



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

AGENDA

Regular Council Meeting 2021-15 Thursday

**June 17, 2021 - 7:00 PM
Council Chambers, 120 Malabar Road SE, Palm Bay FL 32907**

CALL TO ORDER:

INVOCATION:

1. Pastor Jim Campbell - Bay West Church, Palm Bay

PLEDGE OF ALLEGIANCE:

ROLL CALL:

ANNOUNCEMENTS:

1. One (1) vacancy on the Business Improvement District Board (represents 'at-large' member who owns a commercial property or operates a business within the District).++
2. Two (2) vacancies on the Community Development Advisory Board (represents 'residential home builder', 'actively engaged in home building', 'employer within the City', 'for-profit' or 'not-for-profit provider' positions).++
3. Three (3) vacancies on the Youth Advisory Board (represents 'at-large' student member positions).++
4. One (1) vacancy on the Sustainability Advisory Board (represents 'at-large' position).++
5. One (1) term expiring on the Youth Advisory Board (represents 'at-large' student member position).++

AGENDA REVISIONS:

CONSENT AGENDA:

There will be no separate discussion on those items listed under Consent Agenda. 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. Adoption of Minutes: Regular Council Meeting 2021-12; May 20, 2021.

2. Miscellaneous: North Regional Water Treatment Plant rehabilitation, Change Order 2 – Utilities Department (Eau Gallie Electric, \$151,603).
3. Resolution 2021-23, amending Resolution 2019-44, which granted final development plan approval for a portion of the mixed-use development to be known as 'Emerald Lakes Regional Activity Center', by correcting a scrivener's error to the name of the applicant.
4. Consideration of the Bayfront Community Redevelopment Agency Annual Financial Audit Report for Fiscal Year 2019-2020.
5. Consideration of a budget amendment allocating Fiscal Year 2021 funds to create a new position (Housing Program Specialist II - \$20,494).
6. Consideration of transferring funds from Fire Rescue to Information Technology for air cards to provide internet service for new equipment (\$1,587).
7. Consideration of a budget amendment to reallocate funds for the purchase of iPhones and tablets for key Parks staff (\$24,152).
8. Consideration of travel and training for specified City employees (Police Department).
9. Acknowledgement of the City's monthly financial report for April 2021.

PROCLAMATION:

1. Juneteenth Celebration - June 19, 2021. (Deputy Mayor Johnson)

PRESENTATION:

1. Moore Stephens Lovelace, P.A. – Comprehensive Annual Financial Report for Fiscal Year ended September 30, 2020; consideration of forwarding report to the Auditor General.

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 2021-32, amending the Code of Ordinances, Chapter 30, City Manager, by modifying provisions contained therein, final reading.
2. Ordinance 2021-33, amending the Code of Ordinances, Chapter 36, Parks and Recreation, by modifying provisions contained therein, final reading.
3. Ordinance 2021-35, amending the Code of Ordinances, Chapter 39, Community and Economic Development, by modifying provisions contained therein, final reading.
4. Ordinance 2021-36, amending the Code of Ordinances, by creating Chapter 41, Information Technology Department, final reading.
5. Ordinance 2021-37, amending the Code of Ordinances, by creating Chapter 42, Public Works Department, final reading.
6. Ordinance 2021-38, amending the Code of Ordinances, by creating Chapter 43, Parks and Facilities Department, final reading.
7. Ordinance 2021-39, amending the Code of Ordinances, by creating Chapter 44, Utilities Department, final reading.
8. Request by Joe Hess to vacate a portion of the rear public utility and drainage easement located within Lot 25, Block 144, Port Malabar Unit 6 (Case VE-4-2021). (WITHDRAWN)

UNFINISHED AND OLD BUSINESS:

1. Appointment of one (1) member to the Community Development Advisory Board.

COMMITTEE AND COUNCIL REPORTS:

1. Committee/Council Reports

NEW BUSINESS:

1. Consideration of councilmembers attending the annual Florida League of Cities Conference, in conjunction with the Florida League of Mayors, August 12-14, 2021, in Orlando; appointment of voting delegate.

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.

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

DATE: 6/17/2021

RE: Adoption of Minutes: Regular Council Meeting 2021-12; May 20, 2021.

ATTACHMENTS:

Description

Minutes - RCM 2021-12

CITY OF PALM BAY, FLORIDA

REGULAR COUNCIL MEETING 2021-12

Held on Thursday, the 20th day of May 2021, at 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 Office of the City Clerk, City Hall, Palm Bay, Florida.

The meeting was called to order at the hour of 7:00 P.M.

Pastor Tom Walker, Centerpointe Church, Palm Bay, gave the invocation which was followed by the Pledge of Allegiance to the Flag.

ROLL CALL:

MAYOR:	Robert Medina	Present
DEPUTY MAYOR:	Kenny Johnson	Present
COUNCILMEMBER:	Jeff Bailey	Present
COUNCILMEMBER:	Randy Foster	Present
COUNCILMEMBER:	Donny Felix	Present
CITY MANAGER:	Suzanne Sherman	Present
CITY ATTORNEY:	Patricia Smith	Present
CITY CLERK:	Terese Jones	Present

Mr. Bailey participated in the meeting via teleconference.

CITY STAFF: Present was John Pearson, Deputy Building Official; Christopher Little, Utilities Director;

ANNOUNCEMENT(S):

Deputy Mayor Johnson announced the following vacancies and solicited applications for same:

- 1. One (1) vacancy on the Business Improvement District Board (represents 'at-large' member who owns a commercial property or operates a business within the District).++**
- 2. One (1) vacancy on the Community Development Advisory Board (represents 'residential home builder', 'actively engaged in home building', 'employer within the City', or 'for-profit provider' positions).++**
- 3. Three (3) vacancies on the Youth Advisory Board (represents 'at-large' student member positions).++**

- 4. One (1) vacancy on the Sustainability Advisory Board (represents 'at-large' position).++**
- 5. One (1) term expiring on the Community Development Advisory Board (represents 'resident of the City' position).+**
- 6. One (1) vacancy on the Community Development Advisory Board (represents the 'not-for-profit provider' position).+**

AGENDA REVISION(S):

1. Ms. Sherman announced the following:
 - a. A revised Legislative Memorandum had been provided for Item 2, under Consent Agenda, for the Brevard Caribbean American Sports and Cultural Association co-sponsorship;
 - b. A revised Legislative Memorandum had been provided for Item 2, under New Business, regarding the Pelican Harbor Marina parcels; and
 - c. Exhibits 'B' and 'C' were revised for Item 3, under Public Hearings, related to Cypress Bay West Phase 1 PUD.
2. Ms. Smith advised that an update on the opioid litigation was added to the agenda as Item 1, under Presentations.

CONSENT AGENDA:

All items of business under the 'Consent Agenda' heading were enacted by the following motion:

Motion by Deputy Mayor Johnson, seconded by Mr. Felix, that the Consent Agenda be approved as presented with removal of Item 2, from consent. Motion carried with members voting as follows: Mayor Medina, Yea; Deputy Mayor Johnson, Yea; Councilman Bailey, Yea; Councilman Foster, Yea; Councilman Felix, Yea.

1. Adoption of Minutes: Regular Council Meeting 2021-10; April 15, 2021.

The minutes, considered under Consent Agenda, were approved as presented.

2. Consideration of co-sponsorship of three (3) events for the Brevard Caribbean American Sports and Cultural Association's (BCASCA) celebration of Caribbean American Heritage Month.

Staff Recommendation: Approve the co-sponsorship of three (3) events and waive fees in the amount of \$14,776 associated with the events for city resources.

Mr. Bailey asked if electricity was covered and if the City was to receive any payments from the requester under the proposal. Ms. Sherman confirmed that electrical services were paid by the City and no other payments were to be received from BCASCA.

Bill Battin, resident, questioned how it was determined who received free services and who paid for same. He felt it would be fair that each organization at least pay for the man-hour expenses related to their event as those costs were paid by the taxpayers. Ms. Sherman advised that a co-sponsorship policy would be presented to Council at the next meeting for discussion.

Kay Maragh, resident and member of BCASCA, spoke in favor of the request. She said the partnership with the City was more than dollars, it was about community. Other members of BCASCA spoke in support of the request and asked for Council's approval of same.

Motion by Deputy Mayor Johnson, seconded by Mr. Foster, to approve co-sponsorship and waiver of fees as requested.

Deputy Mayor Johnson agreed that standards needed to be in place but was glad that staff was drafting a policy. He supported the request.

Mr. Felix said that all events were not created equal, and this was the type of event that brought value to the City. He fully supported the request.

Mr. Foster said a policy was needed but supported the value that the event would bring to the City. He felt it would have a great economic impact on the City as well.

Mr. Bailey said a policy was supposed to have been presented to Council in December of last year and was brought up during the audit through the Joint Legislative Audit Committee. He said that although these were previously handled through Management, requests were now being brought to Council for approval. However, he felt that Management should refrain from recommending any co-sponsorship requests until the City Manager has provided a policy. He said if Council wants to continue entertaining these requests and giving away taxpayer resources to private organizations, then Council should take responsibility for making these decisions without having policy. Mr. Bailey said there was also a timing issue. The agenda item was being presented less than thirty (30) days prior to the events. There was a policy in place for special events that stated a

deposit was required at least thirty (30) days prior to the event. He added that there was no stated public purpose for the event. This was a series of events for a specific organization. Lastly, there was already a policy in place in which the City gave a twenty-five percent (25%) discount to non-profit organizations for special events, with which he was in full agreement as it applied equitably to all organizations doing business in the City. He had no issue with BCASCA and felt it was a positive part of Palm Bay, but Council acted as the guardians of taxpayers' resources, and he did not feel this was the correct way of handling those resources.

Mayor Medina agreed there should be a policy but did not feel it was a fair assessment to the City Manager as she had many other priorities from December to now and did not have an Assistant City Manager. He said the cost for the Christmas Family Extravaganza exceeded \$20,000 each year and that was given to the community with volunteer assistance, no one was being paid for their services. The enormous amount of time and dedication leading up to the event must be considered as well. The gifts and activities were not even part of the costs for the Extravaganza. Mayor Medina commended BCASCA on their events and felt that Juneteenth should be part of the celebration.

Mr. Bailey clarified that he had no issue with the delay in establishing a policy but did not agree with items being presented until a policy was in place.

Motion carried with members voting as follows:

Mayor Medina	Yea
Deputy Mayor Johnson	Yea
Councilman Bailey	Nay
Councilman Foster	Yea
Councilman Felix	Yea

3. Consideration of unfreezing two (2) Communications Officer Trainee positions for the remainder of Fiscal Year 2020-2021.

Staff Recommendation: Approve unfreezing two (2) Communications Officer Trainee positions for the remainder of Fiscal Year 2021; and approve the appropriation of General Fund Undesignated Fund Balance in the amount of \$66,408 for personnel expenditures on the next scheduled budget amendment.

The item, considered under Consent Agenda, was approved as recommended by City staff.

4. Consideration of appropriating General Fund Undesignated Fund Balance (\$32,348) for an Administrative Secretary position within the Information Technology Department.

Staff Recommendation: Approve a budget amendment allocating \$32,348 in Fiscal Year 2021 to fund the position of Administrative Secretary within the Information Technology Department.

The item, considered under Consent Agenda, was approved as recommended by City staff.

5. Consideration of appropriating General Fund Undesignated Fund Balance (\$36,705) for a Mobile Device Support Specialist position within the Information Technology Department in Fiscal Year 2020-2021.

Staff Recommendation: Approve a budget amendment allocating \$36,705 to fund the position of Mobile Device Support Specialist within the Information Technology Department.

The item, considered under Consent Agenda, was approved as recommended by City staff.

6. Consideration of relocating unspent funding in the Fleet Capital account (\$40,000) to Fleet Operating account for FASTER Window to FASTER Web software upgrade (\$90,000 total cost, plus \$5,000 for contingency).

Staff Recommendation: Approve the relocation of unspent funding in the Fleet Capital account (\$40,000) to Fleet Operating account for FASTER Window to FASTER Web software upgrade (\$90,000 total cost, plus \$5,000 for contingency).

The item, considered under Consent Agenda, was approved as recommended by City staff.

7. Consideration of relocating unspent funding in Fleet Operating account to Fleet Capital account to replace a forklift, utilizing the Florida Sheriffs contract (\$62,496).

Staff Recommendation: Approve the relocation of unspent funding in Fleet Operating account to Fleet Capital account to replace a forklift, utilizing the Florida Sheriffs contract (\$62,496).

The item, considered under Consent Agenda, was approved as recommended by City staff.

8. Consideration of appropriating funds from the Building Department Undesignated Fund Balance to Building Department Operating account to cover the cost of utilizing contracted Building Services-Inspection, Permit Technician, and Plan Review (\$300,000).

Staff Recommendation: Approve the appropriation of funds from the Building Department Undesignated Fund Balance to Building Department Operating account to cover the cost of utilizing contracted Building Services-Inspection, Permit Technician, and Plan Review (\$300,000).

Bill Battin, resident, requested clarification as he thought that City staff had already been hired for these positions.

John Pearson, Deputy Building Official, explained that based on current trends and due to the increase in building activity within the city, the appropriation to use outside contracting was needed until all necessary vacant positions within the Department were filled. The goal was to reduce reliance on outside sources and have everything done in-house.

Motion by Deputy Mayor Johnson, seconded by Mr. Felix, to approve the appropriation of funds from the Building Department Undesignated Fund Balance to Building Department Operating account as requested.

Mr. Bailey wanted to make sure that in-house employees were utilized and for staff to look at ways to incentivize developers to use their own resources and external reviewers and engineers. He believed there was currently a twenty-five percent (25%) discount given from the City but suggested a temporary higher waiver whenever developers paid for those services themselves. Mr. Pearson clarified that the discount was fifty percent (50%) of the building permit fee and fifty percent (50%) of the plan review fee if done by the developer; however, it cost the developers more money to use an outside service.

Motion carried with members voting as follows: Mayor Medina, Yea; Deputy Mayor Johnson, Yea; Councilman Bailey, Yea; Councilman Foster, Yea; Councilman Felix, Yea.

9. Consideration of appropriating General Fund Undesignated Fund Balance (\$26,995) to Legislative Operating account to cover the cost of audio/visual and live streaming services from 142 Productions during the Council Chambers renovation.

Staff Recommendation: Approve the appropriation of General Fund Undesignated Fund Balance (\$26,995) to Legislative Operating account to cover the cost of audio/visual and live streaming services from 142 Productions during the Council Chambers renovation.

Bill Battin, resident, suggested that staff should investigate hiring in-house for these circumstances.

Motion by Deputy Mayor Johnson, seconded by Mr. Foster, to approve the appropriation of funds from the General Fund Undesignated Fund Balance to Legislative Department Operating account as requested.

Deputy Mayor Johnson asked staff to explore the option of utilizing in-house employees to provide the services.

Motion carried with members voting as follows: Mayor Medina, Yea; Deputy Mayor Johnson, Yea; Councilman Bailey, Yea; Councilman Foster, Yea; Councilman Felix, Yea.

10. Consideration of the lift station telemetry solar panel project and the appropriation of funds on the next scheduled Budget Amendment (\$20,130).

Staff Recommendation: Approve the lift station telemetry solar panel project and the appropriation of funds on the next scheduled Budget Amendment in the amount of \$20,130.

Randall Olszewski, resident, asked if the City was still within its rights to bill the company for the invoice of approximately \$4,000 if the City proceeded with this project in lieu of paying the fine; where the lift stations were located; and how many sites were left that could benefit from the retrofits; and if a lift station in the area fitted in this manner would have prevented raw sewage from going into Turkey Creek and the Indian River Lagoon (IRL).

Ms. Sherman said the overflow would not have been prevented as the contractor hit the City's line while digging. She added that the contractor immediately took ownership and would be paying the maximum recovery.

Mr. Little said the project locations were along U.S. Highway 1. These locations were selected as they would have the most impact to Turkey Creek and IRL if a spill occurred. He explained the benefits of the project.

Motion by Deputy Mayor Johnson, seconded by Mr. Foster, to approve the lift station telemetry solar panel project and the appropriation of funds as requested. Motion carried

with members voting as follows: Mayor Medina, Yea; Deputy Mayor Johnson, Yea; Councilman Bailey, Yea; Councilman Foster, Yea; Councilman Felix, Yea.

11. Consideration of travel and training for specified City employees (Public Works Department).

Staff Recommendation: Approve the travel and training as specified.

The item, considered under Consent Agenda, was approved as recommended by City staff.

12. Acknowledgement of Investment Performance Review Report, prepared by PFM Asset Management, LLC, for the quarter ended March 31, 2021.

The item, considered under Consent Agenda, was acknowledged by the City Council.

A brief recess was taken after which time the meeting resumed.

RECOGNITIONS AND PROCLAMATIONS:

The proclamations were read.

- 1. Memorial Day - May 31, 2021. (Mayor Medina)**
- 2. Small Business Month - May 2021. (Deputy Mayor Johnson)**
- 3. National Safe Boating Week - May 22-28, 2021.**

PRESENTATION:

1. Attorneys Michael Kahn and John Romano - Opioid Litigation Update. Mr. Romano provided a status of the ongoing negotiations with the Florida Attorney General in the National Prescription Opiate Litigation. Counsel had been working to negotiate an allocation agreement with the State. There was currently no agreement or Memorandum of Understanding. The final settlement would be monies for abatement of the opioid crisis and the drug problem in America. There was a draft list of approved priorities, known as the core strategies, with hundreds of items as to what the money would go towards by the managing entities. It was determined by the court that as part of the settlement, monies would be given to cities and counties even if they were not part of the litigation. Mr. Romano explained the process for the allocation of funds and fifteen percent (15%) of the funds would be for cities and counties.

Deputy Mayor Johnson asked if Palm Bay would receive a larger sum as it was one of the first cities involved in the litigation. Mr. Romano said it was a great possibility, but the final outcome was unknown. It was tentatively set to be an eighteen (18) year payout. He answered further questions posed by councilmembers.

PUBLIC COMMENT(S)/RESPONSE(S): (Non-agenda Items Only)

1. Randall Olszewski, resident, said that staff and Council needed to be transparent when it came to making decisions at public meetings. He said there were instances in which it was perceived that there were discussions behind the scenes with staff and then finalized at the Council meetings, such as scheduling special meetings.

2. Bill Battin, resident, commented that due to compliance with the Americans with Disabilities Act (ADA), documents that were typically posted online were no longer available. He said the City needed to find a way to provide these documents to the public instead of him asking for it from staff.

PUBLIC HEARING(S):

1. Ordinance 2021-25, amending the Code of Ordinances, Chapter 51, Public Hearings, by including provisions for establishing time limits for land use public hearings held before the City Council, final reading.

The City Attorney read the ordinance in caption only. The public hearing was opened. Ms. Smith presented the request to Council.

Bill Battin, resident, commented on what criteria constituted an aggrieved or adversely affected person. He researched Florida Statutes and cited the definition for same. He said it made almost anyone eligible for the thirty (30) minute time limit instead of three (3) minutes.

Ms. Smith read the remainder of the statute which was applicable to this ordinance and said it would not apply to a person in the community at-large. The individual had to have standing that someone's request on the adjacent property was doing something that affected them.

The public hearing was closed.

Motion by Deputy Mayor Johnson, seconded by Mr. Felix, to adopt Ordinance 2021-25. Motion carried with members voting as follows: Mayor Medina, Yea; Deputy Mayor Johnson, Yea; Councilman Bailey, Yea; Councilman Foster, Yea; Councilman Felix, Yea.

2. Ordinance 2021-26, amending the Code of Ordinances, Chapter 178, Signs, by establishing provisions for wayfinding signs and modifying language for wall signs (Case T-14-2021, City of Palm Bay), final reading.

The City Attorney read the ordinance in caption only. The public hearing was opened. Ms. Sherman presented the request to Council. The public hearing was closed.

Motion by Deputy Mayor Johnson, seconded by Mr. Foster, to adopt Ordinance 2021-26. Motion carried with members voting as follows: Mayor Medina, Yea; Deputy Mayor Johnson, Yea; Councilman Bailey, Yea; Councilman Foster, Yea; Councilman Felix, Yea.

3. Ordinance 2021-27, granting approval of a Final Development Plan for a Planned Unit Development of a proposed single-family residential subdivision to be known as ‘Cypress Bay West Phase 1 PUD’ on property located in the vicinities south of Mara Loma Boulevard and west of Babcock Street (77.52 acres) (Case FD-11-2021, Waterstone Farms, LLC) (Quasi-Judicial Proceeding), final reading.

The City Attorney read the ordinance in caption only. The public hearing was opened. Jake Wise, representative for the applicant, presented the request to Council. The public hearing was closed.

Motion by Deputy Mayor Johnson, seconded by Mr. Felix, to adopt Ordinance 2021-27. Motion carried with members voting as follows: Mayor Medina, Yea; Deputy Mayor Johnson, Yea; Councilman Bailey, Yea; Councilman Foster, Yea; Councilman Felix, Yea.

4. Ordinance 2021-28, granting approval of a Final Development Plan for a Planned Unit Development of a proposed single-family residential subdivision to be known as ‘Chaparral Phase 3’ on property located west of and adjacent to Flying U Lane, in the vicinities south of Malabar Road and east of Allison Drive (68.82 acres) (Case FD-12-2021, Chaparral Properties, LLC) (Quasi-Judicial Proceeding), final reading.

The City Attorney read the ordinance in caption only. The public hearing was opened. Jake Wise, representative for the applicant presented the request to Council. The public hearing was closed.

Motion by Deputy Mayor Johnson, seconded by Mr. Felix, to adopt Ordinance 2021-28. Motion carried with members voting as follows: Mayor Medina, Yea; Deputy Mayor Johnson, Yea; Councilman Bailey, Yea; Councilman Foster, Yea; Councilman Felix, Yea.

