



120 Malabar Road, SE - Palm Bay, FL 32907 (321-952-3400)
www.palmbayflorida.org

Mayor
WILLIAM CAPOTE

Deputy Mayor
TRES HOLTON

Councilmembers
HARRY SANTIAGO, JR.
JEFF BAILEY
BRIAN ANDERSON

AGENDA

REGULAR COUNCIL MEETING NO. 2018-24

THURSDAY

September 20, 2018 - 7:00 P.M.
City Hall Council Chambers

CALL TO ORDER:

INVOCATION:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

ANNOUNCEMENTS:

1. Two (2) vacancies on the Community Development Advisory Board (represents 'for-profit provider' and 'actively engage in home building' positions).++
2. One (1) term expiring on the Melbourne-Tillman Water Control District Board (member shall be resident of the Melbourne-Tillman Water Control District).++

AGENDA REVISIONS:

CONSENT AGENDA:

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

RECOGNITIONS AND PROCLAMATIONS:

1. Volunteer Program (one (1) year of service as City boardmember):
 - a) Community Development Advisory Board – Kristine Herndon and Rebecca Thibert.
2. F.I.T. Founders Day, September 22, 2018.
3. Invisible Disabilities Week, October 14-20, 2018.

PRESENTATIONS:

1. Nancy Peltonen, President and CEO, Greater Palm Bay Chamber of Commerce – quarterly update.
2. Andy Anderson, Acting Deputy City Manager – economic development update. (Mayor Capote)

THIS MEETING IS BROADCAST LIVE ON THE CITY'S WEBSITE AND
TELEVIEWED ON THE SPACE COAST GOVERNMENT TV CHANNEL.

ADOPTION OF MINUTES:

- * 1. Regular Council Meeting No. 2018-18; August 2, 2018.
- * 2. Regular Council Meeting No. 2018-19; August 14, 2018.
- * 3. Special Council Meeting No. 2018-20; September 4, 2018.

PUBLIC COMMENTS/RESPONSES: (Non-agenda Items Only)

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

PUBLIC HEARINGS:

1. Ordinance No. 2018-44, amending the Code of Ordinances, Chapter 185, Zoning Code, Subchapters 'General Provisions' and 'Supplementary District Regulations', by revising definitions and including provisions for mobile food vending (Case No. T-13-2018, City of Palm Bay), first reading.
2. Ordinance No. 2018-45, amending the Code of Ordinances, Chapter 185, Zoning Code, Subchapter 'Supplementary District Regulations', by revising provisions related to commercial vehicles in residential areas Case No. T-22-2018, City of Palm Bay), first reading.
3. Ordinance No. 2018-46, vacating a portion of the rear public utility and drainage easement located within Lot 53, Block 2697, Port Malabar Unit 50 (Case No. VE-3-2018, Vincent and Nancy DeBusk), first reading.
- ♣4. Resolution No. 2018-51, authorizing the permanent closure of Waterbury Avenue, between Summer Street and Toulon Road, for the purpose of removing the failed canal crossing pipes.

PROCUREMENTS:

Award of Bid:

- * 1. Ditch maintenance service, various locations – IFB No. 60-0-2018 – Public Works Department (ADFS, LLC; and DCR Environmental Services, LLC - \$361,070 (Stormwater Utility Fund).

Award of Proposal:

- * 1. Citywide multi-function equipment – RFP No. 43-0-2018 – Procurement Department (North American Office Solutions – approximately \$45,258 annually).

Contracts:

- * 1. Debris removal/disaster recovery and debris monitoring, purchasing authority – Public Works Department (Ceres Environmental Services – increase of \$287,947; Thompson Consulting Services – increase of \$220); appropriation of \$288,167 from General Fund to cover expenses.

Miscellaneous:

- * 1. "Cooperative Purchase" contract, motorgrader purchase (Florida Sheriff's Association contract) – Public Works Department (Ring Power Corporation - \$250,240).

THIS MEETING IS TELEVISED ON THE SPACE COAST GOVERNMENT TV CHANNEL AND IS BROADCAST LIVE ON THE CITY'S WEBSITE.

- * 2. Surplus fire rescue brush truck – Fire Rescue Department (Town of Malabar - \$15,600 (acquire and equip)).

UNFINISHED AND OLD BUSINESS:

1. Appointment of one (1) member to the Infrastructure Advisory and Oversight Board.

COMMITTEE AND COUNCIL REPORTS:

NEW BUSINESS:

- * 1. Resolution No. 2018-52, selling and conveying certain real property to Stewart T. and Genieve M. Roberts (Lot 5, Block 1312, Port Malabar Unit 25; Lot 2, Block 772, Port Malabar Unit 22; Lot 7, Block 870 Port Malabar Unit 22).
- * 2. Resolution No. 218-53, selling and conveying certain real property to Nishazad and Babar Sheikh (Tract B, Port Malabar Unit 36).
- * 3. Consideration of transferring from the General Fund to the Stormwater Fund for the 2018 assessments waived for institutional account owners (\$308,328).
- * 4. Consideration of transferring from the General Fund to the Road Maintenance Fund for proceeds from land sales (\$503,102).
- * 5. Consideration of expenditures from the Palm Bay Police Department's Law Enforcement Trust Fund (\$18,277).
- 6. Acknowledgement of the City's required annual mandatory contribution of \$5,000 for each Deputy City Manager position into the Employer Retirement Health Savings Plan (RHS).
- * 7. Acknowledgement of the City's monthly financial report for July 2018.
- * 8. Consideration of travel and training for specified City employees.

ADMINISTRATIVE AND LEGAL REPORTS:

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

ADJOURNMENT:

♣Quasi-judicial proceeding.

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

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

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

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

Pursuant to Council Policies and Procedures, members of the public wishing to use electronic media when addressing City Council must provide the electronic file to staff for screening no later than noon two (2) business days prior to the meeting.

CITY OF PALM BAY, FLORIDA

REGULAR COUNCIL MEETING NO. 2018-18

Held on Thursday, the 2nd day of August 2018, 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.

Richard Spellman, resident, gave the invocation, which was followed by the Pledge of Allegiance to the Flag.

ROLL CALL:

MAYOR:	William Capote	Absent
DEPUTY MAYOR:	Tres Holton	Present
COUNCILMEMBER:	Harry Santiago, Jr.	Present
COUNCILMEMBER:	Jeff Bailey	Present
COUNCILMEMBER:	Brian Anderson	Present
CITY MANAGER:	Gregg Lynk	Present
CITY ATTORNEY:	Patricia Smith	Present
DEPUTY CITY CLERK:	Terri Lefler	Present

CITY STAFF: Present was Andy Anderson, Acting Deputy City Manager; Elizabeth Beam, Planning Division Manager; Gregory Stone, Public Works Division Manager.

ANNOUNCEMENTS:

Councilman Santiago announced the following vacancies and solicited applications for same:

- 1. Two (2) vacancies on the Community Development Advisory Board (represents 'for-profit provider' and 'actively engage in home building' positions).++**
- 2. One (1) vacancy on the Infrastructure Advisory and Oversight Board (represents 'at-large' position).+**

AGENDA REVISIONS:

1. Mr. Lynk announced that resolutions relating to assessments in Port Malabar Units 31 and 32 were added as Item Nos. 7, 8, and 9, under New Business. However, staff would be withdrawing Item No. 9, under New Business.

CONSENT AGENDA:

All items of business marked with an asterisk were considered under Consent Agenda and enacted by the following motion:

Motion by Mr. Santiago, seconded by Mr. Anderson, that the Consent Agenda be approved as presented. Motion carried with members voting as follows: Deputy Mayor Holton, Yea; Councilman Santiago, Yea; Councilman Bailey, Yea; Councilman Anderson, Yea.

PRESENTATIONS:

1. Conroy Jacobs, Traffic Engineer/Planner – St. Johns Heritage Parkway – update. Mr. Jacobs advised that the project was comprised of a 13.58-mile new capacity roadway. The new two-lane roadway would eventually connect to completed portions of the St. Johns Heritage Parkway (Parkway) at the intersection of Malabar Road to the north and a portion currently under construction at the Babcock Street intersection. The proposed two-lane roadway would include multi-modal features, such as bicycle lanes and sidewalks. He advised there were provisions for future expansion to a four-lane divided roadway with curbed medians. Mr. Jacobs further explained the project development process in coordination with the Florida Department of Transportation.

Mr. Santiago asked if the corridor study was performed first and then the Project Development and Environment (PD&E) Study. Mr. Jacobs confirmed same and answered further questions posed by councilmembers.

2. Aaron Pool, Code Compliance Manager – Private Property Parking Regulations – update. Mr. Pool explained the intent of the ordinance and said that the efforts of the Code Compliance Division included working with the citizens in order to obtain voluntary compliance within acceptable time frames. Properties that failed to be brought into compliance were forwarded to the Code Enforcement Board for action. Mr. Pool advised of the time frames for cases and layout of parking on a typical residential property.

Mr. Anderson asked if staff would be amicable to expanding the definition of improved surfaces. Mr. Pool said the current definition was a hard surface consisting of concrete, asphalt, brick, paving stones, block pavers, gravel contained by appropriate border material, or other similar hard surface material used to minimize erosion from a disturbed surface to improve strength and durability. Wood and rubber-based ground cover products would not be considered an improved surface. Mr. Pool said there was discussion with the stakeholders to include stabilized earth, mulch and ground tires. He explained why those were not viable options. Mr. Anderson felt that mulch and ground tires would be inexpensive but had to be installed properly.

Mr. Bailey requested a list of the number of complaints, with the names of the complainants unless submitted anonymously.

Mr. Santiago agreed that other surfaces should be considered and would entertain same. Council concurred.

ADOPTION OF MINUTES:

- * 1. Special Council Meeting No. 2018-12; May 24, 2018.**
- * 2. Special Council Meeting No. 2018-13; May 29, 2018.**

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

PUBLIC COMMENTS/RESPONSES: (Non-agenda Items Only)

Individuals commented on various issues.

PUBLIC HEARINGS:

1. Ordinance No. 2018-24, amending the Code of Ordinances, by creating a new chapter titled “Lobbying”, providing for the registration process of lobbyists, final reading. (Deputy Mayor Holton)

As Deputy Mayor Holton initiated this agenda item, he passed the gavel to Mr. Santiago to act as presiding officer for the duration of the item.

The City Attorney read the ordinance in caption only. The public hearing was opened. Deputy Mayor Holton presented the item to Council.

Thomas Gaume, resident, stated that Deputy Mayor Holton was a registered lobbyist at the last meeting. He advised he was incorrect and apologized. He asked how Deputy Mayor Holton earned a living as he was not currently providing lobbying services and donated his City salary to charity. The public hearing was closed.

Motion by Deputy Mayor Holton, seconded by Mr. Anderson, to adopt Ordinance No. 2018-24.

Mr. Bailey asked if Council would reconsider revising Section 6 to reflect four (4) years rather than the two (2) years as agreed upon at the last Council meeting. Council concurred that the ordinance is to stay as is.

Motion carried with members voting as follows: Deputy Mayor Holton, Yea; Councilman Santiago, Yea; Councilman Bailey, Yea; Councilman Anderson, Yea.

2. Ordinance No. 2018-28, amending the City's Comprehensive Plan Future Land Use Map to change the designated use of property located in the vicinity south of Malabar Road and east of Cassia Avenue, from Commercial and Single Family Residential Uses to Multiple Family Residential and Commercial Uses (15.1 acres)(Case No. CP-9-2018, Rook at Palm Bay, LLC), first reading.

The Planning and Zoning Board recommended that the request be approved, pursuant to Chapter 163, Florida Statutes.

The City Attorney read the ordinance in caption only. The public hearing was opened. Attorney Jack Spira, representative for the applicant presented the request to Council. Mr. Anderson asked if there is a time frame on the project. Mr. Spira said the applicant was ready to break ground once the necessary permits were issued. Deputy Mayor Holton asked if there were issues with infrastructure on Malabar Road. Mr. Spira was unaware of any problems. The public hearing was closed.

Motion by Mr. Anderson, seconded by Mr. Santiago, to approve Ordinance No. 2018-28. Motion carried with members voting as follows: Deputy Mayor Holton, Yea; Councilman Santiago, Yea; Councilman Bailey, Yea; Councilman Anderson, Yea.

♣3. Ordinance No. 2018-29, rezoning property located in the vicinity south of Malabar Road and east of Cassia Avenue, from CC (Community Commercial District) to RM-20 (Multiple-Family Residential District) (15.1 acres)(Case No. CPZ-9-2018, Rook at Palm Bay, LLC), first reading.

The Planning and Zoning Board recommended that the request be approved, pursuant to all applicable City ordinances.

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

Motion by Mr. Santiago, seconded by Mr. Anderson, to approve Ordinance No. 2018-29. Motion carried with members voting as follows: Deputy Mayor Holton, Yea; Councilman Santiago, Yea; Councilman Bailey, Yea; Councilman Anderson, Yea.

4. Ordinance No. 2018-30, amending the City's Comprehensive Plan Future Land Use Map to change the designated use of property located south of and adjacent to Gerry Road, and north of and adjacent to Melbourne-Tillman Water Control District Canal No. 18, from Recreation and Open Space Use to Single Family Residential Use (3.25 acres)(Case No. CP-10-2018, City of Palm Bay), only one reading required.

The Planning and Zoning Board recommended that the request be approved, pursuant to Chapter 163, Florida Statutes.

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

Residents spoke against the request, stating there were flooding and traffic issues on Gerry Road, access problems, children playing in the road due to lack of sidewalks, and the loss of greenspace.

Mr. Lynk advised that these sites were not considered greenspace. They were sites designated for park use that would never become parks. Mr. Andy Anderson advised there was no indication of subdivisions from the buyer as yet and they would have to abide by all Land Development Code regulations. The public hearing was closed.

Motion by Mr. Santiago, seconded by Mr. Bailey, to approve Ordinance No. 2018-30. Motion carried with members voting as follows: Deputy Mayor Holton, Yea; Councilman Santiago, Yea; Councilman Bailey, Yea; Councilman Anderson, Yea.

♣5. Ordinance No. 2018-31, rezoning property located east of and adjacent to Riviera Drive, in the vicinity north of Newbern Street, from IU (Institutional Use District) to PUD (Planned Unit Development), for a final Planned Unit Development (PUD) of a single-family residential development to be known as Sabal Key PUD (10.73 acres)(Case No. PUD-12-2018, Holiday Builders, Inc.), first reading.

The Planning and Zoning Board recommended that the request be denied, subject to staff comments contained in the Staff Report.

The City Attorney read the ordinance in caption only. The ordinance caption reflected Brentwood Lakes as the subdivision and would be corrected to reflect Sabal Key prior to second and final reading. The public hearing was opened. Bruce Moia, MBV Engineering and representative for the applicant, presented the request to Council.

Ginger Twigg, resident, spoke in favor of the request. She wanted the character of her neighborhood maintained. She inquired about the setbacks for the homes due to the additional acreage; the possibility of a 30-foot conservation easement to buffer her property; additional buffer to protect the privacy of her property and no street lights from the proposed development. Ms. Twigg said she did not want two-story homes to look into her backyard; drainage to flow onto her property; or flooding to increase at the Riviera Drive and Newbern Street NE intersection. The non-contiguous sidewalk approaching Newbern Street was not compliant with American with Disabilities Act (ADA) regulations and did not connect with the park on the west side, and some type of traffic calming device was needed to address the speeding on Riviera Drive. She remarked on how the sight-

impaired resident in the area should be informed about the construction and changes for safety purposes. Ms. Twigg stated other concerns she had related to the development.

Deputy Mayor Holton wanted to ensure that staff was communicating with Brevard County Transportation and the Space Coast Transportation Planning Organization (TPO) with regard to the bike lanes and sidewalks.

Mr. Bailey asked if the comments stated by Ms. Twigg could be considered by Council. Mrs. Smith explained that if the applicant agreed to the concessions, there would be no issue. However, if Council imposed those conditions on the applicant, it could become problematic. Mr. Moia said if any infrastructure improvements were warranted pursuant to the traffic study, the applicant would agree to same.

The public hearing was closed.

Motion by Mr. Santiago to approve Ordinance No. 2018-31. Mr. Anderson asked that staff recommendations be included in the motion.

Motion by Mr. Santiago, seconded by Mr. Anderson, to amend the motion to approve Ordinance No. 2018-31, with staff recommendations. Motion carried with members voting as follows: Deputy Mayor Holton, Yea; Councilman Santiago, Yea; Councilman Bailey, Yea; Councilman Anderson, Yea.

6. Request by D.R. Horton for a final development plan for Phase III of an approved Planned Unit Development (PUD) known as Brentwood Lakes South, to allow for a change in density from 85 single-family residential lots to 127 single-family residential lots, which property is located south of and adjacent to Malabar Road, in the vicinity south of Wading Bird Circle (37.015 acres)(Case No. PUD-11-2018). (RESCHEDULED TO P&Z – 08-01-18)

7. Request by Palm Vista Preserve, LLC, for a final development plan for Phase 1 of an approved Planned Unit Development (PUD) known as Palm Vista Preserve, to allow 162 single-family residential lots, which property is located southeast of and adjacent to the intersection of St. Johns Heritage Parkway and Pace Drive (50.4 acres)(Case No. PUD-10-2018). (WITHDRAWN)

PROCUREMENTS:

Award of Bid:

*** 1. Culvert replacements, various locations – IFB No. 42-0-2018 – Public Works Department (Ag-Scape Services dba Florida Site Contracting – \$468,750); change order approval for utility relocates ‘as needed’ – not to exceed \$247,000.**

Staff Recommendation: Approve the award for culvert replacements with Ag-Scape Services dba Florida Site Contracting (Vero Beach), for the base bid of \$468,750; and change order approval for utility relocates 'as needed', not to exceed \$247,000.

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

Contracts:

*** 1. Continuing consultant engineering services, renewal – Utilities Department (Wade Trim - \$900,000).**

Staff Recommendation: Approval of the annual renewal, through August 11, 2019, of the existing continuing consultant engineering services with Wade Trim (Palm Bay), on an 'as needed' basis in the estimated amount of \$900,000.

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

Miscellaneous:

*** 1. Professional architectural and engineering services, South Regional Water Treatment Plant expansion and North Regional Water Treatment Plant reverse osmosis rehabilitation design – RFQ No. 47-0-2018 – Utilities Department (authorization to negotiate with Tetra Tech, Inc.).**

Staff Recommendation: Authorize staff to negotiate consultant agreements for professional architectural and engineering services with the top-ranked firm, Tetra Tech, Inc. (Orlando). Should the City be unable to negotiate a satisfactory contract, negotiations with Tetra Tech, Inc. would be formally terminated, and the City shall undertake negotiations with the second most qualified firm, CPH, Inc. (Sanford). Failing accord with CPH, Inc., the City would terminate negotiations.

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

UNFINISHED AND OLD BUSINESS:

The individuals were rated by the City Council due to the number of applications exceeding the number of vacant positions. No. 1 represented the first choice of each councilmember and so on. The individual(s) receiving the lowest number(s) to the position(s) were considered for appointment to the board.

Motion by Mr. Santiago, seconded by Mr. Anderson, to appoint Erin Riley Bradley to the Code Enforcement Board, representing the 'at-large' position. Mr. Santiago asked if Council would consider appointing Wendy Fisher as she was in attendance. Mr. Bailey asked that the results be read. Mr. Santiago read Council's ranking of the individuals as follows:

Erin Riley Bradley	6
Wendy Fisher	12
Lee Koepke, Jr.	14
David Wills	12
Santa Isabel Wright	16

Mr. Bailey said he would entertain the option of appointing Ms. Fisher as she was in attendance.

Mr. Santiago withdrew his motion.

Ms. Fisher addressed City Council and explained her experience.

Motion by Mr. Santiago, seconded by Mr. Anderson, to appoint Wendy Fisher to the Code Enforcement Board, representing the 'at-large' position. Motion carried with members voting as follows: Deputy Mayor Holton, Yea; Councilman Santiago, Yea; Councilman Bailey, Yea; Councilman Anderson, Yea.

COUNCIL REPORTS:

Councilmembers addressed various subject matters.

1. Mr. Anderson said that he would be presenting the bond referendum resolution at the next meeting.
2. Mr. Bailey inquired as to speeding on Americana Boulevard. He also asked about staffing within Growth Management and questioned why the Director position had not been filled. Mr. Lynk advised that the position would be filled next fiscal year. Staff was utilizing those savings to hire another engineer within Growth Management.

NEW BUSINESS:

- * 1. Resolution No. 2018-28, extending the commencement period for a conditional use to allow a multi-use development to be known as Northshore Palm Bay on property located south of the intersection of Robert J. Conlan Boulevard and the Florida East Coast Railway, in BMU (Bayfront Mixed Use District) zoning (24.61 acres)(Case No. CU-34-2017, Palm City Investments, F.H., LLC).**

The City Attorney read the resolution in caption only. The resolution was approved under Consent Agenda.

2. Resolution No. 2018-29, extending the commencement period for a conditional use granted to amend an existing conditional use in order to expand retail automotive gas/fuel sales on property located at the southeast corner of Malabar Road and Jupiter Boulevard, in CC (Community Commercial District) zoning (3.43 acres)(Case No. CU-20-2017, Circle K Stores, Inc.).

The City Attorney read the resolution in caption only.

Motion by Mr. Anderson, seconded by Mr. Santiago, to adopt Resolution No. 2018-29. Motion carried with members voting as follows: Deputy Mayor Holton, Yea; Councilman Santiago, Yea; Councilman Bailey, Yea; Councilman Anderson, Yea.

*** 3. Consideration of a Memorandum of Understanding with the City of Melbourne to support a Community Housing Development Organization (CHDO) project for single-family rental housing.**

Staff Recommendation: Authorize the City Manager to execute the Memorandum of Understanding as requested.

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

*** 4. Consideration of amendment to the grant application for the Federal Emergency Management Agency's Hazard Mitigation Grant Program for Police Headquarters roof replacement cost and local match.**

Staff Recommendation: Approve submission of the amended grant application as requested.

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

*** 5. Consideration of travel and training for specified City employees.**

Staff Recommendation: Approve the travel and training as specified.

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

6. Consideration of scheduling workshops for August 2018.

Council concurred to schedule two (2) budget workshops for Thursday, August 9, 2018, at 6:00 P.M., and Thursday, August 23, 2018, at 6:00 P.M., and a business development district/permitting process workshop for Wednesday, August 22, 2018, at 6:00 P.M.

Mr. Bailey asked the status of the Waste Management workshop. Mr. Lynk advised that as there was no need for the additional budget workshop on August 23rd, the Waste Management workshop could be scheduled in its place. Mr. Baily asked if an online survey could be put out for residents in addition to the telephone survey. Mr. Andy Anderson confirmed same but said it would not be scientific. He would advise Council after consulting with staff. Council concurred to schedule the Waste Management workshop as recommended by staff.

7. Resolution No. 2018-30, adopting the initial assessment resolution relating to the construction and funding of the Port Malabar Unit 31 road improvement project.

The City Attorney read the resolution in caption only.

Mr. Lynk presented the item to Council. Mr. Stone explained the Unity of Title and the application for same. He said that approximately 200 properties may be eligible. Mr. Anderson asked if Unity of Title was the same as marrying the lots. Mr. Stone said it was similar. Mr. Anderson advised residents to contact the Property Appraiser if their lots were married to make any necessary adjustments to avoid being overcharged. Mr. Anderson asked if the Unity of Title could be undone. Mr. Stone confirmed same, but it would be at the discretion of City Manager. The property owner would be charged back for the entire assessment if they reversed the Unity of Title.

Numerous residents spoke on the item. Questions included: a) would the units continue to be charged the assessment if the road bond referendum passed; and b) consequences if the assessment was not paid.

Mrs. Smith advised that the assessment would be included on the tax bill for the property. All of the taxes had to be paid, and not a portion thereof. If you did not pay your taxes, the property could be sold through a tax deed sale.

