **SECTION 8. Pension**

The CITY agrees to pay, on CITY MANAGER's behalf, the same percentage of CITY MANAGER's salary as is paid by the CITY on behalf of Group 1 employees into the 401(a) Executive Retirement Plan each pay period. The CITY agrees to execute all necessary agreements required for CITY MANAGER's participation in the 401(a) Executive Retirement Plan. The CITY further agrees to transfer CITY MANAGER's 401(a) Executive Retirement Plan account to succeeding employers of CITY MANAGER.

#### **SECTION 9. Use of Computer and Cell Phone**

The CITY acknowledges that CITY MANAGER is engaged in the business of the CITY on a continual basis and authorizes CITY MANAGER to use CITY-issued equipment, specifically, but not limited to, computer and cell phone for incidental use.

**SECTION 10. Medical, Dental and Life Insurance**

The CITY agrees to provide comprehensive medical, dental and term life insurance for CITY MANAGER and her family equal to that which is provided to Group 1 employees and to pay the total premiums for that coverage, but otherwise subject to the same terms and conditions applicable to other Group 1 employees.

**SECTION 11. Disability Insurance**

The CITY agrees to provide CITY MANAGER with coverage under its standard disability insurance policy to the same extent and subject to the same terms and conditions as other Group 1 employees.

**SECTION 12. Sick, Annual Holiday, Administrative and Military Leave**

CITY MANAGER shall accrue sick, annual, holiday, administrative and military leave under the same conditions as Group 1 employees. Accrued sick, annual, and administrative leave shall be paid at the time of separation.

**SECTION 13. Dues and Subscriptions**

CITY agrees to pay CITY MANAGER professional membership dues with ICMA and FCCMA. The CITY shall pay other dues and subscriptions on behalf of the CITY MANAGER as approved in the CITY's annual budget or as authorized by the City Council.

**SECTION 14. Professional Development**

The CITY agrees to pay reasonable and customary travel and subsistence expenses for CITY MANAGER's travel and attendance at ICMA, FCCMA and FLC annual conferences. The CITY shall pay for CITY MANAGER's attendance at other seminars, conferences, and committee meetings as approved in the CITY's annual budget or as authorized by the City Council.

**SECTION 15. Outside Activities**

CITY MANAGER shall not engage in any outside work that provides an impermissible conflict of interest.

**SECTION 16. Termination**

- A. Nothing in this Agreement shall prevent, limit or otherwise interfere with the absolute right of CITY COUNCIL to terminate the services of CITY MANAGER at any time, with or without cause, in accordance with section 3.111 of the City Charter of the City of Palm Bay.

- B. If CITY MANAGER is permanently disabled or is otherwise unable to perform her duties because of sickness, accident, injury, mental incapacity or health for a period of thirty (30) days beyond any accrued sick leave and annual leave, the CITY COUNCIL has the option to terminate this Agreement. CITY MANAGER shall be entitled to severance pay pursuant to Section 5.
- C. CITY MANAGER may terminate this Agreement by providing at least 30-days written notice to City Council of her voluntary resignation, unless the CITY agrees to waive notice. A timely notice constitutes a "good standing" separation. CITY MANAGER will not be entitled to severance compensation pursuant to Section 5 and none will be paid unless agreed to by CITY COUNCIL. CITY MANAGER shall be entitled to payment of all accrued sick, annual and administrative leave upon separation.
- D. CITY MANAGER may, at CITY MANAGER's option, consider and have her employment deemed terminated by the CITY under such terms that will entitle CITY MANAGER to receive severance under Section 5 of this Agreement in the event any of the following should occur:
  - 1) CITY MANAGER is effectively terminated after the enactment of a charter amendment or ordinance that would render her ineligible for the position of City Manager; or
  - 2) the CITY refuses, following receipt of written notice, to comply with any contract provisions benefiting CITY MANAGER; or
  - 3) CITY MANAGER resigns following a public suggestion by one or more members of the CITY COUNCIL at a public meeting, whether formal or informal, that she resign.
  - 4) For the resignation provision at the suggestion of CITY COUNCIL provision to apply, CITY MANAGER must provide written notice to the CITY COUNCIL of her intent to resign within fourteen (14) calendar days of the public meeting in which the suggestion to resign was made and state with particularity a date certain upon which the CITY MANAGER shall vacate her position.