5. Ordinance 2021-29, amending the Code of Ordinance, Chapter 34, Human Resources, Subchapter 'Whistle-Blower's Ordinance', by modifying provisions related to the audit committee, final reading. (Deputy Mayor Johnson)

The City Attorney read the ordinance in caption only. The public hearing was opened and closed as there were no comments.

Motion by Deputy Mayor Johnson, seconded by Mr. Foster, to adopt Ordinance 2021-29. Motion carried with members voting as follows: Mayor Medina, Yea; Deputy Mayor Johnson, Yea; Councilman Bailey, Yea; Councilman Foster, Yea; Councilman Felix, Yea.

6. Ordinance 2021-30, amending the Code of Ordinances, by creating Chapter 62, Fraud Investigation Committee, final reading. (Councilman Bailey)

The City Attorney read the ordinance in caption only. The public hearing was opened and closed as there were no comments.

Motion by Mr. Bailey, seconded by Deputy Mayor Johnson, to adopt Ordinance 2021-30.

Mr. Foster said he was initially opposed to the ordinance, but now supported it. He hoped it would never be needed. Mr. Bailey said the next step would be to consider a resolution which would be presented at the next meeting. Mr. Felix said he was against the ordinance as well, but now that he fully understood the purpose, he supported the request.

Motion carried with members voting as follows: Mayor Medina, Yea; Deputy Mayor Johnson, Yea; Councilman Bailey, Yea; Councilman Foster, Yea; Councilman Felix, Yea.

7. Resolution 2021-19, granting approval of a Planned Unit Development (PUD) Preliminary Development Plan for a single-family residential subdivision to be known as 'Richmond Cove PUD', which property is located west of and adjacent to Gaynor Drive, in the vicinity north of Ocean Spray Street (60.22 acres) (Case PD-13-2021, Joseph Cleo/Josiah King, Inc./RFK Residential Development Properties, LLC) (Quasi-Judicial Proceeding). (CONTINUED FROM RCM - 05/06/21)

The Planning and Zoning Board recommended that the request be denied. Staff recommended approval subject to staff comments contained in the Staff Report and the following items being submitted with the Final PUD application: a preliminary subdivision plat and a boundary and title opinion; deed restrictions establishing development standards; an amenity center with a pool; a School Capacity Determination Letter from Brevard County Schools; the technical comments generated by the Development Review Staff shall be observed and incorporated into the Final Development Plan, and construction drawings.

The City Attorney read the resolution in caption only. The public hearing was opened. Bruce Moia, representative for the applicant, presented the request to Council.

Mr. Mark Fahl, resident at Gaynor Road, spoke against the request. He stated that he purchased his RR (Rural Residential) property three (3) years ago and this project would surround his property on three (3) sides. He built his home last year, which would now be impacted by small lots and a lift station. He was also concerned about his pond being used by the residents in the development and the impact to evacuate during hurricane season.

Bill Battin, resident, spoke against the request. He stated that eighty percent (80%) of the residents on the three (3) properties in the subject area resided on RR zoning with livestock or agriculture. The proposed development with 50-foot-wide lots would be incompatible with the existing RR properties. He wanted all construction vehicles and materials contained on the subject site and not on his street. He noted the RR property surrounded by the development that a resident had purchased three years ago and would now be surrounded by small lots instead of the assumed acreages. He presented photos to the board to demonstrate the overgrown vegetation and narrowness of Gaynor Drive, and the construction vehicles parked on the side streets. The speeding construction vehicles were a problem in the area. He compared the existing one unit per acre allowed by the RR district with the minimum units per acre for an RS-2 (Single Family Residential District) and the requested PUD. He noted that the plans for the development did not indicate the required swimming pool for a PUD. He wanted to know who would be paying the back taxes on the property, and stated how property purchased, owned, held, and sold as RR should be developed as RR.

Eddie Rivera, resident, said he bought property in the area because of the RR zoning. He said that Council should put themselves in the place of the residents and question if they would want something like this built around their home.

Mr. Bradley clarified that this was not a land use change as the land use was Single Family Residential. RR was the zoning category and not the land use. He added that if there were any substantial changes to the preliminary PUD, the applicant would have to come back before Council.

Mr. Foster asked if a traffic study had been performed. Mr. Bradley responded that a preliminary traffic report had been provided which reflected average daily trips of 1,407. Mr. Foster asked if the road could support the proposed traffic counts. The City Engineer confirmed same. Mr. Foster asked if it would be required to widen the road or add an extra turn lane. Mr. Bradley said that was a possibility due to the lack of right-of-way and the needed roadway would come from the project property.

Deputy Mayor Johnson said there were limited areas that were RR and this area also had a lot of wildlife. He asked how many RR areas would remain if this was approved. Mr. Bradley said there were 605 residential lots within the City, totaling 2,837 acres or 6.1% of the total land area of the City.

In response to the public comments, Mr. Moia said the biggest concern was compatibility. He stated that there were RS-2 zoned properties to the north, east, and south of the site and only a small enclave of RR properties. The area was predominantly RS-2. He remarked that construction was cumbersome, but site superintendents and the City would hopefully ensure that the existing neighborhood was not unduly impacted.

Mr. Foster asked if the applicant planned to build anything on the wetlands or up to Mr. Fahl's property line. Mr. Moia said there was no intention of either.

Mr. Felix supported the request and asked if streetlights would be installed. Mr. Moia was unsure at this time as the project was still in its early stages. Mr. Felix hoped the applicant would consider a turn lane and streetlights.

Mayor Medina felt that the RR should be preserved in that area. He did not want potential residents moving to other areas such as Grant-Valkaria because they wanted larger lots. Mr. Moia did not believe that RR would be compatible with the adjacent industrial zoning.

The public hearing was closed.

Motion by Deputy Mayor Johnson, seconded by Mr. Foster, to adopt Resolution 2021-19.

Mayor Medina did not feel it was compatible with the area and wanted to preserve the rural residential area. He said the applicant purchased the property as RR and said it should be kept that way or should build one-acre lots. He hoped that residents would be

heavily involved in the process of updating the Comprehensive Plan and helping to preserve Palm Bay.

Deputy Mayor Johnson agreed with Mayor Medina but did not see how Council could deny the request. The applicant had addressed all criteria of the Staff Report.

Mr. Felix said that Council needed to look at the facts. He agreed with staff's recommendation and felt the project was compatible with the area. He did not feel that Mr. Fahl's property would be directly impacted by the project.

Mr. Bailey preferred RR which had larger lots, less people, and less intensity. He urged Council to consider competent and substantial evidence only when making its decision. He said that single-family already existed directly across the street from Mr. Fahl's property. As it was a quasi-judicial proceeding, he found no reason to deny the request.

Mr. Foster said that Council had to support the evidence in front of it. He said there would be no development on wetlands surrounding Mr. Fahl's property and the applicant took his property into consideration. Unfortunately, the City did not have a good Comprehensive Plan and the number of RR properties should not be considered as part of Council's decision. He could find no reason to vote against it.

Motion carried with members voting as follows:

Mayor Medina	Nay
Deputy Mayor Johnson	Yea
Councilman Bailey	Yea
Councilman Foster	Yea
Councilman Felix	Yea

8. Ordinance 2021-31, vacating a portion of the road right-of-way of an existing cul-de-sac on property located at the northwest corner of Forest Knoll Drive and Tree Ridge Lane, within the Pinehurst Subdivision (0.32 acres) (Case VRW-1-2021, E&S and Sons, Inc.) (Quasi-Judicial Proceeding), first reading.

Staff recommended approval of the request with conditions.

The City Attorney read the ordinance in caption only. The public hearing was opened. Bruce Moia, representative for the applicant, presented the request to Council. The public hearing was closed.

Motion by Deputy Mayor Johnson, seconded by Mr. Felix, to approve Ordinance 2021-31. Motion carried with members voting as follows: Mayor Medina, Yea; Deputy Mayor Johnson, Yea; Councilman Bailey, Yea; Councilman Foster, Yea; Councilman Felix, Yea.

9. Consideration of a CARES Act Substantial Amendment to the Fiscal Year 2019-2020 Annual Action Plan, first hearing.

The public hearing was opened. Ms. Sherman presented the request to Council. The public hearing was closed.

Motion by Deputy Mayor Johnson, seconded by Mr. Felix, to approve a CARES Act Substantial Amendment to the Fiscal Year 2019-2020 Annual Action Plan. Motion carried with members voting as follows: Mayor Medina, Yea; Deputy Mayor Johnson, Yea; Councilman Bailey, Yea; Councilman Foster, Yea; Councilman Felix, Yea.

COMMITTEE AND COUNCIL REPORTS:

Councilmembers addressed various subject matters and provided updates on activities of agencies and boards on which they served as members.

1. Deputy Mayor Johnson said that Council had received a request from Bruce Moia, MBV Engineering, to reconsider Ordinances 2021-22 and 2021-23 (Cases CP-1-2021 and CPZ-1-2021 (respectively), Sachs Capital Group, LP). The items were denied by City Council on April 1, 2021. He asked if Council wanted to reconsider the request. Ms. Smith explained why the request was legally insufficient, but it was Council's decision on whether to reconsider the cases. Council concurred that the items would not be reconsidered.

2. Mayor Medina asked if a cost analysis had been performed regarding permeable concrete. He felt it was relevant when addressing water runoff and preserving the Indian River Lagoon. Ms. Sherman would research same.

NEW BUSINESS:

1. Consideration of membership in Sister Cities International (\$1,030 annually). (Councilman Foster)

Staff Recommendation: Authorize the City to become a member of Sister Cities International.

Councilman Foster presented the item to Council. Councilmembers spoke in favor of the request.

Motion by Mr. Foster, seconded by Mr. Felix, to become a member of Sister Cities International.

Mr. Bailey asked that Council keep an eye on the fiscal impact as outlined in the Legislative Memorandum as it stated that staff may request consideration of additional investments in the program as may be appropriate from time to time.

Motion carried with members voting as follows: Mayor Medina, Yea; Deputy Mayor Johnson, Yea; Councilman Bailey, Yea; Councilman Foster, Yea; Councilman Felix, Yea.

2. Consideration of purchase offers for three (3) parcels known as Pelican Harbor Marina.

Staff Recommendation: Accept the recommendation of the Bayfront Community Redevelopment Agency (BCRA) and authorize the City Manager to execute the purchase contract with Space Coast Marinas, LLC.

Randall Olszewski, resident, said that policing would be needed along the waters once the project was built out. The Police Department would need a boat.

Motion by Deputy Mayor Johnson, seconded by Mr. Bailey, to accept the recommendation of the BCRA and execute the purchase contract with Space Coast Marinas, LLC. Motion carried with members voting as follows: Mayor Medina, Yea; Deputy Mayor Johnson, Yea; Councilman Bailey, Yea; Councilman Foster, Yea; Councilman Felix, Yea.

ADMINISTRATIVE AND LEGAL REPORTS:

1. Ms. Sherman provided general updates, including the following:

a. Upcoming stakeholder meeting to be held on Tuesday, June 8th, at 8:00 A.M. in Council Chambers, regarding the City's Comprehensive Plan.

PUBLIC COMMENTS/RESPONSES:

1. Bill Battin, resident, commented on the traffic threshold and issues that could occur related to Item 7, under Public Hearings (Resolution 2021-19).

ADJOURNMENT:

There being no further business, the meeting adjourned at the hour of 11:28 P.M.

Robert Medina, MAYOR

ATTEST:

Terese M. Jones, CITY CLERK



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: Christopher A. Little, P.E.

DATE: 6/17/2021

RE: Miscellaneous: North Regional Water Treatment Plant rehabilitation, Change Order 2 – Utilities Department (Eau Gallie Electric, \$151,603).

On March 5, 2020, Council approved the award of Invitation for Bid #14-0-2020/JG, North Regional Water Treatment Plant (NRWTP) Rehabilitation in the amount of \$2,156,000 to Eau Gallie Electric. The rehabilitation includes the replacement of high service pumps (HSP), transfer/backwash pumps and the generator.

During the bidding process Addendum 5 was issued. Per question 2 in the addendum, bidders were to increase the motor size of each HSP; it was noted by the Engineer of Record (Wade Trim) that no electrical modifications would be required. This project is currently in progress, and it has been determined by the Contractor and Engineer of Record that the electrical system must be upgraded. Eau Gallie Electric has submitted Change Order (CO) #2 for the electrical upgrade in the amount of \$151,603.15. CO #2 also includes a time extension of 210 days. Staff concurs and requests approval for CO #2.

CO #1 was approved by the Chief Procurement Officer on March 5, 2021, for changes related to the generator replacement in the amount of \$23,867.94.

The Department is also requesting fund appropriation from Fund Balance for CO #2 in the amount of \$9,208.

REQUESTING DEPARTMENT:

Utilities, Finance, Procurement

FISCAL IMPACT:

Total construction cost will be increased by \$151,603.15; for a revised construction cost \$2,331,471.09. A budget amendment will be submitted in the amount of \$9,208. Pending approval of the budget amendment, funds will be available in the Utilities Department's Renewal & Replacement Fund 424-8022-533-6221, project 18WS06.

RECOMMENDATION:

Motion to 1) approve the appropriation of funds on the next scheduled budget amendment in the amount of \$9,208; and 2) approve Change Order #2, IFB #14-0-2020/JG, NRWTP Rehabilitation to Eau Gallie Electric in

the amount of \$151,603.15.

ATTACHMENTS:

Description

Change Order No. 2

CHANGE ORDER

PROJECT: NRWTP Rehabilitation
Invitation for Bid #14-0-2020/JG

CHANGE ORDER NUMBER: 2 **DATED:** 6/02/2021

CONTRACTOR: Eau Gallie Electric, Inc.
ADDRESS: 2012 Aurora Road Melbourne, Florida 32935

JUSTIFICATION:

The Contract Documents specify that the existing three 50 horsepower (hp) High Service Pumps (HSPs) are to be replaced with new 50 hp HSPs. During the Bidding process, the Engineer of Record (Wade Trim) addressed Question 2 in Addendum 5 by noting bidders were to increase each HSP's sizing to 60 hp to ensure the motors will not overload during operation. It was further noted by Wade Trim that additional electrical modifications would not be required as part of this change. During Construction investigations it was determined by the Contractor and Engineer of Record that the existing electrical system must be upgraded to account for the larger pumps.

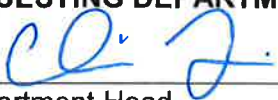
Wade Trim has reviewed the Contractor's proposal and concurs with the cost estimate for the electrical upgrades.

CONTRACT PRICE AND TIME IMPACT:

ORIGINAL AWARDED CONTRACT AMOUNT:	<u>\$ 2,156,000.00</u>
CURRENT CONTRACT AMOUNT:	<u>\$ 2,179,867.94</u>
INCREASE/DECREASE IN CONTRACT AMOUNT:	<u>\$ 151,603.15</u>
NEW CONTRACT AMOUNT:	<u>\$2,331,471.09</u>

CURRENT CONTRACT <u>FINAL</u> COMPLETION DATE:	<u>6/30/2021</u>
INCREASE/DECREASE IN CONTRACT TIME:	<u>210 DAYS</u>
NEW CONTRACT COMPLETION DATE:	<u>01/26/2022</u>

REQUESTING DEPARTMENT'S CONCURRENCE AND APPROVAL:


Department Head

6/8/2021
Date


ORDERED BY THE CITY OF PALM BAY

City Manager or
Chief Procurement Officer

Date

ACCEPTED BY THE CONTRACTOR

Christopher Hughes, Pres.
Printed Name & Title


Signature

6-6-21
Date

ELECTRICAL - PROPOSAL											
PAGE #1											
CONTRACTOR:		ADDRESS:									
Eau Gallie Electric		2012 Aurora Rd. Melbourne, FL 32935									
CONTRACT FOR:		PROPOSED TOTAL CONTRACT PRICE									
City of Palm Bay NRWTP		\$151,603.15									
PURCHASE REQUEST NUMBER:		WORK LOCATION:									
2		Palm Bay									
LINE NO.	ITEM	UNIT OF MEAS.	QUANTITY	MATERIAL COST UNIT	TOTAL	MANHOURS MANDAYS	LABOR COSTS AVERAGE RATE	TOTAL	OTHER DIRECT COSTS	SUB-CONTRACTS	LINE TOTAL
1											
2											
3											
4											
5											
6											
7	4" PVC From Gen Bld to Existing ATS	If	800	\$6.38	\$5,104.00	40	\$42.00	\$1,680.00	\$453.60	\$0.00	\$7,237.60
8	4" Alum Conduit	If	100	\$15.39	\$1,539.00	32	\$42.00	\$1,344.00	\$362.88	\$0.00	\$3,245.88
9	PB-2L Size Increase	ea	1	\$850.00	\$850.00	2	\$42.00	\$84.00	\$22.68	\$0.00	\$956.68
10	4" Alum 90	ea	8	\$190.00	\$1,520.00	2	\$42.00	\$84.00	\$22.68	\$0.00	\$1,626.68
11	4" Alum LB	ea	2	\$750.00	\$1,500.00	2	\$42.00	\$84.00	\$22.68	\$0.00	\$1,606.68
12	4" Hubs	ea	8	\$32.00	\$256.00	4	\$42.00	\$168.00	\$45.36	\$0.00	\$469.36
13	1 1/2" Alum Conduit	ea	300	\$3.80	\$1,140.00	36	\$42.00	\$1,512.00	\$408.24	\$0.00	\$3,060.24
14	1 1/2" Alum 90	ea	10	\$35.00	\$350.00	16	\$42.00	\$672.00	\$181.44	\$0.00	\$1,203.44
15	1 1/2" Hubs	ea	8	\$0.20	\$1.60	6	\$42.00	\$252.00	\$68.04	\$0.00	\$321.64
16	SqD Adder, Starters, Disconnect	ea	1	\$5,100.00	\$5,100.00	18	\$42.00	\$756.00	\$204.12	\$0.00	\$6,060.12
17	#3 Wire	If	720	\$1.39	\$1,000.80	2	\$42.00	\$84.00	\$22.68	\$0.00	\$1,107.48
18	#8 Wire	If	340	\$0.50	\$170.00	2	\$42.00	\$84.00	\$22.68	\$0.00	\$276.68
19	1/0 Wire	If	300	\$2.58	\$774.00	2	\$42.00	\$84.00	\$22.68	\$0.00	\$880.68
20	#6 Wire	If	100	\$0.75	\$75.00	2	\$42.00	\$84.00	\$22.68	\$0.00	\$181.68
21	#14 Wire	If	1880	\$0.13	\$244.40	4	\$42.00	\$168.00	\$45.36	\$0.00	\$457.76
22	2/c #16	If	200	\$0.50	\$100.00	1	\$42.00	\$42.00	\$11.34	\$0.00	\$153.34
23	Cat 6	If	100	\$0.10	\$10.00	1	\$42.00	\$42.00	\$11.34	\$0.00	\$63.34
24	3/4" Alum Conduit	If	100	\$1.51	\$151.00	4	\$42.00	\$168.00	\$45.36	\$0.00	\$364.36
25	1" Alum Conduit	If	100	\$2.75	\$275.00	4	\$42.00	\$168.00	\$45.36	\$0.00	\$488.36
26	Yaskawa VFD's	ea	2	\$30,437.61	\$60,875.22	20	\$42.00	\$840.00	\$226.80	\$1,200.00	\$63,142.02
27	#14 Wire	If	1880	\$0.13	\$244.40	4	\$42.00	\$168.00	\$45.36	\$0.00	\$457.76
28	#14 Wire	If	1880	\$0.13	\$244.40	4	\$42.00	\$168.00	\$45.36	\$0.00	\$457.76
29	#14 Wire	If	1880	\$0.13	\$244.40	4	\$42.00	\$168.00	\$45.36	\$0.00	\$457.76
30	PLC and SCADA Modifications	If	0	\$0.00	\$0.00	80	\$42.00	\$3,360.00	\$907.20	\$21,881.30	\$26,148.50
31											
TOTAL FOR PAGE					\$81,769.22	292.00		\$12,264.00	\$3,311.28	\$23,081.30	\$120,425.80

ELECTRICAL- PROPOSAL - SUMMARY

TOTAL MATERIAL COSTS		\$81,769.22
TAX ON MATERIALS	7.00%	\$5,723.85
TOTAL LABOR COSTS		\$12,264.00
TOTAL OTHER DIRECT COSTS		\$3,311.28
TOTAL DIRECT COSTS		\$103,068.35
OVERHEAD	10%	\$10,306.83
SUBTOTAL		\$113,375.18
PROFIT	10%	\$11,337.52
TOTAL		\$124,712.70
TOTAL SUB-CONTRACTOR COSTS		\$23,081.30
PROFIT	10.00%	\$2,308.13
SUBTOTAL		\$150,102.13
Insurance	1%	\$1,501.02
SUBTOTAL JOB COST		\$151,603.15
TOTAL JOB COST		\$151,603.15

DATE:

9-May-21

FIRM NAME:

Eau Gallie Electric

TITLE:

BY:

Corey Derfuss



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Terese Jones, City Clerk

DATE: 6/17/2021

RE: Resolution 2021-23, amending Resolution 2019-44, which granted final development plan approval for a portion of the mixed-use development to be known as 'Emerald Lakes Regional Activity Center', by correcting a scrivener's error to the name of the applicant.

A scrivener's error was brought to our attention in Resolution 2019-44, adopted by City Council on November 7, 2019.

The correction is to the name of the applicant listed in the first whereas clause and after the attestation of Resolution 2019-44. The name should reflect Emerald Investment Holdings, LLC, instead of Emerald Investment Holdings, Inc.