Mr. Stone addressed comments made by the residents. He stated that each property owner in the respective units would be notified of the upcoming public hearing on September 6th to finalize the assessment process. The First-Class Mail notices would be sent on August 16th. Mr. Bailey asked why water was removed from the process. Mr. Lynk advised that sewer was not included as it was not affordable, and that the water portion for Unit 32 was removed by staff in order to save money for the residents.

Motion by Mr. Santiago, seconded by Mr. Anderson, to adopt Resolution No. 2018-30. Mr. Santiago and Mr. Anderson supported the request.

Mr. Santiago said that Council was trying to fix the City's failing infrastructure and the assessment process was approved by the voters to make those improvements. Attempts had been made in the past in which the voters denied any opportunity for the City to repair roads.

Mr. Bailey did not want to build roads without having a maintenance funding source. He suggested a mail ballot to all property owners in Units 31 and 32 and have the results prior to the public hearing on September 6th so that Council would have their comments. Mr. Lynk said that there were specific timelines that had to be adhered to, and that it would be impossible to send out a mailer and have information returned in time for the public hearing. Mr. Bailey felt that two (2) weeks was enough time for staff to send out the mailers. Mr. Anderson asked if an online response would be quicker. Mr. Lynk said it would be hard to determine if individuals did not vote multiple times.

Motion carried with members voting as follows:

Deputy Mayor Holton	Yea
Councilman Santiago	Yea
Councilman Bailey	Nay
Councilman Anderson	Yea

Motion by Mr. Bailey, seconded by Mr. Anderson, to instruct staff to mail out a ballot to the property owners within Port Malabar Units 31 and 32 and have the results as part of the September 6th Council meeting agenda packet. Mr. Lynk asked that Council not task staff to do something that may not be possible.

Mr. Santiago said that Council went out of its way to direct staff to hold a town hall meeting at Bayside High School. More than 3,000 notices were sent out, approximately 250 residents attended the meeting, and only 48 comments were received from the residents. Mr. Santiago did not see a need to add more work and added stress to staff because Council was moving forward with the process. Deputy Mayor Holton said he would not support the motion.

Mr. Bailey had no issue assessing the residents as long as the residents agreed to same. He could not justify having the residents pay twice if the road assessment passed on the November ballot.

Mrs. Smith advised that the second motion would require public comments.

Individuals commented on the item. Thomas Gaume, resident, advised that he had an unedited copy of the meeting held at Bayside High School, along with copies of 35 comment cards. He would provide it to the City Clerk for public record.

There was confusion from the residents as to the exact amount to be assessed. Deputy Mayor Holton explained that there were two costs, both including full-depth reclamation, which addressed the base of the road – one cost (\$268) was for the double-chip and fog seal; and the other cost (\$365) was a super-pave.

Mr. Anderson initially withdrew his second to the motion, then later restated his second to the motion. Council further discussed their reasons for either supporting or opposing the motion.

Motion failed with members voting as follows:

Deputy Mayor Holton	Nay
Councilman Santiago	Nay
Councilman Bailey	Yea
Councilman Anderson	Yea

☛8. Resolution No. 2018-31, adopting the initial assessment resolution relating to the construction and funding of the Port Malabar Unit 32 road improvement project.

The City Attorney read the resolution in caption only.

Individuals commented on the item.

Motion by Mr. Santiago, seconded by Mr. Anderson, to adopt Resolution No. 2018-31. Mr. Anderson said he supported the motion only to get the notices out to the residents.

Motion carried with members voting as follows:

Deputy Mayor Holton	Yea
Councilman Santiago	Yea
Councilman Bailey	Nay
Councilman Anderson	Yea

☛9. Resolution No. 2018-32, adopting the initial assessment resolution relating to the construction and funding of the Port Malabar Unit 32 potable water expansion project.

The item, announced under Agenda Revisions, was withdrawn by staff.

ADMINISTRATIVE AND LEGAL REPORTS:

1. Mr. Lynk advised that the Waste Management telephone surveys were currently ongoing.

PUBLIC COMMENTS/RESPONSES:

Individuals commented on various issues.

1. Katherine Wall, resident, was advised that a flashing light would be installed near Pineapple Cove Academy on Minton Road, but it had not been installed to date.

ADJOURNMENT:

There being no further business, the meeting adjourned at the hour of 11:05 P.M.

Tres Holton, DEPUTY MAYOR

ATTEST:

Terri J. Lefler, DEPUTY CITY CLERK

* Identifies items considered under the heading of Consent Agenda.

♣ Indicates quasi-judicial proceeding.

☞ Indicates item was considered out of sequence or added to the agenda.

CITY OF PALM BAY, FLORIDA

REGULAR COUNCIL MEETING NO. 2018-19

Held on Tuesday, the 14th day of August 2018, 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.

Richard Spellman, resident, gave the invocation, which was followed by the Pledge of Allegiance to the Flag.

ROLL CALL:

MAYOR:	William Capote	Present
DEPUTY MAYOR:	Tres Holton	Present
COUNCILMEMBER:	Harry Santiago, Jr.	Present
COUNCILMEMBER:	Jeff Bailey	Present
COUNCILMEMBER:	Brian Anderson	Present
CITY MANAGER:	Gregg Lynk	Present
CITY ATTORNEY:	Patricia Smith	Present
CITY CLERK:	Terese Jones	Present

CITY STAFF: Present was Aaron Pool, Code Compliance Manager

ANNOUNCEMENTS:

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

- 1. Two (2) vacancies on the Community Development Advisory Board (represents 'for-profit provider' and 'actively engage in home building' positions).++**
- 2. One (1) vacancy on the Infrastructure Advisory and Oversight Board (represents 'at-large' position).++**

AGENDA REVISIONS:

Mr. Lynk asked that Item No. 4, Award of Bids, under Procurements, be tabled. He said it would be brought back for Council's consideration at a future meeting.

Motion by Deputy Mayor Holton, seconded by Mr. Bailey, to table the item as requested by staff. Motion carried with members voting as follows: Mayor Capote, Yea; Deputy Mayor Holton, Yea; Councilman Santiago, Yea; Councilman Bailey, Yea; Councilman Anderson, Yea.

CONSENT AGENDA:

All items of business marked with an asterisk were considered under Consent Agenda and enacted by the following motion:

Motion by Deputy Mayor Holton, seconded by Mr. Anderson, that the Consent Agenda be approved as presented with the removal of Item No. 1, Miscellaneous, under Procurements; and Item No. 6, under New Business. Motion carried with members voting as follows: Mayor Capote, Yea; Deputy Mayor Holton, Yea; Councilman Santiago, Yea; Councilman Bailey, Yea; Councilman Anderson, Yea.

PROCLAMATION:

The proclamation was read and presented.

- 1. Lil' Pirate Problem Solvers Day – August 14, 2018.**

PRESENTATION:

1. Javier Molinares – Viva Brevard Festival. Mr. Molinares said the Viva Brevard Festival was a community event celebrating Hispanic Heritage Month. He advised of what would be offered at the event and requested City support for the festival.

ADOPTION OF MINUTES:

- * 1. Regular Council Meeting No. 2018-14; June 7, 2018.**
- * 2. Regular Council Meeting No. 2018-15; June 21, 2018.**

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

PUBLIC COMMENTS/RESPONSES: (Non-agenda Items Only)

Individuals commented on various issues.

- Residents commented on the noise from the Space Coast Harley business during its special events.
- Kyle Scott, resident, complained about the overgrown lot behind his home and the safety hazards of vermin such as rats and racoons. He was advised that the City could not address the issue because of an existing ordinance. Mr. Anderson said he had received numerous calls from other property owners regarding this issue and said that the ordinance needed to be amended.

Mr. Pool said that the ordinance had been amended in 2009, 2011 and 2013. In 2009, the language stated that vegetation could be no more than twelve (12) inches in height and was changed from being twenty-five (25) feet from a structure to twenty-five (25) feet from the property line. The vegetation height was later changed from twelve (12) inches to twenty-four (24) inches and the distance was changed to thirty (30) feet. If the primary structure was within twenty-five (25) feet of the lot line, then a complaint could be made to the City and the City would enforce that footage as a buffer. Mr. Pool said that the unimproved property adjacent to Mr. Scott was more than fifty (50) feet from his primary structure and did not meet the requirements for the City to cut back the lot.

Mayor Capote asked about the pests. Mr. Pool said that as the lot was in its natural state, nothing could be done about the wildlife. He asked if Council would entertain researching this further. Council concurred. Mr. Bailey requested a report of the outcome of residents that had initially been communicating with staff on issues, voiced their complaints at a Council meeting, and were then directed back to staff.

Mr. Santiago suggested legislative aids to act as liaisons between Council and staff. He felt it may be warranted in the future.

PUBLIC HEARING:

♣1. Ordinance No. 2018-29, rezoning property located in the vicinity south of Malabar Road and east of Cassia Avenue, from CC (Community Commercial District) to RM-20 (Multiple-Family Residential District) (15.1 acres)(Case No. CPZ-9-2018, Rook at Palm Bay, LLC), final reading.

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

Motion by Mr. Santiago, seconded by Mr. Bailey, to adopt Ordinance No. 2018-29. Motion carried with members voting as follows: Mayor Capote, Yea; Deputy Mayor Holton, Yea; Councilman Santiago, Yea; Councilman Bailey, Yea; Councilman Anderson, Yea.

2. Ordinance No. 2018-32, establishing a temporary moratorium prohibiting applications for development for properties identified as the Downtown District within the Bayfront Community Redevelopment District, first reading.

The Planning and Zoning Board recommended that the request be approved.

The public hearing was opened. Mr. Lynk presented the request to Council.

Bill Battin, resident, understood the purpose of the ordinance, but questioned why the City would implement a moratorium when businesses were needed. He asked who determined the layout of the downtown area.

Butch Orend, resident, asked how much money was spent to receive advice as to what would be done in the downtown area.

Mr. Lynk said the City utilized a consultant to guide the development of the downtown area.

The public hearing was closed.

Motion by Mr. Santiago, seconded by Mr. Anderson, to approve Ordinance No. 2018-32.

Mr. Anderson asked if the proposed Northshore development would be affected by the moratorium, and if the consultant would be attending the Bayfront Community Redevelopment Agency meeting. Mr. Lynk advised that the proposed development would not be affected in any way. Mr. Marshal said the bid was still in process for the consultant and the bid opening was scheduled for the first week of September.

Mr. Bailey did not agree with the City telling current investors that they could not build on their properties. He would rather have the investor make the choice for themselves. Mr. Santiago said that staff and Council were taking steps to ensure that the area was attractive and become a successful downtown area that would attract the proper capital.

Motion carried with members voting as follows:

Mayor Capote	Yea
Deputy Mayor Santiago	Yea
Councilman Holton	Yea
Councilman Bailey	Nay
Councilman Anderson	Yea

3. Ordinance No. 2018-33, amending the Code of Ordinances, Chapter 185, Zoning Code, Subchapters 'District Regulations' and 'Off-Street Parking and Loading Requirements', by revising provisions related to off-street parking and providing for reference within RM-20 (Multiple-Family Residential District) zoning (Case No. T-14-2018, City of Palm Bay), first reading.

The Planning and Zoning Board recommended that the request be approved, subject to modifying the definition of a commercial vehicle for commercial vehicle parking or storage in residential districts by replacing "or" with "and" has an overall length of more than twenty-two (22) feet; and subject to eliminating from the definition the criteria for carrying capacity no greater than one and one-half (1.5) ton gross weight.

The public hearing was opened. Mr. Lynk presented the request to Council. The public hearing was closed.

Motion by Deputy Mayor Holton, seconded by Mr. Bailey, to approve Ordinance No. 2018-33. Motion carried with members voting as follows: Mayor Capote, Yea; Deputy Mayor Holton, Yea; Councilman Santiago, Yea; Councilman Bailey, Yea; Councilman Anderson, Yea.

4. Ordinance No. 2018-34, amending the Code of Ordinances, Chapter 177, Fire Prevention and Protection, Subchapter 'Buildings and Structures', in order to comply with the National Fire Protection Association regulations (Case No. T-16-2018, City of Palm Bay), first reading.

The Planning and Zoning Board recommended that the request be approved.

The public hearing was opened. Mr. Lynk presented the request to Council. The public hearing was closed.

Motion by Deputy Mayor Holton, seconded by Mr. Anderson, to approve Ordinance No. 2018-34. Motion carried with members voting as follows: Mayor Capote, Yea; Deputy Mayor Holton, Yea; Councilman Santiago, Yea; Councilman Bailey, Yea; Councilman Anderson, Yea.

5. Ordinance No. 2018-35, amending the Code of Ordinances, Chapter 184, Subdivisions, in order to comply with the National Fire Protection Association regulations (Case No. T-16-2018, City of Palm Bay), first reading.

The Planning and Zoning Board recommended that the request be approved.

The public hearing was opened. Mr. Lynk presented the request to Council. The public hearing was closed.

Motion by Deputy Mayor Holton, seconded by Mr. Anderson, to approve Ordinance No. 2018-35. Motion carried with members voting as follows: Mayor Capote, Yea; Deputy Mayor Holton, Yea; Councilman Santiago, Yea; Councilman Bailey, Yea; Councilman Anderson, Yea.

6. Ordinance No. 2018-31, rezoning property located east of and adjacent to Riviera Drive, in the vicinity north of Newbern Street, from IU (Institutional Use District) to PUD (Planned Unit Development), for a final Planned Unit Development (PUD) of a single-family residential development to be known as Sabal Key PUD (10.73 acres)(Case No. PUD-12-2018, Holiday Builders, Inc.). (RESCHEDULED TO RCM – 09-06-18)

7. Request by the City of Palm Bay to amend the Code of Ordinances, Chapter 185, Zoning Code, Subchapter 'Planned Unit Development (PUD)', by revising provisions and clarifying requirements for a PUD (Case No. T-18-2018). (WITHDRAWN)

PROCUREMENTS:

Award of Bids:

*** 1. Culvert replacements, various locations along Melbourne Tillman Water Control District Canal No. 75 – IFB No. 49-0-2018 – Public Works Department (Gregori Construction - \$842,141).**

Staff Recommendation: Approve the award for culvert replacements with Gregori Construction (Titusville) along Melbourne Tillman Water Control District Canal No. 75 (Pembroke Avenue, Emerson Drive and Pebble Avenue), in the amount of \$842,140.53.

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

*** 2. Lift station rehab, various locations – IFB No. 54-0-2018 – Utilities Department (TV Diversified, LLC - \$239,299).**

Staff Recommendation: Approve the award for the rehabilitation of five (5) lift stations with TV Diversified, LLC (West Palm Beach), in the amount of \$239,299.

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

*** 3. Large diameter filter piping replacement, Phase 3, North Regional Water Treatment Plant – IFB No. 56-0-2018 – Utilities Department (L7 Construction - \$935,700).**

Staff Recommendation: Approve the award for the replacement of the large diameter filter piping, Phase 3, at the North Regional Water Treatment Plant with L7 Construction (Sanford), in the amount of \$935,700.

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

*** 4. Ditch maintenance service (second contract), various locations – IFB No. 60-0-2018 – Public Works Department (ADFS, LLC and CDR Environmental Services, LLC –\$361,070).**

The item, announced under Agenda Revisions, was tabled and would be considered at a future meeting.

Contracts:

*** 1. Debris removal/disaster recovery and debris monitoring, purchasing authority – Public Works Department (Ceres Environmental Services – increase of \$ 265,285; Thompson Consulting Services – increase of \$ 298,834).**

Staff Recommendation: Authorize the increase in purchasing authority for debris removal/disaster recovery and debris monitoring to Ceres Environmental Services in the amount of \$265,284.72 and to Thompson Consulting Services in the amount of \$298,833.86.

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

Miscellaneous:

1. “Cooperative Purchase” contract, vehicle purchase, stormwater utility (Florida Sheriff’s Association contract) – Public Works Department (Maudlin International Trucks, LLC - \$127,485).

Staff Recommendation: Authorize the purchase of one (1) vehicle utilizing Stormwater Utility Funds in the amount of \$127,485 from Maudlin International Trucks, LLC (Orlando), utilizing the Florida Sheriff’s Association contract.

Motion by Mr. Bailey, seconded by Mr. Santiago, to approve the contract as requested. Motion carried with members voting as follows: Mayor Capote, Yea; Deputy Mayor Holton, Yea; Councilman Santiago, Yea; Councilman Bailey, Yea; Councilman Anderson, Yea.

*** 2. Solid waste trash and recycle carts, purchasing authority (Sourcewell cooperative contract) – Public Works Department (Cascade Engineering, Inc. – not to exceed \$220,000).**

Staff Recommendation: Authorize the increase in purchasing authority for solid waste trash and recycle carts in the amount of \$220,000 from Cascade Engineering, Inc. (Grand Rapids, Michigan), utilizing the Sourcewell Cooperative contract.

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

UNFINISHED AND OLD BUSINESS:

1. Ministerial appointment of one (1) member to the Palm Bay Police and Firefighters’ Pension Fund, Board of Trustees.

Motion by Deputy Mayor Holton, seconded by Mr. Bailey, to approve the ministerial reappointment of Richard Adams to the Palm Bay Police and Firefighters' Pension Fund, Board of Trustees. Motion carried with members voting as follows: Mayor Capote, Yea; Deputy Mayor Holton, Yea; Councilman Santiago, Yea; Councilman Bailey, Yea; Councilman Anderson, Yea.

COMMITTEE AND COUNCIL REPORTS:

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

1. Mr. Anderson appointed Mr. Asheley Hepburn to the Citizens' Budget Advisory Board.
2. Mr. Bailey asked that Odyssey Charter School be recognized at a future Council meeting for winning second place in the International MIT NASA Zero Robotics competition. Council concurred.

NEW BUSINESS:

- 1. Resolution No. 2018-33, providing referendum language for the ballot for the regular municipal election scheduled for Tuesday, November 6, 2018, for the Issuance of General Obligation Bonds for Road Improvement Projects (\$150,000,000).**

The City Attorney read the resolution in caption only.

Bill Battin, resident, asked that if the bond passed on the ballot, the City should take care of the dirt roads first. He appreciated that all property owners would be paying for the roads and not just one area through assessments. Residents spoke in favor of the request stating it was a fair way for everyone to pay for the roads.

Phil Weinberg, resident, spoke against the request and said the amount was too large. He added that the language did not clearly state that the roads would be paved. He questioned if residents in Units 31 and 32 would have to pay their assessment in addition to this road bond.

Mr. Anderson presented to resolution to Council. He said the bond was for twenty (20) years. The cost would be \$277 annually for \$100,000 of assessed value or \$23.08 per month. He asked if the assessment would continue for Units 31 and 32 if the road bond passed. Mrs. Smith advised that if the assessment was approved and the road bond passed, the assessment could not be stopped for tax year 2019 but would be discontinued thereafter. Those residents would pay one or the other, not both.

Mayor Capote supported the request and explained his reasons for same. Mr. Santiago asked if Council had the authority to approve the bond or did the issue have to be placed on the ballot. Mrs. Smith answered that general obligation bonds were required by the State Constitution to be on the ballot.

Motion by Mr. Anderson, seconded by Mr. Santiago, to adopt Resolution No. 2018-33.

Mr. Santiago supported the request. However, the cost to fix all of the roads in the City was approximately \$160 million and that estimate was from two (2) years ago so it had probably increased. The main question was which area was to be the starting point. Mr. Santiago said that if you lived within a gated community, an assessment provided for credits. There would be no credits for the bond and the full amount would have to be paid for the next twenty (20) years. He felt that it should have been presented a year ago in order to educate the residents.

Mr. Bailey did not agree with building roads and then having no way to maintaining them. His goal was to build the Road Maintenance Fund prior to considering other options. He would not support the bond but did agree with it going to the voters for approval. He said that Council should consider having a fifteen (15) year bond which would be more affordable to the residents. Mr. Bailey said that as the Charter amendment petition would be forthcoming and would most likely cause a Special Election, this bond item could be included on the Special Election ballot and would allow enough time to educate the public.

Deputy Mayor Holton supported the request but expressed concern with having no schedule of the roads. He said that the calculations showed that an individual would pay more under the bond than with a special assessment. However, he wanted the people to have the ability to vote on the issue.

There was further discussion among councilmembers.

Motion carried with members voting as follows:

Mayor Capote	Yea
Deputy Mayor Santiago	Yea
Councilman Holton	Yea
Councilman Bailey	Nay
Councilman Anderson	Yea

*** 2. Resolution No. 2018-34, amending Resolution No. 2017-49, adopting Classification and Pay Plans and the Position Control Plan for employees of the City of Palm Bay.**

The City Attorney read the resolution in caption only. The resolution was approved under Consent Agenda.

*** 3. Resolution No. 2018-35, amending Resolution No. 2017-50, adopting the Five-Year Capital Improvements Program for Fiscal Years 2017-2018 through 2021-2022.**

The City Attorney read the resolution in caption only. The resolution was approved under Consent Agenda.

*** 4. Resolution No. 2018-36, authorizing a Memorandum of Agreement with Florida Department of Transportation for maintenance of the multi-modal transfer/Park and Ride facility on Emerson Drive, Northwest.**

The City Attorney read the resolution in caption only. The resolution was approved under Consent Agenda.

*** 5. Consideration of the following related to Project Rainbow:**

- a) Ordinance No. 2018-36, granting an economic development ad valorem tax exemption;**
- b) Resolution No. 2018-37, recommending the project as a Qualified Target Industry Business; requesting a waiver of the average wage requirement.**

The City Attorney read the ordinance and resolution in caption only. The ordinance and resolution were approved under Consent Agenda.

6. Consideration of certification of the non-ad valorem assessment roll for calendar year 2018 for:

- a) USA 1 (PM Units 38 and 40);**
- b) PM Unit 31.**

Staff Recommendation: Approve the certification of Non-Ad Valorem Assessment Rolls and authorize the Mayor to execute the DR-408A forms.

Motion by Mr. Anderson, seconded by Mr. Bailey, to certify the non-ad valorem assessment rolls as requested. Motion carried with members voting as follows: Mayor Capote, Yea; Deputy Mayor Holton, Yea; Councilman Santiago, Yea; Councilman Bailey, Yea; Councilman Anderson, Yea.

*** 7. Consideration of a performance bond from Forestar (USA) Real Estate Group Inc. for The Preserves at Stonebriar, Phases I and II (\$6,523,875).**

Staff Recommendation: Approve and authorize execution of the performance bond.

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

*** 8. Consideration of collective bargaining agreements with the Fraternal Order of Police, Local No. 1512, for Police Officers, Sergeants, and Lieutenants Units.**

Staff Recommendation: Ratify the collective bargaining agreements with the Fraternal Order of Police, Local No. 1512, for Police Officers, Sergeants, and Lieutenants Units.

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

*** 9. Consideration of utilizing Parks and Recreation Impact Fees to purchase mobile movie system equipment and trailer for the Movies in the Park program (\$36,000).**

Staff Recommendation: Approve the appropriation of \$36,000 of Parks and Recreation Impact Fee funds to purchase mobile movie system equipment and trailer for the Movies in the Parks program.

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

***10. Consideration of an interlocal agreement with the School Board of Brevard County for minor access and site improvements at schools within the City.**

Staff Recommendation: Approve the interlocal agreement with the School Board of Brevard County for minor access and site improvements at schools within the City.

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

***11. Consideration of utilizing the Bureau of Justice, Justice Assistance Grant program funds to purchase mobile/portable radios for the Police Department (\$39,768).**

Staff Recommendation: Approve the application for funding in the amount of \$39,768 to purchase mobile/portable radios for the Police Department.

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

***12. Acknowledgment of Investment Performance Review Report, prepared by PFM Asset Management LLC, for the quarter ended June 30, 2018.**

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

***13. Acknowledgement of the City's monthly financial report for June 2018.**

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

***14. Consideration of travel and training for specified City employees.**

Staff Recommendation: Approve the travel and training as specified.

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

ADMINISTRATIVE AND LEGAL REPORTS:

There were no reports.

PUBLIC COMMENTS/RESPONSES:

There were no public comments.

ADJOURNMENT:

There being no further business, the meeting adjourned at the hour of 9:50 P.M.