#### **SECTION 17. Bonding**

The CITY shall bear the cost of any fidelity or other bond required of CITY MANAGER under any law or the City Charter.

#### **SECTION 18. Indemnification**

The provisions of section 34.13, Code of Ordinances, and section 111.07 and 111.071, Florida Statutes (2014) shall apply to any legal action brought against CITY MANAGER. This section shall survive the termination of this Agreement or any other separation of CITY MANAGER's employment.

**SECTION 19. Renegotiation of Provisions**

Either party may request renegotiation of any provision of this Agreement at any time. If the parties are unable to reach agreement, those terms will remain unchanged.

**SECTION 20. Reduction of Pay/Benefits**

If CITY reduces the annual pay or benefits of Group 1 employees, the CITY MANAGER's annual pay or benefits will also be reduced accordingly.

**SECTION 21. General Provisions**

- A. The provisions of this Agreement constitute the entire understanding between the parties. No other representations or understandings are binding on CITY and CITY MANAGER unless contained in this Agreement.
- B. Upon CITY MANAGER's death, the CITY's obligations under the Agreement shall terminate, except for:
  - 1) Transfer of balances in CITY MANAGER's ICMA 457 Deferred Compensation Plan and 401(a) Executive Retirement Plan to her designated beneficiaries;
  - 2) Payment of accrued leave balances in accordance with this Agreement;
  - 3) Payment of all outstanding hospitalization, medical and dental bills, in accordance with CITY's insurance policies or plans;
  - 4) Payment of all life insurance and disability benefits;
  - 5) Any other benefits provided to Group 1 employees in the event of death; and
  - 6) Indemnification in accordance with **SECTION 18**, *above*, in addition to any other protections that may be afforded city employees in accordance with the Palm Bay Code of Ordinances or Florida Statutes, as may be applicable at time of death.
- C. CITY and CITY MANAGER agree that the exclusive jurisdiction and venue for any litigation related to this Agreement shall be the appropriate state or federal court with jurisdiction and venue in and for Brevard County, Florida.
- D. This Agreement shall be construed and governed by the laws of Florida.

**SECTION 22. Provisions in Conflict**

City of Palm Bay, Florida  
Employment Contract  
City Manager - Suzanne E. Sherman

This Agreement shall supersede all provisions of CITY resolutions in conflict with this Agreement, to the extent of such conflict.

**SECTION 23. Severability**

In the event that any provision of this Agreement should be found invalid, unlawful or unenforceable by reason of any existing or subsequently enacted legislation or judicial decision, all other provisions of this Agreement shall remain in full force and effect.

**SECTION 24. Effective Date of Agreement**

This Agreement shall become effective on the date stated within Section 1 above.

**IN WITNESS WHEREOF**, this Agreement has been executed on behalf of CITY by its Mayor and duly attested to by its City Clerk; and agreed to, accepted and executed by CITY MANAGER, in duplicate, on the respective dates under each signature.

**CITY OF PALM BAY, FLORIDA**

ATTEST:

\_\_\_\_\_  
**Terese Jones, City Clerk**

By: \_\_\_\_\_  
**Robert Medina, Mayor**

DATE: \_\_\_\_\_

(Signature Page Continued on Next Page)

By: \_\_\_\_\_  
**Suzanne E. Sherman**  
City Manager

STATE OF FLORIDA  
COUNTY OF BREVARD

The foregoing instrument shall acknowledge before me this      day of  
By Suzanne E. Sherman, as City Manager of the City of Palm Bay, who is personally known to me.

\_\_\_\_\_  
NOTARY PUBLIC, State of Florida