REQUESTING DEPARTMENT:

Legislative

FISCAL IMPACT:

None

RECOMMENDATION:

Motion to adopt the attached resolution correcting the name of the applicant within Resolution 2019-44.

ATTACHMENTS:

Description

Resolution 2021-23

RESOLUTION 2021-23

A RESOLUTION OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, AMENDING RESOLUTION 2019-44, WHICH GRANTED FINAL DEVELOPMENT PLAN APPROVAL FOR A PORTION OF THE MIXED-USE DEVELOPMENT TO BE KNOWN AS 'EMERALD LAKES REGIONAL ACTIVITY CENTER' IN RAC (REGIONAL ACTIVITY CENTER DISTRICT) ZONING, BY CORRECTING A SCRIVENER'S ERROR TO NAME OF THE APPLICANT; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Palm Bay enacted Resolution 2019-44 on November 7, 2019, and

WHEREAS, the City Council desires to correct a scrivener's error contained in the resolution related to the name of the applicant.

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

SECTION 1. The first "whereas" clause within Resolution 2019-44 is hereby amended and shall henceforth read as follows:

"WHEREAS, application for Final Development Plan Approval in RAC (Regional Activity Center District) zoning for the initial infrastructure needed to support the future residential and nonresidential development of the Emerald Lakes Regional Activity Center on property legally described herein, has been made by Emerald Investment Holdings, ~~Inc.~~ **>>LLC<<**, and"

SECTION 2. The applicant's name after the attestation within Resolution 2019-44 is hereby amended and shall henceforth read as follows:

"Applicant: Emerald Investment Holdings, ~~Inc.~~ **>>LLC<<**
Case: FD-25-2019"

SECTION 3. This resolution shall take effect immediately upon the enactment date.

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

Robert Medina, MAYOR

ATTEST:

Terese M. Jones, CITY CLERK

Applicant: Emerald Investment Holdings, LLC
Case: FD-25-2019

cc: (date) Applicant
Case File
Brevard County Recording



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: Joan Junkala-Brown, Deputy City Manager

DATE: 6/17/2021

RE: Consideration of the Bayfront Community Redevelopment Agency Annual Financial Audit Report for Fiscal Year 2019-2020.

Effective October 1, 2020, each Community Redevelopment Agency (CRA) with revenues or total expenditures exceeding \$100,000 shall provide a financial audit each fiscal year separate from the City's annual financial audit. The audit shall be performed by an independent certified public accountant or firm.

The audit report must describe the amount and source of deposits into, and the amount and purpose of withdrawals from, the trust fund during such fiscal year and the amount of principal and interest paid during such year on any indebtedness to which increment revenues are pledged and the remaining amount of such indebtedness. The report must also include financial statements identifying the assets, liabilities, income, and operating expenses of the community redevelopment agency as of the end of such fiscal year. Finally, the audit report state whether the community redevelopment agency is in compliance with Chapter 163.387, F.S.

The audit report for the community redevelopment agency must accompany the annual financial report submitted by the county or municipality that created the agency to the Department of Financial Services as provided in Chapter 218.32, F.S. regardless of whether the agency reports separately under that section.

REQUESTING DEPARTMENT:

Community & Economic Development

FISCAL IMPACT:

There is no fiscal impact.

RECOMMENDATION:

Motion to accept the Bayfront CRA Annual Financial Audit Report for FY 2019-2020. **NOTE: The Audit Report is not yet available, but will be published in advance of the meeting.**



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: Nancy A. Bunt, Community & Economic Development Director

DATE: 6/17/2021

RE: Consideration of a budget amendment allocating Fiscal Year 2021 funds to create a new position (Housing Program Specialist II - \$20,494).

The Community & Economic Development Department is seeking to create a new position/FTE of Housing Program Specialist II within the Housing & Community Development Division. The Division is currently understaffed and lacks sufficient staffing levels to administer the City's State and Federal housing grant allocations, monitoring, compliance and reporting requirements. Additionally, the Division has received over \$1.5 million in CARES Act funding to be administered for funding for public service agencies and special economic development projects providing services in response to the Coronavirus pandemic. This additional funding comes with its own monitoring and reporting requirements as well as aggressive deadlines to expend.

The Division currently has three full-time employees, to include the Housing Administrator/Division Manager (Sandra Urban), Housing Program Specialist I (Jennifer Lawson), and a Housing Assistant (Elena Sarazua). Ms. Urban, Housing Administrator, oversees the day-to-day operations of the Housing Division, oversees the Housing's General Fund budget and monitors the various housing grant funds, administers the CDBG, HOME and NSP programs, and provides support capacity for the SHIP program. In addition, Ms. Urban provides monitoring and compliance for the CDBG, HOME and NSP programs, reviews pay requests for sub-recipients, processes funding drawdowns in IDIS, and is responsible for the both quarterly and annual reporting. Finally, Ms. Urban serves as the Board Liaison to the Community Development Advisory Board.

Ms. Lawson is primarily responsible for administering the SHIP Program, handling the day-to-day inquiries, client intake and contractor monitoring, and SHIP client monitoring for the SHIP Program. Ms. Sarazua provides administrative support to the Housing Division as a whole, handling all inquiries (walk-ins, calls, emails), provides guidance to applicants, assists with filing, documentation, budgetary items, and serves as the Board Secretary for the Community Development Advisory Board.

In order to alleviate the burden on Ms. Urban and the rest of the Housing Division staff and to meet expenditure deadlines and maintain compliance, staff is requesting consideration for an additional mid-level housing staff person, a Housing Program Specialist II who would handle all CDBG and HOME related matters and assist with the accounting/reconciliation required by the programs. This would free up the Housing Administrator to handle the NSP program (her area of expertise), which is currently out of compliance due to the Homes for Warriors program.

REQUESTING DEPARTMENT:

Community & Economic Development

FISCAL IMPACT:

This position was not budgeted in the FY 2021 Adopted Budget. The attached Personnel Adjustment Request Form provides for an allocation of \$78,250 from various accounts to fund the position, of which \$20,494 will require an allocation of funds from the General Fund's Undesignated Fund Balance (account 001-0000-392-1001) to the various personnel service and operational expenditure accounts in Community & Economic Development Department as reflected in the form. The General Fund will be reimbursed by the various housing grant programs. The amount reflected is for the remainder of FY 2021. A budget amendment is attached.

Position would be funded under CDBG Fund 112 at approximately 50%, CDBG-CV Fund 126 at approximately 20%, HOME Fund 114 at approximately 30%.

RECOMMENDATION:

Motion to approve a budget amendment allocating \$20,494 in Fiscal Year 2021 to fund the position of Housing Program Specialist II within the Community & Economic Development Department.

ATTACHMENTS:**Description**

Personnel Adjustment Request Form

Justification Memo for Housing Program Specialist II

FY 21 Estimated Payroll Projections

Budget Amendment for Housing Program Specialist II

Personnel Adjustment Request

Submitted requests impacting all personnel/staff related funding for the fiscal year

FY 2021 Total Cost/(Savings): **78,250**

Title: Housing Program Specialist II
Fund (Name/#): 001 General Fund
Department: C&ED
Division: Housing
Priority: 2 → Only one per Funding Source Allowed
Priority 1 CODE: A **Deadline:** _____
Category: Increase
Position Type: New
Location: Office

FOR INTERNAL SERVICE DEPARTMENTAL REVIEW

Department	Reviewed	Reviewed By
IT	Yes	Stacey LaVanture
HR	Yes	Jennifer Marrero
Select From List	Select Yes/No	
Select From List	Select Yes/No	
Comments: Air card added per IT's recommendation		

Description & Justification For Request:

The Housing Division has a significant increase in workload due to the COVID-19 pandemic and the increase in funding from CARES Act (CRF and CDBG-CV); in addition to the already heavy workload despite a small staff. The Housing Program Specialist II, under general supervision, performs program management and compliance monitoring of the City's State and Federal housing and community development programs, to include related administrative tasks. This position requires a strong understanding of State and Federal regulations relating to housing and community development programs as well as policies, program guidelines, and standard operating procedures relating to the operation of programs and activities relating to affordable housing and community development best practices. Employee is responsible for performing administrative and support work to coordinate and monitor the Community Development Block Grant (CDBG), HOME Investment Partnerships Program and the State of Florida's State Housing Initiatives Partnership Program (SHIP). Work involves writing grant applications, program descriptions and action plans, preparing feasibility analysis, implementing specific program activities and monitoring program progress. Work also involves preparation of various reports, plans, contracts and agreements for presentation to the Housing Administrator concerning programs. The Housing Programs Specialist II will report directly to the Housing Administrator. The City requires additional housing staff to administer the various housing programs and available funds the City currently has as well as expects to receive.

PERSONNEL/POSITION DETAILS

Add/Delete (FTE):	Group:	Grade:	Title:
1.00	G3	U	Housing Program Specialist II
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	001-3411-554	46,284
Personnel	1512 Employee Cafeteria Credit	001-3411-554	797
Personnel	2110 Social Security/Medicare	001-3411-554	3,541
Personnel	2210 Retirement-ICMA	001-3411-554	4,166
Personnel	2320 Emp Health Ins Premiums	001-3411-554	12,598
Personnel	2330 Other Emp ins Premiums	001-3411-554	5,928
Personnel	2410 Workers Compensation	001-3411-554	1,770
IT	5108-Computer Hardware	001-2310-519	1,300
IT	5103-Computer Supplies	001-2310-519	180
IT	5103-Computer Supplies	001-2310-519	180
IT	5103-Computer Supplies	001-2310-519	15
IT	5103-Computer Supplies	001-2310-519	200
IT	5403-Licenses/Certificates	001-2310-519	375

Page 2 Sub-Total (Additional Expenditures) **917**

Total Expenditures: **78,250**

Recurring Costs Must Be Completed →

One-Time: 2,675
 Recurring: 75,575

Specify Identifiable Revenue Funding Source (Excluding Fund Balance):

	-
	-
	-
Total Revenues:	-

Total Expenditures Minus Revenues:	78,250
---	--------

Impact of Denial:

The City will not likely expend all housing funds timely in accordance with State and Federal regulations nor maintain compliance with State and Federal regulations for existing housing programs that require ongoing monitoring.

Title: Housing Program Specialist II
Fund (Name/#): 001 General Fund
Department: C&ED
Division: Housing

EXPENDITURE DETAILS - ACCOUNT NUMBERS & DESCRIPTIONS

Use Full GL Accounting String & Description

Enter GL Accounting String Click Cells for Samples			Amounts
IT	5104-Software	001-2310-519	425
IT	5403-Licenses/Certificates	001-2310-519	48
IT	4105-Air Cards	001-2310-519	444
Select Category	Select From Drop-Down		
Select Category	Select From Drop-Down		-
Select Category	Select From Drop-Down		-
Select Category	Select From Drop-Down		-
Select Category	Select From Drop-Down		-
Select Category	Select From Drop-Down		-
Select Category	Select From Drop-Down		-
Select Category	Select From Drop-Down		-
Select Category	Select From Drop-Down		-
Select Category	Select From Drop-Down		-
Select Category	Select From Drop-Down		-
Select Category	Select From Drop-Down		-
Page 2 Sub-Total:			917

Title: _____
Fund (Name/#): _____
Department: _____
Division: _____

FISCAL YEAR 2021 - PARTIAL IMPACT ANALYSIS @ 6 REMAINING PAY PERIODS

# OF REMAINING PAY PERIODS		6		
			<u>FY 21 Impact</u>	
1210 Regular Salaries & Wages	001-3411-554	10,681	Partial Amount	
1512 Employee Cafeteria Credit	001-3411-554	184	Partial Amount	
2110 Social Security/Medicare	001-3411-554	817	Partial Amount	
2210 Retirement-ICMA	001-3411-554	961	Partial Amount	
2320 Emp Health Ins Premiums	001-3411-554	2,907	Partial Amount	
2330 Other Emp ins Premiums	001-3411-554	1,368	Partial Amount	
2410 Workers Compensation	001-3411-554	408	Partial Amount	
5108-Computer Hardware	001-2310-519	1,300	Full Amount	
5103-Computer Supplies	001-2310-519	180	Full Amount	
5103-Computer Supplies	001-2310-519	180	Full Amount	
5103-Computer Supplies	001-2310-519	15	Full Amount	
5103-Computer Supplies	001-2310-519	200	Full Amount	
5403-Licenses/Certificates	001-2310-519	375	Full Amount	
5104-Software	001-2310-519	425	Full Amount	
5403-Licenses/Certificates	001-2310-519	48	Full Amount	
4105-Air Cards	001-2310-519	444	Full Amount	
TOTAL		20,494		



City of Palm Bay
Community & Economic Development
Interoffice Memorandum

TO: Suzanne Sherman, City Manager

FROM: Joan Junkala-Brown, Acting Community & Economic Development Director

DATE: April 30, 2021

RE: Request to create a new position, Housing Program Specialist II

The Community & Economic Development Department is seeking to create a new position/FTE of Housing Program Specialist II within the Housing & Community Development Division. The Division is currently understaffed and lacks sufficient staffing levels to administer the City's State and Federal housing grant allocations, monitoring, compliance and reporting requirements. Additionally, the Division has received over \$1.5 million in CARES Act funding to be administered for rent, mortgage, utility payment assistance as well as funding for public service agencies providing services in response to the Coronavirus pandemic. This additional funding comes with its own monitoring and reporting requirements as well as aggressive deadlines to expend.

The Division currently has three full-time employees, to include the Housing Administrator/Division Manager (Sandra Urban), Housing Program Specialist I (Jennifer Lawson), and a Housing Assistant (Elena Sarazua). Ms. Urban, Housing Administrator, oversees the day-to-day operations of the Housing Division, oversees the Housing's General Fund budget and monitors the various housing grant funds, administers the CDBG, HOME and NSP programs, and provides support capacity for the SHIP program. In addition, Ms. Urban provides monitoring and compliance for the CDBG, HOME and NSP programs, reviews pay requests for sub-recipients, processes funding drawdowns in IDIS, and is responsible for the both quarterly and annual reporting. Finally, Ms. Urban serves as the Board Liaison to the Community Development Advisory Board.

Ms. Lawson is primarily responsible for administering the SHIP Program, handling the day-to-day inquiries, client intake and contractor monitoring, and SHIP client monitoring for the SHIP Program. Ms. Sarazua provides administrative support to the Housing Division as a whole, handling all inquiries (walk-ins, calls, emails), provides guidance to applicants, assists with filing, documentation, budgetary items, and serves as the Board Secretary for the Community Development Advisory Board.

In order to alleviate the burden on Ms. Urban and the rest of the Housing Division staff, I am requesting consideration for an additional mid-level housing staff person, a Housing Program Specialist II who would handle all CDBG and HOME related matters and the accounting/reconciliation required by the programs. This would free up the Housing Administrator to handle the NSP program (her area of expertise), which is currently out of compliance due to the Homes for Warriors program.

Grant Program	Admin Amount	Amount Allocated
CDBG	\$150,922.00	\$124,904.27
CDBG-CV/CV3	\$189,863.40	\$184,091.28
HOME (approximately and pending)	\$45,516.00	\$27,436.07
SHIP	\$0.00	\$82,291.30
NSP	\$0.00	\$8,235.32
GF	\$0.00	\$23,414.13

Position	Payroll Projections	CDBG	CDBG-CV/CV3	HOME	SHIP/GF	NSP/GF	GF
Housing Administrator		0.55	0.2	0.05	0.05	0.05	0.1
Housing Program Specialist I		0	0	0	1	0	0
Housing Assistant		0.5	0.2	0	0.05	0.05	0.2
Housing Program Specialist II	\$75,575.00	0.5	2	0.3	0	0	0
Housing Administrator	\$95,271.46	\$52,399.30	\$19,054.29	\$4,763.57	\$4,763.57	\$4,763.57	\$9,527.15
Housing Program Specialist I	\$74,055.98	\$0.00	\$0.00	\$0.00	\$74,055.98	\$0.00	\$0.00
Housing Assistant	\$69,434.94	\$34,717.47	\$13,886.99	\$0.00	\$3,471.75	\$3,471.75	\$13,886.99
Housing Program Specialist II	\$75,575.00	\$37,787.50	\$151,150.00	\$22,672.50	\$0.00	\$0.00	\$0.00
TOTAL	\$314,337.38	\$124,904.27	\$184,091.28	\$27,436.07	\$82,291.30	\$8,235.32	\$23,414.13

\$95,271.46
\$74,055.98
\$69,434.94

\$211,610.00

\$450,372.38

City Council Approval Date

Justification for Budget Amendment Request

--

Justification, if "No" →

Budget Office Representative

H.T.E. Entry Date
Entered By
Date Journalized



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: Leslie Hoog, Fire Chief

DATE: 6/17/2021

RE: Consideration of transferring funds from Fire Rescue to Information Technology for air cards to provide internet service for new equipment (\$1,587).

Fire Rescue is requesting a transfer of funds in the amount of \$1,587 to the Information Technology Department to fund the needed air cards to provide internet service for new Mobile Data Terminals (MCT) and iPads.

This system is internet-based equipment that runs dispatch communications to the responding apparatus. Each fire rescue vehicle has been equipped with the new MCTs, which display the initial 911 call, critical information, quickest response route and allows the unit to respond without waiting to get airtime. This method allows back and forth information flow when the air waves are heavy with radio traffic and prevents critical data from being lost. In addition, this system gives more accurate response time data which we use for justification for impact fee use and grant applications.

The MCTs are one of the components the Department is required to have to complete the transfer of dispatch service back to the City and without internet service the system will not function.

The second use we have for the air cards is for the two iPads which were purchased to perform pre-plans on commercial structures. The Department has been without pre-plans for many years and conducting the pre-plan with the I-Pad allows us to upload these into our system for 911 response, in addition to gaining ISO points for utilizing pre-plans. The pre-plan ensures crews know the building and their hazards prior to entry and aids with the correct plan of action once on scene. There is no appropriate system currently in place to address this need for the Department.

REQUESTING DEPARTMENT:

Fire Department

FISCAL IMPACT:

The fiscal impact is \$1,587.00 and is available in Fire Rescue's budget, account number 001-6012-522-4624.

RECOMMENDATION:

Motion to approve Fire Rescue's request for a Budget Amendment in the amount of \$1,587.

ATTACHMENTS:

Description

Email with pricing from IT Dept

Budget Amendment Request



**For the best experience, open this PDF portfolio in
Acrobat X or Adobe Reader X, or later.**

Get Adobe Reader Now!

City Council Approval Date

Justification for Budget Amendment Request

--

Justification, if "No" →

Budget Office Representative

H.T.E. Entry Date
Entered By
Date Journalized



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: Greg Minor, Parks and Facilities

DATE: 6/17/2021

RE: Consideration of a budget amendment to reallocate funds for the purchase of iPhones and tablets for key Parks staff (\$24,152).

Currently most of the staff in Parks Division do not have iPhones or tablets in which to adequately perform their duties while out in the field. Staff is requesting to reallocate funding for the purchase of 24 iPhones to increase accountability of staff by enabling employees to communicate updates and work orders related to projects, document conditions by taking photos, send e-mails and report expenditures instantaneously to office staff so that said expenditures are accurately accounted for in real time. Staff is also requesting 10 tablets to allow supervisory staff to enter work orders from the field to track use of vehicles, tools, supplies and manhours. This will not only increase efficiency of work but will collect data needed for FEMA should the need arise.

Costs of this Technology is \$17,480 for ten (10) tablets and \$6,672 for 24 iPhones. Costs include air cards, software and accessories such as cases and chargers. The total estimated cost for the purchase and operation of the new technology for the remainder of FY 2021 is \$24,152. Ongoing operating cost for FY 2022 and forward is \$17,912, which has added to the base budget request within the Information Technology Department.

REQUESTING DEPARTMENT:

Parks and Facilities, Information Technology

FISCAL IMPACT:

The fiscal impact in FY 2021 is \$24,152, which is currently not budgeted in the FY 2021 Approved Budget. It is being requested to appropriate \$24,152 from Community & Economic Development Department's Other Professional Services Account (001-3410-552-3141) to accounts 001-2310-519-5108/Computer Hardware \$16,000; 001-2310-519-4105/Air cards \$1,480; 001-2310-519-4102/Cellular Services \$3,840; 001-2310-519-5103/Computer Supplies \$840; and 001-2310-519-5403/Licenses and Certificates \$1,992 on the next scheduled budget amendment.

RECOMMENDATION:

Motion to approve a budget amendment reallocating \$24,152 for the purchase of 24 iPhones and 10 tables for the Parks staff.

ATTACHMENTS:
Description



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: Nelson Moya, Chief of Police

DATE: 6/17/2021

RE: Consideration of travel and training for specified City employees (Police Department).

Commander Lance Fisher will be traveling to Orlando, FL July 6, 2021 through July 11, 2021, to attend the FBINAA 57th National Annual Training Conference. This conference focuses specifically on any updates or new training that is available with FBINAA. The Registration Cost is estimated at \$625.00, the Lodging Cost is estimated at \$720.00, and the per diem is estimated at \$268.00 with an approximate total of \$1,613.00. This will be paid out of the Uniform Services Divisions Account (5012).

REQUESTING DEPARTMENT:

Police Department

FISCAL IMPACT:

The total cost of travel is estimated at \$1,613.00 and is available in 001-5012-521-5501 (\$625); 001-5012-521-4001 (\$988).

RECOMMENDATION:

Motion to acknowledge and approve travel as mentioned above.