William Capote, MAYOR

ATTEST:

Terese M. Jones, CITY CLERK

* Identifies items considered under the heading of Consent Agenda.

♣ Indicates quasi-judicial proceeding.

CITY OF PALM BAY, FLORIDA

SPECIAL COUNCIL MEETING NO. 2018-20

Held on Tuesday, the 4th day of September 2018, 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 6:30 P.M.

ROLL CALL:

MAYOR:	William Capote	Present
DEPUTY MAYOR:	Tres Holton	Present
COUNCILMEMBER:	Harry Santiago, Jr.	Present
COUNCILMEMBER:	Jeff Bailey	Present
COUNCILMEMBER:	Brian Anderson	Present
CITY MANAGER:	Gregg Lynk	Present
DEPUTY CITY ATTORNEY:	Pete Sweeney	Present
CITY CLERK:	Terese Jones	Present

COMMENTARY BY STAFF:

1. Statement regarding tax rate.

Mr. Lynk stated the proposed tax millage rate was 8.4500 mills, which was an 8.43% increase over the rolled-back rate. The percentage increase being above the three percent (3%) cap was caused by new construction being excluded from the three percent (3%) cap.

Contributing to the operating millage increase over the rolled-back rate were: increased health insurance cost allocations (over \$1 million); increased Police and Fire pensions (approximately \$250,000); an increase in debt payments; and funding of deferred critical needs, including \$1.26 million for public safety services, \$687,450 for Communications and Information Technology Department's infrastructure needs, \$200,000 for road maintenance projects, and \$288,572 for new debt service payments related to the Honeywell energy lease and purchase.

Mr. Lynk reviewed specific positions and services that had been included in the budget, as well as those that had not been approved for the fiscal year.

2. City Manager's summary of proposed budget.

The summary was discussed under Item No. 1, Statement regarding tax rate.

PUBLIC HEARING:

1. Tentative millage rate for tax year 2018 and proposed budget for Fiscal Year 2018-2019.

The public hearing was opened.

Dawn Bittar, resident and Chairperson of the Citizens' Budget Advisory Board, provided a memorandum on behalf of the Board. The Board agreed with the budget as presented and requested that \$1 million be included as a permanent budget line item going forward towards new roads and road maintenance improvements for each fiscal year.

The public hearing was closed.

PUBLIC COMMENTS:

Bill Battin, resident, questioned the General Government Department, Contingency Reserve, as shown within the Legislative Memorandum; as well as the increase in stormwater funds in the amount of \$310,543 from the General Fund. He did not agree with taxpayers having to pay for the exempt properties.

BUSINESS:

1. Re-computation, if needed, and announcement of tentative millage rate and percentage increase over rolled-back rate.

There were no changes, therefore, no re-computation was needed.

2. Consideration of the tentative millage rate for tax year 2018.

Motion by Mr. Santiago, seconded by Mr. Anderson, to set the tentative millage rate at 8.4500 mills.

Mr. Bailey said that pursuant to the City Charter, he felt it was important for Council to identify the emergency or critical need that warranted exceeding the three percent (3%) cap. Mr. Anderson felt that adding police officers needed to be addressed in this budget and unforeseeable storm events. Mr. Santiago added that the completion of the fire station was necessary, purchase of vehicles, Parks Department equipment replacement, etc. He said there was over \$20 million in priorities which justified exceeding the cap. Deputy Mayor Holton asked if the City had been fully reimbursed from Hurricane Irma. Mr. Lynk answered in the negative.

Motion carried with members voting as follows:

Mayor Capote	Yea
Deputy Mayor Holton	Yea
Councilman Santiago	Yea
Councilman Bailey	Nay
Councilman Anderson	Yea

3. Ordinance No. 2018-37, amending the Code of Ordinances, Chapter 200, Utilities Code, by adjusting the rates, fees, and charges for the City's utilities system and services, for first reading.

The City Attorney read the ordinance in caption only.

Motion by Deputy Mayor Holton, seconded by Mr. Anderson, to adopt Ordinance No. 2018-37.

Deputy Mayor Holton asked that staff continue to be competitive and consistent with other communities in Brevard County as to the rates and charges for utilities and communicating with those that desired to invest in the City.

Motion carried with members voting as follows:

Mayor Capote	Yea
Deputy Mayor Holton	Yea
Councilman Santiago	Nay
Councilman Bailey	Nay
Councilman Anderson	Yea

4. Ordinance No. 2018-38, amending the Code of Ordinances, Chapter 201, Sewer Use, Subchapter 'Miscellaneous Provisions', by adjusting the permit fees and other charges related to the City's utilities wastewater system, for first reading.

The City Attorney read the ordinance in caption only.

Motion by Mr. Anderson, seconded by Deputy Mayor Holton, to adopt Ordinance No. 2018-38.

Motion carried with members voting as follows:

Mayor Capote	Yea
Deputy Mayor Holton	Yea
Councilman Santiago	Nay
Councilman Bailey	Nay
Councilman Anderson	Yea

5. Ordinance No. 2018-39, amending the Code of Ordinances, Chapter 202, Reclaimed Water, by adjusting the rates, fees, and charges for reclaimed water, for first reading.

The City Attorney read the ordinance in caption only.

Motion by Deputy Mayor Holton, seconded by Mr. Anderson, to adopt Ordinance No. 2018-39.

Motion carried with members voting as follows:

Mayor Capote	Yea
Deputy Mayor Holton	Yea
Councilman Santiago	Nay
Councilman Bailey	Nay
Councilman Anderson	Yea

6. Ordinance No. 2018-40, adopting the final budget for Fiscal Year 2018-2019, for first reading.

Motion by Mr. Anderson, seconded by Mr. Santiago, to adopt Ordinance No. 2018-40.

Mr. Bailey said there was \$361,000 allocated for the Code Compliance Division. He felt that roads were a much more critical need than expanding Code Compliance. He requested that those funds be transferred to the Road Maintenance Fund, as well as the \$10,000 benefits allocated for the Deputy City Managers. Mr. Lynk said that if there were no storm events, \$1 million would be placed into the Road Maintenance Fund.

Mr. Santiago explained the reasons that he voted against the utility fee increases. He said there were certain inequities in the way the City was collecting the fees, especially since there was no mandatory hook-up. He felt that once mandatory hook-up was implemented, then there could be fee increases, if necessary. He said that Council did promise that if there were no storm events or disasters, \$300,000 would be placed into the Road Maintenance Fund. He supported the budget as is.

Mr. Anderson asked if there was an anticipated time frame for the transfer of the \$503,000 to the Road Maintenance Fund. Mr. Lynk said it should be within thirty (30) days. Mr. Anderson said there should be a total of \$703,000, then add in the \$300,000 for a total of approximately \$1.3 million. He also supported the budget as presented.

Mr. Bailey stated three (3) years ago, and Council agreed at that time, that the Road Maintenance Fund would not defer the City's responsibility to use the General Fund to fund road maintenance. He said that \$1 million was not enough to take care of the roads in disrepair. He added that Council was saying it had critical needs and emergency situations

in order to raise the taxes above the three percent (3%) cap but were approving an expense for additional health benefits of two (2) Deputy City Managers. He would not support adopting the budget.

Mr. Santiago said that the budget was being increased over the three percent (3%) cap, not the taxes. He would support increasing the Road Maintenance Fund after the storm season but did not agree with a dedicated revenue stream unless it was an assessment or bond.

Mr. Bailey did not support Council giving special benefits to specific Group 1 employees without offering to all Group 1 employees. He said it was not a precedent for Council to set.

Motion carried with members voting as follows:

Mayor Capote	Yea
Deputy Mayor Holton	Yea
Councilman Santiago	Yea
Councilman Bailey	Nay
Councilman Anderson	Yea

There being no further business, the meeting adjourned at the hour of 7:09 P.M.

William Capote, MAYOR


ATTEST:

Terese M. Jones, CITY CLERK



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Gregg Lynk, City Manager 

DATE: September 20, 2018

RE: Textual Amendment Request – City of Palm Bay (Growth Management Department)

The City of Palm Bay (Growth Management Department) has submitted an application for a textual amendment to the Code of Ordinances, Title XVII, Land Development Code, Chapter 185: Zoning, Section 185.006 Definitions, to modify the Mobile Vending definition, and the addition of Section 185.138 Mobile Food Vending, to provide for mobile vending regulations.

REQUESTING DEPARTMENT:

Growth Management

STAFF RECOMMENDATION:

Case No. T-13-2018 is recommended for approval.

Planning and Zoning Board Recommendation:

Unanimous approval of the request, with the condition that the language was modified to permit tents, canopies, or chairs around mobile food truck locations in a way that would not impede onsite circulation of motor vehicles with consent provided by the site owner.

Attachments: 1) Case No. T-13-2018
 2) Ordinance

EJB/cp/ab



LAND DEVELOPMENT DIVISION
120 MALABAR ROAD SE
PALM BAY, FL 32907
T: 321-733-3042 F: 321-953-8920

REVISED

STAFF REPORT
PREPARED BY:
Elizabeth Beam, AICP
Assistant Growth Management Director

CASE NUMBER

T-13-2018

APPLICANT/PROPERTY OWNER

City of Palm Bay (Growth Management Department)

PLANNING & ZONING BOARD HEARING DATE

September 5, 2018

PROPERTY LOCATION/ADDRESS

Applies Citywide

SUMMARY OF REQUEST

A textual amendment to the Code of Ordinances, Title XVII, Land Development Code, Chapter 185: Zoning, Section 185.006 Definitions, to modify the Mobile Vending definition, and the addition of Section 185.138 Mobile Food Vending, to provide for mobile vending regulations.

EXISTING ZONING	EXISTING LAND USE	SITE IMPROVEMENTS	SITE ACREAGE	SURROUNDING ZONING & LAND USE
N/A	N/At	N/A	N/A	N: N/A E: N/A S: N/A W: N/A

PROPERTY HISTORY

Revisions to the Code of Ordinances, Title XVII, Land Development Code, Chapter 185, Section 185.006 Definitions, last revised in Ordinance number 2016-17, on 04-21-16.

Proposed addition to the City of Palm Bay Code of Ordinances, Title XVII, Land Development Code, Chapter 185 Zoning Code, Subchapter Supplementary District Regulations, Subchapter 185.138 Mobile Food Vending.

COMPATIBILITY with the COMPREHENSIVE PLAN

Not specifically addressed.

COMPATIBILITY with the CODE OF ORDINANCES

The request is compatible with the Code of Ordinances.

STAFF RECOMMENDATION:

TRANSMIT ☐

APPROVE ☒

APPROVE WITH CONDITIONS ☐

DENY ☐

ANALYSIS:

Revisions to the Code of Ordinances, Title XVII, Land Development Code, Chapter 185, Section 185.006 Definitions, a proposed addition to the City of Palm Bay Code of Ordinances, Title XVII, Land Development Code, Chapter 185 Zoning Code, Subchapter Supplementary District Regulations, Subchapter 185.138 Mobile Food Vending.

Chapter 185, Section 185.006 Definitions

1. This Section is being revised to delete the current mobile vending and replace with definitions for a mobile food vendor and mobile food truck.

Chapter 185, Section 185.138 Mobile Food Vending

1. The purpose and intent of Section 185.140 is to set forth the requirements in for mobile food vending and mobile food trucks.
2. The proposed Code includes provisions for specific requirements, prohibitions, general requirements and operational requirements.

The written text is amended in legislative style, with additions underlined in blue and ~~deletions~~ in red in strikethrough format.

STAFF RECOMMENDATION:

Case T-13-2018 is recommended for approval.

~~**MOBILE VENDING.** The vending of food or other items from a vehicle, trailer or cart that is pulled by a vehicle. Mobile vending must be truly mobile and may not operate in a stationary manner for longer than ninety (90) minutes. The operation may not take place on publically owned land, unless specifically allowed by city approval.~~

~~—After 8:00 p.m., mobile vending may occur in a stationary manner under the following criteria:~~

~~—(1) File with Business Tax Receipt (BTR) Office. Executed lease agreement on commercially zoned property, located on the Minor Road or Palm Bay Road corridors as described below:~~

~~—(a) Minton Road from Malabar Road north to Palm Bay Road;~~

~~—(b) Palm Bay Road from Minton Road east to Clearmont Street.~~

~~—(2) May not be located in shopping plazas with existing restaurants.~~

Section 185.006 Definitions.

MOBILE FOOD VENDOR Means a person who prepares, dispenses, or otherwise sells food from a Mobile Food Truck.

MOBILE FOOD TRUCK Means a vehicle, including trailers and other conveyances, used to vend food and/or beverage product classified as follows.

Class I—Mobile kitchens. In addition to the vending of products allowed for class II and class III mobile food trucks, these vehicles may cook, prepare and assemble food items in the unit and serve a full menu.

Class II—Canteen trucks. These vehicles vend fruits, vegetables, hot dogs, pre-cooked foods, pre-packaged foods and pre-packaged drinks. No preparation or assembly of foods or beverages may take place on or in the vehicle, however, the heating of pre-cooked foods is allowed. A cooking apparatus or grill top for the heating of pre-cooked foods is permitted so long as it complies with state regulations.

Class III—Ice cream trucks. These vehicles vend only pre-packaged frozen dairy or frozen water-based food products, soft serve or hand-dipped frozen dairy products or frozen waterbased food products and pre-packaged beverages. If vending in the street (right of-way) only a Mobile Vending permit does not apply. please contact the City to obtain a Business Tax Receipt (BTR).

These trucks may cook, prepare, and assemble food items in the unit and serve a full menu. These vehicles may also vend the products to include pre-packaged drinks, and incidental sales of pre-packaged frozen dairy, fruits, and vegetables.

Section 185.138. Mobile Food Vending

(A) Mobile Food Vending as defined in Section 185.006 shall be allowed within the CC – Community Commercial, HC – Highway Commercial, BMU – Bayfront Mixed Use, and LI – Light Industrial zoning districts as provided for in this section.

(B) Specific Requirements.

- (1) The Mobile Food Vendor as defined in Section 185.006 shall have the consent of the property owner(s) prior to applying for the location for a Mobile Food Vendor permit.
- (2) Any person engaged in selling, preparing, or dispensing food from a Mobile Food Truck as defined in Section 185.006 shall obtain a Mobile Food Vending permit from the Growth Management Department in accordance with the **Mobile Vending Guidebook**.
- (3) A City of Palm Bay Business Tax Receipt is required to operate as a Mobile Food Vendor.
- (4) The Mobile Food Vendor shall provide copies of all applicable approvals and licenses from the State of Florida Department of Business and Professional Regulations (DBPR), Florida Department of Health, and Florida Department of Agriculture and Consumer Services.
- (5) The Mobile Food Vendor shall make the Mobile Food Truck available for inspection by the City of Palm Bay Fire Department at a location determined by the Fire Department. The Fire Department shall ensure compliance with all applicable federal, state, and local fire safety statutes, regulations, ordinances, and codes. Subsequently, every Mobile Food Truck shall undergo bi-annual inspection by the City of Palm Bay Fire Department.
- (6) All Mobile Food Vendors shall display the Mobile Food Truck permit issued by the City in a prominent and visible location.
- (7) Training prior to performing mobile or temporary cooking operations, workers shall be trained in emergency response procedures.
- (8) Initial and refresher training shall be documented and made available to the inspector upon request.
- (9) Mobile food vendors shall comply with all requirements of National Fire Protection Association most current adopted edition by the Florida Administrative Code 69A (NFPA) 1 Chapter 50 Mobile and Temporary Cooking Operations

(C) Mobile Food Vendors operating a Mobile Food Truck are prohibited from the following:

- (1) Selling or distributing alcoholic beverages.
- (2) Serving food from a free-standing barbecue grill.
- (3) Operating on a public right-of-way, driveway, driveway aisle, loading zone, or no parking zone.
- (4) Operating in a fire lane or blocking fire hydrants or any other fire protection devices and equipment, or Americans with Disabilities Act (ADA) accessible parking spaces and/or accessible ramps.

- (5) A Mobile Food Vendor may not place a Mobile Food Truck in a location that will impede on-site circulation of motor vehicles.
- (6) Operating in a City park or on City property, except as permitted by a city-sanctioned event or activity.
- (7) Operating in a residentially zoned and/or residential portion of a mixed-use zoning district, except as permitted by a city-sanctioned event or activity.
- (8) Operating on unimproved surfaces and abandoned or vacant business locations.
- (9) Use of sound amplification regardless of intended purpose.
- (10) Using balloons, banners, streamers, large flashing lights, or other similar devices to attract customers.
- (11) Selling or dispensing food to customers in a moving vehicle or otherwise engaging in drive-up sales.

(D) General Requirements

- (1) Mobile Food Vendors shall remove all waste and trash prior to vacating their location.
- (2) Under no circumstances shall grease or any waste materials be released into the stormwater system, tree pits, sidewalks, streets, parking lots, or private/public property. Mobile Food vendors shall be responsible to properly discard any waste material in accordance with federal, state, county, municipal, or any laws, rules, regulations, orders, or permits.
- (3) In accordance with the Florida Department of Business and Professional Regulation guidelines, all necessary control measures shall be used to effectively minimize, or eliminate when possible, the presence of rodents, roaches, and other vermin and insects on the premises of all Mobile Food Trucks. Each Mobile Food Vendor shall maintain a log containing a written record of the control measures performed by exterminators or other pest control businesses on the Mobile Food Truck. This log shall be open to inspection by the City.
- (4) Mobile Food Vendors shall not engage in food preparation if the vehicle does not provide water and waste systems as required by the Florida Department of Business and Professional regulation or otherwise fails to meet sanitation and safety requirements.
- (5) All food service equipment utilized by the Mobile Food Vendor shall be maintained in good repair and a clean condition.
- (6) Routine inspections may be conducted by code enforcement inspectors, building code inspectors, fire inspectors, or police officers on each Mobile Food Truck at any time and at any frequency deemed appropriate by the City.

(E) Operating Requirements

- (1) Mobile Food Vendors may not operate in a stationary manner for more than 12 consecutive hours.
- (2) Mobile Food Vendors shall be permitted to operate between the hours of 6:00 a.m. and 2:00 a.m., except as permitted by a city-sanctioned event or activity.

- (3) Mobile Food Trucks shall be self-contained when operating, except for the required trash and/or recycling receptacles that shall be attached to the Mobile Food Truck and shall not impede free movement of automobiles or pedestrians.
- (4) No more than two Mobile Food Trucks shall operate on any property at any one time, except as may be permitted by a special event permit issued by the City.
- (5) In addition to the location of the Mobile Food truck, one (1) 10-foot x 10-foot area, covered or uncovered, may be permitted to accommodate seating and tables.
- (6) One (1) 10-foot x 10-foot tent may be utilized to cover the seating area in (E)(5).
- (7) Mobile Food Trucks shall be operated only by the Mobile Food Vendor or by an authorized employee of the vendor.
- (8) If at any time the Florida Department of Business and Professional Regulation revokes or suspends the Mobile Food Vendor's license, the City's Mobile Food Truck permit shall be deemed to have been simultaneously revoked or suspended.



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

CODE TEXTUAL AMENDMENT APPLICATION

This application must be completed, legible, and returned, with all enclosures referred to herein, to the Land Development Division, Palm Bay, Florida, between 8:30 a.m. and 5:00 p.m., Monday through Friday, to be processed for consideration by the Planning and Zoning Board. The application will then be referred by the Planning and Zoning Board for study and recommendation to the City Council. You or your representative are required to attend the meeting(s) and will be notified by mail of the date and time of the meeting(s). The Planning and Zoning Board holds their regular meeting the first Wednesday of every month at 7:00 p.m. in the City Hall Council Chambers, 120 Malabar Road SE, Palm Bay, Florida, unless otherwise stated.

1) NAME OF APPLICANT (Type or print) City of Palm Bay, Growth Management Department

ADDRESS 120 Malabar Road

CITY Palm Bay STATE FL ZIP 32907

PHONE # 321-733-3042 FAX # 321-953-8920

E-MAIL ADDRESS elizabeth.beam@palmbayflorida.org

PERSON(S) TO BE NOTIFIED (if different from above) N/A

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE # _____ FAX # _____

E-MAIL ADDRESS _____

2) ORDINANCE SECTION PROPOSED TO BE CHANGED:

Title XVII, Land Development Code, Chapter 185: Zoning, Section 185.006 Definitions and the addition of Section 185.138
Mobile Food Vending.

3) PROPOSED LANGUAGE (attach addendum if necessary):

See Attached

See Attached

4) JUSTIFICATION FOR PROPOSED CHANGE (attach other documents if necessary):

To modify the Mobile Vending definition in 185.006 and to provide for mobile food vending regulations.

5) *A \$1,000.00 APPLICATION FEE. MAKE CHECK PAYABLE TO "CITY OF PALM BAY."

**CITY OF PALM BAY, FLORIDA
CODE TEXTUAL AMENDMENT APPLICATION
PAGE 2 OF 2**

I, THE UNDERSIGNED UNDERSTAND THAT THIS APPLICATION MUST BE COMPLETE AND ACCURATE BEFORE CONSIDERATION BY THE PLANNING AND ZONING BOARD/LOCAL PLANNING AGENCY, AND CERTIFY THAT ALL THE ANSWERS TO THE QUESTIONS IN SAID APPLICATION, AND ALL DATA AND MATTER ATTACHED TO AND MADE A PART OF SAID APPLICATION ARE HONEST AND TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING CODE TEXTUAL AMENDMENT APPLICATION AND THAT THE FACTS STATED IN IT ARE TRUE.

Signature of Applicant



Date

September 2018

Printed Name of Applicant

Elizabeth Beam AICP, Assistant Director Growth Management

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

**PLANNING AND ZONING BOARD
RECOMMENDATION
September 5, 2018**

Due to the Planning and Zoning Board minutes not being fully transcribed, only an excerpt of the minutes is being provided at this time.

T-13-2018 – CITY OF PALM BAY (GROWTH MANAGEMENT DEPARTMENT)

Staff Conclusion:

Approval of the request.

Planning and Zoning Board Recommendation:

Motion by Mr. Weinberg, seconded by Ms. Jordan to submit Case T-13-2018 to City Council for approval of a textual amendment to the Code of Ordinances, Title XVII, Land Development Code, Chapter 185: Zoning, Section 185.006 Definitions, to modify the Mobile Vending definition; and add Section 185.138 Mobile Food Vending, to provide for mobile vending regulations, with the condition that the language was modified to permit tents, canopies, or chairs around mobile food truck locations in a way that would not impeded onsite circulation of motor vehicles with consent provided by the site owner. The motion carried with members voting unanimously.

cp

ORDINANCE NO. 2018-44

AN ORDINANCE OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, AMENDING THE CODE OF ORDINANCES, TITLE XVII, LAND DEVELOPMENT CODE, CHAPTER 185, ZONING CODE, SUBCHAPTERS 'GENERAL PROVISIONS' AND 'SUPPLEMENTARY DISTRICT REGULATIONS', BY REVISING DEFINITIONS AND INCLUDING PROVISIONS FOR MOBILE FOOD VENDING; 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 XVII, Land Development Code, Chapter 185, Zoning Code, Subchapter 'General Provisions', Section 185.006, Definitions, is hereby amended and shall henceforth read as follows:

"Section 185.006 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

* * *

MOBILE FOOD TRUCK. A vehicle, including trailers and other conveyances, used to vend food and/or beverage product classified as follows.

(1) Class I -- Mobile kitchens. In addition to the vending of products allowed for class II and class III mobile food trucks, these vehicles may cook, prepare and assemble food items in the unit and serve a full menu.

(2) Class II -- Canteen trucks. These vehicles vend fruits, vegetables, hot dogs, precooked foods, pre-packaged foods and pre-packaged drinks. No preparation or assembly of foods or beverages may take place on or in the vehicle, however, the heating of pre-cooked foods is allowed. A cooking apparatus or grill top for the heating of pre-cooked foods is permitted so long as it complies with state regulations.