ATTACHMENTS:

Description

Travel Authorization



CITY OF PALM BAY, FLORIDA

Travel Request/Advance Request

Contact/Ext

Control #

Request Date:

1465

Name: Lance Fisher		Destination: Orlando, FL			
Department/Division: POLICE/SUPPORT SERVICE		Departure Date of: 7/6/2021 Time of: 11:00 AM		Return Date of: 7/11/2021 Time of: 3:00 PM	
Account To Be Charged: 001-5012-521-4001		Estimated Cost: before mileage reimbursement \$1,613.00			
Purpose of Travel (Specify Conference, School or Other Reason) - ATTACH ITINERARY To attend FBINAA National Training Conference in Orlando, FL . Conference will provide three lunches.					
Date Approved By Council: 5/21/21					
<div> <div>Transportation: boldface or circle choice(s)</div> <div> <div>POV - Estimated Mileage</div> <div>City Vehicle</div> <div>Common Carrier (complete below)</div> </div> </div>					
PREPAID EXPENSES	VENDOR/ADDRESS	EXPLANATION	AMOUNT	FINANCE USE ONLY	
Registration	FBI Natinal Academy Assoc Quantico, FL 22135	Paid by Training Registration 575.00 Banqut 50.00		Vendor #	Check #
Due Date	800-941-8840				Date
Hand Carry Y N			\$625.00		
Lodging	Rosen Shingle Creek Hotel 9840 International Blvd Orlando, FL 32819	Pid by Training Rate \$144.00		Vendor #	Check #
Due Date	407-996-9939	# Nights 5			Date
Hand Carry Y N	Conf# R69867SC102900		\$720.00		
Common Carrier (if applicable)				Vendor #	Check #
Due Date					Date
Hand Carry Y N			\$0.00		
Other Expenses	Parking Free is Self Parked			Vendor #	Check #
Due Date					Date
Hand Carry Y N			\$0.00		
Other Expenses				Vendor #	Check #
Due Date					Date
Hand Carry Y N					
PER DIEM ADVANCE Refer to www.gsa.gov for rates - attach proof of rate (Lodging prepaid - receipt required)				Vendor #	Check #
Breakfast	5	@ \$16.00	= \$80.00		Date
Lunch	3	@ \$17.00	= \$51.00		
Dinner	4	@ \$28.00	= \$112.00		
Incidentals	5	@ \$5.00	= \$25.00		
			\$268.00		

TRAVEL APPROVALS

Department Head

Date

Finance

Date

(if applicable)

City Manager

Date

(ATTACH TO EXPENSE REPORT UPON RETURN)

Tanya Seibert

From: Lance Fisher
Sent: Friday, March 26, 2021 1:55 PM
To: Tanya Seibert
Subject: FW: Transaction Receipt from FBI NATIONAL ACADEMY ASSOCIATES INC CONFERENCE for \$575.00 (USD)

Commander Lance Fisher

Palm Bay Police Department
Uniform Services Division (A)
FBINA Session #279
Internal Ext. 1950
Direct Dial: (321) 733-3053

From: Auto-Receipt <noreply@mail.authorize.net>
Sent: Thursday, March 25, 2021 3:49 PM
To: Lance Fisher <Lance.Fisher@palmbayflorida.org>
Subject: Transaction Receipt from FBI NATIONAL ACADEMY ASSOCIATES INC CONFERENCE for \$575.00 (USD)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Order Information

Description: FBINAA NATC CB

Invoice Number FBI -20210325-144856

Billing Information

Lance Fisher
Palm Bay Police Department
130 Malabar Rd
Palm Bay, FL 32907
US
lance.fisher@pbfl.org

Shipping Information

Total: \$575.00 (USD)

Payment Information

Date/Time: 25-Mar-2021 13:49:03 MDT
Transaction ID: 62933728473
Payment Method: Visa xxxx4927
Transaction Type: Purchase
Auth Code: 027360

Merchant Contact Information

FBI NATIONAL ACADEMY ASSOCIATES INC CONFERENCE
QUANTICO, VA 22135
US
dmaclane@fbinaa.org

FBINAA

57th National Annual Training Conference

July 7 – 10, 2021 | Orlando, Florida



[In This Section](#)

[Registration Edit](#)

Time to Review

Please Review Your Registration Selections Below

To make changes to your registration, click the **Go Back** button below, or, to continue to payment options click the **Continue** button below.

Qty	Description	Amount
1	Lance Fisher (Palm Bay Police Department)	
1	Conference Badge - FBINAA Member	\$475.00
1	Lunch Ticket #1	\$0.00
1	Lunch Ticket #2	\$0.00
1	Lunch Ticket #3	\$0.00
1	President's Welcome Reception - Included	\$0.00
1	FBINAA Night at ICON Park Thursday, July 08, 2021, 6:30 PM - 9:30 PM	\$0.00
1	FBINAA Night - Member	\$50.00
1	Gala Banquet- Member	\$50.00
1	Conference Memento - Attendee	\$0.00
1	Payment by VISA Tanya Seibert *4927	(\$575.00)
Balance Due		\$0.00

Discount codes may be entered in the box below. Input the code then click the **Apply Discount** button for the discount to appear. If you do not have a discount code then none are applicable. Please leave blank and click the **Continue** button below.

[Apply Discount](#)

Questions, comments, accessibility or special service requests? Contact the Conference Helpline at conference@fbinaa.org or (800) 941-8840.

Need information? Visit the conference [website](#) for regular updates.

[Back](#) [Continue](#)

Questions? Contact registration services at conference@fbinaa.org or (800) 941-8840.



Tanya Seibert

From: Rosen Hotels & Resorts <info@rosenhoteles.com>
Sent: Thursday, March 25, 2021 4:19 PM
To: Tanya Seibert
Subject: Rosen Shingle Creek Confirmation

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

[View in web browser](#)



Dear Lance,

Thank you for choosing The Rosen Shingle Creek.

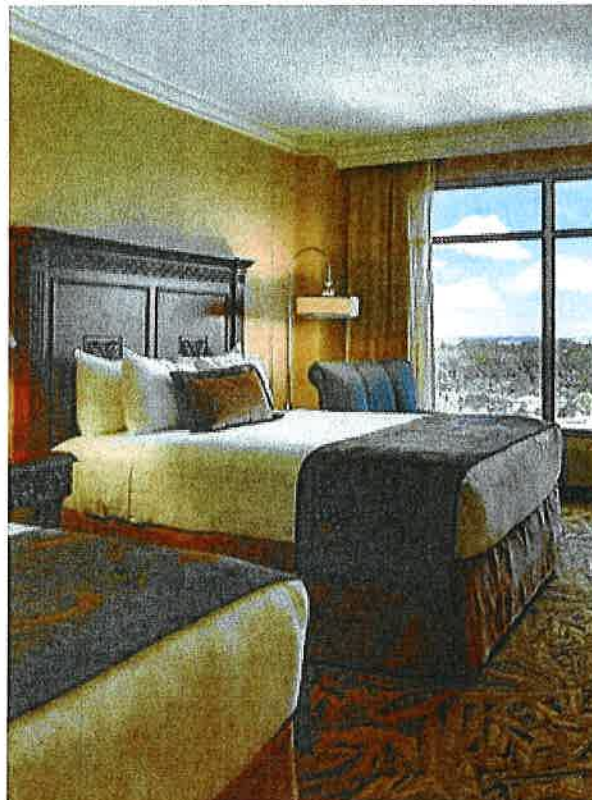
Sincerely,
The Reservations Team

RESERVATION DETAILS

Guest Name: Lance Fisher
Confirmation Number: R69867SC102900
Arrival Date: Jul 06, 2021
Departure Date: Jul 11, 2021
Number of Adults: 1
Number of Children: 0
Room Type: Luxurious King
Nightly Rate: \$144.00
Total Charges: 810.00

Check-In Time: 3:00pm
Check-Out Time: 11:00am

Get Directions
View/Modify Reservation



Cancellation Policy: Cancellation required by 4pm at least 5 days prior to arrival to avoid a charge of one night's room and tax

Rates may change with reservation modification.

ENHANCE YOUR STAY



Come Visit Us at the Golf Pro Shop and Get 20% off on Merchandise & an Additional 10% off on All Sale Items! This coupon must be presented to the golf associate at time of purchase.
Discount available for in-store purchases



Book your spa appointment 14 days prior to your arrival and get an extra 25% discount on our guest rates! The appointment must be dated 14 days prior to receive this discount. This coupon must be presented to the receptionist on the day of service.

only.
Call the Golf Pro Shop at 407-996-1559 at
<http://www.shinglecreekgolf.com/>
Expires 12/31/21

Discount is based on availability, cannot be
combined with any other discount offer or
spa packages. This coupon may be used
multiple times during your stay as long as
the
services are booked in advance.
Call The Spa at Shingle Creek at 407-996-
9772
<http://www.spaatshinglecreek.com>
Expires 12/31/21

CONTACT CONCIERGE

BOOK APPOINTMENT



Rosen Shingle Creek | 9939 Universal Blvd., Orlando, Florida 32819

This message was intended for tanya.seibert@pbfl.org

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Rosen Hotels & Resorts. 9840 International Drive Orlando, FL 32819

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FBINAA

57th National Annual Training Conference
July 7 – 10, 2021 | Orlando, Florida



SCHEDULE AT A GLANCE

DAY	DATE	START	END	AGENDA ITEM	TYPE
TUE	7/6	12:00 PM	8:00 PM	Command Post	Attendee Services
TUE	7/6	8:00 AM	8:00 PM	Information & Activity Desk	Attendee Services
DAY	DATE	START	END	AGENDA ITEM	TYPE
WED	7/7	6:00 AM	8:00 PM	Command Post	Attendee Services
WED	7/7	6:30 AM	1:30 PM	Optional Activity - FBINAA Golf Tournament	Optional Activity
WED	7/7	8:00 AM	7:00 PM	Check-in & Registration	Attendee Services
WED	7/7	7:45 AM	5:00 PM	FBINAA Conference Store & 5.11 Store	Attendee Services
WED	7/7	8:00 AM	8:00 PM	Information & Activity Desk	Attendee Services
WED	7/7	8:00 AM	10:00 PM	Family Lounge	Attendee Services
WED	7/7	8:00 AM	10:00 AM	Family Lounge Open House	Attendee Services
WED	7/7	9:00 AM	2:30 PM	Optional Activity - FBINAA Wild Florida Tour	Optional Activity
WED	7/7	9:30 AM	10:30 AM	Family Badge Networking & Information Session	Attendee Services
WED	7/7	10:00 AM	11:30 AM	Breakout Sessions	Training
WED	7/7	11:00 AM	3:30 PM	Optional Activity - Wine Bar George and Shopping	Optional Activity
WED	7/7	1:00 PM	2:30 PM	Breakout Sessions	Training
WED	7/7	2:00 PM	4:00 PM	YLP Meet-up	Invite-Only
WED	7/7	4:30 PM	6:00 PM	Opening Ceremonies	Attendee Services
WED	7/7	6:00 PM	7:30 PM	President's Welcome Reception	Optional Social Event
WED	7/7	8:00 PM	10:00 PM	Coin & Patch Swap	Optional Social Event
WED	7/7	9:00 PM	11:00 PM	After Hours Reception	Optional Social Event
WED	7/7	11:00 PM	12:30 PM	The Board Room	Optional Social Event
DAY	DATE	START	END	AGENDA ITEM	TYPE
THU	7/8	6:00 AM	8:00 PM	Command Post	Attendee Services

FBINAA

57th National Annual Training Conference
July 7 – 10, 2021 | Orlando, Florida



THU	7/8	6:00 AM	7:30 AM	Optional Activity - FBINAA 5k Fun Walk/Run	Optional Activity
THU	7/8	7:00 AM	8:00 AM	Optional Activity - Yoga Session	Optional Activity
THU	7/8	8:00 AM	4:00 PM	Check-in & Registration	Attendee Services
THU	7/8	8:00 AM	10:00 PM	Family Lounge	Attendee Services
THU	7/8	8:00 AM	4:00 PM	FBINAA Conference Store & 5.11 Store	Attendee Services
THU	7/8	8:00 AM	8:00 PM	Information & Activity Desk	Attendee Services
THU	7/8	8:30 AM	10:00 AM	Keynote Presentation	Training
THU	7/8	8:30 AM	5:30 PM	Optional Activity - Kennedy Space Center	Optional Activity
THU	7/8	10:00 AM	3:30 PM	Law Enforcement Exhibition	LE Attendees
THU	7/8	10:15 AM	3:30 PM	Optional Activity - FBINAA Shooting Competition	Optional Activity
THU	7/8	11:00 AM	1:00 PM	Optional Activity - FBINAA Women Graduates Event	Optional Activity
THU	7/8	11:30 AM	5:00 PM	Optional Activity - Orlando Brewery Tour	Optional Activity
THU	7/8	12:00 PM	12:45 PM	Conference Badge Lunch with Sponsors & Exhibitors	LE Attendees
THU	7/8	12:45 PM	3:00 PM	Optional Activity - iFly Excursion	Optional Activity
THU	7/8	1:00 PM	2:30 PM	Keynote Presentation	Training
THU	7/8	3:00 PM	4:30 PM	Breakout Sessions	Training
THU	7/8	6:00 PM	9:00 PM	A Night with Friends & Colleagues	Optional Social Event
THU	7/8	9:00 PM	11:00 PM	After Hours Reception	Optional Social Event
THU	7/8	11:00 PM	12:30 AM	The Board Room	Optional Social Event
DAY	DATE	START	END	AGENDA ITEM	TYPE
FRI	7/9	6:00 AM	8:00 PM	Command Post	Attendee Services
FRI	7/9	7:00 AM	8:00 AM	Optional Activity - Yoga Session	Optional Activity
FRI	7/9	8:00 AM	4:00 PM	Check-in & Registration	Attendee Services
FRI	7/9	8:00 AM	10:00 PM	Family Lounge	Attendee Services
FRI	7/9	8:00 AM	4:00 PM	FBINAA Conference Store & 5.11 Store	Attendee Services

FBINAA

57th National Annual Training Conference
July 7 – 10, 2021 | Orlando, Florida



FRI	7/9	8:00 AM	8:00 PM	Information & Activity Desk	Attendee Services
FRI	7/9	8:00 AM	9:30 AM	YLP Breakfast	Invite-Only
FRI	7/9	8:30 AM	10:00 AM	Keynote Presentation	Training
FRI	7/9	8:30 AM	2:00 PM	Optional Activity - Winter Park Cultural Tour with Lunch	Optional Activity
FRI	7/9	10:00 AM	3:30 PM	Law Enforcement Exhibition	LE Attendees
FRI	7/9	12:00 PM	12:45 PM	Conference Badge Lunch with Sponsors & Exhibitors	LE Attendees
FRI	7/9	12:45 PM	1:00 PM	National Board Call for Nominations	LE Attendees
FRI	7/9	1:00 PM	2:30 PM	Keynote Presentation	Training
FRI	7/9	3:00 PM	4:30 PM	Breakout Sessions	Training
FRI	7/9	5:30 PM	10:00 PM	FBINAA Night at Sea World	Optional Social Event
FRI	7/9	10:00 PM	12:00 AM	The Board Room	Optional Social Event
DAY	DATE	START	END	AGENDA ITEM	TYPE
SAT	7/10	6:00 AM	8:00 PM	Command Post	Attendee Services
SAT	7/10	7:00 AM	8:00 AM	Optional Activity - Yoga Session	Optional Activity
SAT	7/10	7:30 AM	9:30 AM	Election for Section III Representative	LE Attendees
SAT	7/10	8:00 AM	12:00 PM	Check-in & Registration	Attendee Services
SAT	7/10	8:00 AM	10:00 PM	Family Lounge	Attendee Services
SAT	7/10	8:00 AM	12:00 PM	FBINAA Conference Store & 5.11 Store	Attendee Services
SAT	7/10	8:00 AM	8:00 PM	Information & Activity Desk	Attendee Services
SAT	7/10	8:30 AM	10:00 AM	Keynote Presentation	Training
SAT	7/10	10:00 AM	2:00 PM	Optional Activity - Gatorland Ziplining	Optional Activity
SAT	7/10	10:30 AM	12:00 PM	Breakout Sessions	Training
SAT	7/10	12:00 PM	1:30 PM	Lunch & Annual Business Meeting	LE Attendees
SAT	7/10	1:35 PM	2:30 PM	Keynote Presentation	Training
SAT	7/10	3:00 PM	4:30 PM	Breakout Sessions	Training
SAT	7/10	5:30 PM	10:00 PM	Youth Wrap Party	Optional Social Event

FBINAA

57th National Annual Training Conference
July 7 – 10, 2021 | Orlando, Florida



SAT	7/10	6:00 PM	9:30 PM	Gala Banquet & Closing Ceremonies	Optional Social Event
SAT	7/10	9:30 PM	11:30 PM	After Hours Reception	Optional Social Event
SAT	7/10	11:30 PM	12:30 PM	The Board Room	Optional Social Event
DAY	DATE	START	END	AGENDA ITEM	TYPE
SUN	7/11	6:00 AM	12:00 PM	Command Post	Attendee Services
SUN	7/11	8:00 AM	2:00 PM	Information & Activity Desk	Attendee Services



U.S. General Services Administration

FY 2021 Per Diem Rates for ZIP 32819

Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Orlando	Orange	\$66	\$16	\$17	\$28	\$5	\$49.50



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: Larry Wojciechowski, Finance Director

DATE: 6/17/2021

RE: Acknowledgement of the City's monthly financial report for April 2021.

Attached for your information is the monthly financial report which provides an overview of the City's financial activities for April 2021. April is the seventh month of the fiscal year and represents 58% of the annual budget year.

Citywide cash and investments increased by \$72.8 million or 39.9% in comparison to the prior year. This is primarily due to the receipt of the proceeds from the General Obligation Bonds, Series 2021. This also contributed to the increase in Citywide revenues.

The General Fund is the City's primary operating fund. General Fund revenues received through April were \$53.5 million and are 65.1% of the annual budget. General Fund expenditures through the end of April were \$44.3 million and are 53.8% of the annual budget. General Fund total cash & investments on April 30, 2021 was \$33.9 million, which is \$3.1 million or 10.1 percent higher than one year ago.

General Fund revenues collected through April 30, 2021, overall were 4.2 percent higher than the revenues collected during the same period last year. The overall increase was mainly attributable to an increase in revenue collections from Ad Valorem Taxes compared to the same period last year.

General Fund expenditures through April 30, 2021, overall were 8.0 percent higher than expenditures incurred during the same period last year.

Pages 14 through 16 provide a summary of all funds' budget, revenues and expenditures posted for April 30, 2021.

REQUESTING DEPARTMENT:

Finance

FISCAL IMPACT:

None.

RECOMMENDATION:

Motion to acknowledge receipt of the April 2021 Financial Report.

ATTACHMENTS:**Description**

Monthly Finance Report - April 30, 2021



MONTHLY FINANCIAL REPORT (UNAUDITED)

APRIL 2021

City of Palm Bay, Florida

Report Summary



Financial Report Summary	Page 1
General Fund	
➤ 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
Impact Fee Funds	
➤ Cash & Investments	Page 7
➤ Fund Equity	Page 8
Utilities Fund	
➤ Cash & Investments	Page 9
Stormwater Fund	
➤ Cash & Fund Equity	Page 10
Building Fund	
➤ Cash & Fund Equity	Page 11
General Obligation Road Program Funds	
➤ Cash & Fund Equity	Page 12
Financial Activity by Fund	
➤ General Fund, Special Revenue Funds, and Impact Fee Funds	Page 14
➤ Debt Service Funds and Capital Projects Funds	Page 15
➤ Enterprise Funds and Internal Service Funds	Page 16

MONTHLY FINANCIAL REPORT (UNAUDITED)

APRIL 2021

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 April 2021. April is the seventh month of the fiscal year and represents 58% of the annual budget.

Financial Report Summary

- Citywide revenues¹ of \$197.0 million are at 48.5% of the annual budget. Citywide expenditures¹ of \$115.6 million are at 28.4% 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 \$72.8 million, or 39.9%, in comparison to the prior year.
- Most of the increased citywide revenues were a result of \$56 million in proceeds received from the General Obligation Bonds, Series 2021.

Citywide - Cash & Investments ¹		Citywide - Revenues ¹		Citywide - Expenditures ¹	
4/30/2021	\$ 255,431,004.55	4/30/2021	\$ 196,972,722.94	4/30/2021	\$ 115,576,947.62
4/30/2020	182,642,404.00	4/30/2020	177,441,054.17	4/30/2020	107,916,049.69
Increase	39.9% \$ 72,788,600.55	Increase	11.0% \$ 19,531,668.77	Increase	7.1% \$ 7,660,897.93

¹ Not including Cash, Revenues, or Expenditures from PB Municipal Foundation.

- General Fund revenues of \$53.5 million are at 65.1% of the annual budget. This is an increase of \$2.2 million, or 4.2%, in comparison to the prior year.
- General Fund expenditures of \$44.3 million are at 53.8% of the annual budget. This is an increase of \$3.3 million, or 8.0%, in comparison to the prior year.
- General Fund cash and investments increased by \$3.1 million, or 10.1%, 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	
4/30/2021	\$ 33,886,884.40	4/30/2021	\$ 53,517,974.00	4/30/2021	\$ 44,261,263.42
4/30/2020	30,767,345.97	4/30/2020	51,351,230.22	4/30/2020	40,985,591.73
Increase	10.1% \$ 3,119,538.43	Increase	4.2% \$ 2,166,743.78	Increase	8.0% \$ 3,275,671.69

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.

This report contains unaudited information. If you have any questions or comments on the financial reports, please contact Larry Wojciechowski, Finance Director or Ruth Chapman, Assistant Finance Director.