(3) Class III -- Ice cream trucks. These vehicles vend only pre-packaged frozen dairy or frozen water-based food products, soft serve or hand-dipped frozen dairy products or frozen water-based food products and pre-packaged beverages. If vending in the street (right of-way) only, a Mobile Vending permit does not apply. Please contact the City to obtain a Business Tax Receipt (BTR).

MOBILE FOOD VENDOR. A person who prepares, dispenses, or otherwise sells food from a Mobile Food Truck.

MOBILE HOME. See dwelling, mobile home.

MOBILE HOME PARK. A single parcel of ground ten (10) acres or more in an area upon which there are mobile home sites to be leased or rented to occupants thereon.

~~**MOBILE VENDING.** The vending of food or other items from a vehicle, trailer or cart that is pulled by a vehicle. Mobile vending must be truly mobile and may not operate in a stationary manner for longer than ninety (90) minutes. The operation may not take place on publicly owned land, unless specifically allowed by city approval.~~

~~After 8:00 p.m., mobile vending may occur in a stationary manner under the following criteria:~~

~~(1) File with Business Tax Receipt (BTR) Office. Executed lease agreement on commercially zoned property, located on the Minor Road or Palm Bay Road corridors as described below:~~

~~(a) Minton Road—from Malabar Road north to Palm Bay Road;~~

~~(b) Palm Bay Road—from Minton Road east to Clearmont Street.~~

~~(2) May not be located in shopping plazas with existing restaurants.~~

* * *

SECTION 2. The City of Palm Bay Code of Ordinances, Title XVII, Land Development Code, Chapter 185, Zoning Code, Subchapter 'Supplementary District Regulations', is hereby amended by including as Section 185.138 the following language:

"Section 185.138 MOBILE FOOD VENDING.

(A) Mobile Food Vending as defined in Section 185.006 shall be allowed within the CC, HC, BMU and LI Zoning Districts as provided for in this section.

(B) Specific Requirements.

(1) The Mobile Food Vendor as defined in Section 185.006 shall have the consent of the property owner(s) prior to applying for the location for a Mobile Food Vendor permit.

(2) Any person engaged in selling, preparing, or dispensing food from a Mobile Food Truck as defined in Section 185.006 shall obtain a Mobile Food Vending permit from the Growth Management Department in accordance with the Mobile Vending Guidebook.

(3) A City of Palm Bay Business Tax Receipt is required to operate as a Mobile Food Vendor.

(4) The Mobile Food Vendor shall provide copies of all applicable approvals and licenses from the State of Florida Department of Business and Professional Regulations (DBPR), Florida Department of Health, and Florida Department of Agriculture and Consumer Services.

(5) The Mobile Food Vendor shall make the Mobile Food Truck available for inspection by the City of Palm Bay Fire Department at a location determined by the Fire Department. The Fire Department shall ensure compliance with all applicable federal, state, and local fire safety statutes, regulations, ordinances, and codes. Subsequently, every Mobile Food Truck shall undergo bi-annual inspection by the City of Palm Bay Fire Department.

(6) All Mobile Food Vendors shall display the Mobile Food Truck permit issued by the City in a prominent and visible location.

(7) Training prior to performing mobile or temporary cooking operations, workers shall be trained in emergency response procedures.

(8) Initial and refresher training shall be documented and made available to the inspector upon request.

(9) Mobile food vendors shall comply with all requirements of National Fire Protection Association most current adopted edition by the Florida Administrative Code 69A (NFPA) 1 Chapter 50 Mobile and Temporary Cooking Operations.

(C) Mobile Food Vendors operating a Mobile Food Truck are prohibited from the following:

(1) Selling or distributing alcoholic beverages.

(2) Serving food from a free-standing barbecue grill.

(3) Operating on a public right-of-way, driveway, driveway aisle, loading zone, or no parking zone.

(4) Operating in a fire lane or blocking fire hydrants or any other fire protection devices and equipment, or Americans with Disabilities Act (ADA) accessible parking spaces and/or accessible ramps.”

SECTION 3. 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 4. 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 5. 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 6. The provisions within this ordinance shall take effect immediately upon the enactment date.

Read in title only at Meeting No. 2018- , held on , 2018; and read in title only and duly enacted at Meeting No. 2018- , held on , 2018.

William Capote, MAYOR

ATTEST:

Terese M. Jones, CITY CLERK

Reviewed by CAO: _____


Applicant: City of Palm Bay
Case No.: T-13-2018

cc: (date) ALP
Case File



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Gregg Lynk, City Manager 

DATE: September 20, 2018

RE: Textual Amendment Request – City of Palm Bay (Growth Management Department)

The City of Palm Bay (Growth Management Department) has submitted an application for a textual amendment to the Code of Ordinances, Title XVII, Land Development Code, Chapter 185, Section 185.123(A) Definitions, Commercial Vehicle, to be consistent with the definition of Commercial Vehicle in Title XVII, Land Development Code, Chapter 185, Section 185.140: Off-Street Parking and Traffic Circulation (B)(2) Residential Districts, (b) Commercial vehicle parking or storage.

REQUESTING DEPARTMENT:

Growth Management

STAFF RECOMMENDATION:

Case No. T-22-2018 is recommended for approval.

Planning and Zoning Board Recommendation:

Unanimous approval of the request.

Attachments: 1) Case No. T-22-2018
2) Ordinance

EJB/cp/ab



LAND DEVELOPMENT DIVISION
120 MALABAR ROAD SE
PALM BAY, FL 32907
T: 321-733-3042 F: 321-953-8920

STAFF REPORT
PREPARED BY:
Karen M. Black
Planner II

CASE NUMBER
T-22-2018

APPLICANT/PROPERTY OWNER
The City of Palm Bay (Growth Management Department)

PLANNING & ZONING BOARD HEARING DATE
September 5, 2018

PROPERTY LOCATION/ADDRESS
Applies Citywide

SUMMARY OF REQUEST

A textual amendment to the Code of Ordinances, Title XVII, Land Development Code, Chapter 185, Section 185.123(A) COMMERCIAL VEHICLE to be consistent with the definition of commercial vehicle in Title XVII, Land Development Code, Chapter 185, Section 185.140: Off-Street Parking and Traffic Circulation (B)2 Residential Districts, b Commercial vehicle parking or storage

EXISTING ZONING	EXISTING LAND USE	SITE IMPROVEMENTS	SITE ACREAGE	SURROUNDING ZONING & LAND USE
N/A	N/A	N/A	N/A	N: N/A E: N/A S: N/A W: N/A

PROPERTY HISTORY

Revisions to the Code of Ordinances, Title XVII, Land Development Code, Chapter 185, Section 185.123, last revised in Ordinance number 2014-26, on 08-07-14.

Revisions to the Code of Ordinances, Title XVII, Land Development Code, Chapter 185, Section 185.140, last revised in Ordinance number August 2018. Approved on consent at City Council meeting August 14, 2018.

COMPATIBILITY with the COMPREHENSIVE PLAN

Not specifically addressed.

COMPATIBILITY with the CODE OF ORDINANCES

The request is compatible with the Code of Ordinances.

STAFF RECOMMENDATION:

TRANSMIT ☐

APPROVE ☒

APPROVE WITH CONDITIONS ☐

DENY ☐

ANALYSIS:

A textual amendment to the Code of Ordinances, Title XVII, Land Development Code, Chapter 185: Zoning Code, to modify Section 185.123, Regulation of Commercial and Recreational Vehicles in Residential Areas to make it consistent with Title XVII, Land Development Code, Chapter 185: Zoning Code Section 185.140, Off-Street Parking and Traffic Circulation, (B)2 Residential Districts, b. Commercial vehicle parking or storage

Section 185.140(B)2b. was recently updated/revised and approved by Planning and Zoning at it's August 1, 2018 regular meeting and approved on consent at the August 14, 2018 regular meeting of City Council.

The written text is amended in legislative style, with additions underlined in blue and ~~deletions~~ in red in strikethrough format.

STAFF RECOMMENDATION:

Case T-22-2018 is recommended for approval.

§ 185.123 REGULATION OF COMMERCIAL AND RECREATIONAL VEHICLES IN RESIDENTIAL AREAS.

(A) **COMMERCIAL VEHICLE.** Any truck, bus, trailer, portable equipment, machinery or similar vehicle or combination thereof, used or intended to be used for any commercial enterprise or business purpose, or which has over ~~four (4)~~ six (6) wheels, more than two (2) axles, a height greater than eight (8) feet ~~or~~ and has an overall length of more than twenty-two (22) feet, excluding self-propelled roadway vehicles less than six thousand (6,000) pounds net weight. ~~and pickup trucks with a standard pickup truck bed with a carrying capacity no greater than one and one half (1.5) ton gross weight.~~

('74 Code, § 25-219) (Ord. 89-08, passed 4-27-89; Am. Ord. 92-26, passed 8-25-92; Am. Ord. 96-20, passed 5-16-96; Am. Ord. 99-37, passed 12-16-99; Am. Ord. 2009-57, passed 12-17-09; Am. Ord. 2014-26, passed 8-7-14)



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

CODE TEXTUAL AMENDMENT APPLICATION

This application must be completed, legible, and returned, with all enclosures referred to herein, to the Land Development Division, Palm Bay, Florida, between 8:30 a.m. and 5:00 p.m., Monday through Friday, to be processed for consideration by the Planning and Zoning Board. The application will then be referred by the Planning and Zoning Board for study and recommendation to the City Council. You or your representative are required to attend the meeting(s) and will be notified by mail of the date and time of the meeting(s). The Planning and Zoning Board holds their regular meeting the first Wednesday of every month at 7:00 p.m. in the City Hall Council Chambers, 120 Malabar Road SE, Palm Bay, Florida, unless otherwise stated.

1) NAME OF APPLICANT (Type or print) City of Palm Bay, Growth Management Department

ADDRESS 120 Malabar Road

CITY Palm Bay STATE FL ZIP 32907

PHONE # 321-733-3042 FAX # 321-953-8920

E-MAIL ADDRESS elizabeth.beam@palmbayflorida.org

PERSON(S) TO BE NOTIFIED (if different from above) N/A

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE # _____ FAX # _____

E-MAIL ADDRESS _____

2) ORDINANCE SECTION PROPOSED TO BE CHANGED:

Title XVII, Land Development Code, Chapter 185: Zoning Code, Section 185.123(A) COMMERCIAL VEHICLE

3) PROPOSED LANGUAGE (attach addendum if necessary):

See Attached

4) JUSTIFICATION FOR PROPOSED CHANGE (attach other documents if necessary):

To be consistent with definition for commercial vehicle recently updated in Chapter 185.140 (B)2b. Commercial vehicle parking or storage.

5) *A \$1,000.00 APPLICATION FEE. MAKE CHECK PAYABLE TO "CITY OF PALM BAY."

**CITY OF PALM BAY, FLORIDA
CODE TEXTUAL AMENDMENT APPLICATION
PAGE 2 OF 2**

I, THE UNDERSIGNED UNDERSTAND THAT THIS APPLICATION MUST BE COMPLETE AND ACCURATE BEFORE CONSIDERATION BY THE PLANNING AND ZONING BOARD/LOCAL PLANNING AGENCY, AND CERTIFY THAT ALL THE ANSWERS TO THE QUESTIONS IN SAID APPLICATION, AND ALL DATA AND MATTER ATTACHED TO AND MADE A PART OF SAID APPLICATION ARE HONEST AND TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING CODE TEXTUAL AMENDMENT APPLICATION AND THAT THE FACTS STATED IN IT ARE TRUE.

Signature of Applicant



Date

August 27, 2018

Printed Name of Applicant

Elizabeth Beam AICP, Assistant Director Growth Management

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

**PLANNING AND ZONING BOARD
RECOMMENDATION
September 5, 2018**

Due to the Planning and Zoning Board minutes not being fully transcribed, only an excerpt of the minutes is being provided at this time.

T-22-2018 – CITY OF PALM BAY (GROWTH MANAGEMENT DEPARTMENT)

Staff Conclusion:

Approval of the request.

Planning and Zoning Board Recommendation:

Motion by Mr. Weinberg, seconded by Mr. Warner to submit Case T-22-2018 to City Council for approval of a textual amendment to the Code of Ordinances, Title XVII, Land Development Code, Chapter 185: Zoning Code, Section 185.123(A) Definitions, to update definitions of Commercial Vehicle for consistency with revised definitions within Section 185.140 Off-street parking and traffic circulation. The motion carried with members voting unanimously.

cp

ORDINANCE NO. 2018-45

AN ORDINANCE OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, AMENDING THE CODE OF ORDINANCES, TITLE XVII, LAND DEVELOPMENT CODE, CHAPTER 185, ZONING CODE, SUBCHAPTER 'SUPPLEMENTARY DISTRICT REGULATIONS', BY REVISING PROVISIONS RELATED TO COMMERCIAL VEHICLES IN RESIDENTIAL AREAS; 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 XVII, Land Development Code, Chapter 185, Zoning Code, Subchapter 'Supplementary District Regulations', Section 185.123, Regulation of Commercial and Recreational Vehicles in Residential Areas, is hereby amended and shall henceforth read as follows:

"Section 185.123 REGULATION OF COMMERCIAL AND RECREATIONAL VEHICLES IN RESIDENTIAL AREAS.

(A) *Definitions.* For the purpose of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

CLASS A WRECKER. For the removal of cars and light duty trucks and vehicles weighing 10,000 pounds gross vehicle weight or less.

COMMERCIAL VEHICLE. Any truck, bus, trailer, portable equipment, machinery or similar vehicle or combination thereof, used or intended to be used for any commercial enterprise or business purpose, or which has over ~~four (4)~~ six (6) wheels, more than two (2) axles, a height greater than eight (8) feet ~~or~~ and has an overall length of more than twenty-two (22) feet, excluding self-propelled roadway vehicles less than six thousand (6,000) pounds net weight ~~and pickup trucks with a standard pickup truck bed with a carrying capacity no greater than one and one-half (1.5) ton gross weight.~~

* * *

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 No. 2018- , held on , 2018; and read in title only and duly enacted at Meeting No. 2018- , held on , 2018.

William Capote, MAYOR

ATTEST:

Terese M. Jones, CITY CLERK

Reviewed by CAO: _____


Applicant: City of Palm Bay
Case No.: T-22-2018

cc: (date) ALP
Case File



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Gregg Lynk, City Manager 

DATE: September 20, 2018

RE: Request to Vacate Easement – Vincent and/or Nancy DeBusk

Vincent and/or Nancy DeBusk has submitted an application to vacate the West 8 feet of the East 20-foot Public Utility and Drainage Easement, less and except the North 6 feet and the South 6 feet of Lot 53, Block 2697, Port Malabar Unit 50, to allow for an inground pool and screen enclosure.

REQUESTING DEPARTMENT:

Public Works

STAFF RECOMMENDATION:

Motion to approve of the request, per the recommendation section of the Staff Report.

Attachments: 1) Case No. VE-3-2018
2) Ordinance

JA/ab



DATE: September 20, 2018
CASE #: VE-3-2018

PUBLIC WORKS DEPARTMENT STAFF REPORT

REQUEST TO VACATE EASEMENT

PROPOSAL: To vacate the West 8 feet of the East 20-foot rear public utility and drainage easement, less and except the North 6 feet and the South 6 feet, for a proposed in ground pool and screen enclosure.

LOCATION: 835 Parsons Circle SE
(Lot 53, Block 2697, Port Malabar Unit 50)

APPLICANT: Vincent and/or Nancy DeBusk

SITE DATA

PRESENT ZONING: RS-2 – Single-Family Residential

AREA OF VACATING: Rectangular 8'x 68' = +/- 544 square feet

ADJACENT ZONING	N	RS-2 – Single-Family Residential
& LAND USE:	E	50' wide Drainage Right-Of-Way
	S	RS-2 – Single-Family Residential
	W	RS-2 – Single-Family Residential

STAFF ANALYSIS:

Request to vacate the West 8 feet of the East 20-foot rear public utility and drainage easement, less and except the North 6 feet and the South 6 feet of Lot 53, Block 2697, of Port Malabar Unit Fifty, per the plat thereof, as Recorded in Plat Book 23, Pages 4-21, of the Public Records of Brevard County, Florida, for an in ground pool and screen enclosure.

AT & T, Florida Power and Light, Spectrum have no objection to the vacating request.

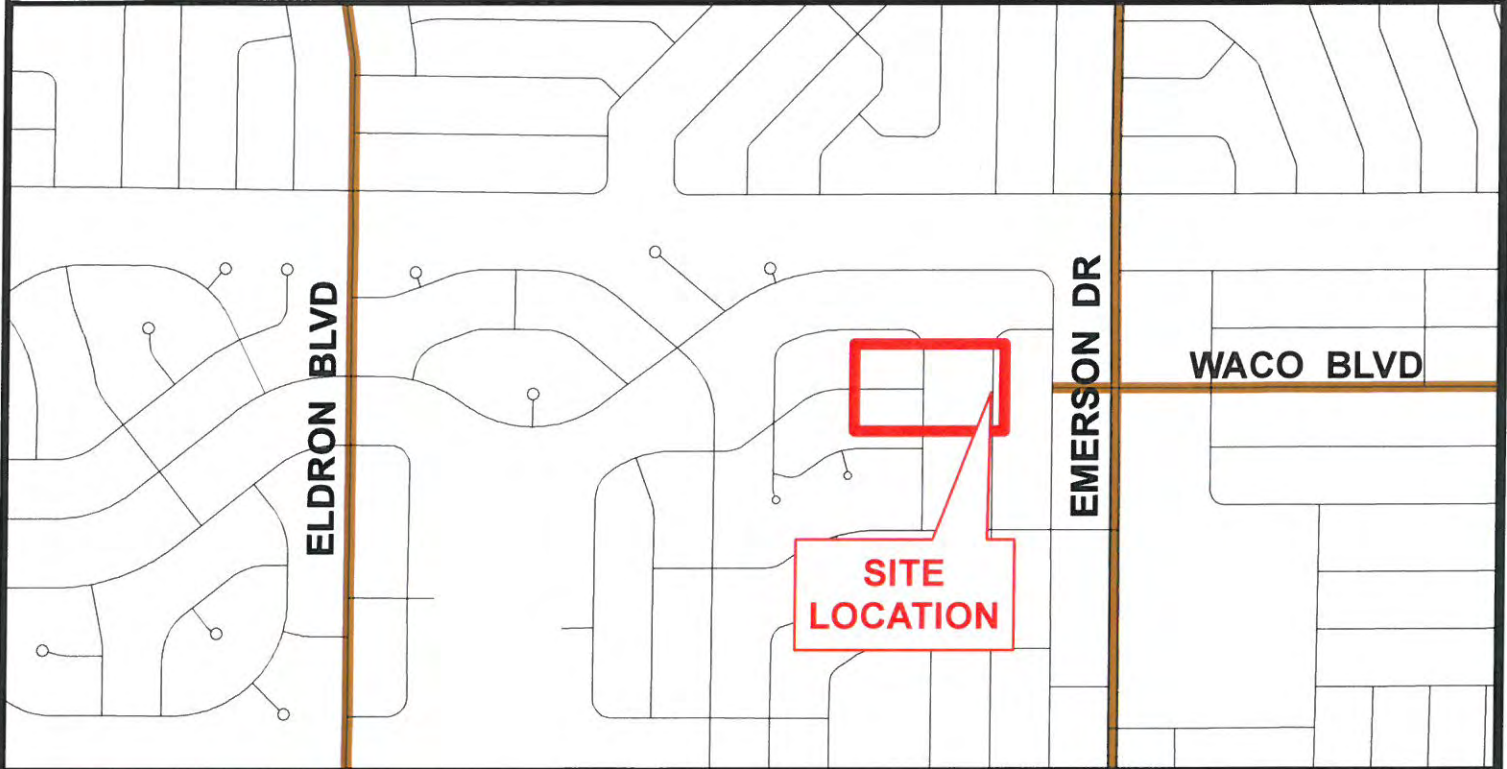
The City of Palm Bay's Departments have the enclosed comments relating to the vacating request. It should be noted that city policy allows for the approval of a vacation request for the first 5 feet, along city owned canals, if there are no obvious issues of conflict. Recommendation for approval of a vacation request for the next 3 feet (8' vacation, preserving 12' easement) is on a case-by-case basis and reviewed upon "planned" improvements or uses by the applicant.

Staff has no adverse comments regarding removal of the West 8 feet of the East 20-foot rear public utility and drainage easement, less and except the North 6 feet and the South 6 feet, for such an endeavor.

STAFF RECOMMENDATION:

Staff recommends approval of the vacating of easement per the analysis section of this staff report.

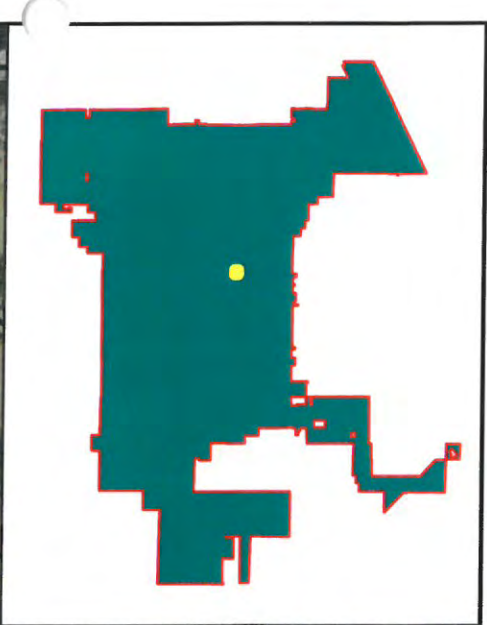
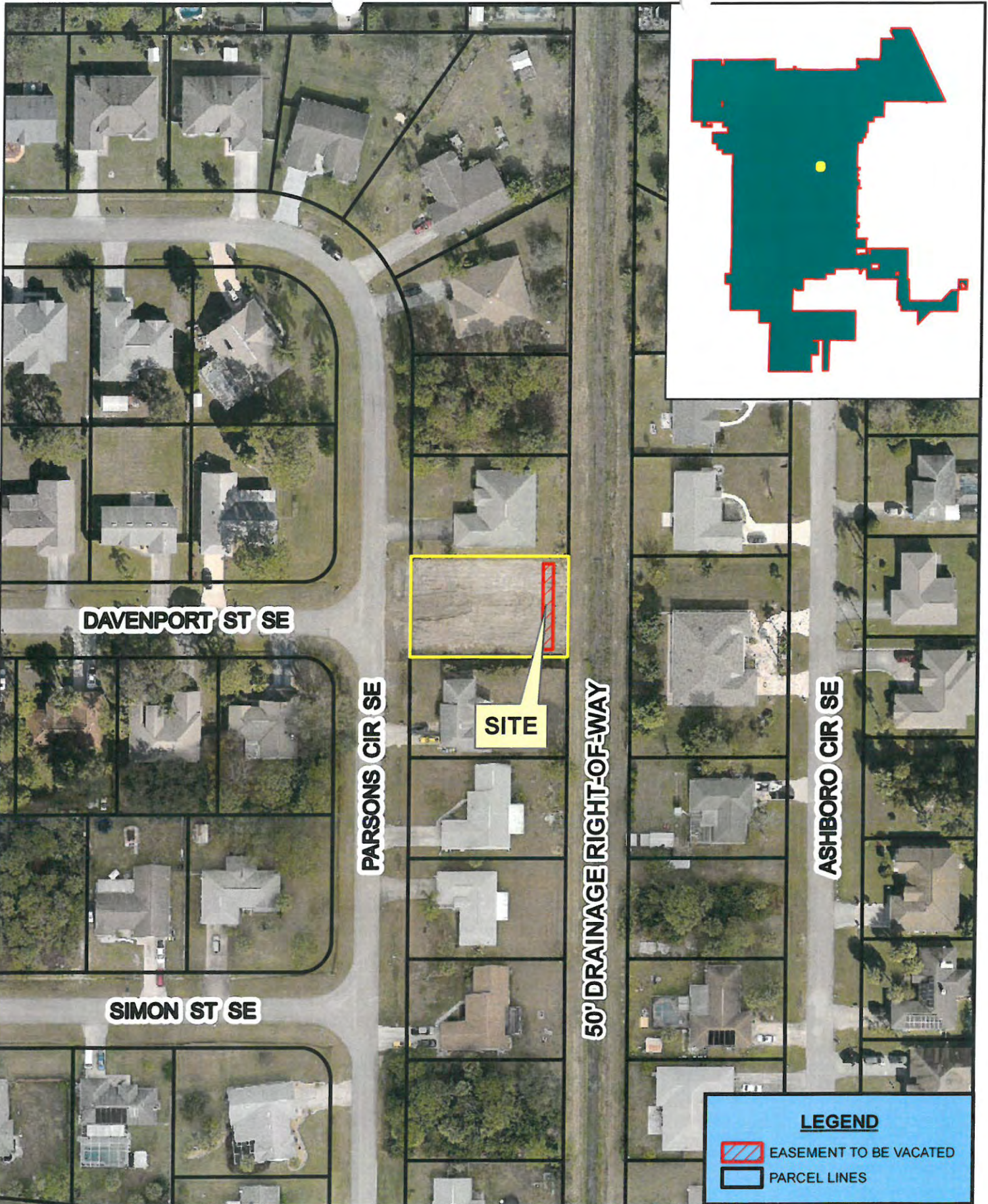
LOCATION MAP



Map is for illustrative purposes only!
 Not to be construed as binding or a survey.
 Map created by the City of Palm Bay
 Public Works Department (RSD), on August 30, 2018.

VE-3-2018

0 25 50 100 Feet
 1 inch = 100 feet



Map is for illustrative purposes only!
Not to be construed as binding or a survey.
Map created by the City of Palm Bay
Public Works Department (RSD), on August 30, 2018.

LOCATION MAP
VE-3-2018



0 25 50 100
Feet
1 inch = 100 feet



COMMENCE AT THE NORTHEASTERLY CORNER OF SAID LOT 53 AND RUN S89°49'23"W, ALONG THE NORTHERLY LINE OF SAID LOT 53, A DISTANCE OF 20.00 FEET; THENCE S00°10'37"E A DISTANCE OF 6.00 FEET TO THE POINT OF BEGINNING OF THE HEREIN DESCRIBED EASEMENT; THENCE N89°49'23"E A DISTANCE OF 8.00 FEET; THENCE S00°10'37"E A DISTANCE OF 68.00 FEET; THENCE S89°49'23"W A DISTANCE OF 8.00 FEET; THENCE N00°10'37"W A DISTANCE OF 68.00 FEET TO THE POINT OF BEGINNING. CONTAINING 544 SQUARE FEET OR 0.01 ACRES, MORE OR LESS.

SKETCH OF DESCRIPTION ONLY! THIS IS NOT A SURVEY!

AAL LAND SURVEYING SERVICES, INC.

SKETCH OF DESCRIPTION	1. THIS SKETCH AND DRAWING HAVE BEEN PREPARED TO CONFORM WITH APPLICABLE STANDARDS OF PRACTICE AS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL LAND SURVEYORS IN CHAPTER 5J-17, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES. 2. BEARINGS ARE BASED ON ASSUMED DATUM AND ON THE LINE SHOWN AS BEING THE BASIS OF BEARINGS.	SHEET 1 OF 1
	JOB # 37807 DATE: 08-21-18 SECTION 17, TOWNSHIP 29S, RANGE 37E LB #6623	ANDREW W. POWSHOK P.L.S. No. 5383 
		SCALE: 1" = 20'  NORTH



Public Works Department
1050 Malabar Road SW
Palm Bay, FL 32907
321-952-3403
PWPermitting@palmabayflorida.org

REQUEST TO VACATE EASEMENT/DRAINAGE RIGHTS-OF-WAY

This application must be completed, legible, and returned, with all attachments referred to herein, to the Public Works Department, Palm Bay, Florida. The request will be reviewed by City staff and scheduled before the City Council. A minimum of eight (8) weeks is required to process the application. You or your representative are required to attend the hearing, and will be notified by mail of the date of the meeting. The meeting will be held at 7:00 p.m. in the City Hall Council Chambers, 120 Malabar Road SE, Palm Bay, Florida, unless otherwise stated.

1) NAME OF APPLICANT (Type or print) VINCENT ^{OR} AND NANCY DEBUSK
ADDRESS 835 PARSONS Circle SE
CITY Palm Bay STATE FL ZIP 32909
HOME PHONE # 254-715-0657 BUSINESS PHONE # 321-727-4175
^{NANCY}
FAX # 254-716-1563 E-MAIL ADDRESS Vince.debusk@me.com

2) LEGAL DESCRIPTION, PREPARED BY A CERTIFIED SURVEYOR, OF THAT PORTION OF THE EASEMENT REQUESTING TO BE VACATED UPON WHICH THE ENCROACHMENT IS PROPOSED OR CURRENTLY EXISTS: SEE ATTACHED
Lot 53, Blk 2697, PMU 50

SECTION 17 TOWNSHIP 29 RANGE 37

3) SIZE OF AREA COVERED BY THIS APPLICATION (calculate acreage): 544 square feet 0.01 ACRES

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

5) WHICH ACTION APPLYING FOR (ex.: Easement, Drainage): VACATE EASEMENT

6) REASON FOR REQUESTING VACATION AND INTENDED USE: INSTALLATION of
pool and SCREEN

7) IF THE ENCROACHMENT CURRENTLY EXISTS, PROVIDE THE DATE THAT A PERMIT WAS ISSUED BY THE BUILDING DIVISION: _____

8) THE FOLLOWING ENCLOSURES ARE NEEDED TO COMPLETE THIS APPLICATION:

✓ *\$182.00 Application Fee. Make check payable to "City of Palm Bay";

CITY OF PALM BAY, FLORIDA

APPLICATION REQUEST TO VACATE EASEMENT/DRAINAGE RIGHTS-OF-WAY

PAGE 2 OF 3

_____ List of names and addresses of property owners abutting the lot or parcel within which the easement or drainage right-of-way is located;

_____ Copy of plat, map, etc. depicting area location of easement or drainage right-of-way to be vacated.

✓ Original notarized letters from the following utility and service companies are required stating whether or not they object to or if there is no interest in the vacating of the easement or drainage right-of-way. If equipment lies within the easement or drainage right-of-way requested for vacation, the applicant shall be responsible for any expenses incurred for relocating same, unless other arrangements have been made with the company. See attached to contact:

- (a) Florida Power & Light Company;
- (b) AT&T Telecommunications;
- ✓ (c) Spectrum;
- (d) Melbourne-Tillman Water Control District (if applicable);
- (e) Ameri Gas (if applicable);
- (f) Florida City Gas (if applicable);
- (g) Holiday Park, Board of Directors (if applicable).

9) ARE YOU THE PROPERTY OWNER ON RECORD?: ☒ YES ☐ NO

IF NO, A NOTARIZED LETTER FROM THE PROPERTY OWNER MUST BE ATTACHED GIVING CONSENT TO THE APPLICANT TO REQUEST THE VACATING.

10) ✗ CONTACT THE **LAND DEVELOPMENT DIVISION (321-733-3042)** AS TO WHETHER A VARIANCE IS REQUIRED. IF REQUIRED, YOU MUST OBTAIN APPROVAL FOR THE VARIANCE PRIOR TO PROCEEDING WITH THE VACATING REQUEST.

Land Development Division ☐ Required ☒ Not Required
_____ Date 8-24-18

I, THE UNDERSIGNED UNDERSTAND THAT THIS APPLICATION AND ALL DATA ATTACHED MUST BE COMPLETE AND ACCURATE BEFORE CONSIDERATION BY THE CITY COUNCIL.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING REQUEST TO VACATE EASEMENT/DRAINAGE RIGHTS-OF-WAY APPLICATION AND THAT THE FACTS STATED IN IT ARE TRUE.

Signature of Applicant  Date 8/23/18

Printed Name of Applicant Vincent DeBusk

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

ORDINANCE NO. 2018-46

AN ORDINANCE OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, VACATING AND ABANDONING A PORTION OF THE REAR TWENTY (20) FOOT PUBLIC UTILITY AND DRAINAGE EASEMENT, LOCATED WITHIN LOT 53, BLOCK 2697, PORT MALABAR UNIT 50, ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 23, PAGE 5, OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA, AND LEGALLY DESCRIBED HEREIN; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Vincent and Nancy DeBusk has requested the City of Palm Bay, Florida, to vacate a portion of a certain public utility and drainage easement, which portion is legally described herein, and

WHEREAS, the vacation and abandonment of said portion of the public utility and drainage easement will neither adversely affect nor benefit the public.

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

SECTION 1. The City Council of the City of Palm Bay hereby vacates and abandons a portion of the rear public utility and drainage easement located within Lot 53, Block 2697, Port Malabar Unit 50, according to the plat thereof as recorded in Plat Book 23, Page 5, of the Public Records of Brevard County, Florida, Section 17, Township 29S, Range 37E, being more particularly described as follows:

Commence at the northeasterly corner of said Lot 53 and run S 89°49'23" W, along the northerly line of said Lot 53, a distance of 20.00 feet; thence S 00°10'37" E a distance of 6.00 feet to the Point of Beginning of the herein described easement; thence N 89°49'23" E a distance of 8.00 feet; thence S 00°10'37" E a distance of 68.00 feet; thence S 89°49'23" W a distance of 8.00 feet; thence N 00°10'37" W a distance of 68.00 feet to the Point of Beginning; containing 0.01 acres, more or less.

SECTION 2. The provisions within this ordinance shall take effect immediately upon the enactment date.

Read in title only at Meeting No. 2018- , held on , 2018, and read in title
only and duly enacted at Meeting No. 2018- , held on , 2018.

William Capote, MAYOR

ATTEST:

Terese M. Jones, CITY CLERK

Reviewed by CAO: _____

Applicant: Vincent and Nancy DeBusk
Case No.: VE-3-2018

cc: (date) Applicant
Case File
Brevard County Recording



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Gregg Lynk, City Manager 

DATE: September 20, 2018

RE: Waterbury Ave. SE @ C-39 Canal – Permanent Road Closure

The Public Works Department is requesting that the City Council authorize the closure of Waterbury Avenue, between Summer Street and Toulon Road, to include the removal of the three existing failed pipes and restoration of the canal section. The three culvert pipes at this location in the Melbourne-Tillman Water Control District (MTWCD) C-39 Canal have failed and are collapsing on themselves. These pipes are responsible for draining a 1,370-acre basin and will not be able to keep up with demand in their current state. In order to relieve future potential flooding, we are proposing the temporary removal of these pipes until a replacement structure can be designed and scheduled for construction. Public Works has routed the proposed closure to both internal departments and external users, to include public utilities and the school board district, soliciting feedback for potential impacts, and no adverse impacts were noted.

ANALYSIS:

Public Works evaluated the canal crossing and the associated basin that contributes flow to this crossing and found that either a large box culvert or arch span would be needed to accommodate the flow and meet the MTWCD single barrel drainage structure requirement. Waterbury Ave. passes stormwater from a 1,370 acres basin. The collapse of these pipes will likely cause substantial flooding to this basin during any named storm event.

A traffic routing analysis was conducted for a 500ft radius around this section of road closure and determined the additional travel time from this road closure is roughly 4-6 minutes. Furthermore, this crossing has been closed for several years, so traffic patterns have already made the adjustment to accommodate this road closure.

The Public Works Department solicited feedback from the Police and Fire Departments, on how the closure will affect their response time. The Police Department did not respond with any adverse comments to this request and the Fire Department stated that their response times will not be adversely impacted by this road closure. The Public Works Department also solicited feedback from the Brevard County Public Schools and various utilities that do business in the city to include Palm Bay Utilities and no adverse comments were voiced.

As such, Public Works has determined that the crossing at Waterbury Ave. can be temporarily removed while awaiting design and construction scheduling. The right-of-way will be retained, so the road can be reopened following reconstruction without reacquiring right-of-way.

Closure activities will be completed by the City staff with assistance from the MTWCD. These activities include: removal of the drainage structure, asphalt removal, canal channel and bank restoration, swale modification, placement of sod, and the installation of permanent and temporary signs.

POSSIBLE ALTERNATIVE:

Approve closure until such time that this crossing can be designed, permitted, and scheduled for construction.

REQUESTING DEPARTMENT:

Public Works Department

FISCAL IMPACT:

The cost of the closure is estimated at under \$50,000 including materials and labor, which will be paid from the Public Works Stormwater Utility account.

RECOMMENDATION:

Motion to approve the closure of Waterbury Avenue, between Summer Street and Toulon Road where it crosses the MTWCD C-39 Canal and restore the canal.

Attachments: 1) Staff Report
 2) Road Closure Plan

JM/JA/ab



DATE: September 5, 2018
CASE #: N/A

PUBLIC WORKS DEPARTMENT STAFF REPORT

REQUEST TO PERMANENTLY CLOSE WATERBURY AVENUE

PROPOSAL: To permanently close Waterbury Avenue SE, between Summer St. SE and Toulon Rd. SE, where it crosses the Melbourne-Tillman Water Control District (MTWCD) Canal 39 and restore the canal.

LOCATION: Waterbury Ave. at MTWCD Canal 39, between Summer St. SE and Toulon Rd. SE (Plat Book 16, Pages 19-28 and the Plat of Port Malabar Unit Forty-Six, Plat Book 22, Pages 58-74).

APPLICANT: City of Palm Bay

SITE DATA

PRESENT LAND USE: MTWCD Canal 39 and city street

AREA OF CLOSURE: Rectangular 50' x 92' = +/- 4,600 square feet or 0.11 acres.

ADJACENT ZONING & LAND USE:	N	RS-2 – Single-Family Residential
	E	92' wide Drainage Right-Of-Way
	S	RS-2 – Single-Family Residential
	W	92' wide Drainage Right-Of-Way

STAFF ANALYSIS:

To permanently close Waterbury Avenue SE, between Summer Street and Toulon Road, where it crosses the Melbourne-Tillman Water Control District (MTWCD) Canal 39 and restore the canal.

AT & T, Florida Power and Light, Florida City Gas, Coast Gas, Melbourne Tillman Water Control District and Bright House/Spectrum have no objection to the road closure.

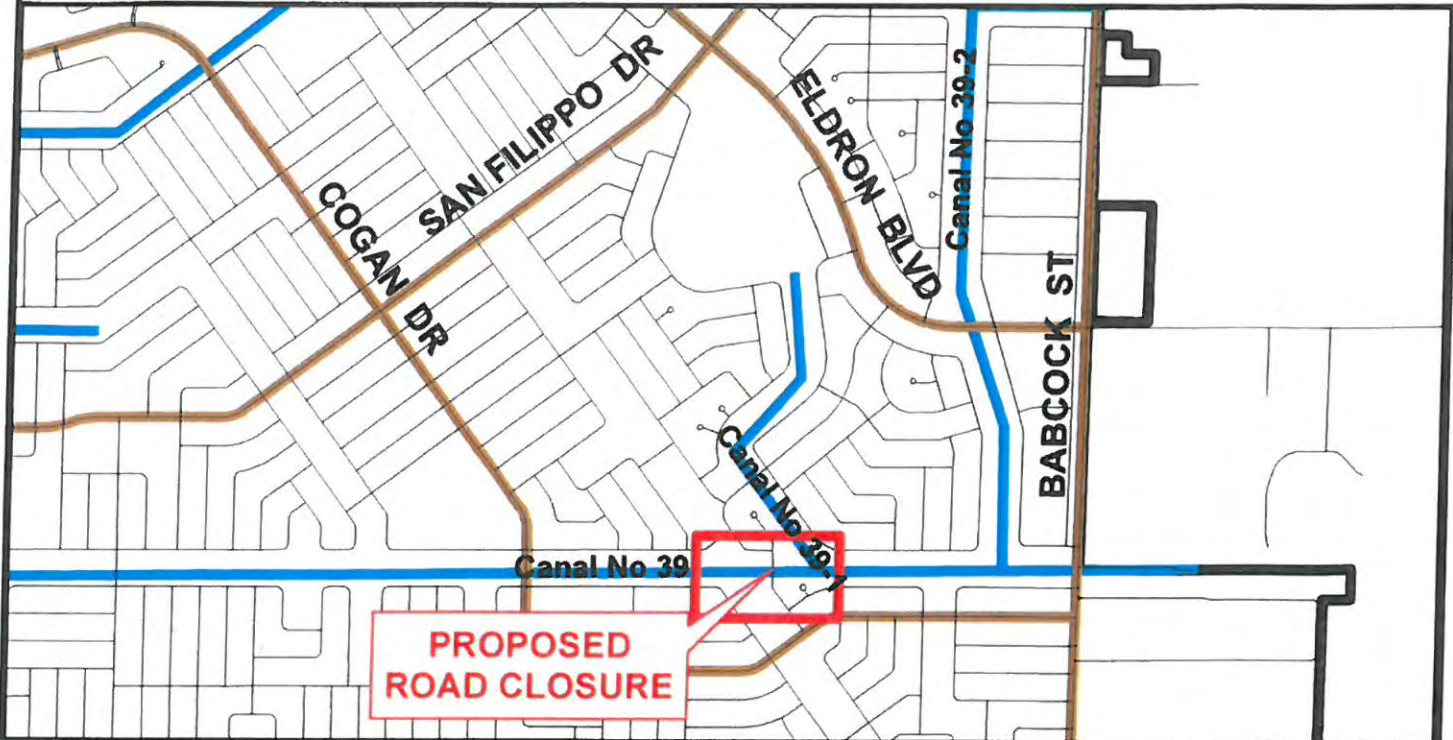
The City of Palm Bay's Departments have the enclosed comments relating to the closure request. A traffic routing analysis was conducted for a 500-foot radius around this section of road closure and determined the additional travel time from this road closure is roughly 4-6 minutes. Furthermore, there are currently only 10 houses within the 500-foot radius to this road closure.

The Public Works Department solicited feedback from the Police and Fire Departments, on how the closure will affect their response time. The Police Department responded with no adverse comments, and the Fire Department stated that their response times will not be adversely impacted from this road closure.

STAFF RECOMMENDATION:

Staff recommends approval of the permanent closure of Waterbury Avenue, between Summer Street and Toulon Road, where it crosses the Melbourne-Tillman Water Control District (MTWCD) Canal 39 and restore the canal.

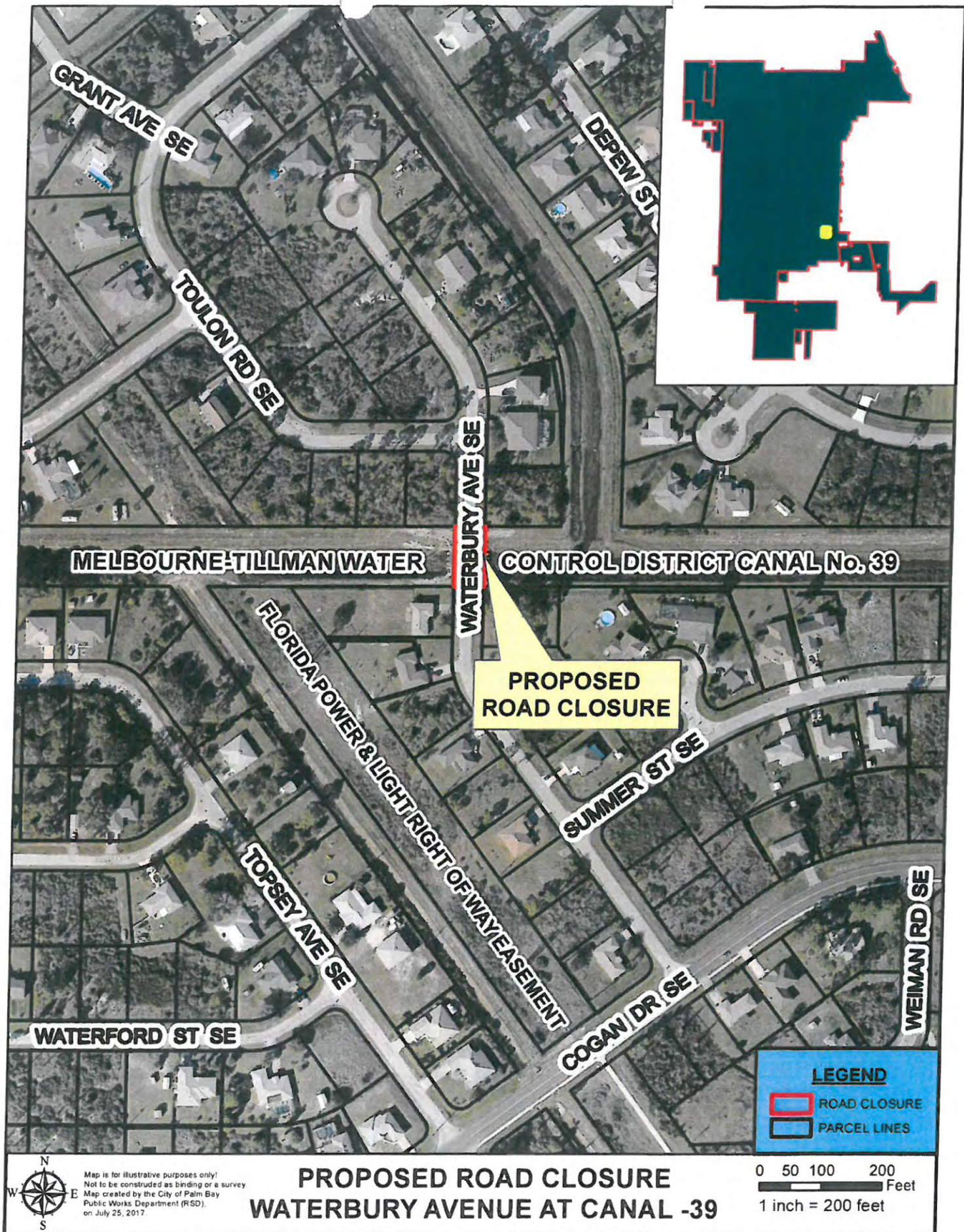
LOCATION MAP



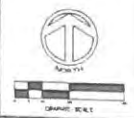
Map is for illustrative purposes only!
Not to be construed as binding or a survey
Map created by the City of Palm Bay
Public Works Department (RSD),
on July 25, 2018

PROPOSED ROAD CLOSURE
WATERBURY AVENUE AT CANAL-39

0 50 100 200
Feet
1 inch = 200 feet



WATERBURY AVENUE @ M.T.W.C.D. CANAL NO. 39 CULVERT REPLACEMENT



JULY 2018



OWNER: CITY OF PALM BAY
120 MALABAR ROAD SE
PALM BAY, FLORIDA 32907
SITE ADDRESS: WATERBURY AVENUE, SE
PALM BAY, FLORIDA 32909

LOCATION:
ZONING: N/A
F.L.U.C.C.S.: 5103 CHANNELIZED WATERWAYS, CANAL
DESCRIPTION OF WORK: REMOVE EXISTING PIPES, ASPHALT & OPEN CANAL
ON WATERBURY AVENUE @ M.T.W.C.D. CANAL NO. 39,
INSTALL 18" HDPE CPP PIPES & RUBBLE
SOD ALL DISTURBED AREAS.