City Website: <http://www.palmbayflorida.org/>
Finance Website: www.palmbayflorida.org/finance

MONTHLY FINANCIAL REPORT (UNAUDITED)**APRIL 2021**

CITY OF PALM BAY, FLORIDA

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

➤ **FY 2021 YTD Revenue Variance**
As Compared to Prior Year

	Prior YTD	Current YTD	% Variance	Annual Budget
Ad Valorem Taxes	\$ 31,550,434	\$ 33,893,544	7.4%	\$ 35,353,784
Local Option Fuel Tax (1)	1,603,367	1,392,207	-13.2%	3,842,728
Utility Service Taxes	3,825,620	4,146,826	8.4%	8,920,500
Communication Service Tax	1,091,597	1,063,854	-2.5%	2,454,678
Franchise Fees	2,167,907	2,282,930	5.3%	5,936,200
State Shared Revenues (2)	1,929,071	1,724,001	-10.6%	4,403,034
Half Cent Sales Tax	2,880,512	2,908,794	1.0%	6,511,107
Licenses and Permits	593,394	588,662	-0.8%	692,810
Grants and Other Entitlements (3)	763,116	504,506	-33.9%	649,486
Charges for Services (4)	2,598,329	3,170,857	22.0%	5,075,376
Fines and Forfeitures (5)	254,384	337,982	32.9%	437,600
Interest, Rents & Other Revenues (6)	401,147	448,494	11.8%	1,206,817
Interfund Transfers & Other Sources (7)	1,692,352	1,055,318	-37.6%	1,784,529
Fund Balance	-	-	0.0%	4,957,682
	\$ 51,351,230	\$ 53,517,974	4.2%	\$ 82,226,331

(1) Decrease primarily due to lower year-to-date collections of Local Option Fuel Taxes in FY21.

(2) Decrease primarily due to lower year-to-date collections of State Shared Revenues in FY21.

(3) Decrease primarily due to FY20 was final year of transfers from County to support expenses re facilities previously maintained by County.

(4) Increase primarily due to higher year-to-date General Government and Right of Way fees, and increased budgeted allocations from other funds to General Fund in FY21.

(5) Increase primarily due to higher year-to-date collections of Code Compliance Fines in FY21.

(6) Increase primarily due to receipt of ICMA Applied Forfeitures in FY21.

(7) Decrease primarily due to lower year-to-date interfund transfers and sale proceeds received in General Fund in FY21.

MONTHLY FINANCIAL REPORT (UNAUDITED)

APRIL 2021

CITY OF PALM BAY, FLORIDA



General Fund (GF) Expenditures - Summary

➤ FY 2021 YTD Expenditure Variance As Compared to Prior Year

	Prior YTD	Current YTD	% Variance	Annual Budget
Legislative	\$ 506,332	\$ 468,936	-7.4%	\$ 922,364
City Manager (1)	507,014	256,340	-49.4%	570,497
City Attorney (2)	200,510	129,718	-35.3%	521,928
Procurement	306,302	334,477	9.2%	663,138
Finance	919,736	929,249	1.0%	1,743,697
Information Technology	1,388,170	1,393,003	0.3%	3,395,931
Human Resources (3)	371,877	304,522	-18.1%	617,124
Growth Management	840,297	911,785	8.5%	1,805,634
Economic Development (4)	221,270	567,541	156.5%	1,320,129
Parks and Recreation (5)	2,337,654	2,668,904	14.2%	6,020,967
Facilities	1,465,426	1,427,003	-2.6%	2,737,393
Police	12,041,586	12,355,740	2.6%	23,272,316
Fire	8,883,698	9,617,146	8.3%	16,471,384
Public Works	3,076,396	3,329,654	8.2%	7,478,221
Non-Departmental	3,003,561	2,954,490	-1.6%	5,147,546
Transfers (6)	4,915,765	6,612,756	34.5%	9,538,062
	\$ 40,985,592	\$ 44,261,263	8.0%	\$ 82,226,331

(1) Decrease primarily due to Public Information Division moved from City Manager's Office as of October 2020.

(2) Decrease primarily due to lower year-to-date Other Attorney Costs.

(3) Decrease primarily due lower year-to-date costs resulting from staff shortages in FY21.

(4) Increase primarily due to higher year-to date personnel costs because of Housing and Communications Divisions added in FY21.

(5) Increase primarily due to higher year-to-date costs in Parks and Aquatic Center Divisions in FY21.

(6) Increase primarily due to higher year-to-date transfers to CIP, Fleet Services, and the Road Maintenance Funds.

	YTD Actual	YTD Budget	Annual Budget	% Spent
Debt Service	\$ 3,708,660.50	\$ 3,737,833	\$ 6,407,713	57.9%
Personnel	30,317,784.87	31,952,443	54,775,617	55.3%
Operating	6,694,908.88	9,078,116	15,562,485	43.0%
Capital	635,814.17	1,370,931	2,350,167	27.1%
Contributions	-	-	-	0.0%
Transfers	2,904,095.00	1,826,037	3,130,349	92.8%
Reserves	-	-	-	0.0%
	\$ 44,261,263.42	\$ 47,965,360	\$ 82,226,331	53.8%

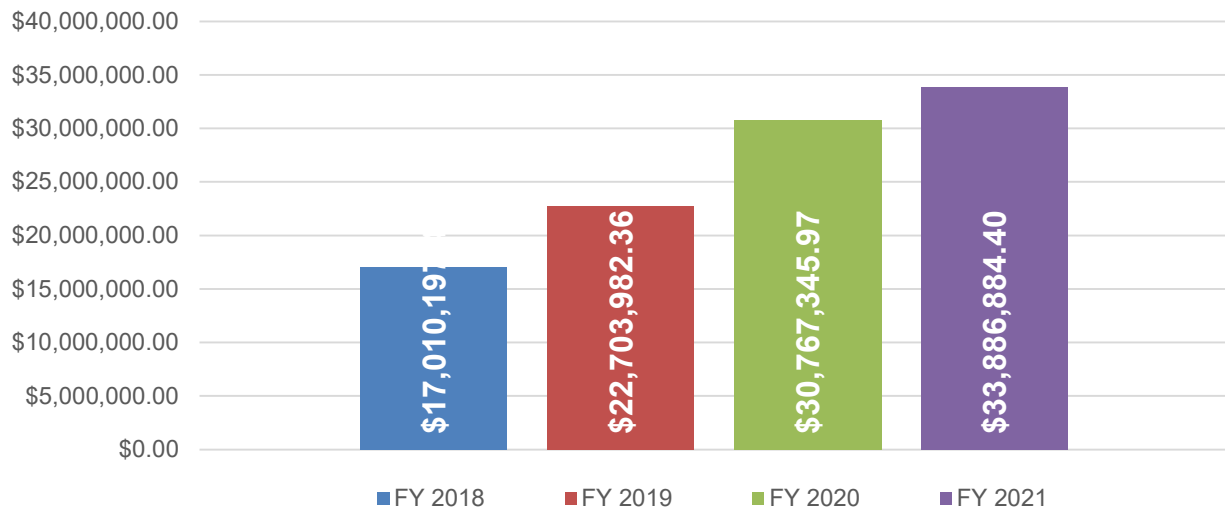
The total budgeted expenditures for 2021 are \$82,226,331 (including encumbrances from prior year and budget amendments). Of this amount, \$54,775,617, or 66.6%, is related to personnel costs.

MONTHLY FINANCIAL REPORT (UNAUDITED)**APRIL 2021**

CITY OF PALM BAY, FLORIDA

**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	\$ 36,765,970.39	April 2021 Ending Balance	\$ 33,886,884.40
Cash Increase (Decrease)	(2,879,085.99)	Cash Advanced to Other Funds:	
		CDBG	(126,110.39)
Ending Balance 4/30/2021	\$ 33,886,884.40	Total Available Cash & Investments	\$ 33,760,774.01

MONTHLY FINANCIAL REPORT (UNAUDITED)**APRIL 2021**

CITY OF PALM BAY, FLORIDA

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

CITY OF PALM BAY, FLORIDA
OPERATING STATEMENT AND CHANGES IN FUND BALANCES
GENERAL FUND
 For the Month Ended April 30, 2021

	Prior YTD	Current YTD
<u>REVENUES</u>		
Ad Valorem Taxes	\$ 31,550,434	\$ 33,893,544
Local Option Fuel Tax	1,603,367	1,392,207
Utility Service Taxes	3,825,620	4,146,826
Communication Service Tax	1,091,597	1,063,854
Franchise Fees	2,167,907	2,282,930
State Shared Revenues	1,929,071	1,724,001
Half Cent Sales Tax	2,880,512	2,908,794
Licenses and Permits	593,394	588,662
Grants and Other Entitlements	763,116	504,506
Charges for Services	2,598,329	3,170,857
Fines and Forfeitures	254,384	337,982
Interest, Rents and Other Revenues	401,147	448,494
Interfund Transfers and Other Sources	1,692,352	1,055,318
Total Revenues	51,351,230	53,517,974
<u>EXPENDITURES</u>		
Legislative	506,332	468,936
City Manager	507,014	256,340
City Attorney	200,510	129,718
Procurement	306,302	334,477
Finance	919,736	929,249
Information Technology	1,388,170	1,393,003
Human Resources	371,877	304,522
Growth Management	840,297	911,785
Economic Development	221,270	567,541
Parks and Recreation	2,337,654	2,668,904
Facilities	1,465,426	1,427,003
Police	12,041,586	12,355,740
Fire	8,883,698	9,617,146
Public Works	3,076,396	3,329,654
Non-Departmental	3,003,561	2,954,490
Transfers	4,915,765	6,612,756
Total Expenditures	40,985,592	44,261,263
Excess (Deficiency) of Revenues Over Expenditures	10,365,638	9,256,711
Fund Balance - Beginning	19,098,786	24,540,027
Fund Balance - Ending	\$ 29,464,425	33,796,738

MONTHLY FINANCIAL REPORT (UNAUDITED)**APRIL 2021**

CITY OF PALM BAY, FLORIDA

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

The minimum General Fund unrestricted fund balance, as established by Resolution 2021-03, is two months of regular budgetary General Fund operating expenditures. 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	\$ 20,521,877	30.4%
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%

MONTHLY FINANCIAL REPORT (UNAUDITED)

APRIL 2021

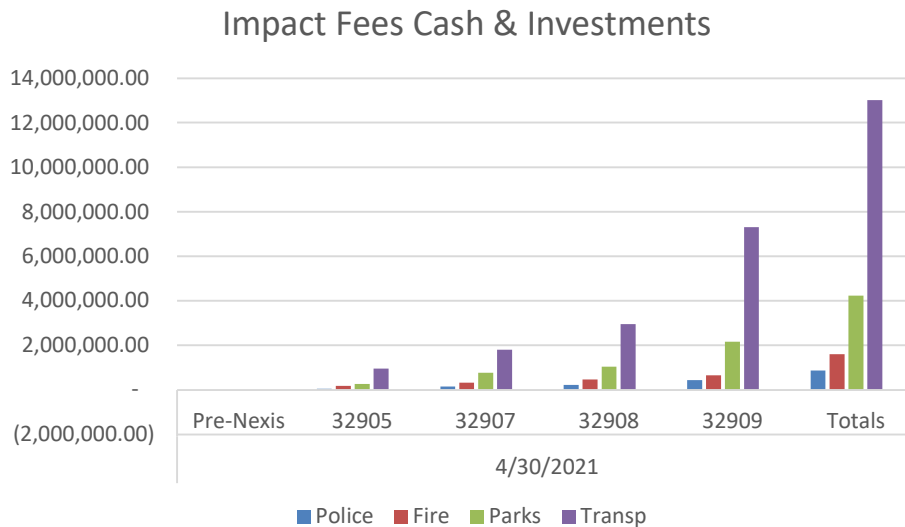
CITY OF PALM BAY, FLORIDA



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

		Zone 1	Zone 2	Zone 3	Zone 4	
	Pre-Nexis	32905	32907	32908	32909	Totals
Police	-	51,756.29	154,882.98	217,230.84	439,860.62	863,730.73
Fire	-	169,806.03	317,380.07	466,224.01	650,874.84	1,604,284.95
Parks	0.03	265,306.63	761,730.57	1,041,786.63	2,165,524.35	4,234,348.21
Transp	(0.45)	949,591.24	1,801,284.38	2,950,227.30	7,305,205.51	13,006,307.98
Totals	(0.42)	1,436,460.19	3,035,278.00	4,675,468.78	10,561,465.32	19,708,671.87

*Not including Transportation Impact Fees Zone 32909 amount of \$893,815.28 Special Purpose Deposits / Bayside Estates or \$71,824.50 segregated amount per I.L.A. with Brevard County.

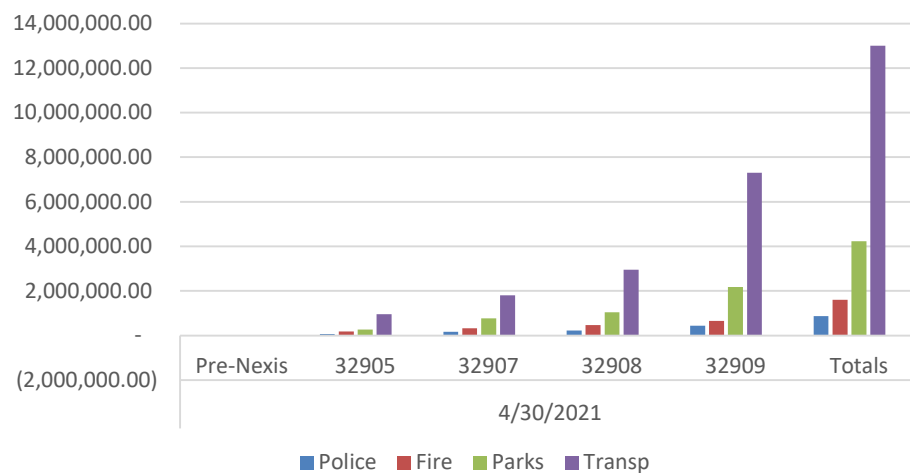


MONTHLY FINANCIAL REPORT (UNAUDITED)**APRIL 2021**

CITY OF PALM BAY, FLORIDA

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

	Pre-Nexus	32905	32907	32908	32909	Totals
Police	-	51,756.29	154,788.99	217,136.85	439,484.65	863,166.78
Fire	-	169,806.03	317,380.07	466,224.01	645,449.69	1,598,859.80
Parks	0.03	265,306.63	758,514.97	1,041,786.63	2,165,524.35	4,231,132.61
Transp	(0.45)	949,591.24	1,801,284.38	2,950,227.30	7,306,335.41	13,007,437.88
Totals	(0.42)	1,436,460.19	3,031,968.41	4,675,374.79	10,556,794.10	19,700,597.07

Fund Equity by Zone

MONTHLY FINANCIAL REPORT (UNAUDITED)

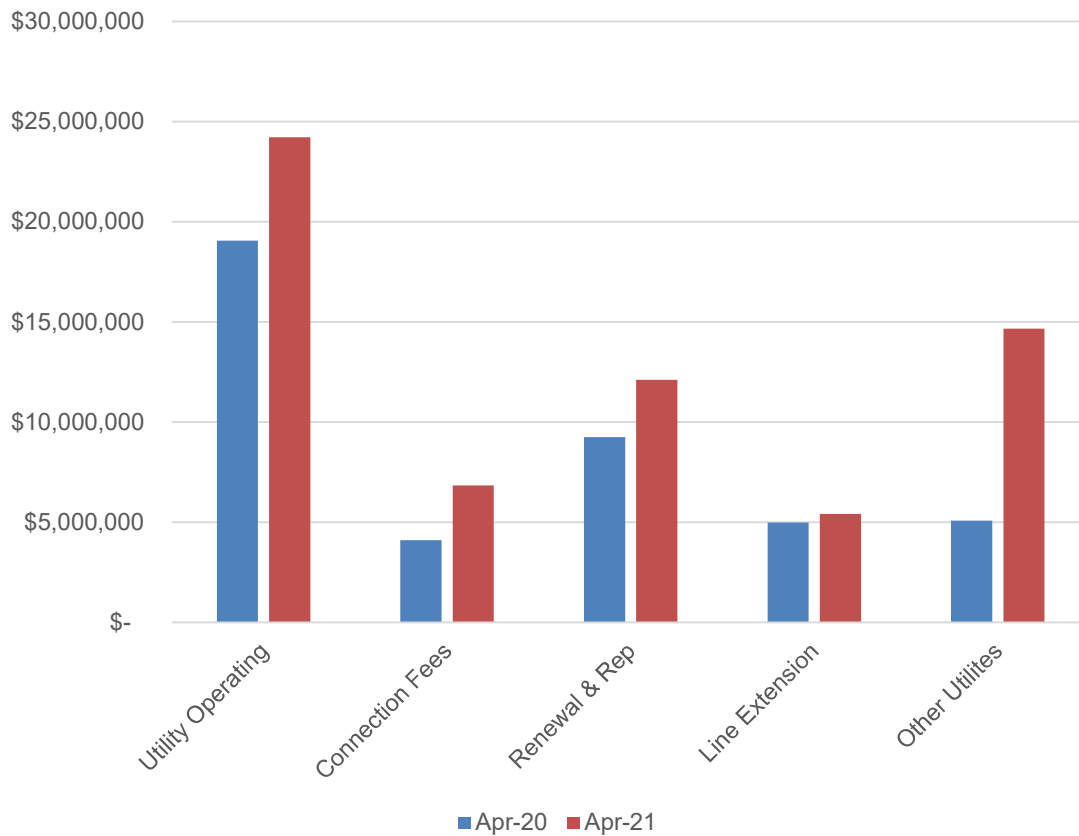
APRIL 2021

CITY OF PALM BAY, FLORIDA



Utilities Fund Cash & Investments - Summary

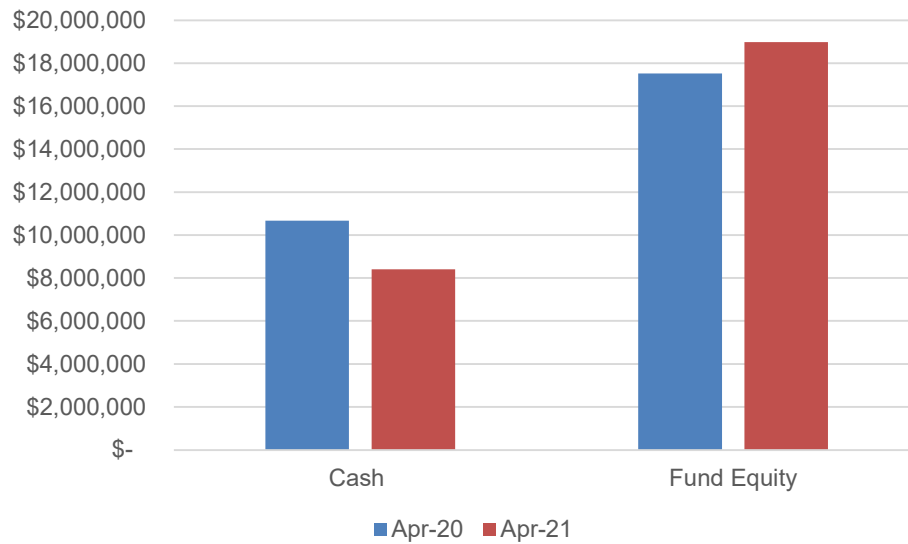
Year-to-Date (YTD) Comparison: Water & Sewer



Overall, the Water & Sewer Funds cash and investments were \$20.75 million, or 48.9%, more as of April 2021 as compared to April 2020.

Stormwater Fund Cash & Equity - Summary

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



Overall, the Stormwater cash and investments were \$2,268,090, or 21.2%, less as of April 2021 as compared to April 2020.

Overall, the Stormwater fund equity was \$1,465,637, or 8.4%, more as of April 2021 as compared to April 2020.

MONTHLY FINANCIAL REPORT (UNAUDITED)

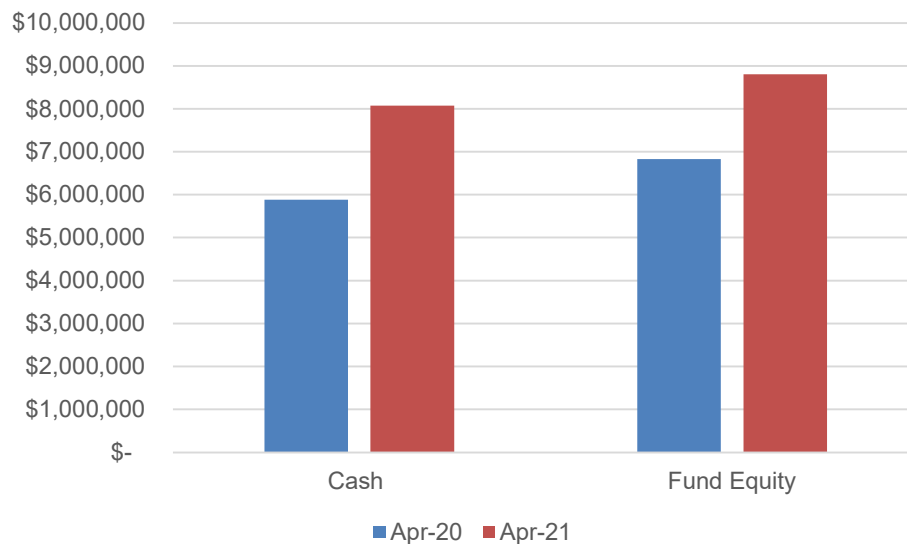
APRIL 2021

CITY OF PALM BAY, FLORIDA



Building Fund Cash & Equity - Summary

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



Overall, the Building cash and investments were \$2,188,916, or 37.2%, more as of April 2021 as compared to April 2020.

Overall, the Building fund equity was \$1,970,506, or 28.8%, more as of April 2021 as compared to April 2020.