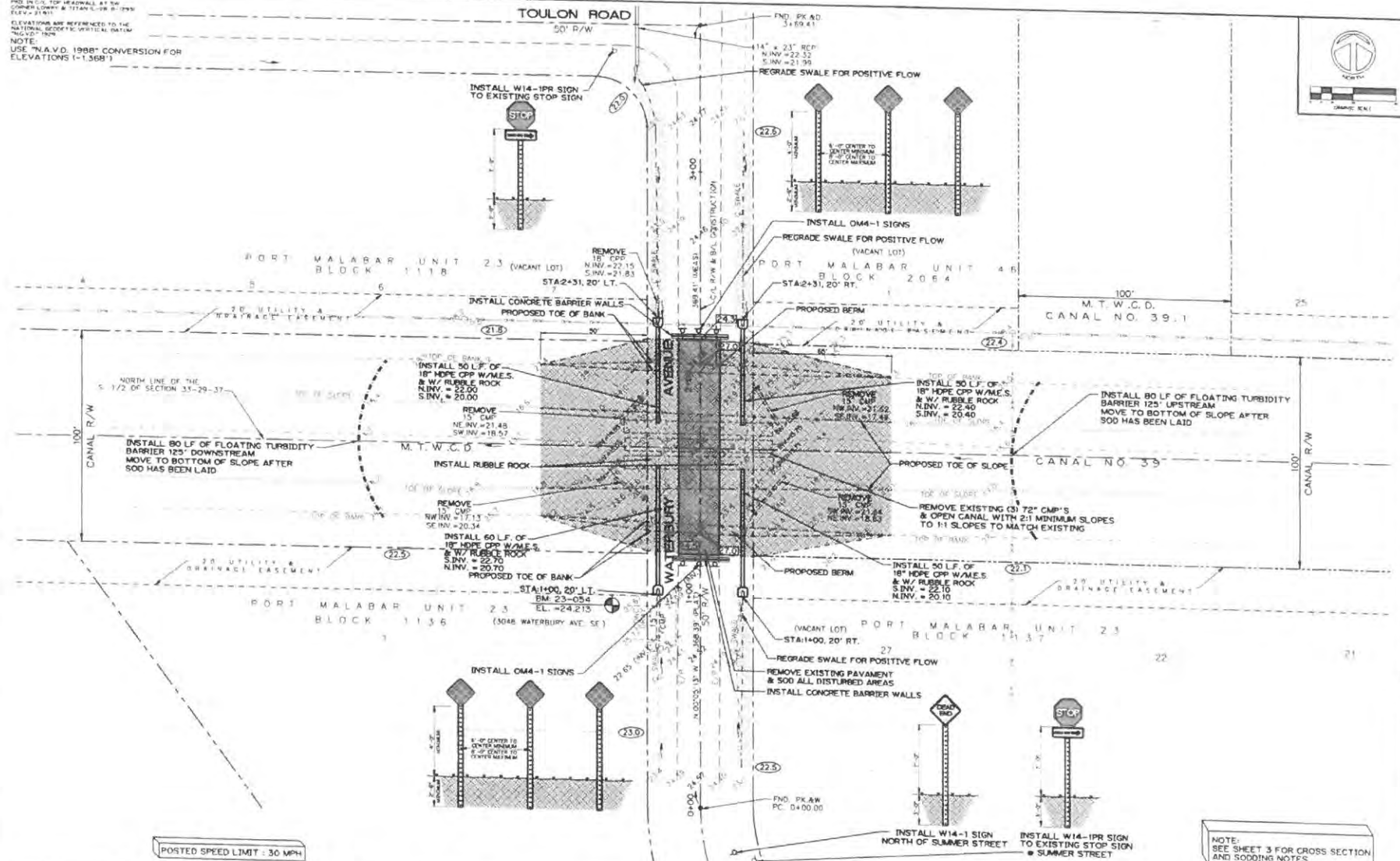
LATITUDE 27.917273 / LONGITUDE -80.633401

UTILITIES ENCOUNTERED		
FLORIDA POWER AND LIGHT	(POWER)	(321) 726-4826
BRIGHT HOUSE NETWORKS	(CABLE)	(321) 757-6503
A T & T	(TELEPHONE)	(321) 690-2061
FLORIDA CITY GAS	(GAS)	(321) 636-4644
PALM BAY UTILITY DEPARTMENT	(WATER & SEWER)	(321) 952-3410
PALM BAY I2D	(F.O.C.)	(321) 952-3475

INDEX OF SHEETS	
1	COVER SHEET
2	TEMPORARY ROAD CLOSURE PLAN
3	TYPICAL CROSS SECTION

REV. NO.	DATE	BY	DESCRIPTION	DESIGNED BY DAH	CHECKED BY DAH	DATE HIF	 CITY OF PALM BAY, FLORIDA PUBLIC WORKS DEPARTMENT 1050 MALABAR ROAD SE PALM BAY, FLORIDA 32907 (321) 953-0996	WATERBURY AVENUE @ M.T.W.C.D. CANAL NO. 39 TEMPORARY CLOSURE PLAN COVER SHEET	DATE JULY 2018	SCALE N/A	REVISION N/A	SHEET 1 OF 3
									PROJECT NUMBER HECTOR I. FRANKO P.E. NO. 80078	PROJECT NUMBER SHEET 1 OF 3		

REMARKS: SHEET 011
 THIS SHEET TOP HEADWALL AT THE
 CORNER LOT 1118 & 1119 S.W. 11TH ST.
 ELEV. = 21.61
 ELEVATIONS ARE REFERENCED TO THE
 NATIONAL GEODETIC VERTICAL DATUM
 "NAD 83"
 NOTE:
 USE "N.A.D. 1983" CONVERSION FOR
 ELEVATIONS (-1.368')



POSTED SPEED LIMIT : 30 MPH

NOTE:
 SEE SHEET 3 FOR CROSS SECTION
 AND SODDING NOTES.

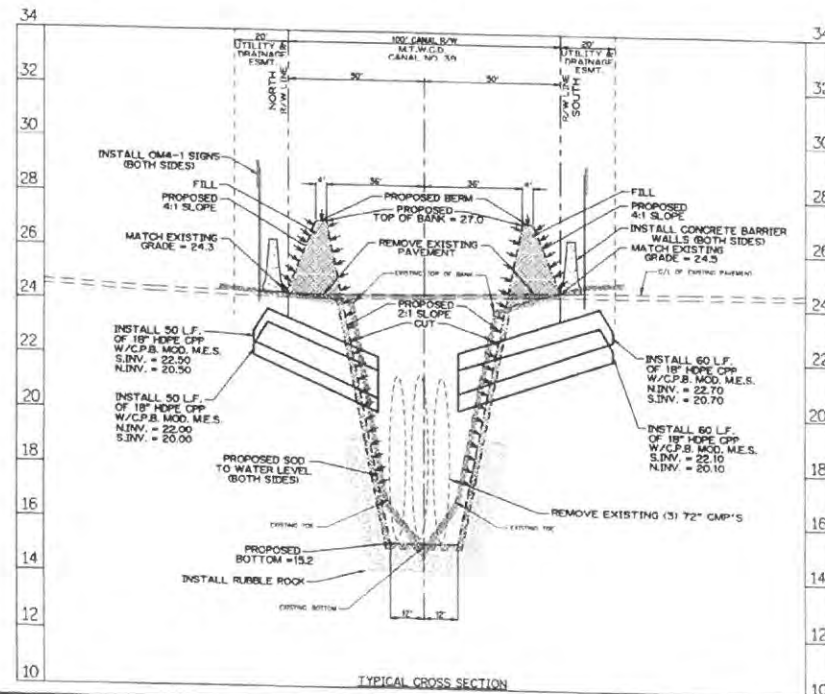
DESIGNED BY DAH CHECKED BY DAH DRAWN BY HIF	CITY OF PALM BAY, FLORIDA PUBLIC WORKS DEPARTMENT 1000 MALABAR ROAD S.W. PALM BAY, FLORIDA 32909 (321) 953-8996	WATERBURY AVENUE • M.T.W.C.D. CANAL NO. 39 TEMPORARY ROAD CLOSURE PLAN PLAN VIEW	DATE 7-20-18 SCALE 1" = 20' VERT. N/A	PROJECT NUMBER HECTOR I. FRANCO P.E. NO. 80076 SHEET 2 OF 3
--	---	---	--	---


SODDING NOTES:

1. SELECT SOIL TO BE WELL GRADED, COMPACTED TO MINIMUM 90% DENSITY PER AASHTO T99-86 METHOD (STATIC COMPACTION ONLY).
2. THE FIRST ROW OF SOD SHALL BE LAID AT THE BOTTOM OF OF THE SLOPE AND BE IN A STRAIGHT LINE WITH SUBSEQUENT ROWS PLACED PARALLEL TO AND BUTTING TIGHTLY AGAINST EACH OTHER. LATERAL JOINTS SHALL BE STAGGERED TO PROMOTE MORE UNIFORM GROWTH AND STRENGTH. CARE SHALL BE EXERCISED TO INSURE THAT THE SOD IS NOT STRETCHED OR OVERLAPPED AND THAT ALL JOINTS ARE BUTTED TIGHT IN ORDER TO PREVENT VOIDS.
3. SOD SHALL BE ROLLED OR TAMPED TO PROVIDE FIRM CONTACT BETWEEN ROOTS AND SOIL.
4. SOD SHALL BE STAPLED TO HELP PREVENT EROSION OR WASHOUTS DURING DOWN POURS. STAPLES SHALL BE PLACED 3 FOOT ON CENTERED EACH WAY.
5. SOD SHALL BE WATERED ONCE EVERY WEEK FOR THE NEXT (4) WEEKS UNLESS SUFFICIENT RAIN HAS FALLEN.

6. INSPECTION OF THE SOD SHALL BE DONE ONCE EVERY WEEK FOR THE NEXT (4) WEEKS AND AFTER EACH 1/2 INCH OR GREATER RAINFALL WITH THE STANDARD NPDES/NOI TYPE OF REQUIREMENT. MAINTAINING ALL BMP'S. EMAIL MTWCD COPIES OF THE SIGNED/ DATED INSPECTION REPORTS WITH PICTURES AND THE APPROPRIATE CORRECTIVE ACTIONS (IF NEEDED).
7. IN THE EVENT OF EROSION OR WASHOUT, REPAIR THE AREA AND INSTALL A HEAVY JUTE OR EROSION NETTING STAPLED TO THE SOD.

BENCHMARK: BATES-011
PUL IN COL. FOR HEADWALL AT SW
CORNER LOT 11 & 12 - 28.8-1884
ELEV. 21.00
ELEVATIONS ARE REFERENCED TO THE
NATIONAL GEODETIC VERTICAL DATUM
1988 (NGVD 1988)
NOTE:
USE "N.A.S.D. 1988" CONVERSION FOR
ELEVATIONS (+1.568')



				TYPICAL CROSS SECTION		10			
				DESIGNED BY DAH	 CITY OF PALM BAY, FLORIDA PUBLIC WORKS DEPARTMENT 1050 MILAN ROAD S.W. PALM BAY, FLORIDA 32907 (321) 953-8996	WATERBURY AVENUE • M.T.W.C.D. CANAL NO. 39 TEMPORARY ROAD CLOSURE PLAN TYPICAL CROSS SECTION	DATE 7-20-18	PROJECT NUMBER PROJNUM	
				DRAWN BY DAH			SCALE 1" = 20'		SHEET 3 OF 3
				CHECKED BY HIF			VERT. SCALE 1" = 2'		
REV. NO.	DATE	BY	REVISION					SECTOR I. FRANCO P.E. NO. 80078	
								DATE	

RESOLUTION NO. 2018-51

A RESOLUTION OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, AUTHORIZING THE PERMANENT CLOSURE OF WATERBURY AVENUE, BETWEEN SUMMER STREET AND TOULON ROAD, FOR THE PURPOSE OF REMOVING THE FAILED CANAL CROSSING PIPES; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Public Works Department is requesting the permanent closure of Waterbury Avenue, between Summer Street and Toulon Road, as the drainage structure located in the Melbourne-Tillman Water Control District C-39 Canal has failed and is in a state of disrepair, and

WHEREAS, the Public Works Department evaluated the canal crossing pipes and associated basin within the city limits and found that it is more cost effective to remove the canal crossing than to install the necessary improvements to restore the road, and

WHEREAS, the City of Palm Bay Code of Ordinances, Chapter 179 stipulates the process for road closures, and

WHEREAS, the notice required per Chapter 179 has been provided.

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

SECTION 1. The above recitals are true and correct and by this reference are hereby incorporated into and made an integral part of this resolution.

SECTION 2. The City Council authorizes the permanent closure Waterbury Avenue, between Summer Street and Toulon Road, in accordance with the plans and specifications.

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

This resolution was duly enacted at Meeting No. 2018- , of the City Council of the City of Palm Bay, Brevard County, Florida, held on , 2018.

William Capote, MAYOR

ATTEST:


Terese M. Jones, CITY CLERK

cc: (date) Brevard County Recording



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Gregg Lynk, City Manager 

DATE: September 20, 2018

RE: Award of Invitation for Bid #60-0-2018/MS, Ditch Maintenance Service at 11-Locations

The Public Works Department maintains a total of 1075 ditches; approximately 120 miles within the City of Palm Bay. Over the past 30 years, some ditches have fallen outside the City's scope to maintain. Many of these ditches were built with only one access road for maintenance and others were built with no access road for maintenance, subsequently leaving the ditches unmaintainable. Although some overgrown ditches function with the ability to carry the capacity of water they were designed for, others have failed due to erosion, overgrown vegetation on the banks and others have become a liability during hurricanes to homeowners' property, growing past the City right of way (ROW). Currently progress is being made on ditch maintenance at 9-locations throughout the City (Council approved award of IFB# 38-0-2018 on 4/19/2018). This agenda item is requesting award of a second contract for Ditch Maintenance Services at 11-additional locations.

The City's Procurement Department, on behalf of the Public Works department, issued a competitive Invitation for Bids (IFB) which included mandatory site visits to all eleven (11) locations. Three (3) bids were received. The Procurement Department staff reviewed the bids for responsiveness. Public Works Department evaluated the bids for responsibility and ability to perform the required scope of services.

The Public Works department found that both ADFS, LLC located in Chipley, Florida and CDR Environmental Services, LLC located in Palm Bay, Florida are responsible bidders. CDR is currently working on ditches awarded on 4/19/2018. Staff recommends splitting this award between both vendors by the low bid for each location, recommending two (2) locations be awarded to ADFS, LLC and nine (9) awarded to CDR Environmental Services, LLC.

Local Preference was not applied to this project as the contractor requesting a Local Preference maintains its business in a residential area, which is in conflict with the Procurement Code (businesses are required to be located in a "non-residential" area).

REQUESTING DEPARTMENTS:

Public Works Department, Procurement Department

FISCAL IMPACT:

Funding for this project is allocated from the Stormwater Utility Funds. This project award will be \$361,070, funds are available in account 461-7083-538-3409.

RECOMMENDATION:

Motion to approve award of IFB #60-0-2018/MS, Ditch Maintenance Service at 11-Locations to ADFS, LLC located in Chipley, Florida and CDR Environmental Services, LLC located in Palm Bay, Florida.

Attachment: 1) Tabulation Sheet


JM/BM/ab

	IFB #60-0-2018/MS Ditch Maintenance at 11 Locations			Local Preference: N/A	Local Preference: N/A	Local Preference: N/A	
				TSI Disaster Recovery, LLC	ADFS, LLC	CDR Environmental Serv, LLC	
				1311 Indiana Ave.	855 HWY 277	430 Alamo St. SE	
				Saint Cloud, FI 34769	Chipley, FI 32428	Palm Bay, FI 32909	
				407-891-8005 info@tsidisaster.com	850-326-1236 jtaylor@adfsllc.com	484-838-8521 theodore.cdr@outlook.com	
LUMP SUM BASE BID							
ITEM	Item Description	Est. Qty	Unit of measure	Extended Total Price	Extended Total Price	Extended Total Price	Best Pricing
1	Ditch #10	1	LS	\$153,600.00	\$41,001.00	\$33,350.00	\$33,350.00
2	Ditch #11	1	LS	\$72,900.00	\$31,005.00	\$24,500.00	\$24,500.00
3	Ditch #12	1	LS	\$141,480.00	\$34,210.00	\$19,750.00	\$19,750.00
4	Ditch #13	1	LS	\$135,000.00	\$34,210.00	\$19,750.00	\$19,750.00
5	Ditch #14	1	LS	\$88,400.00	\$21,604.00	\$22,850.00	\$21,604.00
6	Ditch #15	1	LS	\$149,760.00	\$113,661.00	\$35,200.00	\$35,200.00
7	Ditch #16	1	LS	\$105,000.00	\$31,016.00	\$32,500.00	\$31,016.00
8	Ditch #17	1	LS	\$203,000.00	\$54,017.00	\$42,500.00	\$42,500.00
9	Ditch #18	1	LS	\$140,800.00	\$107,219.00	\$27,500.00	\$27,500.00
	Ditch #19	1	LS	\$58,800.00	\$37,517.00	\$24,500.00	\$24,500.00
	Ditch #36	1	LS	\$248,000.00	\$117,000.00	\$81,400.00	\$81,400.00
	LUMP SUM BASE BID TOTAL			\$1,496,740.00	\$622,460.00	\$363,800.00	\$361,070.00
** Notes - Local Preference does not apply as vendor which claimed Local Preference is located in a residential location. **							



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Gregg Lynk, City Manager 

DATE: September 20, 2018

RE: Award of Request for Proposal #43-0-2018/SB, Citywide Multi-Function Products Lease

The City issued a Request for Proposals for a Citywide Multi-Function Products lease to replace the current copier fleet plus one additional machine. To reduce expenditures, pricing was requested for a lease component and a metered usage component. By doing so, departments will pay an established lease payment but only pay for images made.

Nine proposals were received. The Procurement Department staff reviewed the proposals for responsiveness. An evaluation team comprised of representatives from the Utilities, Police, Public Works and Communications & Information Technology departments evaluated the proposals and scored them based on non-price factors to include Summary of Qualifications, Technical Response and Service / Support. Points for cost and the application of Local Preference were determined by the Procurement Department. See attached Scoring-Ranking form. The evaluation team elected to bring in the top three highest ranked firms for presentations and oral discussions, which were also scored. The scores for oral presentations were combined with previous scores for the written proposals and the points for costs to provide a final ranking. The final ranking is as follows: 1) North American Office Solutions with an office located in Melbourne, Florida; 2) Dex Imaging, Inc. with an office located in West Melbourne, Florida and 3) Seminole Office Solutions, with an office in Longwood, Florida.

Local Preference was applied to this solicitation, as both North American Office Solutions and DEX Imaging received a Class C local preference for having offices located in Brevard County.

Staff recommends award to North American Office Solutions with a corporate office in Orlando, Florida and a local office in Melbourne, Florida. North American Office Solutions will provide in-house leasing and will accept the Terms and Conditions contained in the City's purchase order. Additionally, North American Office Solutions stipulated they agree with both the 'Cancellation for Convenience' and 'Non-Appropriation of Funds' clauses. Reference checks were completed and acceptable with positive responses.

The contract will be awarded for a term of 60-month lease.

REQUESTING DEPARTMENT:

Procurement Department

FISCAL IMPACT:

Annual funding is included in each department's budget based on previous contract pricing, with the citywide expenditures budgeted in the amount of \$89,500.00. Actual expenditures under the new contract will vary, depending on the equipment configurations selected by each department and the actual usage. Based on previous contract selections and usage, the estimated expenditures for FY 2019 will be approximately \$45,258.00 annually.

RECOMMENDATION:

Motion to approve award of RFP #43-0-2018/SB Cityside Multi-Function Equipment Lease to North American Office Solutions located in Melbourne, Florida for a term of 60-month lease.

Attachments: 1) Ranking Forms
2) Tabulation Sheets

BM/ab

RFP #43-0-2018/SB
Citywide Multi-Function Products Lease
Local Preference Calculations

CRITERIA - TOTAL 100 POINTS

Qualifications = 10 points

Technical Response = 30 points

Service & Support = 15 points

Cost = 45 points

Short List - Oral Presentations = 10 points

Local Preference

Class "A" Vendor

10%

Class "B" Vendor

7.5%

Class "C" Vendor

5%

Class "D" Vendor

0%

BUDGETED FUNDING AVAILABLE - \$85,800.00

		Class "C" Vendor	Class "D" Vendor	Class "C" Vendor	Class "C" Vendor	Class "C" Vendor	Class "D" Vendor	Class "D" Vendor	Class "D" Vendor	Class "D" Vendor
Pricing reflects 60 month lease cost		\$345,672.00	\$234,982.80	\$363,258.00	\$226,289.40	\$373,670.40	\$262,532.40	\$299,922.00	\$329,220.00	\$0.00
EVALUATION	POSSIBLE	Atlantic Business Systems 321-259-7575 / 321-259-7600	CTS3 Solutions LLC 561-427-4587 / 561-910-0829	DEX Imaging, Inc 321-725-3400	Konica Minolta Business Solutions USA 321-604-3402 / 201-818-3240	North American Office Solutions 407-264-0283 / 407-264-0230	Ricoh USA 561-402-8248 / 561-640-0637	Seminole Office Solutions 407-830-7950 / 407-830-1399	Sissine's Business Solutions 407-404-6488 / 407-751-7145	Toshiba Business Solutions 772-402-4878 / 772-402-4868
		5131 Industry Dr #101 Melbourne FL 32940	7655 Enterprise Dr, Ste A1 West Palm Beach FL 33404	2350 Dairy Road West Melbourne FL 32904	597 Haverty Court, Suite 120 Rockledge FL 32955	6314 Kingspointe Pkwy, Ste 7 Orlando FL 32819	1655 Palm Beach Lakes Blvd West Palm Beach FL 33401	762 Big Tree Drive Longwood FL 32750	7003 President's Drive, Ste 600 Orlando FL 34787	466 SW Pt St Lucie Blvd, Ste 114 Port St Lucie FL 34953
						Central-East Office, 4450 West Eau Gallie Blvd., Ste 100/101 Melbourne, FL 32934				
	POINTS	dward@abs4sharp.com	ekaestner@cts3solutions.com	kevin.hoffman@deximaging.com	poswandel@kmbc.konicaminolta.us	rjohnson@naos.us	ron.phillips@ricoh-usa.com	terryw@sosfla.com	msanguine@sissines.com	daniel.pimpo@tbs.toshiba.com
Summary of Qualifications	10	7.60	3.20	7.60	7.60	6.00	5.60	8.00	6.40	5.60
Technical Response	30	20.40	14.40	19.20	19.20	21.60	16.80	22.80	20.40	15.60
Service & Support	15	10.80	7.20	9.00	10.20	10.80	9.60	12.00	10.20	7.20
SUBTOTAL (1) NON-PRICE FACTORS	55	38.80	24.80	35.80	37.00	38.40	32.00	42.80	37.00	28.40
Cost	45	32.93	29.16	42.97	27.94	45.00	26.97	38.25	33.65	31.27
SUBTOTAL (2) POINTS	100	71.73	53.96	78.77	64.94	83.40	58.97	81.05	70.65	59.67
Location	10%	5%	0%	5%	5%	5%	0%	0%	0%	0%
Additional Points		3.59	0.00	3.94	3.25	4.17	0.00	0.00	0.00	0.00
SUBTOTAL (3) POINTS		75.32	53.96	82.71	68.19	87.57	58.97	81.05	70.65	59.67
		Did Not Advance	Did Not Advance	Did Not Advance	Did Not Advance	Did Not Advance	Did Not Advance	Did Not Advance	Did Not Advance	Did Not Advance
SHORT LIST - ORAL PRESENTATIONS	10	0.00	0.00	8.80	0.00	4.40	0.00	7.60	0.00	0.00
TOTAL SCORE	110	75.32	53.96	91.51	68.19	91.97	58.97	88.65	70.65	59.67

Final Ranking

North American Office Solutions

91.97

Dex Imaging, Inc.

91.51

Seminole Office Solutions

88.65

RFP #43-0-2018/SB
Citywide Multi-Function Products Lease
Cost Calculations

Budgeted Funding Available - \$85,800

PART 1 - LEASE PRICE

COMPANY NAME	PROPOSAL COST	LOWEST COST PROPOSED	% OF LOW	MULTIPLIER	TOTAL POINTS ASSIGNED
Atlantic Business Systems	\$ 251,394.00	\$ 175,670.40	69.9%	30	20.96
CTS3 Solutions LLC	\$ 261,072.00	\$ 175,670.40	67.3%	30	20.19
DEX Imaging, Inc	\$ 178,582.80	\$ 175,670.40	98.4%	30	29.51
Konica Minolta Business Solutions USA	\$ 280,068.00	\$ 175,670.40	62.7%	30	18.82
North American Office Solutions	\$ 175,670.40	\$ 175,670.40	100.0%	30	30.00
Ricoh USA	\$ 282,020.40	\$ 175,670.40	62.3%	30	18.69
Seminole Office Solutions	\$ 194,042.40	\$ 175,670.40	90.5%	30	27.16
Sissine's Business Solutions	\$ 227,484.00	\$ 175,670.40	77.2%	30	23.17
Toshiba Business Solutions	\$ 260,400.00	\$ 175,670.40	67.5%	30	20.24

PART 2 - BLACK/WHITE IMAGES

COMPANY NAME	PROPOSAL COST	LOWEST COST PROPOSED	% OF LOW	MULTIPLIER	TOTAL POINTS ASSIGNED
Atlantic Business Systems	\$ 63,450.00	\$ 50,619.00	79.8%	15	11.97
CTS3 Solutions LLC	\$ 84,600.00	\$ 50,619.00	59.8%	15	8.98
DEX Imaging, Inc	\$ 56,400.00	\$ 50,619.00	89.8%	15	13.46
Konica Minolta Business Solutions USA	\$ 83,190.00	\$ 50,619.00	60.8%	15	9.13
North American Office Solutions	\$ 50,619.00	\$ 50,619.00	100.0%	15	15.00
Ricoh USA	\$ 91,650.00	\$ 50,619.00	55.2%	15	8.28
Seminole Office Solutions	\$ 68,490.00	\$ 50,619.00	73.9%	15	11.09
Sissine's Business Solutions	\$ 72,438.00	\$ 50,619.00	69.9%	15	10.48
Toshiba Business Solutions	\$ 68,820.00	\$ 50,619.00	73.6%	15	11.03

TOTAL POINTS

COMPANY NAME	Total Points				
Atlantic Business Systems	32.93				
CTS3 Solutions LLC	29.16				
DEX Imaging, Inc	42.97				
Konica Minolta Business Solutions USA	27.94				
North American Office Solutions	45.00				
Ricoh USA	26.97				
Seminole Office Solutions	38.25				
Sissine's Business Solutions	33.65				
Toshiba Business Solutions	31.27				

RFP #43-0-2018/SB
Citywide Multi-Function Products Lease
Scoring After Orals

	Sarabeth	Chris	Dan	Cassandra	Nancy	Average	Multiplier	TOTAL
COMPANY NAME	Bernyk	Graham	Paul	Smith	St. Pierre			POINTS
DEX Imaging, Inc	3	5	5	5	4	4.40	2	8.80
North American Office Solutions	1	3	3	2	2	2.20	2	4.40
Seminole Office Solutions	5	3	4	3	4	3.80	2	7.60

RFP #43-0-2018/SB
Citywide Multi-Function Products Lease
Scoring After Discussion

	Sarabeth	Chris	Dan	Cassandra	Nancy	Average	Multiplier	TOTAL
COMPANY NAME	Bernyk	Graham	Paull	Smith	St. Pierre			POINTS
Atlantic Business Systems	3	3	5	3	5	3.80	2	7.60
CTS3 Solutions LLC	1	1	1	1	4	1.60	2	3.20
DEX Imaging, Inc	3	4	4	3	5	3.80	2	7.60
Konica Minolta Business Solutions USA	3	3	5	3	5	3.80	2	7.60
North American Office Solutions	2	4	3	2	4	3.00	2	6.00
Ricoh USA	2	2	3	2	5	2.80	2	5.60
Seminole Office Solutions	4	4	4	3	5	4.00	2	8.00
Sissine's Business Solutions	3	4	2	2	5	3.20	2	6.40
Toshiba Business Solutions	2	2	3	2	5	2.80	2	5.60
Technical Response = max 5 points x 6 = max 30 total								
	Sarabeth	Chris	Dan	Cassandra	Nancy	Average	Multiplier	TOTAL
COMPANY NAME	Bernyk	Graham	Paull	Smith	St. Pierre			POINTS
Atlantic Business Systems	2	3	5	2	5	3.40	6	20.40
CTS3 Solutions LLC	2	3	2	1	4	2.40	6	14.40
DEX Imaging, Inc	3	4	3	2	4	3.20	6	19.20
Konica Minolta Business Solutions USA	2	4	4	3	3	3.20	6	19.20
North American Office Solutions	3	5	4	2	4	3.60	6	21.60
Ricoh USA	2	3	3	2	4	2.80	6	16.80
Seminole Office Solutions	3	5	3	3	5	3.80	6	22.80
Sissine's Business Solutions	4	5	2	2	4	3.40	6	20.40
Toshiba Business Solutions	1	3	3	2	4	2.60	6	15.60
Service & Support = max 5 points x 3 = max 15 total								
	Sarabeth	Chris	Dan	Cassandra	Nancy	Average	Multiplier	TOTAL
COMPANY NAME	Bernyk	Graham	Paull	Smith	St. Pierre			POINTS
Atlantic Business Systems	3	3	5	2	5	3.60	3	10.80
CTS3 Solutions LLC	2	3	2	1	4	2.40	3	7.20
DEX Imaging, Inc	3	3	3	1	5	3.00	3	9.00
Konica Minolta Business Solutions USA	3	4	4	2	4	3.40	3	10.20
North American Office Solutions	4	5	3	2	4	3.60	3	10.80
Ricoh USA	3	3	3	2	5	3.20	3	9.60
Seminole Office Solutions	4	5	4	2	5	4.00	3	12.00
Sissine's Business Solutions	4	4	2	2	5	3.40	3	10.20
Toshiba Business Solutions	1	3	2	2	4	2.40	3	7.20
TOTALS COMBINED								
Atlantic Business Systems	2							38.80
CTS3 Solutions LLC	8							24.80
DEX Imaging, Inc	5							35.80
Konica Minolta Business Solutions USA	4							37.00
North American Office Solutions	3							38.40
Ricoh USA	6							32.00
Seminole Office Solutions	1							42.80
Sissine's Business Solutions	4							37.00
Toshiba Business Solutions	7							28.40

RFP #43-0-2018/SB
Citywide Multi-Function Products Lease
Initial Scoring

	Sarabeth	Chris	Dan	Cassandra	Nancy	Average	Multiplier	TOTAL
COMPANY NAME	Bernyk	Graham	Paull	Smith	St. Pierre			POINTS
Atlantic Business Systems	3	3	5	3	5	3.80	2	7.60
CTS3 Solutions LLC	1	1	1	1	4	1.60	2	3.20
DEX Imaging, Inc	3	4	4	3	5	3.80	2	7.60
Konica Minolta Business Solutions USA	3	3	5	3	5	3.80	2	7.60
North American Office Solutions	2	4	3	2	4	3.00	2	6.00
Ricoh USA	2	2	3	2	5	2.80	2	5.60
Seminole Office Solutions	4	4	4	3	5	4.00	2	8.00
Sissine's Business Solutions	3	4	2	2	5	3.20	2	6.40
Toshiba Business Solutions	2	2	3	2	5	2.80	2	5.60
Technical Response = max 5 points x 6 = max 30 total								
	Sarabeth	Chris	Dan	Cassandra	Nancy	Average	Multiplier	TOTAL
COMPANY NAME	Bernyk	Graham	Paull	Smith	St. Pierre			POINTS
Atlantic Business Systems	2	3	5	2	5	3.40	6	20.40
CTS3 Solutions LLC	2	3	2	1	4	2.40	6	14.40
DEX Imaging, Inc	3	4	3	2	4	3.20	6	19.20
Konica Minolta Business Solutions USA	2	4	4	3	3	3.20	6	19.20
North American Office Solutions	3	5	4	2	4	3.60	6	21.60
Ricoh USA	2	3	3	2	4	2.80	6	16.80
Seminole Office Solutions	3	5	3	3	5	3.80	6	22.80
Sissine's Business Solutions	4	5	2	2	4	3.40	6	20.40
Toshiba Business Solutions	1	4	3	2	4	2.80	6	16.80
Service & Support = max 5 points x 3 = max 15 total								
	Sarabeth	Chris	Dan	Cassandra	Nancy	Average	Multiplier	TOTAL
COMPANY NAME	Bernyk	Graham	Paull	Smith	St. Pierre			POINTS
Atlantic Business Systems	3	3	5	2	5	3.60	3	10.80
CTS3 Solutions LLC	2	3	2	1	4	2.40	3	7.20
DEX Imaging, Inc	3	3	3	1	5	3.00	3	9.00
Konica Minolta Business Solutions USA	3	4	4	2	4	3.40	3	10.20
North American Office Solutions	4	5	3	2	4	3.60	3	10.80
Ricoh USA	3	3	3	2	5	3.20	3	9.60
Seminole Office Solutions	4	5	4	2	5	4.00	3	12.00
Sissine's Business Solutions	4	4	2	2	5	3.40	3	10.20
Toshiba Business Solutions	0	3	2	2	5	2.40	3	7.20
TOTALS COMBINED								
Atlantic Business Systems	2							38.80
CTS3 Solutions LLC	8							24.80
DEX Imaging, Inc	5							35.80
Konica Minolta Business Solutions USA	4							37.00
North American Office Solutions	3							38.40
Ricoh USA	6							32.00
Seminole Office Solutions	1							42.80
Sissine's Business Solutions	4							37.00
Toshiba Business Solutions	7							29.60

43-0-2018 Citywide Multi-Function Products Lease - Tabulation

Atlantic Business Systems
5131 Industry Dr #101 - Melbourne FL 32940
321-259-7575 / 321-259-7600
dward@abs4sharp.com

Item #	Description	Monthly Price	Qty	Price times Qty	Length	Total Lease Price
1	Class 1	\$ 68.54	12	\$ 822.48	60	\$ 49,348.80
2	Class 2	\$ 104.95	14	\$ 1,469.30	60	\$ 88,158.00
3	Class 3	\$ 135.58	14	\$ 1,898.12	60	\$ 113,887.20
Subtotal - Lease						\$ 251,394.00

Item #	Usage	B/W Price	Qty	Price times Qty	# of Machines	Price times # of Machines	Length	Service Price
4	Class 1	0.0045	1500	\$ 6.75	12	\$ 81.00	60	\$ 4,860.00
5	Class 2	0.0045	5500	\$ 24.75	14	\$ 346.50	60	\$ 20,790.00
6	Class 3	0.0045	10000	\$ 45.00	14	\$ 630.00	60	\$ 37,800.00
Subtotal - Usage								\$ 63,450.00

GRAND TOTAL - ABS \$ 314,844.00

CTS3 Solutions LLC
7655 Enterprise Dr, Ste A1 - West Palm Beach FL 33404
561-427-4587 / 561-910-0829
ekaestner@cts3solutions.com

Item #	Description	Monthly Price	Qty	Price times Qty	Length	Total Lease Price
1	Class 1	\$ 64.75	12	\$ 777.00	60	\$ 46,620.00
2	Class 2	\$ 120.25	14	\$ 1,683.50	60	\$ 101,010.00
3	Class 3	\$ 135.05	14	\$ 1,890.70	60	\$ 113,442.00
Subtotal - Lease						\$ 261,072.00

Item #	Usage	B/W Price	Qty	Price times Qty	# of Machines	Price times # of Machines	Length	Service Price
4	Class 1	0.006	1500	\$ 9.00	12	\$ 108.00	60	\$ 6,480.00
5	Class 2	0.006	5500	\$ 33.00	14	\$ 462.00	60	\$ 27,720.00
6	Class 3	0.006	10000	\$ 60.00	14	\$ 840.00	60	\$ 50,400.00
Subtotal - Usage								\$ 84,600.00

GRAND TOTAL - CTS3 Solutions \$ 345,672.00

DEX Imaging, Inc
2350 Dairy Rd - West Melbourne FL 32904
321-725-3400

kevin.hoffman@deximaging.com

Item #	Description	Monthly Price	Qty	Price times Qty	Length	Total Lease Price
1	Class 1	\$ 35.92	12	\$ 431.04	60	\$ 25,862.40
2	Class 2	\$ 89.89	14	\$ 1,258.46	60	\$ 75,507.60
3	Class 3	\$ 91.92	14	\$ 1,286.88	60	\$ 77,212.80
Subtotal - Lease						\$ 178,582.80

Item #	Usage	B/W Price	Qty	Price times Qty	# of Machines	Price times # of Machines	Length	Service Price
4	Class 1	0.004	1500	\$ 6.00	12	\$ 72.00	60	\$ 4,320.00
5	Class 2	0.004	5500	\$ 22.00	14	\$ 308.00	60	\$ 18,480.00
6	Class 3	0.004	10000	\$ 40.00	14	\$ 560.00	60	\$ 33,600.00
Subtotal - Usage								\$ 56,400.00

GRAND TOTAL - DEX Imaging \$ 234,982.80

Konica Minolta Business Solutions USA
597 Haverty Ct, Ste 120 - Rockledge FL 32955
321-604-3402 / 201-818-3240

poswandel@kmb.s.konicaminolta.us

Item #	Description	Monthly Price	Qty	Price times Qty	Length	Total Lease Price
1	Class 1	\$ 70.25	12	\$ 843.00	60	\$ 50,580.00
2	Class 2	\$ 116.33	14	\$ 1,628.62	60	\$ 97,717.20
3	Class 3	\$ 156.87	14	\$ 2,196.18	60	\$ 131,770.80
Subtotal - Lease						\$ 280,068.00

Item #	Usage	B/W Price	Qty	Price times Qty	# of Machines	Price times # of Machines	Length	Service Price
4	Class 1	0.0059	1500	\$ 8.85	12	\$ 106.20	60	\$ 6,372.00
5	Class 2	0.0059	5500	\$ 32.45	14	\$ 454.30	60	\$ 27,258.00
6	Class 3	0.0059	10000	\$ 59.00	14	\$ 826.00	60	\$ 49,560.00
Subtotal - Usage								\$ 83,190.00

GRAND TOTAL - Konica Minolta \$ 363,258.00

North American Office Solutions
6314 Kingspointe Pkwy, Ste 7 - Orlando FL 32819
407-264-0283 / 407-264-0230

rjohnson@naos.us

Item #	Description	Monthly Price	Qty	Price times Qty	Length	Total Lease Price
1	Class 1	\$ 42.48	12	\$ 509.76	60	\$ 30,585.60
2	Class 2	\$ 86.36	14	\$ 1,209.04	60	\$ 72,542.40
3	Class 3	\$ 86.36	14	\$ 1,209.04	60	\$ 72,542.40
Subtotal -						\$ 175,670.40

Item #	Usage	B/W Price	Qty	Price times Qty	# of Machines	Price times # of Machines	Length	Service Price
4	Class 1	0.00359	1500	\$ 5.39	12	\$ 64.62	60	\$ 3,877.20
5	Class 2	0.00359	5500	\$ 19.75	14	\$ 276.43	60	\$ 16,585.80
6	Class 3	0.00359	10000	\$ 35.90	14	\$ 502.60	60	\$ 30,156.00
Subtotal - Usage								\$ 50,619.00

GRAND TOTAL - NAOS \$ 226,289.40

Ricoh USA
1655 Palm Beach Lakes Blvd - West Palm Beach FL 33401
561-402-8248 / 561-640-0637
ron.phillips@ricoh-usa.com

Item #	Description	Monthly		Price times Qty	Length	Total Lease Price
		Price	Qty			
1	Class 1	\$ 88.28	12	\$ 1,059.36	60	\$ 63,561.60
2	Class 2	\$ 104.00	14	\$ 1,456.00	60	\$ 87,360.00
3	Class 3	\$ 156.07	14	\$ 2,184.98	60	\$ 131,098.80
Subtotal -						\$ 282,020.40

Item #	Usage	B/W Price	Qty	Price times		# of Machines	Price times #		Length	Service Price
				Qty	Qty		of Machines	Length		
4	Class 1	0.0065	1500	\$ 9.75		12	\$ 117.00	60		\$ 7,020.00
5	Class 2	0.0065	5500	\$ 35.75		14	\$ 500.50	60		\$ 30,030.00
6	Class 3	0.0065	10000	\$ 65.00		14	\$ 910.00	60		\$ 54,600.00
Subtotal - Usage										\$ 91,650.00

GRAND TOTAL - Ricoh \$ 373,670.40

Seminole Office Solutions
762 Big Tree Drive - Longwood FL 32750
407-830-7950 / 407-830-1399
terryw@sosfla.com

Item #	Description	Monthly		Price times Qty	Length	Total Lease Price
		Price	Qty			
1	Class 1	\$ 53.18	12	\$ 638.16	60	\$ 38,289.60
2	Class 2	\$ 72.00	14	\$ 1,008.00	60	\$ 60,480.00
3	Class 3	\$ 113.42	14	\$ 1,587.88	60	\$ 95,272.80
Subtotal - Lease						\$ 194,042.40

Item #	Usage	B/W Price	Qty	Price times		# of Machines	Price times #		Length	Service Price
				Qty	Qty		of Machines	Length		
4	Class 1	0.0059	1500	\$ 8.85		12	\$ 106.20	60		\$ 6,372.00
5	Class 2	0.0049	5500	\$ 26.95		14	\$ 377.30	60		\$ 22,638.00
6	Class 3	0.0047	10000	\$ 47.00		14	\$ 658.00	60		\$ 39,480.00
Subtotal - Usage										\$ 68,490.00

GRAND TOTAL - SOS \$ 262,532.40

Sissine's Business Solutions
7003 Presidents Drive, Ste 600 - Orlando FL 34787
407-404-6488 / 407-751-7145
msanguine@sissines.com

Item #	Description	Monthly		Price times Qty	Length	Total Lease Price
		Price	Qty			
1	Class 1	\$ 52.26	12	\$ 627.12	60	\$ 37,627.20
2	Class 2	\$ 90.38	14	\$ 1,265.32	60	\$ 75,919.20
3	Class 3	\$ 135.64	14	\$ 1,898.96	60	\$ 113,937.60
Subtotal - Lease						\$ 227,484.00

Item #	Usage	B/W Price	Qty	Price times		# of Machines	Price times #		Length	Service Price
				Qty	Qty		of Machines	Length		
4	Class 1	0.008	1500	\$ 12.00		12	\$ 144.00	60		\$ 8,640.00
5	Class 2	0.0049	5500	\$ 26.95		14	\$ 377.30	60		\$ 22,638.00
6	Class 3	0.0049	10000	\$ 49.00		14	\$ 686.00	60		\$ 41,160.00
Subtotal - Usage										\$ 72,438.00

GRAND TOTAL - Sissine's \$ 299,922.00

Toshiba Business Solutions
466 SW Port St Lucie Blvd, Ste 114 - Port St. Lucie FL 34953
772-402-4878 / 772-402-4868
daniel.pimpo@tbs.toshiba.com

Item #	Description	Monthly		Price times Qty	Length	Total Lease Price
		Price	Qty			
1	Class 1	\$ 70.00	12	\$ 840.00	60	\$ 50,400.00
2	Class 2	\$ 109.00	14	\$ 1,526.00	60	\$ 91,560.00
3	Class 3	\$ 141.00	14	\$ 1,974.00	60	\$ 118,440.00
Subtotal - Lease						\$ 260,400.00


Item #	Usage	B/W Price	Qty	Price times		# of Machines	Price times #		Length	Service Price
				Qty	Qty		of Machines			
4	Class 1	0.005	1500	\$ 7.50		12	\$ 90.00		60	\$ 5,400.00
5	Class 2	0.005	5500	\$ 27.50		14	\$ 385.00		60	\$ 23,100.00
6	Class 3	0.0048	10000	\$ 48.00		14	\$ 672.00		60	\$ 40,320.00
Subtotal - Usae										\$ 68,820.00

GRAND TOTAL - TBS \$ 329,220.00



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Gregg Lynk, City Manager 

DATE: September 20, 2018

RE: Increase spending authority for CERES Environmental Services Inc. Contract #36-0-2017, Thompson Consulting Services LLC. Contract # 31-0-2018

The Public Works Department utilizes two contract service companies in support of hurricane debris removal and hurricane debris monitoring. For hurricane debris removal CERES Environmental is our contract vendor and for hurricane debris monitoring Thompson Consulting is our contract vendor.

September 2017 Hurricane Irma impacted the City of Palm Bay. From September 2017 until March 2018 the City, through the utilization of our debris collection and monitoring contractors, collected and disposed of over 107,231 cubic yards of vegetation and 26,795 cubic yards of construction debris. Our initial estimated expenditures with CERES Environmental was \$1,249,744.46 and our initial estimated expenditures with Thompson Consulting was \$171,051.24. At the close of our project due to the total amount of cubic yards of vegetation and construction debris collected, additional dollars are needed to close out our remaining invoices.

Additional Funding Required

Ceres Environmental	PO#180544	\$287,946.66
Thompson Consulting	PO#180538	<u>220.00</u>
	Total	<u>\$288,166.66</u>

All audits from Thompson Consulting have been completed, insuring all invoices from CERES Environmental are correct and in proper order. All expenditure documentation for Hurricane Irma has been up-loaded into the FEMA database for reimbursement of all applicable expenditures.

REQUESTING DEPARTMENTS:

Public Works Department, Procurement Department

FISCAL IMPACT:

An increase of \$288,166.66 needs to be added to the existing purchase orders for CERES Environmental and Thompson Consulting. In order to cover this additional cost, funding will have to be appropriated from General Fund's Fund Balance and will be reflected on the final Budget Amendment for FY18 coming before you in November 2018. G/L Acct Number 001-7011-541-5237, Disaster Preparedness- Hurricane Irma.

RECOMMENDATION:


Motion to approve the appropriation of \$288,166.66 from General Fund to fund outstanding invoices payable to CERES Environmental and Thompson Consulting for debris removal and monitoring services.

BW/BM/ab



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Gregg Lynk, City Manager 

DATE: September 20, 2018

RE: Public Works Department Motorgrader Purchase, Utilizing Florida Sheriff's Contract Bid #FSA16-VEH14.0

Public Works Department is seeking approval to purchase 1 Caterpillar 12M Motorgrader in replacement of vehicle #6449, a 1996 Champion Motograder with approximately 15,000 hours of operation. Recently Vehicle #6449 is in need of extensive repairs to the transmission and turntable. Over the past 5 years we have invested over \$50,000 in major repair costs. Based on the number of operational hours and past dollars in repairs, Fleet Services has categorized vehicle #6449, beyond economical repair. Currently Ring Power Corporation has a 12M motorgrader in stock, eliminating the usual 90 to 180 days of build time. This vehicle is critical in support of our pulverized road maintenance program.

Year	Make/Model	Unit Cost	# of Units	Extended Cost	Vendor	Bid #	Spec #
2018	Caterpillar 12M Motorgrader	\$250,240	1	\$250,240	Ring Power Corporation	FSA16-VEH14.0	34

REQUESTING DEPARTMENTS:

Public Works, Fleet Services Division; Procurement Department

FISCAL IMPACT:

Total projected cost will be in the amount of \$250,240, available in the Road Maintenance Fund 307-7090-541-6304 Project #18RD01. Funding will be placed on the next budget amendment to Fleet Services Fund (521-7070-519-6401).

RECOMMENDATION:

Motion to approve the procurement of (1) motorgrader utilizing the Florida Sheriffs Association Contract, Bid# FSA16-VEH14.0.

Attachments: 1) Florida Sheriffs Association Bid # FSA16-VEH14.0 spec #34
2) Ring Power Corporation quote

EB/JM/ab



FLORIDA SHERIFFS ASSOCIATION & FLORIDA ASSOCIATION OF COUNTIES

MOTORGRADER SPECIFICATION #34

2017 Caterpillar 120M

The Caterpillar 120M purchased through this contract comes with all the standard equipment as specified by the manufacturer for this model and FSA's base vehicle specification(s) requirements which are included and made a part of this contract's vehicle base price as awarded by specification by zone.

ZONE:	Western	Northern	Central
BASE PRICE:	\$189,346.00	\$189,346.00	\$189,346.00

While the Florida Sheriffs Association and Florida Association of Counties have attempted to identify and include those equipment items most often requested by participating agencies for full size vehicles, we realize equipment needs and preferences are going to vary from agency to agency. In an effort to incorporate flexibility into our program, we have created specific add/delete options which allow the purchaser to tailor the vehicle to their particular wants or needs.