MONTHLY FINANCIAL REPORT (UNAUDITED)

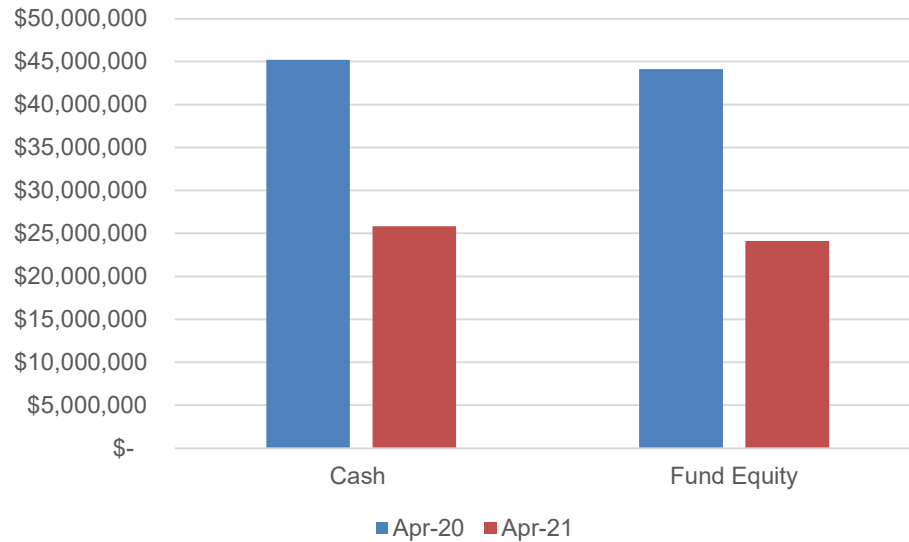
APRIL 2021

CITY OF PALM BAY, FLORIDA



General Obligation Road Program Fund Cash & Equity - Summary

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



The 2019 General Obligation Road Program cash and investment balance was \$25,840,805 as of April 2021, or 42.8% less than April 2020.

The 2019 G.O. Road Program Fund equity was \$24,107,978 as of April 2021, or 45.4% less than April 2020.

MONTHLY FINANCIAL REPORT (UNAUDITED)

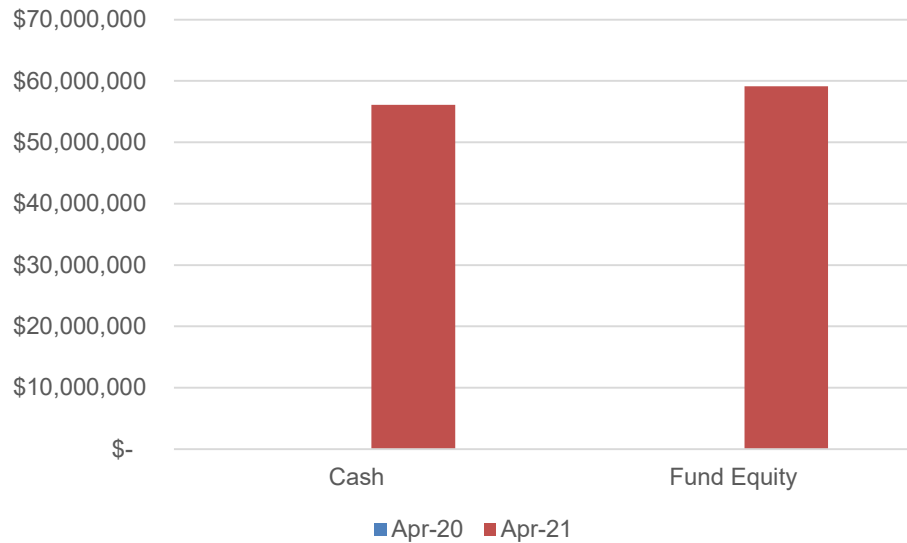
APRIL 2021

CITY OF PALM BAY, FLORIDA



General Obligation Road Program Fund Cash & Equity - Summary

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



The 2021 General Obligation Road Program cash and investment balance was \$56,119,193 as of April 2021, and was zero at April 2020.

The 2021 G.O. Road Program Fund equity was \$56,119,193 as of April 2021, and did not exist at April 2020.

MONTHLY FINANCIAL REPORT (UNAUDITED)**APRIL 2021**

CITY OF PALM BAY, FLORIDA

**Unaudited Financial Activity - All Funds**

City of Palm Bay, Florida

As of April 30, 2021

58% 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	\$75,291,296	\$82,226,331	\$53,517,974	65.1%	\$44,261,263	53.8%
Special Revenue Funds							
101	Law Enforcement Trust Fund	5,000	73,034	9,058	12.4%	62,637	85.8%
103	Palm Bay Municipal Foundation	30,000	30,000	265	0.9%	242	0.8%
105	Code Nuisance Fund	239,000	239,000	198,575	83.1%	175,873	73.6%
111	State Housing Grant Fund	4,500	741,433	43,991	5.9%	234,302	31.6%
112	Comm Devel Block Grant Fund	155,745	803,521	435,063	54.1%	205,288	25.5%
114	Home Invest Grant Fund	20,395	189,248	108,808	57.5%	60,002	31.7%
123	NSP Program Fund	0	7,072	0	0.0%	2,267	32.1%
124	Coronavirus Relief Tr. Fund	0	233,094	225,515	96.7%	349,969	150.1%
127	Voluntary Home Buyout Fund	0	2,736,719	0	0.0%	-	0.0%
131	Donations Fund	0	280	14,737	5263.0%	6,136	2191.3%
161	Environmental Fee Fund	72,000	72,000	99,606	138.3%	-	0.0%
181	Bayfront Comm Redev Fund	1,410,370	1,471,801	1,468,045	99.7%	428,255	29.1%
Impact Fee Funds							
180	Police Impact Fees - 32905	25,000	25,000	26,152	104.6%	34	0.1%
183	Police Impact Fees - 32907	30,000	82,541	89,311	108.2%	2,764	3.3%
184	Police Impact Fees - 32908	40,000	92,541	117,368	126.8%	2,818	3.0%
186	Police Impact Fees - 32909	60,000	270,164	212,697	78.7%	10,957	4.1%
187	Fire Impact Fees - 32905	80,400	86,651	41,427	47.8%	150	0.2%
188	Fire Impact Fees - 32907	60,700	69,094	139,166	201.4%	210	0.3%
189	Fire Impact Fees - 32908	60,800	60,800	182,912	300.8%	347	0.6%
190	Fire Impact Fees - 32909	141,600	504,252	331,245	65.7%	102,843	20.4%
191	Parks Impact Fees - 32905	180,400	347,838	43,081	12.4%	267	0.1%
192	Parks Impact Fees - 32907	182,500	992,698	281,099	28.3%	8,901	0.9%
193	Parks Impact Fees - 32908	163,000	625,637	386,508	61.8%	664	0.1%
194	Parks Impact Fees - 32909	507,000	507,000	693,889	136.9%	1,536	0.3%
196	Trans Impact Fees - 32905	112,500	112,500	197,148	175.2%	928	0.8%
197	Trans Impact Fees - 32907	701,200	1,082,787	975,776	90.1%	824	0.1%
198	Trans Impact Fees - 32908	703,000	703,000	1,283,612	182.6%	1,579	0.2%
199	Trans Impact Fees - 32909	2,442,000	2,490,548	2,297,450	92.2%	997,872	40.1%

MONTHLY FINANCIAL REPORT (UNAUDITED)**APRIL 2021**

CITY OF PALM BAY, FLORIDA

**Unaudited Financial Activity - All Funds**

City of Palm Bay, Florida

As of April 30, 2021

58% 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	539,492	519,995	275,224	52.9%	275,224	52.9%
214	2004 Pension Bond Debt Svc Fd	175,000	175,000	102,113	58.4%	155,000	88.6%
219	2010 PST Revenue Bonds DS Fd	465,005	803,541	0	0.0%	803,542	100.0%
221	2013 Pension Bonds DS Fund	1,488,160	1,488,160	866,105	58.2%	810,404	54.5%
222	2014 LOGT Note DS Fd	628,025	628,025	0	0.0%	628,173	100.0%
223	2015 Franchise Fee Note DS Fd	533,595	533,595	309,484	58.0%	526,320	98.6%
224	2015 Sales Tax Bonds DS Fd	831,980	831,980	482,343	58.0%	816,315	98.1%
225	2015 Sales Tax Bonds DS Fd - TIF	231,752	231,752	227,892	98.3%	224,814	97.0%
226	2016 Franchise Fee Note DS Fd	333,746	333,746	193,570	58.0%	316,287	94.8%
227	2018 LOGT Note DS Fd	778,784	778,784	768,261	98.6%	760,128	97.6%
228	2019 GO Bonds DS Fd	3,541,750	3,541,750	3,396,937	95.9%	933,875	26.4%
229	2019 Pension Bonds DS Fund	2,211,085	2,211,085	1,289,305	58.3%	1,882,778	85.2%
230	2020 Special Oblig Ref Note	0	4,632,302	4,495,668	0.0%	4,343,329	0.0%
Capital Projects Funds							
301	Community Investment Fund	3,362,000	8,177,277	1,305,642	16.0%	811,701	9.9%
306	2015 FF Nt Procds I-95 Intchg Fd	0	197,644	4	0.0%	567	0.3%
307	Road Maintenance CIP Fd	1,198,235	1,520,147	752,405	49.5%	22,969	1.5%
308	'18 LOGT Nt Procds-Rd I-95 Fd	0	466,749	431	0.1%	5,408	1.2%
309	'19 GO Bond Proceeds-Road Fd	400,000	48,365,554	26,906	0.1%	4,929,028	10.2%
310	'21 GO Bond Proceeds-Road Fd	0	56,437,163	56,451,147	0.0%	331,954	0.0%

MONTHLY FINANCIAL REPORT (UNAUDITED)**APRIL 2021**

CITY OF PALM BAY, FLORIDA

**Unaudited Financial Activity - All Funds****City of Palm Bay, Florida****As of April 30, 2021****58% 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	34,451,426	44,585,366	19,234,087	43.1%	16,607,454	37.2%
423	Utility Connection Fee Fund	4,086,427	4,982,885	3,894,408	78.2%	2,178,926	43.7%
424	Utility Renewal / Replace Fd	6,238,478	14,222,738	3,448,120	24.2%	1,766,490	12.4%
425	Main Line Extension Fee Fund	2,152,993	2,871,056	1,060,265	36.9%	943,369	32.9%
426	2016 Utility Bond Fund	1,537,860	1,537,860	893,343	58.1%	93,005	6.0%
427	2001 Bond Fund	1,961,420	1,961,420	1,108,886	56.5%	0	0.0%
431	USA1 Assessment Fund	221,472	541,472	211,545	39.1%	16,021	3.0%
432	Unit 31 Assessment Fund	360,475	360,475	385,429	106.9%	21,400	5.9%
433	Utility SRF Loan Fund	18,938,800	31,972,953	43,920	0.1%	625,825	2.0%
434	2020 Utility Note Fund	0	12,269,221	421,729	0.0%	2,182,099	0.0%
Other Enterprise Funds							
451	Building Fund	4,323,000	4,968,722	3,383,016	68.1%	2,213,705	44.6%
461	Stormwater Fund	9,981,145	14,735,564	4,812,543	32.7%	3,833,627	26.0%
471	Solid Waste Fund	12,172,887	12,172,876	6,722,360	55.2%	6,113,906	50.2%
Internal Service Funds							
511	Employee Health Insurance Fd	14,106,326	14,109,466	8,088,441	57.3%	6,500,133	46.1%
512	Risk Management Fund	4,683,209	4,699,330	2,956,413	62.9%	2,292,918	48.8%
513	Other Employee Benefits Fd	4,582,696	4,606,643	2,679,986	58.2%	2,228,874	48.4%
521	Fleet Services Fund	4,228,983	7,178,485	3,264,583	45.5%	2,462,693	34.3%



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: Larry Wojciechowski, Finance

DATE: 6/17/2021

RE: Moore Stephens Lovelace, P.A. – Comprehensive Annual Financial Report for Fiscal Year ended September 30, 2020; consideration of forwarding report to the Auditor General.

As required under section 4.05 of the City of Palm Bay's Charter, the City's Annual Comprehensive Financial Report for the fiscal year that ended September 30, 2020, has been completed by City staff.

As you are aware, the audit firm of MSL, P.A. is independent of the City's staff, and reports directly to the City Council. A representative from MSL will present the final report and answer any questions that the City may have at the June 3rd Council meeting.

The City has once again received an unmodified opinion. An unmodified opinion represents the highest level of assurance that a city can receive from an independent certified public accounting firm.

Highlights of the report are presented in the Management Discussion and Analysis (MD&A), beginning on page 4 of the report. The MD&A provides an overview of the financial activities and results of operations for FY 19/20. The City's overall net position remains positive. On September 30, 2020, the General Fund's total fund balance was \$24.5 million, an increase of \$5.4 million compared to the prior year's ending fund balance of \$19.1 million. Of the General Fund Balance on September 30, 2020, \$20.5 million was Unassigned.

As required by the Rules of the Auditor General of the State of Florida, the City must forward a copy of the approved financial report to the Auditor General.

REQUESTING DEPARTMENT:
Finance

FISCAL IMPACT:
None

RECOMMENDATION:
Motion to
approve the FY 19/20 Audited Report and to forward the report to the Auditor General.

Attachments: 1) FY 19/20 Annual Comprehensive Financial Report (available upon request)



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: Joan Junkala-Brown, Deputy City Manager

DATE: 6/17/2021

RE: Ordinance 2021-32, amending the Code of Ordinances, Chapter 30, City Manager, by modifying provisions contained therein, 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.

The City Manager's Office is requesting to amend Chapter 30 'City Manager' of the City of Palm Bay's Code of Ordinances to reflect the re-organization of two functions which serve a citywide purpose from the Community & Economic Development Department to the City Manager's Office. These citywide functions are related to Public Information and Special Projects, which provides grants management, state and federal lobbyist liaison, and other citywide special projects as may be required. A request to amend Chapter 39 'Community and Economic Development Department' will also be submitted for Council's consideration.

REQUESTING DEPARTMENT:

City Manager's Office

FISCAL IMPACT:

There is no fiscal impact. However, any re-organizations of divisions within the referenced departments will be reflected in the Fiscal Year 2022 budget.

RECOMMENDATION:

Motion to approve the Ordinance.

ATTACHMENTS:

Description

Ordinance 2021-32

ORDINANCE 2021-32

AN ORDINANCE OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, AMENDING THE CODE OF ORDINANCES, TITLE III, ADMINISTRATION, CHAPTER 30, CITY MANAGER, BY MODIFYING PROVISIONS CONTAINED THEREIN; PROVIDING FOR THE REPEAL OF ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith; PROVIDING FOR INCLUSION IN THE CITY OF PALM BAY CODE OF ORDINANCES; PROVIDING FOR A SEVERABILITY CLAUSE; 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 City of Palm Bay Code of Ordinances, Title III, Administration, Chapter 30, City Manager, is hereby amended and shall henceforth read as follows:

“Section 30.01 OFFICE ESTABLISHED.

The office of City Manager is hereby established. >>The Office of City Manager shall consist of the City Manager, Deputy City Manager, Public Information Officer, and other such support staff and administrative personnel.<<

* * *

Section 30.03 AUTHORITY, RESPONSIBILITY, POWERS AND DUTIES OF THE MANAGER.

The City Manager shall be the chief executive officer and head of the administrative branch of the city. He >>City Manager<< may head one (1) or more departments and shall be responsible to the Council for the proper administration of all affairs of the city. The City Manager shall:

(A) Appoint, and when he >>or she<< deems it necessary for the good of the city, suspend or remove all city employees and appointive administrative officers provided for by or under this ordinance, except as otherwise provided by law. He >>City Manager<< may authorize any administrative officer who is subject to his >>or her<< direction and supervision to exercise these powers with respect to subordinates in that officer's department, office or agency. He >>The City Manager<< shall inform the Council of any contemplated removal of an

administrative officer, department head or above, three (3) days prior to taking final action.

* * *

(D) See that all laws, provisions of the Charter, ordinances and acts of the Council, subject to enforcement by him >>the City Manager<< or by officers subject to his direction and supervision, are faithfully executed.

(E) Prepare and submit the annual budget, budget message, and capital program to the Council.

(F) Submit to the Council and make available to the public a complete report on the finances and administrative activities of the city as of the end of each fiscal year.

(G) Keep the Council fully advised as to the financial condition and future needs of the city and make such recommendations to the Council concerning the affairs of the city as he >>or she<< deems desirable.

(H) Make such other reports as the Council may require concerning the operations of city departments, offices and agencies, subject to his >>or her<< direction and supervision.

(I) Investigate the affairs of the city or any department thereof. Investigate all complaints in relation to matters concerning the administration of the government of the city, and in regard to service maintained by the public utilities in the city, and see that all franchises, permits, and privileges granted by the city are faithfully observed.

(J) Recommend to the Council adoption of such measures as he >>or she<< may deem necessary or expedient for the health, safety or welfare of the community, or for the improvement of administrative services.

(K) Consolidate or combine offices, positions, departments or units under his >>or her<< jurisdiction with the approval of the Council.

(L) Prescribe a standard schedule of pay for each appointive office and position in the city service, including minimum, intermediate and maximum rates for Council approval.

(M) Devote full time to the discharge of his >>or her<< official duties.

(N) Sign contracts on behalf of the city pursuant to Council's direction or the provisions of appropriate ordinances.

(O) Perform such other duties as may be required by the Council, not inconsistent with the city Charter, law or ordinances.

Section 30.04 ABSENCE; ACTING CITY MANAGER.

To perform his >>or her<< duties during his temporary absence or disability, the Manager shall designate by letter, filed with the City Council, a qualified administrative officer of the city to exercise the powers and perform the duties of the Manager during his temporary absence or disability. During such temporary leave of absence or disability, the Council may revoke such appointment at any time and appoint another officer of the city to serve until the Manager shall return or the disability shall cease.

* * *

SECTION 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed and all ordinances or parts of ordinances not in conflict herewith are hereby continued in full force and effect.

SECTION 3. It is the intention of the City Council of the City of Palm Bay that the provisions of this Ordinance shall be made a part of the City of Palm Bay Code of Ordinances and the sections may be renumbered to accomplish such intention.

SECTION 4. If any portion, clause, phrase, sentence or classification of this ordinance is held or declared to be either unconstitutional, invalid, inapplicable, inoperative or void, then such declaration shall not be construed to affect other portions of the ordinance; it is hereby declared to be the express opinion of the City Council of the City of Palm Bay that any such unconstitutional, invalid, inapplicable, inoperative or void portion or portions of this ordinance did not induce its passage, and that without the inclusion of any such portion or portions of this ordinance, the City Council would have enacted the valid constitutional portions thereof.

SECTION 5. The provisions within this ordinance shall take effect immediately upon the enactment date.

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

Robert Medina, MAYOR

ATTEST:

Terese M. Jones, CITY CLERK

Reviewed by CAO: _____

Strikethrough words shall be deleted; highlighted words that will be included will be placed in between two arrow symbols (>> <<). Deletions and additions constitute the proposed amendment. Words remaining are now in effect and remain unchanged.



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: Fred Poppe, Parks & Recreation Director

DATE: 6/17/2021

RE: Ordinance 2021-33, amending the Code of Ordinances, Chapter 36, Parks and Recreation, by modifying provisions contained therein, 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.

Amendments to Chapter 36 'Parks and Recreation' will include the renaming of the department to the 'Recreation Department' and remove language related to the facilities operations and maintenance of City parks, which will be re-organized into the Facilities Department.

This re-organization will also be reflected in a separate agenda item related to the Facilities Department.

REQUESTING DEPARTMENT:

Recreation, Parks and Facilities

FISCAL IMPACT:

There is no fiscal impact. However, any re-organizations of divisions within the referenced departments will be reflected in the Fiscal Year 2022 budget.

RECOMMENDATION:

Motion to approve the Ordinance.

ATTACHMENTS:

Description

Ordinance 2021-33

ORDINANCE 2021-33

AN ORDINANCE OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, AMENDING THE CODE OF ORDINANCES, TITLE III, ADMINISTRATION, CHAPTER 36, PARKS AND RECREATION, BY REVISING THE DEPARTMENT TITLE AND MODIFYING PROVISIONS CONTAINED THEREIN; PROVIDING FOR INCLUSION IN THE CITY OF PALM BAY CODE OF ORDINANCES; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION 1. The City of Palm Bay Code of Ordinances, Title III, Administration, Chapter 36, Parks and Recreation, is hereby amended and shall henceforth read as follows:

“CHAPTER 36: PARKS AND RECREATION >>DEPARTMENT<<

>>GENERAL PROVISIONS

Section 36.01 COMPOSITION

The Recreation Department shall consist of the Department Head, who is the Recreation Director, and such other employees as shall be necessary and provided for in the budget.

Section 36.02 DUTIES AND RESPONSIBILITIES.

The Recreation Director shall have powers, duties and responsibilities to:

(A) Plan, promote, organize and supervise a comprehensive municipal recreational program in the interest of the entire community.

(B) Establish and administer programs for the use, development and enhancement of all City Parks and Recreational facilities.

(C) Cooperate with other public, governmental and school bodies for the development of joint use facilities and programmers.

(D) Perform such other duties and responsibilities as assigned by the City Manager or ordinance.<<

USE REGULATIONS

* * *

Section 36.05 GROUPS SPONSORED BY RECREATION DEPARTMENT TO HAVE PRIORITY; FREE USE.

Recognized ~~recreational groups~~ >>Community Partners<< having a direct sponsorship and a sanctioned status under the Recreation Department will be given first priority use of city recreational facilities, and will be considered free users of all such recreational facilities, other than as provided in this subchapter or under rules promulgated hereunder.

* * *

Section 36.15 PICNIC AREAS AND USE.

* * *

(C) *Nonexclusive.* No person in a park shall use any portion of the picnic areas or of any of the buildings or structures therein for the purpose of holding meetings, picnics or parties to the exclusion of other persons, nor shall any person use such area and facilities for an unreasonable time if the facilities are crowded, unless in areas designated by the Director for group activities for which a fee may be required >>by applying for a rental permit<<.

* * *

Section 36.16 CAMPING.

No person shall camp in a park except in permanent ~~cabins~~ >>camping areas<< for organized camping, provided by the Director and used by groups of persons under adequate supervision. No person shall set up tents, shacks or any other temporary shelter for the purpose of overnight camping except in such areas as may be specifically provided for that purpose.

* * *

Section 36.31 ADVERTISING; SIGNS.

(A) No person in a park shall announce, advertise, or call the public attention in any way to any article or service for sale or hire >>unless permitted by Director<<.

(B) No person in a park shall paste, glue, tack or otherwise post any sign, placard, advertisement, or inscription whatever, nor shall any person erect or cause to be erected any sign whatever on any public lands or highways or roads adjacent to a park >>unless permitted by Director<<.

* * *

Administration and Enforcement

* * *

Section 36.48 PERMITS.

* * *

(D) *Appeal.* Within ten (10) days after receipt of an application, the Director shall advise an applicant in writing of his reasons for refusing a permit, and any aggrieved person shall have the right to appeal in writing within ten (10) days to the City Council >>Manager<<, which >>who<< shall consider the application under the standards set forth in division (C) above, and sustain or overrule the Director's decision within ten (10) days. The decision of the City Council >>Manager<< shall be final.

(E) *Effect of permit.* A permittee shall be bound by all park rules and regulations and any other applicable provisions of this code and any other ordinance of the city as fully as though the same were inserted in the permit.

(F) *Liability of permittee.* The person or persons to whom a permit is issued shall be liable for any loss, damage, or injury sustained by any person whatever by reason of the negligence of the person to whom such permit shall have been issued. >>Insurance may be required for certain activities.<<

* * *

SECTION 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed and all ordinances or parts of ordinances not in conflict herewith are hereby continued in full force and effect.

SECTION 3. It is the intention of the City Council of the City of Palm Bay that the provisions of this Ordinance shall be made a part of the City of Palm Bay Code of ordinances and the sections may be renumbered to accomplish such intention.

SECTION 4. If any portion, clause, phrase, sentence or classification of this ordinance is held or declared to be either unconstitutional, invalid, inapplicable, inoperative or void, then such declaration shall not be construed to affect other portions

of the ordinance; it is hereby declared to be the express opinion of the City Council of the City of Palm Bay that any such unconstitutional, invalid, inapplicable, inoperative or void portion or portions of this ordinance did not induce its passage, and that without the inclusion of any such portion or portions of this ordinance, the City Council would have enacted the valid constitutional portions thereof.

SECTION 5. The provisions within this ordinance shall take effect immediately upon the enactment date.

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

Robert Medina, MAYOR

ATTEST:

Terese M. Jones, CITY CLERK

Reviewed by CAO: _____

Strikethrough words shall be deleted; highlighted words that will be included will be placed in between two arrow symbols (>> <<). Deletions and additions constitute the proposed amendment. Words remaining are now in effect and remain unchanged.



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: Joan Junkala-Brown, Acting Community & Economic Development Director

DATE: 6/17/2021

RE: Ordinance 2021-35, amending the Code of Ordinances, Chapter 39, Community and Economic Development, by modifying provisions contained therein, 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.

The Community & Economic Development Department is requesting to amend Chapter 39 'Community and Economic Development Department' of the City of Palm Bay's Code of Ordinances to reflect the re-organization of two functions which serve a citywide purpose from the Community & Economic Development Department to the City Manager's Office. These citywide functions are related to Public Information and Special Projects, which provides grants management, state and federal lobbyist liaison, and other citywide special projects as may be required. A request to amend Chapter 30 'City Manager' will also be submitted for Council's consideration.

REQUESTING DEPARTMENT:

Community & Economic Development

FISCAL IMPACT:

There is no fiscal impact. However, any re-organizations of divisions within the referenced departments will be reflected in the Fiscal Year 2022 budget.

RECOMMENDATION:

Motion to approve the Ordinance

ATTACHMENTS:

Description

Ordinance 2021-35

ORDINANCE 2021-35

AN ORDINANCE OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, AMENDING THE CODE OF ORDINANCES, TITLE III, ADMINISTRATION, CHAPTER 39, COMMUNITY AND ECONOMIC DEVELOPMENT, BY MODIFYING PROVISIONS CONTAINED THEREIN; PROVIDING FOR THE REPEAL OF ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith; PROVIDING FOR INCLUSION IN THE CITY OF PALM BAY CODE OF ORDINANCES; PROVIDING FOR A SEVERABILITY CLAUSE; 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 City of Palm Bay Code of Ordinances, Title III, Administration, Chapter 39, Community and Economic Development Department, Section 39.03, Departmental Divisions, is hereby amended and shall henceforth read as follows:

“Section 39.03 DEPARTMENTAL DIVISIONS.

(A) *Economic Development.*

(1) Responsible for >>general business assistance,<< attracting, retaining, and providing favorable conditions for the growth of target industry >>industries<< and business >>businesses<< that provides high quality employment opportunities for the citizens of Palm Bay and enhances the economic tax base of the City. Staff members of the Division serve as liaisons to the Bayfront Community Redevelopment Agency; >>and<< Business Improvement District; and Sustainability Board.

(B) ~~*Communications.*~~

~~(1) Maintains centralized communications, messaging, and branding of the City as it relates to public-facing media relations, and promotion and marketing of the City. The Public Information Officer (PIO) services as the point of contact for media inquiries from the general public and coordinates with Palm Bay Police and Fire Departments, and other internal and external agencies in instances of emergency preparedness and response.~~

(G >>B<<) *Housing and Community Development.*

* * *

(D >>C<<) *Bayfront Community Redevelopment District.*

* * *

(E >>D<<) *Business Improvement District.*

* * *

SECTION 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed and all ordinances or parts of ordinances not in conflict herewith are hereby continued in full force and effect.

SECTION 3. It is the intention of the City Council of the City of Palm Bay that the provisions of this Ordinance shall be made a part of the City of Palm Bay Code of Ordinances and the sections may be renumbered to accomplish such intention.

SECTION 4. If any portion, clause, phrase, sentence or classification of this ordinance is held or declared to be either unconstitutional, invalid, inapplicable, inoperative or void, then such declaration shall not be construed to affect other portions of the ordinance; it is hereby declared to be the express opinion of the City Council of the City of Palm Bay that any such unconstitutional, invalid, inapplicable, inoperative or void portion or portions of this ordinance did not induce its passage, and that without the inclusion of any such portion or portions of this ordinance, the City Council would have enacted the valid constitutional portions thereof.

SECTION 5. The provisions within this ordinance shall take effect immediately upon the enactment date.

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

Robert Medina, MAYOR

ATTEST:

Terese M. Jones, CITY CLERK

Reviewed by CAO: _____

Strikethrough words shall be deleted; highlighted words that will be included will be placed in between two arrow symbols (>> <<). Deletions and additions constitute the proposed amendment. Words remaining are now in effect and remain unchanged.



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: Brian Robinson, IT Director

DATE: 6/17/2021

RE: Ordinance 2021-36, amending the Code of Ordinances, by creating Chapter 41, Information Technology Department, 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.

The Information Technology (IT) Department is requesting to establish a new chapter in the City of Palm Bay Code of Ordinances (Chapter 41) to be known as 'Information Technology Department' to memorialize a City department which has been in existence supporting the internal technological needs of all city departments and operations.

REQUESTING DEPARTMENT:

Information Technology

FISCAL IMPACT:

There is no fiscal impact. However, any re-organizations of divisions within the referenced departments will be reflected in the Fiscal Year 2022 budget.

RECOMMENDATION:

Motion to approve the Ordinance.

ATTACHMENTS:

Description

Ordinance 2021-36

ORDINANCE 2021-36

AN ORDINANCE OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, AMENDING THE CODE OF ORDINANCES, TITLE III, ADMINISTRATION, BY CREATING CHAPTER 41, TO BE TITLED "INFORMATION TECHNOLOGY DEPARTMENT"; PROVIDING FOR INCLUSION IN THE CITY OF PALM BAY CODE OF ORDINANCES; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION 1. The City of Palm Bay Code of Ordinances, Title III, Administration, is hereby amended by creating Chapter 41, to be titled "Information Technology Department", which shall read as follows:

>>"CHAPTER 41: INFORMATION TECHNOLOGY DEPARTMENT

Section 41.01 AUTHORITY.

The provisions of this ordinance are based upon the authority granted to the City Council of the City of Palm Bay, Florida (the City), by the Florida Constitution, Florida Statutes, and the Charter of the City of Palm Bay, Florida.

Section 41.02 COMPOSITION.

The Information Technology Department shall consist of a Director who shall have supervision and control of the department, subject to the City Manager.

Section 41.03 DUTIES AND RESPONSIBILITIES.

The Information Technology Department is responsible for providing and supporting an enterprise information technology platform that meets or exceeds end-user needs and expands e-government services to residents."<<

SECTION 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed and all ordinances or parts of ordinances not in conflict herewith are hereby continued in full force and effect.

SECTION 3. It is the intention of the City Council of the City of Palm Bay that the provisions of this Ordinance shall be made a part of the City of Palm Bay Code of ordinances and the sections may be renumbered to accomplish such intention.

SECTION 4. If any portion, clause, phrase, sentence or classification of this ordinance is held or declared to be either unconstitutional, invalid, inapplicable, inoperative or void, then such declaration shall not be construed to affect other portions of the ordinance; it is hereby declared to be the express opinion of the City Council of the City of Palm Bay that any such unconstitutional, invalid, inapplicable, inoperative or void portion or portions of this ordinance did not induce its passage, and that without the inclusion of any such portion or portions of this ordinance, the City Council would have enacted the valid constitutional portions thereof.

SECTION 5. The provisions within this ordinance shall take effect immediately upon the enactment date.

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

Robert Medina, MAYOR

ATTEST:

Terese M. Jones, CITY CLERK

Reviewed by CAO: _____

~~Strikethrough~~ words shall be deleted; highlighted words that will be included will be placed in between two arrow symbols (>> <<). Deletions and additions constitute the proposed amendment. Words remaining are now in effect and remain unchanged.



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: Juliet Misconi, Acting Public Works Director

DATE: 6/17/2021

RE: Ordinance 2021-37, amending the Code of Ordinances, by creating Chapter 42, Public Works Department, 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.

The Public Works Department is requesting to establish a new chapter in the City of Palm Bay Code of Ordinances (Chapter 42) to be known as 'Public Works Department' to memorialize a City department which has been in existence providing ongoing maintenance of City lands, rights-of-way, certain land development, drainage and stormwater engineering review as well as providing internal survey, design and engineering needs of the City.

REQUESTING DEPARTMENT:

Public Works

FISCAL IMPACT:

There is no fiscal impact. However, any re-organizations of divisions within the referenced departments will be reflected in the Fiscal Year 2022 budget.

RECOMMENDATION:

Motion to approve the Ordinance.

ATTACHMENTS:

Description

Ordinance 2021-37 - REVISED

ORDINANCE 2021-37

AN ORDINANCE OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, AMENDING THE CODE OF ORDINANCES, TITLE III, ADMINISTRATION, BY CREATING CHAPTER 42, TO BE TITLED “PUBLIC WORKS DEPARTMENT”; PROVIDING FOR INCLUSION IN THE CITY OF PALM BAY CODE OF ORDINANCES; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION 1. The City of Palm Bay Code of Ordinances, Title III, Administration, is hereby amended by creating Chapter 42, to be titled “Public Works Department”, which shall read as follows:

>>“CHAPTER 42: PUBLIC WORKS DEPARTMENT

Section 42.01 AUTHORITY.

The provisions of this ordinance are based upon the authority granted to the City Council of the City of Palm Bay, Florida (the City), by the Florida Constitution, Florida Statutes, and the Charter of the City of Palm Bay, Florida.

Section 42.02 COMPOSITION.

The Public Works Department shall consist of a Director who shall have supervision and control of the department, subject to the City Manager.

Section 42.03 DUTIES AND RESPONSIBILITIES.

The Public Works Department is responsible for planning, designing, building, operating, and maintaining public infrastructure in a manner that respects the environment and benefits our citizens, visitors, and stakeholders. To the extent provided in the City’s budget, duties include:

(A) Provides administrative and budgetary support to all areas of the Public Works Department. Provides customer service on systems described in this Ordinance to include incoming citizen call coverage and work order entry for Public Works.

(B) Provides maintenance and repair to include potholes, sidewalks, and bridges and appurtenances. Provides maintenance and repair for stormwater control devices throughout the City, including culvert, baffle boxes and other

infrastructure. Provides maintenance to all city owned canals and swales. Provides landscape maintenance for rights-of-way (ROW) and medians throughout the City.

(C) Provides engineering, design, project management, surveying and engineering inspections for a variety of municipal improvement projects to include but not limited to Road Maintenance, Road Paving, and Stormwater infrastructure. Provides optical and geographical impression to all public infrastructure projects within our City. Review and make recommendations to the City Manager upon plans and specifications for engineering/architectural projects prepared by others or use in the City. Establish and maintain the Public Works Manual and other such standards for work within the public rights-of-way. Permit, inspect, and review construction in public rights of ways, easements and City property. Investigate, report and make recommendations to the City Manager on all changes in streets, alleys and waterways.

(D) Provides maintenance, repair, emergency service, and research for all traffic control and safety needs throughout the City, including traffic calming devices, traffic lights, streetlights, directional and traffic control signage, maintenance of traffic, and vehicle decals.

>>(E) Provides complete preventative maintenance, scheduled and unscheduled repairs, and life cycle management of vehicles owned and managed by the City.<<

(E>>F<<) Perform such other duties and responsibilities as assigned by the City Manager or by Ordinance."<<

SECTION 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed and all ordinances or parts of ordinances not in conflict herewith are hereby continued in full force and effect.

SECTION 3. It is the intention of the City Council of the City of Palm Bay that the provisions of this Ordinance shall be made a part of the City of Palm Bay Code of ordinances and the sections may be renumbered to accomplish such intention.

SECTION 4. If any portion, clause, phrase, sentence or classification of this ordinance is held or declared to be either unconstitutional, invalid, inapplicable, inoperative or void, then such declaration shall not be construed to affect other portions

of the ordinance; it is hereby declared to be the express opinion of the City Council of the City of Palm Bay that any such unconstitutional, invalid, inapplicable, inoperative or void portion or portions of this ordinance did not induce its passage, and that without the inclusion of any such portion or portions of this ordinance, the City Council would have enacted the valid constitutional portions thereof.

SECTION 5. The provisions within this ordinance shall take effect immediately upon the enactment date.

Read in title only at Meeting 2021-13, held on June 3, 2021; and read in title only and duly enacted at Meeting 2021-XX, held on _____, 2021.

Robert Medina, MAYOR

ATTEST:

Terese M. Jones, CITY CLERK

Reviewed by CAO: _____

Strikethrough words shall be deleted; highlighted words that will be included will be placed in between two arrow symbols (>> <<). Deletions and additions constitute the proposed amendment. Words remaining are now in effect and remain unchanged.



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: Greg Minor, Facilities Director

DATE: 6/17/2021

RE: Ordinance 2021-38, amending the Code of Ordinances, by creating Chapter 43, Parks and Facilities Department, 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.

The Facilities Department is requesting to establish a new chapter in the City of Palm Bay Code of Ordinances (Chapter 43) to be known as 'Parks and Facilities Department' to memorialize a City department (Facilities) which has been in existence and charged with the overseeing the maintenance of all City facilities. The Ordinance will establish the responsibilities of the Department, which is the operations and maintenance of all City facilities and include the operations and maintenance of City parks as part of the re-organization of the Parks & Recreation Department to 'Recreation Department'.

REQUESTING DEPARTMENT:

Recreation, Parks and Facilities

FISCAL IMPACT:

There is no fiscal impact. However, any re-organizations of divisions within the referenced departments will be reflected in the Fiscal Year 2022 budget.

RECOMMENDATION:

Motion to approve the Ordinance.

ATTACHMENTS:

Description

Ordinance 2021-38

ORDINANCE 2021-38

AN ORDINANCE OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, AMENDING THE CODE OF ORDINANCES, TITLE III, ADMINISTRATION, BY CREATING CHAPTER 43, TO BE TITLED “PARKS AND FACILITIES DEPARTMENT”; PROVIDING FOR INCLUSION IN THE CITY OF PALM BAY CODE OF ORDINANCES; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION 1. The City of Palm Bay Code of Ordinances, Title III, Administration, is hereby amended by creating Chapter 43, to be titled “Parks and Facilities Department”, which shall read as follows:

>>“CHAPTER 43: PARKS AND FACILITIES DEPARTMENT

Section 43.01 AUTHORITY.

The provisions of this ordinance are based upon the authority granted to the City Council of the City of Palm Bay, Florida (the City), by the Florida Constitution, Florida Statutes, and the Charter of the City of Palm Bay, Florida.

Section 43.02 COMPOSITION.

The Parks and Facilities Department shall consist of a Director who shall have supervision and control of the department, subject to the City Manager.

Section 43.03 DUTIES AND RESPONSIBILITIES.

(A) The function of the Parks and Facilities Department is to ensure that all City buildings and grounds are managed with the highest standards and best practices of both the public and private sector while supporting a safe, effective, and aesthetically pleasing experience for the citizens and employees of the City.

(B) The Division plans and organizes the provisions of ongoing maintenance and operations of the City's facilities primarily within the City Center Complex; Police Department Headquarters, Senior Citizen Center and Public Works Facility and various other City owned facilities and properties including:

- (1) air conditioning and heating
- (2) building maintenance and upkeep
- (3) minor plumbing, irrigation, and electrical repairs

(4) identifying projects that require contract services

(C) The Division also monitors security and access to the City-owned buildings, manages janitorial services, assists in event set-ups, furniture assembly and emergency response.

(D) Facilities Management provides management of major capital improvements to city-owned facilities.

(E) The Division is dedicated to providing its services in a timely and cost-efficient manner through effective budget management, and leading-edge customer care. Parks & Facilities is committed to enhancing the quality of the work environment of fellow employees while protecting the public's overall interests."<<

SECTION 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed and all ordinances or parts of ordinances not in conflict herewith are hereby continued in full force and effect.

SECTION 3. It is the intention of the City Council of the City of Palm Bay that the provisions of this Ordinance shall be made a part of the City of Palm Bay Code of ordinances and the sections may be renumbered to accomplish such intention.

SECTION 4. If any portion, clause, phrase, sentence or classification of this ordinance is held or declared to be either unconstitutional, invalid, inapplicable, inoperative or void, then such declaration shall not be construed to affect other portions of the ordinance; it is hereby declared to be the express opinion of the City Council of the City of Palm Bay that any such unconstitutional, invalid, inapplicable, inoperative or void portion or portions of this ordinance did not induce its passage, and that without the inclusion of any such portion or portions of this ordinance, the City Council would have enacted the valid constitutional portions thereof.

SECTION 5. The provisions within this ordinance shall take effect immediately

upon the enactment date.

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

Robert Medina, MAYOR

ATTEST:

Terese M. Jones, CITY CLERK

Reviewed by CAO: _____

~~Strikethrough~~ words shall be deleted; highlighted words that will be included will be placed in between two arrow symbols (>> <<). Deletions and additions constitute the proposed amendment. Words remaining are now in effect and remain unchanged.



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: Christopher Little, Utilities Director

DATE: 6/17/2021

RE: Ordinance 2021-39, amending the Code of Ordinances, by creating Chapter 44, Utilities Department, 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.

The Utilities Department is requesting to establish a new chapter in the City of Palm Bay Code of Ordinances (Chapter 44) to be known as 'Utilities Department' to memorialize a City department which has been in existence providing the residents and businesses with water and sewer services, maintenance and extended services.

REQUESTING DEPARTMENT:

Utilities

FISCAL IMPACT:

There is no fiscal impact. However, any re-organizations of divisions within the referenced departments will be reflected in the Fiscal Year 2022 budget.

RECOMMENDATION:

Motion to approve the Ordinance.

ATTACHMENTS:

Description

Ordinance 2021-39

ORDINANCE 2021-39

AN ORDINANCE OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, AMENDING THE CODE OF ORDINANCES, TITLE III, ADMINISTRATION, BY CREATING CHAPTER 44, TO BE TITLED “UTILITIES DEPARTMENT”; PROVIDING FOR INCLUSION IN THE CITY OF PALM BAY CODE OF ORDINANCES; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION 1. The City of Palm Bay Code of Ordinances, Title III, Administration, is hereby amended by creating Chapter 44, to be titled “Utilities Department”, which shall read as follows:

>>CHAPTER 44: UTILITIES DEPARTMENT

Section 44.01 AUTHORITY.

The provisions of this Ordinance are based upon the authority granted to the City Council of the City of Palm Bay, Florida (the City), by the Florida Constitution, Florida Statutes and the Charter of the City of Palm Bay, Florida.

Section 44.02 COMPOSITION.

The Utilities Department shall consist of a Director who shall have supervision and control of the department, subject to the City Manager.

Section 44.03 DEPARTMENTAL DIVISIONS.

(A) Administration Division.

(1) Plans, organizes, and directs Department activities to ensure service of current and anticipated water, wastewater, and reuse water needs of the City and extended service areas.

(B) Business Operations Division.

(1) Coordinates the development of financial and operating plans and performance standards for the department to ensure compatibility with departmental assumptions, plans, and objectives.

(2) Provides customer service to city citizens, residents, and businesses in person, by email, or by phone. Addresses monthly bills, late notices, and collection efforts.

(3) Collects monthly meter readings and provides service connection/termination functions.

(C) Compliance Division.

(1) Implements and manages multiple programs to maintain local, state, and federal regulatory compliance, improve operational efficiencies, and ensure best management practices for safety in the Department.

(D) Engineering and Construction Division.

(1) Provides technical guidance, engineering services, construction inspection, and project coordination for water, sewer, and reclaimed water utility projects.

(2) Manages and maintains the Department's asset management system and the city's Geographic Information System (GIS) databases.

(E) Operations Division.

(1) Operates and maintains the raw water mains, water distribution and transmission mains, fire hydrants, treatment plants and all related equipment.

(2) Operates and maintains the sanitary (sewer) lift stations, gravity sewer and force main system, treatment plants, disposal systems and all related equipment.

Section 44.04 DUTIES AND RESPONSIBILITIES.

(A) Establishes and administers programs for the planning, design, construction, operation and maintenance of all city-owned water and sewer infrastructure, including pipelines, pumping stations, and treatment facilities.

(B) Establishes and performs customer service functions for citizens, customers, contractors, and others that may purchase or utilize water and sewer services.

(C) Oversees the construction of public utility improvements. Reviews and provides approvals and construction inspection of private utility improvements connecting to the city's centralized systems.

(D) Maintains utility records of all water and sewer infrastructure within the city, including hydraulic models, maps, reports, studies and surveys.

(E) Establishes and maintains the Department's *Policies, Procedures and Standards Handbook* and other such standards for utility work occurring in the city.

(F) Investigates, reports and make recommendations to the City Manager regarding changes in legislation that may impact water and sewer utilities.

(G) Maintains accurate files on all utility matters affecting the city.

(H) Performs such other duties and responsibilities as assigned by the City Manager or by ordinance.<<

SECTION 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed and all ordinances or parts of ordinances not in conflict herewith are hereby continued in full force and effect.

SECTION 3. It is the intention of the City Council of the City of Palm Bay that the provisions of this Ordinance shall be made a part of the City of Palm Bay Code of ordinances and the sections may be renumbered to accomplish such intention.

SECTION 4. If any portion, clause, phrase, sentence or classification of this ordinance is held or declared to be either unconstitutional, invalid, inapplicable, inoperative or void, then such declaration shall not be construed to affect other portions of the ordinance; it is hereby declared to be the express opinion of the City Council of the City of Palm Bay that any such unconstitutional, invalid, inapplicable, inoperative or void portion or portions of this ordinance did not induce its passage, and that without the inclusion of any such portion or portions of this ordinance, the City Council would have enacted the valid constitutional portions thereof.

SECTION 5. The provisions within this ordinance shall take effect immediately upon the enactment date.

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

Robert Medina, MAYOR

ATTEST:

Terese M. Jones, CITY CLERK

Reviewed by CAO: _____

~~Strikethrough~~ words shall be deleted; highlighted words that will be included will be placed in between two arrow symbols (>> <<). Deletions and additions constitute the proposed amendment. Words remaining are now in effect and remain unchanged.



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Terese Jones, City Clerk

DATE: 6/17/2021

RE: Appointment of one (1) member to the Community Development Advisory Board.

The term of Rebecca Thibert expired on June 15, 2021. Ms. Thibert has reapplied to continue service on the board.

This board is comprised of members representing various fields within the community. The aforementioned individual represents 'resident of the City'.

The term expiring has been announced at several regular Council meetings and applications solicited for same. The following applications have been received:

Rebecca Thibert
110 Gladiola Road, NE 32907

Rito Lazarre
1751 Macklin Street, NW 32907

REQUESTING DEPARTMENT:
Legislative

FISCAL IMPACT:
None

RECOMMENDATION:
Motion to approve the appointment of one (1) member to serve on the Community Development Advisory Board.

ATTACHMENTS:

Description

R.Thibert

R.Lazarre



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:

What are your hobbies / interests?

Why do you want to serve on this board / committee?

Section 760.80, Florida Statutes, requires certain information on statutorily created boards to be filed on an annual basis. Please complete the following.

Race:

Gender:

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:

Date:

Mail the application to:
City of Palm Bay
Office of the City Clerk
120 Malabar Road, SE
Palm Bay, Florida 32907

Fax the application to:
321-953-8971



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:

What are your hobbies / interests?

Why do you want to serve on this board / committee?

Section 760.80, Florida Statutes, requires certain information on statutorily created boards to be filed on an annual basis. Please complete the following.

Race:

Gender:

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: *Rito Lazzare*

Date:

Mail the application to:
City of Palm Bay
Office of the City Clerk
120 Malabar Road, SE
Palm Bay, Florida 32907

Fax the application to:
321-953-8971



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Terese Jones, City Clerk

DATE: 6/17/2021

RE: Committee/Council Reports

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: 6/17/2021

RE: Consideration of councilmembers attending the annual Florida League of Cities Conference, in conjunction with the Florida League of Mayors, August 12-14, 2021, in Orlando; appointment of voting delegate.

a. Consideration of Council members attending the conference:

The Florida League of Cities 2021 Annual Conference will be held at the Orlando World Center Marriott in Orlando, from August 12-14, 2021, in conjunction with meetings for the Florida League of Mayors.

Councilmembers interested in attending need to announce same at tonight's meeting. If you are attending, you will be given a registration form to complete. Please return it to Rosemarie by Friday, June 18th, so all travel arrangements can be made and hotel accommodations secured.

b. Appointment of voting delegate:

A voting delegate needs to be appointed by the City Council for the above conference. The delegate may be either an elected or appointed official.

Election of League leadership and adoption of resolutions are undertaken during the business meeting.

One official from each city will make decisions that determine the direction of the League. Please announce which councilmembers will be attending the conference as well as appointing a delegate.

REQUESTING DEPARTMENT:

Legislative

FISCAL IMPACT:

Cost per person is approximately \$1,100. Funding is available in Legislative operating accounts 001-1110-511-4005 and 001-1110-511-5505.

RECOMMENDATION:

Motion to approve travel for members of Council as requested and appoint a voting delegate.

ATTACHMENTS:

Description
Program

#FLCities2021



FLORIDA LEAGUE OF CITIES

2021 ANNUAL CONFERENCE

REGISTRATION INFORMATION

August 12-14, 2021 • Orlando World Center Marriott

Hotel Registration
Deadline: **July 22, 2021**

Conference Registration
Deadline: **July 30, 2021**

Paid registration
is required to receive
housing information,
so sign up early!

See page 6
for details.

GENERAL INFORMATION



The Florida League of Cities 2021 Annual Conference will be held **in person** August 12-14, 2021, at the Orlando World Center Marriott.

The conference is an opportunity for municipal officials and senior staff to enhance leadership skills, learn from municipal experts, share ideas with peers, discuss strategies for Florida's future and hear about the latest in products and services for municipal governments.

This year's conference will include breakout sessions, committee meetings, keynote presentations, awards and more. Plus, we will discuss and adopt the FLC 2022 Legislative Action Agenda to guide advocacy efforts at the state Capitol. Don't miss this opportunity to learn, network and share.

LOCATION/DATES

Orlando World Center Marriott
Thursday, August 12 - Saturday, August 14, 2021

REGISTRATION HOURS

Thursday, August 12: 7:00 a.m. - 7:00 p.m.
Friday, August 13: 7:00 a.m. - 5:00 p.m.
Saturday, August 14: 7:30 a.m. - 4:00 p.m.

REGISTRATION FEES

City/County/Government (\$550), **Corporate** (\$650) and **Guest** (\$150): These fees cover your name badge, admission to all conference sessions and the exhibit hall, refreshment breaks, Friday's Home Rule Heroes Reception, Saturday's Past Presidents' Luncheon and the Inaugural Celebration Saturday night.

NOTE: Registrants are defined as any elected government official or any employee of governments, organizations or corporations. **Guests** are defined as spouses, partners

or other nonprofessional relations of conference delegates. Guest registration **may not** be used for other elected government officials, staff or company representatives.

Teen Guest 13-18 years (\$20) and **Child Guest 3-12 years** (\$15): These fees cover your name badge, admission to the exhibit hall, Friday's Home Rule Heroes Reception and refreshment breaks. **Teen and child guest registration does not include Saturday's Past Presidents' Luncheon or Inaugural Celebration.**

Exhibit Hall Pass (\$50): This pass allows family members and guests who are not registered for the conference to access all events in the exhibit hall, as well as Friday's Home Rule Heroes Reception. **The pass is not good for any other conference events and is not equivalent to a registration.**

REGISTRATION PROCEDURES

Online Registration – Credit Cards Only

Visit flcities.com/annualconference to access online registration and pay with your Visa, Mastercard or American Express. You will receive your conference confirmation immediately via email. Conference confirmations include your registration information, totals and registration number for your reference. Please check your confirmation carefully to verify that all information is correct and inform the League immediately of any errors.

Mail Registration – Checks Only

To pay via check, fill out the registration form on page 7, attach your check for the appropriate fee and mail it to the League office by **Friday, July 30, 2021**. Name badges and other information can be picked up at the conference registration desk.

GENERAL INFORMATION



DEADLINES

Registration – Conference registrations must be received no later than **Friday, July 30, 2021**. If you are unable to meet this deadline, please register on-site. **NOTE: Registration fees will increase to \$580 for government and \$680 for corporate registrants for all registrations done on-site**, so we encourage you to register in advance.

Hotel Reservations – The cutoff date for reservations at the Marriott is **July 22, 2021**. Reservations must be made via an FLC-provided security code only; no one will receive housing information until **after** their **paid** registration is received. Please see page 6 for more details.

CANCELLATION POLICY

Conference registration cancellation requests must be sent in writing via email to mhowe@flcities.com. All cancellations received in the FLC office by 5:00 p.m., **Friday, July 30, 2021**, will receive refunds, minus a **\$50.00** cancellation fee. Refunds will be issued after the conference. **No refunds can be made after July 30 or for early departure from the conference.**

Hotel deposits will be refunded only if the hotel receives notification no later than **72 hours** before the scheduled arrival date.

SPECIAL NEEDS

If you are physically challenged and require special services, or if you have special dietary needs (i.e., allergies or Kosher or vegetarian meals), please attach a written description to your registration form. Contact the hotel directly if you will need any special accommodations in your room.

CONTINUING EDUCATION CREDIT

Some of the conference's educational sessions may be eligible for continuing education credit through the Florida Bar and/or the Florida Board of Accountancy. It is the attendee's responsibility to submit these hours for approval. FLC will provide sign-in sheets at each session and send certificates of attendance to all delegates who complete the sign-in sheets.

LIVE FEEDS VIA SOCIAL MEDIA

The League will be posting real-time updates and photos via Twitter, Facebook, Instagram and YouTube during the conference. Follow @FLCities on all major platforms. Connect with the conversation or pose questions by using the hashtag **#FLCities2021** in all your conference-related posts.



THURSDAY IS CITY SHIRT DAY!

We encourage all of you to show your city spirit by wearing your city shirt on **Thursday, August 12**.

CONTACT INFORMATION

For additional information, please contact Melanie Howe at mhowe@flcities.com or **850.222.9684**.

TENTATIVE PROGRAM



Following is a tentative schedule of conference events. Be sure to check our website for updates!

WEDNESDAY, AUGUST 11, 2021

8:30 a.m. - 1:00 p.m.

Research Symposium

Additional registration required through the League's Center for Municipal Research; contact Wade Burkley at wburkley@flcities.com.

2:00 p.m. - 5:00 p.m.

Candid Conversation with Mayors

Additional registration required through the Florida League of Mayors; contact Rachel Embleton at rembleton@flcities.com.

THURSDAY, AUGUST 12, 2021

7:00 a.m. - 7:00 p.m.

Registration Desk Open

8:00 a.m. - 12:00 p.m.

Continuing Education in Ethics: Have You Completed Your Hours?

Florida's municipal elected officers are required to take four specific hours of continuing education in ethics per year. If you haven't completed your hours yet, this is your opportunity! The four hours include two hours on the Florida Ethics Law (Chapter 112, Florida Statutes), one hour of public meetings (Chapter 286, Florida Statutes) and one hour of public records (Chapter 119, Florida Statutes). If your hours are completed, this class is a good refresher.

NOTE: You must be registered for the full conference to attend this session, and pre-registration is required. Registration is limited to the first 150 people. See the registration form for details.

9:00 a.m. - 10:00 a.m.

Florida League of Mayors Nominating Committee Meeting

10:00 a.m. - 11:00 a.m.

Florida League of Mayors Business Meeting

For more information, contact Rachel Embleton at rembleton@flcities.com.

11:00 a.m. - 12:00 p.m.

Florida League of Mayors Board of Directors Meeting

12:30 p.m. - 7:30 p.m.

Municipal Marketplace Open

1:00 p.m. - 3:00 p.m.

"Cities 101" Workshop

If you are newly elected or newly appointed, this "crash course" is designed for you. Details about Florida municipalities, the services they provide and governing challenges will be discussed. This course is a prequel to the popular Institute for Elected Municipal Officials (IEMO) but is not a substitute for the three-day IEMO class.

1:00 p.m. - 3:00 p.m.

Legislative Policy Committee Meetings

Finance, Taxation and Personnel

Land Use and Economic Development

Municipal Administration

Transportation and Intergovernmental
Relations

Utilities, Natural Resources and Public Works

3:15 p.m. - 5:00 p.m.

Workshops

5:00 p.m. - 6:00 p.m.

Federal Action Strike Team Meeting

5:15 p.m. - 6:00 p.m.

First-Time Attendees' Orientation

If this is your first FLC Conference, welcome! This workshop will acquaint you with the League, the conference program (with tips for the best use of your time), how to get involved in your local or regional League, FLC legislative policy committees and other municipal services.

6:00 p.m. - 7:30 p.m.

President's Welcome Reception in Municipal Marketplace

TENTATIVE PROGRAM



FRIDAY, AUGUST 13, 2021

6:15 a.m. - 8:00 a.m.

5K Fun Run

Join us for our fifth biennial **Florida League of Cities 5K Fun Run/Walk**. The run will take place on the grounds of the Marriott's golf course and is open to everyone participating in the conference. This event will be a "fun run" and not a timed event. There is no charge for the event, **but pre-registration is required**. (See main registration form.) All participants will receive a T-shirt and gym towel. Light refreshments will be provided after the race. So come on out and start your morning off right with a **fun run** and great company!

7:00 a.m. - 8:00 a.m.

Florida Black Caucus of Local Elected Officials Breakfast

Additional registration required through the Florida Black Caucus of Local Elected Officials; contact Nykierama Cooper at ncooper@flcities.com.

7:00 a.m. - 9:00 a.m.

Continental Breakfast in Municipal Marketplace

7:00 a.m. - 1:15 p.m.

Municipal Marketplace Open

7:00 a.m. - 5:00 p.m.

Registration Desk Open

8:00 a.m. - 9:00 a.m.

Workshops

9:15 a.m. - 10:30 a.m.

Resolutions and Legislative Committee Meetings

9:15 a.m. - 10:30 a.m.

Workshops

10:45 a.m. - 12:15 p.m.

Opening General Session

Featuring the presentation of the E. Harris Drew Award and a keynote presentation by **Leland Melvin**.



Leland Melvin is an engineer, educator, former NASA astronaut and NFL wide receiver. He served on board the space shuttle *Atlantis* as a mission specialist on mission STS-122 (2008) and STS-129 (2009), and helped to construct the International Space Station.

Upon hanging up his space boots, he led the NASA education program. He co-chaired the White House's Federal Coordination in STEM Education Task Force and developed the nation's five-year STEM education plan.

After 24 years with NASA as a researcher, astronaut and senior executive service leader, he now shares his life story as an athlete, astronaut, scientist, engineer, photographer and musician to help inspire the next generation of explorers to pursue STEM careers.

In May 2017, Leland released his memoir *Chasing Space: An Astronaut's Story of Grit, Grace, and Second Chances*. In the book, Leland shares his journey from the gridiron to the stars and examines the intersecting roles of community, perseverance and grace that align to create opportunities for success.

TENTATIVE PROGRAM



12:15 p.m. - 1:15 p.m.

**Sidewalk Café in Municipal Marketplace
(Cash Sales)**

1:30 p.m. - 2:30 p.m.

Workshops

2:45 p.m. - 4:00 p.m.

Workshops

4:15 p.m. - 5:30 p.m.

Workshops

6:00 p.m. - 7:00 p.m.

2021 Home Rule Heroes Reception
(All delegates welcome.)

Evening Open

SATURDAY, AUGUST 14, 2021

7:30 a.m. - 8:30 a.m.

**Various Local/Regional League Breakfast
Meetings**

Contact your local League for more information.

7:30 a.m. - 4:00 p.m.

Registration Desk Open

9:00 a.m. - 10:00 a.m.

Annual Business Meeting

10:15 a.m. - 12:15 p.m.

Second General Session

Featuring recognition of the Years of Service awards and a keynote address by **Kenneth W. Gronbach**.

12:30 p.m. - 2:15 p.m.

**Past Presidents' Luncheon and Installation
of New President**

2:30 p.m. - 5:00 p.m.

Workshops

6:30 p.m. - 9:30 p.m.

**Inaugural Celebration – Recover, Relax,
Rejoice**

Join your friends and colleagues as we celebrate being back together after a long year apart. Enjoy strolling entertainment, delicious food and drink and an opportunity to dance the night away.

Schedule and speakers subject to change.



**KENNETH W.
GRONBACH**

Come explore the common sense, easy-to-understand, counterintuitive and very fascinating realm of demography. **Kenneth W. Gronbach** is an internationally respected demographer who has forecast societal, commercial, economic, cultural and political phenomena with uncanny accuracy. Let him bring you into his world of counting people and accurately predicting future markets. What products or services will fly or die? What nations are demographically doomed? What countries and continents are demographically positioned to excel? How will workforces change, and where is my best source of talent? If you're writing a post-pandemic strategic plan, you need this information.

CONFERENCE HOUSING INFORMATION



The **Orlando World Center Marriott** will serve as the conference hotel. It is located at 8701 World Center Drive in Orlando. The resort phone is 407.239.4200. (**NOTE:** Reservations may be made via an FLC-provided security code only. Please **do not** call the resort to make reservations until you receive this code, which will be provided with your paid registration.) FLC has secured the reduced rate of \$7.00 per day for self-parking and \$15.00 per day for valet parking.

Visit the hotel's website at marriottworldcenter.com for details about the facility. Note that some services may be limited or not available as the hotel industry recovers from the economic impacts of COVID-19.

NOTE: The Marriott is a smoke-free property.

ROOM RESERVATIONS - IMPORTANT - PLEASE READ

To protect our room blocks for conference registrants, it is our policy that no one will receive housing information **until we have received your PAID registration**. Once your registration is paid, you will be sent housing information via email.

Please note that the reservation cutoff date at the Marriott is **July 22, 2021**, and the rate is **\$179/night**. It is important that you register for the conference early so you have plenty of time to make your reservations. **Availability is on a first-come, first-served basis.**

Remember that we are unable to guarantee reservations for anyone or the exact date on which the hotel block will sell out, so **please register early**.

2021 FLC Annual Conference Registration Form

August 12-14, 2021 | Orlando World Center Marriott

Florida League of Cities | P.O. Box 1757 | Tallahassee, FL 32302 | 850.222.9684 | Fax 850.222.3806 | mhowe@flcities.com

Return completed form with check payment to Florida League of Cities, P.O. Box 1757, Tallahassee, FL 32302-1757; or visit the League website, flcitiesconference.com, to access online registration. **NOTE: Credit card payments may only be made online.**

DELEGATE INFORMATION

Name: _____ | _____ | _____
First M.I. Last

First Name or Nickname: _____
As You Wish to Appear on Badge

Title: _____ Affiliation: _____
City, County, Government or Company

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____

Email Address (for confirmations): _____
Please provide the address of the person who should receive the confirmation.

First-Time Attendee? ☐ Yes ☐ No Contact Person: _____

GUEST INFORMATION (Please complete only if registering a guest for the conference.)

Guest's Name: _____ First Name: _____
As You Wish to Appear on Badge

Child's Name: _____ Age: _____ First Name: _____
As You Wish to Appear on Badge

Child's Name: _____ Age: _____ First Name: _____
As You Wish to Appear on Badge

REGISTRATION FEES

	NO.	FEE	TOTAL FEE
City/County/Government	____ @	\$550.00*	\$ _____
Corporate	____ @	\$650.00*	\$ _____
Guest	____ @	\$150.00	\$ _____
Guest (13-18 years)	____ @	\$20.00	\$ _____
Guest (3-12 years)	____ @	\$15.00	\$ _____
Exhibit Hall Pass	____ @	\$50.00	\$ _____

OPTIONAL ACTIVITIES

	NO.	FEE	TOTAL FEE
Thursday, August 12			
Ethics Session	____ @	\$0.00	\$ _____
Friday, August 13			
5K Fun Run	____ @	\$0.00	\$ _____
T-shirt size? _____			
Saturday, August 14			
Extra Luncheon Ticket	____ @	\$50.00	\$ _____
Extra Inaugural Celebration Ticket	____ @	\$60.00	\$ _____
Total			\$ _____

*NOTE: Registration fees will increase to \$580 for government and \$680 for corporate for all registrations done onsite.

SPECIAL NEEDS

If you require special services or have special dietary needs, please attach a written description to your registration form.

REGISTRATION

Registration form must be accompanied by payment made payable to **Florida League of Cities**. Mail this form to: Florida League of Cities, P.O. Box 1757, Tallahassee, FL 32302-1757.

Registration forms must be postmarked by **July 30, 2021**.

Remember: You will not receive housing information until we have received your **PAID** registration.

CANCELLATION POLICY

All cancellations received in writing via email to mhowe@flcities.com and received by 5:00 p.m. **July 30, 2021**, will receive refunds, minus a **\$50.00** cancellation fee. Refunds will be issued after the conference. **No refunds can be made after July 30 or for early departure from the conference.**