The following equipment delete and add options and their related cost are provided here to assist you in approximating the total cost of the type vehicle(s) you wish to order through this program. Simply deduct the cost of any of the following equipment items you wish deleted from the base unit cost and/or add the cost of any equipment items you wish added to the base unit cost to determine the approximate cost of the type vehicle(s) you wish to order.

NOTE: An official listing of all add/delete options and their prices should be obtained from the appropriate dealer in your zone when preparing your order. Additional add/delete options other than those listed here may be available through the dealers, however, those listed here must be honored by the dealers in your zone at the stated prices.

VEHICLE:	120M		
DEALER:	Ring Power Corporaton	Ring Power Corporaton	Ring Power Corporaton
ZONE:	Western	Northern	Central
BASE PRICE:	\$189,346.00	\$189,346.00	\$189,346.00

Order Code	Delete Options	Western & Northern & Central	
	Downgrade model - specify		
	Downgrade model - specify		
	Downgrade model - specify		
	Downgrade model - specify		
	Optional equipment delete - specify		
	Optional equipment delete - specify		
	Optional equipment delete - specify		

Order Code	Add Options	Western & Northern & Central	
------------	-------------	------------------------------------	--

Vendor must demonstrate a discount percentage off of the MSRP or Published Price for non-scheduled options and any optional models bid. This discount only applies to a downgrade/upgrade to the model listed within the specification.

384-8606 ¹	Upgrade to 155 hp motorgrader <i>UPGRADE TO CAT 12M MOTORGRADER, BASE MACHINE ONLY ¹</i>	\$28,467.00 ¹	
384-8605 ¹ 120M AWD ²	Model upgrade - specify <i>UPGRADE TO CAT 140M MOTORGRADER, BASE MACHINE ONLY ¹</i> <i>BASE 120M AWD ALL-WHEEL DRIVE MOTORGRADER W/FREIGHT & PREP ONLY ²</i>	\$60,930.00 ¹	
12M ²	Model upgrade - specify <i>BASE 12M MOTORGRADER W/FREIGHT & PREP ONLY ²</i>		
12M AWD ²	Model upgrade - specify <i>BASE 12M AWD ALL-WHEEL DRIVE MOTORGRADER W/FREIGHT & PREP ONLY ²</i>		
140M ²	Model upgrade - specify <i>BASE 140M MOTORGRADER W/FREIGHT & PREP ONLY ²</i>		
	High profile cab	Std	
	Cab mounted lights	Std	
	Lower opening windows High profile cab	NA	
	Lower opening windows Low profile cab	NA	
391-8968 ¹	AM/FM radio with cassette <i>COMFORT PACKAGE ¹</i>	\$1,072.00 ¹	
	Air conditioning with 75 amp alternator	Incl.	
338-1132 ¹	Warning lights - specify <i>LIGHT, LED WARNING STROBE, INCLUDES MOUNTING ¹</i>	\$727.00 ¹	

VEHICLE:	120M		
DEALER:	Ring Power Corporaton	Ring Power Corporaton	Ring Power Corporaton
ZONE:	Western	Northern	Central
BASE PRICE:	\$189,346.00	\$189,346.00	\$189,346.00

	Contour suspension seat	Std	
391-8968 ¹	Rear sunshade <i>COMFORT PACKAGE</i> ¹	\$1,072.00 ¹	
233-3295 ¹	Outside mounted mirrors <i>MIRRORS, OUTSIDE MOUNTED</i> ¹	\$271.00 ¹	
	Circle drive slip clutch	Std	
	Secondary steering	NA	
349-3047 ¹	14 foot moldboard <i>MOLDBOARD, 14 FT, BASIC</i> ¹	\$626.00 ¹	
	Front Scarifier – straight	NA	
212-6231 ¹	Front Scarifier – V type <i>SCARIFIER, FRONT V-TYPE (QC)</i> ¹	\$13,689.00 ¹	
	Tires 15.5 – 25 12 PR single piece rim	NA	
	Tires 17.5 – 25 12 PR single piece rim	NA	
	Multi-purpose attachments - specify		
	Multi-purpose attachments - specify		
	Multi-purpose attachments - specify		
	Multi-purpose attachments - specify		
	Multi-purpose attachments - specify		
356-1437 ¹	Optional equipment - specify <i>PRECLEANER, SY-KLONE</i> ¹	\$412.00 ¹	
337-7510 ¹	Optional equipment - specify <i>HITCH, TOWING</i> ¹	\$295.00 ¹	
265-6730 ¹	Optional equipment - specify <i>DRAWBAR, 6 SHOE CIRCLE GUIDES</i> ¹	\$892.00 ¹	
309-9879 ¹	Optional equipment - specify <i>LIGHTS, FRONT HEADLIGHTS, LOW</i> ¹	\$1,379.00 ¹	
390-6789 ¹	Optional equipment - specify <i>CAB, PLUS</i> ¹	\$1,346.00 ¹	
462-6389 ¹	Optional equipment - specify <i>GRADE CONTROL X SLOPE</i> ¹	\$6,055.00 ¹	
458-8701 ¹	Optional equipment - specify <i>JOYSTICK CONTROLS, ADVANCED</i> ¹	\$1,111.00 ¹	
254-7971 ¹	Optional equipment - specify <i>TIRES, 17.5R25 MX XTLA *L2 SP</i> ¹	\$5,403.00 ¹	
365-1336 ¹	Optional equipment - specify <i>MID MOUNT SCARIFIER PACKAGE</i> ¹	\$8,918.00 ¹	
353-2895 ¹	Optional equipment - specify <i>LIGHTS, WORKING, PLUS</i> ¹	\$566.00 ¹	

VEHICLE:	120M		
DEALER:	Ring Power Corporaton	Ring Power Corporaton	Ring Power Corporaton
ZONE:	Western	Northern	Central
BASE PRICE:	\$189,346.00	\$189,346.00	\$189,346.00

462-6388 ¹	Optional equipment - specify <i>INSTALLATION, ACCUGRADE READY</i> ¹	\$2,644.00 ¹	
458-2072 ¹	Optional equipment - specify <i>STABLE GRADE</i> ¹	\$1,351.00 ¹	
391-2914 ¹	Optional equipment - specify <i>CAMERA, REAR VISION</i> ¹	\$1,390.00 ¹	
DISCOUNT ¹	Optional equipment - specify <i>16% DISCOUNT ON ALL CAT WORK TOOLS</i> ¹	1	
DISCOUNT ¹ 32% DISCOUNT ²	Optional equipment - specify <i>DISCOUNTS APPLY TO ALL NON-SPECIFIED OPTIONS; 36% ON CAT 120M, 34% ON 12M, AND 32.5% ON 140M.</i> ¹ <i>32% DISCOUNT OFF LIST PRICE FOR OPTIONS ON CAT MODEL 120M. 32% DISCOUNT ON MODELS 12M-14M. 16% ON ALL CAT WORK TOOLS.</i> ²	1	
	Temporary tag		
	Transfer existing registration (must provide tag number)		
	New state tag (specify state, county, city, sheriff, etc.)		
3YR/3000HR PM PKG ²	Maintenance Plan - specify <i>PREVENTATIVE MAINTENANCE FOR 3YRS OR 3000HRS AT 500HR OR 6 MONTH INTERVALS. PKG INCLUDES 6 TOTAL PM'S.</i> ²		
5YR/5000HR PM PKG ²	Maintenance Plan - specify <i>PREVENTATIVE MAINTENANCE FOR 5YRS OR 5000HRS AT 500HR OR 6 MONTH INTERVALS. PKG INCLUDES 10 TOTAL PM'S.</i> ²		
	Warranty - specify <i>3 YEAR / 5,000 HOUR PREMIER ESC</i> ¹	\$8,866.00 ¹	
	Warranty - specify <i>5 YEAR / 7,500 HOUR POWERTRAIN</i> ¹	\$7,872.00 ¹	

Ring Power®

Ring Power Corporation
500 World Commerce Parkway
St. Augustine, FL 32092

QUOTE PER THE FLORIDA SHERIFF'S ASSOCIATION CONTRACT

Quote Prepared For:
The City of Palm Bay

9/10/2018

(1) NEW CATERPILLAR 12M MOTORGRADER

CONTRACT DETAILS

Florida Sheriff's Association Bid # FSA 16-VEH14.0 Specification # 34, Motorgrader Extension Dates: October 1, 2017 Through September 30, 2018

BASE MACHINE

BASE	Caterpillar 120M Per Sheriff's Contract Specifications	\$189,346
384-8606	Upgrade to 12M, Base Machine Only	<u>\$28,467</u>
TOTAL OF BASE MACHINE		\$217,813

NON-SPECIFIED OPTIONS

385-9294	GLOBAL ARRANGEMENT	NC
349-3047	MOLDBOARD, 14' BASIC	\$1,200
337-7510	HITCH, TOWING	\$565
353-3316	WEATHER, STANDARD	NC
305-2927	LINES, STANDARD W/O ACCUMULATOR	NC
380-6774	PRECLEANER, NON SY-KLONE	NC
324-5328	DRAIN, GRAVITY, ENGINE OIL	NC
354-4113	BASE + 1 (MMS)	\$2,415
394-3945	STARTER, ELECTRIC, HEAVY DUTY	NC
309-9879	LIGHTS, FRONT HEADLIGHTS, LOW	\$2,645
385-9554	CAB, PLUS (STANDARD GLASS)	\$1,165
397-7457	CAB, PLUS (INTERIOR)	\$3,160
394-1492	SEAT BELT	NC
464-6442	PRODUCT LINK, CELLULAR PLE641	NC
462-7928	INSTALLATION, ACCUGRADE READY	\$5,070
458-8701	JOYSTICK CONTROLS, ADVANCED	\$2,130

252-0775	TIRES, 17.5R25 BS VKT * D2A MP	\$11,690
323-6970	GUARD GP, HITCH	NC
469-8157	COOLANT, 50/50, -35C (-31F)	NC
386-1254	LANGUAGE, ENGLISH	NC
442-9940	DECALS, ENGLISH (U.S.)	NC
0P-1939	ANTIFREEZE WINDSHIELD WASHER	NC
358-9341	MID MOUNT SCARIFIER PACKAGE	\$17,100
395-1967	LIGHTS, WORKING, PLUS	\$1,085
338-1132	LIGHT, LED WARNING STROBE	\$590
361-3137	MOUNTING, WARNING LIGHT	\$760
396-3921	CAMERA, REAR VISION	\$2,665
233-3295	MIRRORS, OUTSIDE MOUNTED	\$520
483-2354	CONTROL, AUTO ARTICULATION	NC
367-6880	COUNTERWEIGHT	<u>\$3,360</u>
	SUB TOTAL	\$56,120
	LESS 34% SHERIFF'S CONTRACT DISCOUNT	<u>(\$19,081)</u>
	TOTAL OF NON-SPECIFIED OPTIONS	\$37,039

	SUB TOTAL	\$254,852
	LESS ONE TIME ADDITIONAL DISCOUNT	<u>(\$4,612)</u>
	TOTAL TRANSACTION PRICE	\$250,240


Best regards,

Josh Hetzel
Vice President / Regional Manager
Ring Power Corporation



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Gregg Lynk, City Manager 

DATE: September 20, 2018

RE: Surplus Fire Rescue Brush Truck Vehicle Purchase from Town of Malabar

The Fire Rescue Department is seeking approval to purchase a used 2006 Ford F550 Type Six Brush Truck from the Town of Malabar. The department is in need of the brush truck because an existing brush truck has gone out of service.

This unit will be outfitted and equipped in house by Fleet Services personnel. Additional funds for tag, title, and registration total \$600.

REQUESTING DEPARTMENTS:

Fire Rescue Department, Public Works/Fleet Services, Procurement Department

FISCAL IMPACT:

Total projected cost to acquire and equip the brush truck is \$15,600. Unspent operating funds currently budgeted in the Emergency Service Oxygen/Medical Services line item will be transferred from account 001-6012-522-5214 to the Fleet Fund's Light Vehicles Capital line items, account 521-7070-519-6403 on the final budget amendment for FY18.

RECOMMENDATION:

Motion to approve the transfer of General Fund funds budgeted in the Fire Department to the Fleet Services Fund for the procurement of one (1) Used/Surplus Ford F550 type six brush truck vehicle from the Town of Malabar.

Attachment: 1) Documentation from Town of Malabar, authorizing sale of Brush Truck

LH/ab



Town of Malabar

2725 Malabar Road
Malabar, FL 32950
321.727.7764 (Office) 321.722.2234 (Fax)
www.townofmalabar.org

Bill of Sale

For and in consideration of the sum of \$15,000.00 U.S. Dollars, paid by check No. _____ the receipt of which is hereby acknowledged, The Town of Malabar Fire Department (seller) does hereby sell, assign and transfer to The City of Palm Bay Fire Department (buyer) the following described property: One each 2004, Ford F550 Brush Truck, Color Red, Miles, 9947. VIN: 1FDAF57P24ED993054.

The buyer has been given the opportunity to inspect the property and has accepted the property in its existing condition and location.

Seller represents and warrants that seller is the lawful owner of property, transferred hereunder, free and clear of all mortgages, liens or encumbrances of any nature whatsoever and seller shall indemnify, defend and hold buyer harmless against such claims and demands.

In the event any dispute between the parties hereto should result in litigation or arbitration the prevailing party shall be reimbursed for all reasonable costs in connection therewith, including but not limited to, reasonable attorney's fees and defense costs. In no event shall either party be liable for incidental, consequential, indirect or special damages of any kind.

The terms of this bill of Sale shall bind and inure to the benefit of the parties hereto and their legal representatives, successors and assigns.

The parties hereby agree to execute such other documents and perform such other acts as may be necessary or desirable to carry out the purposes of this Bill of Sale

Date of Sale ____/____/____

Print Name


Town of Malabar (Seller)

Print Name

City of Palm Bay



MEMO TO: Honorable Mayor and Members of City Council

FROM: Terese M. Jones, City Clerk 

DATE: September 20, 2018

SUBJECT: One (1) Appointment – Infrastructure Advisory and Oversight Board

As you may recall, Angelina Iglesias was removed from the above subject board due to excessive absences. The vacancy has been announced at several regular Council meetings and applications solicited for same.

The following application has been received:

David Wills
1090 Commerce Road, SE 32909

The matter is presented to Council for the appointment of one (1) at-large member to the Infrastructure Advisory and Oversight Board. The individual appointed will complete Ms. Iglesias' term which expires December 31, 2020.

If you should have any questions, please advise.

/jcd

Attachment



Office of The
AUG - 8 2018
City Clerk

**APPLICATION FOR MEMBERSHIP
CITY BOARDS OR COMMITTEES**

Board/Committee: Infrastructure Advisory and Oversight Board

1. Full name: David Wills

a) Home Address: 1090 Commerce Road SE

City: Palm Bay Zip Code: 32909

Telephone No. (321) 952-2576 Fax No.: _____

E-mail: wills-d@att.net

b) Employer: N/A Occupation: RETIRED MILITARY

Address: _____

City: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

E-mail: _____

Job responsibilities: Former Marine Environmentalist Inspector/Investigator, USCG

FL DCF paralegal specialist

Intervention Services of Brevard case coordinator

Children Home Society Case worker

Retired NYC Correction Officer

If retired, what was your occupation prior to retirement? NYC Correction Officer/USCG

List job responsibilities in the space above.

2. Education: Bachelor of Science Degree in paralegal studies cum laude

3. Have you ever held a business license or certificate? Yes x No _____

If yes, please provide the following:

Title	Issue Date	Issuing Authority	Disciplinary Action/Dates
Notary Public	08/06/13 08/05/17	FL Exec	

4. Are you a resident of the City? Yes X No _____

If yes, how long? 23 yrs.

5. How long have you been a resident of Brevard County? 23 yrs.

6. Are you a United States citizen? Yes x No _____

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

Race:	African-American	<u> x </u>	Gender:	Male	<u> x </u>
	Asian-American	<u> </u>		Female	<u> </u>
	Hispanic-American	<u> </u>			
	Native-American	<u> </u>			
	Caucasian	<u> </u>			
	Not Known	<u> </u>			

Physically Disabled: Yes _____ No x

17. For Youth Advisory Board applications only: (Adult Advisory Member) Are you 30 years or older?

Yes _____ No _____

APPLICANT 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.
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)

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 the City Council or its designated representative to verify any and/or all information provided.

Signature: 

Date: 08/01/2010

Please return to: City of Palm Bay
Office of the City Clerk
120 Malabar Road, SE
Palm Bay, FL 32907

7. Are you a registered voter of the City? Yes x No _____

8. Are you employed by the City? Yes _____ No x

9. Do you presently serve on a City board(s)? Yes _____ No x

If yes, please list board(s): _____

10. Have you previously served on a City board(s)? Yes _____ No x

If yes, please list board(s): _____

11. Are you currently serving on a board, authority, or commission for another governmental agency?

Yes _____ No x

If yes, what board, etc. _____

12. Have you ever been convicted or pled guilty to a criminal charge or pled nolo contendere (no contest) to a criminal charge? Yes _____ No x

If yes, what charge _____; where _____; when _____;
disposition was: Convicted _____ Pled Guilty _____ Pled No Contest _____

Have your civil rights been restored? Yes _____ No _____

13. Are you a member or participant of any community organizations? (Please list) _____

Former credential member of Brevard Democrat Executive Committee

Presently non-voting member

14. What are your hobbies/interests? Jazz Flautist musician

15. Why do you want to serve on this board/committee? I have a vested interest as a home owner to see this city remain beautiful.



COMMITTEE AND COUNCIL REPORTS

- **Florida Puerto Rican Hispanic Chamber of Commerce**

Committee Reports

- **Space Coast Transportation Planning Organization**
- **Space Coast League of Cities**
- **Tourist Development Council**
- **Palm Bay Hospital Board**

Council Reports



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Gregg Lynk, City Manager 

DATE: September 6, 2018

RE: Sale of City Property – Stewart T. and Genieve M. Roberts

The City has contracted to sell and convey the following parcels to Stewart T. and Genieve M. Roberts dated November 21, 2018

1. Lot 5, Block 1312, Port Malabar Unit 25
262 Prairies St SE
Current Zoning: RS-2 Single-Family Residential
2. Lot 2, Block 772, Port Malabar Unit 22
1230 Pagado Rd SE
Current Zoning: RS-2 Single-Family Residential
3. Lot 7, Block 870 Port Malabar Unit 22
1357 Ran Rd SE
Current Zoning: RS-2 Single-Family Residential

The City has authorized the sale of the above single-family residential parcels and releases any automatic reservation and right of entry in accordance with Florida Statutes Chapter 270, Public Lands, Section 270.11.

REQUESTING DEPARTMENTS:

Growth Management Department, Land Development/Planning Division

FISCAL IMPACT:

No impact.

RECOMMENDATION:

Motion to adopt a Resolution selling and conveying the above referenced properties.

Attachment: 1) Draft Resolution No. 2018-

EB/ab

RESOLUTION NO. 2018-52

A RESOLUTION OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, SELLING AND CONVEYING PROPERTY AS RECORDED IN PLAT BOOK 16, PAGE 68, AND PLAT BOOK 15, PAGE 84, AND PLAT BOOK 16, PAGE 9, OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Palm Bay has contracted to sell and convey the following described properties to Stewart T. Roberts, Jr. and Genieve M. Roberts ("Purchasers") dated November 21, 2018:

Lot 5, Block 1312, Port Malabar, Unit Twenty-Five, according to the plat thereof, recorded in Plat Book 16, Page 68, Public Records of Brevard County, Florida, and

Lot 2, Block 772, Port Malabar, Unit Sixteen, according to the plat thereof, recorded in Plat Book 15, Page 84, Public Records of Brevard County, Florida, and

Lot 7, Block 870, Port Malabar, Unit Twenty-Two, according to the plat thereof, recorded in Plat Book 16, Page 9, Public Records of Brevard County, Florida ("Properties"), and

WHEREAS, the City has no plans to develop said Properties and that it is unnecessary for public purposes, and

WHEREAS, the City has determined that the sale of said Properties is in the best interest of the Public, and

WHEREAS, the City has authorized its sale and authorized the City Manager to execute all necessary documents to convey the Property to the Purchasers.

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

SECTION 1. The City of Palm Bay has hereby determined that said properties, are unnecessary for the City's public purposes.

SECTION 2. The City of Palm Bay has hereby determined that disposal of said properties, as they are described above is in the best interest of the public.

SECTION 3. The City of Palm Bay hereby authorizes the conveyance of said properties, to Stewart T. Roberts, Jr. and Genieve M. Roberts, by City Manager, Gregg Lynk, pursuant to the applicable Florida Statutes.

SECTION 4. The City of Palm Bay specifically releases any automatic reservation and right of entry in accordance with Section 270.11, Florida Statutes.

SECTION 5. This Resolution shall take effect immediately upon the enactment date.

This resolution was duly enacted at Meeting No. 2018- , of the City Council of the City of Palm Bay, Brevard County, Florida, held on , 2018.

William Capote, MAYOR

ATTEST:

Terese M. Jones, CITY CLERK

cc: (date) Brevard County Recording



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council
FROM: Gregg Lynk, City Manager
DATE: September 20, 2018
RE: Sale of City Property – Nishazad and Babar Sheikh

The City has contracted to sell and convey the following parcel to Nishazad and Babar Sheikh dated August 19, 2018, Addendums August 13, and August 21, 2018

1. Tract B, Port Malabar Unit 36
Gerry Rd SW
Current Zoning: RS-2 Single-Family Residential

The City has authorized the sale of the above single-family residential parcel and releases any automatic reservation and right of entry in accordance with Florida Statutes Chapter 270, Public Lands, Section 270.11.

REQUESTING DEPARTMENTS:

Growth Management Department, Land Development/Planning Division

FISCAL IMPACT:

No impact.

RECOMMENDATION:

Motion to adopt a Resolution selling and conveying the above referenced properties.

Attachment: 1) Draft Resolution No. 2018-

EB/ab

RESOLUTION NO. 2018-53

A RESOLUTION OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, SELLING AND CONVEYING PROPERTY AS RECORDED IN PLAT BOOK 19, PAGE 82, OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Palm Bay has contracted to sell and convey the following described properties to Nishazad Sheikh and Babar Sheikh ("Purchasers") dated April 19, 2018 and subsequent Addendums dated August 13, 2018 and August 21, 2018:

Tract B, Port Malabar, Unit Thirty-Six, according to the plat thereof, recorded in Plat Book 19, Page 82, Public Records of Brevard County, Florida, and

WHEREAS, the City has no plans to develop said Properties and that it is unnecessary for public purposes, and

WHEREAS, the City has determined that the sale of said Properties is in the best interest of the Public, and

WHEREAS, the City has authorized its sale and authorized the City Manager to execute all necessary documents to convey the Property to the Purchasers.

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

SECTION 1. The City of Palm Bay has hereby determined that said properties, are unnecessary for the City's public purposes.

SECTION 2. The City of Palm Bay has hereby determined that disposal of said properties, as they are described above is in the best interest of the public.

SECTION 3. The City of Palm Bay hereby authorizes the conveyance of said properties, to Nishazad Sheikh and Babar Sheikh, by City Manager, Gregg Lynk, pursuant to the applicable Florida Statutes, and

SECTION 4. The City of Palm Bay specifically releases any automatic reservation and right of entry in accordance with Section 270.11, Florida Statutes.

SECTION 5. This Resolution shall take effect immediately upon the enactment date.

This resolution was duly enacted at Meeting No. 2018- , of the City Council of the City of Palm Bay, Brevard County, Florida, held on , 2018.

William Capote, MAYOR

ATTEST:


Terese M. Jones, CITY CLERK

cc: (date) Brevard County Recording



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Gregg Lynk, City Manager 

DATE: September 20, 2018

RE: FY18 - Stormwater Assessment Institutional Accounts – Paid by the City

Under the Ordinance No. 2017-35, Section 2.06, Authorization for Exemptions and Hardship Assistance, the City Council elected to provide exemptions from payment of Stormwater Assessments to property owners classified as Institutional. Institutional property owners were exempted from paying their Stormwater Assessment fees for the Tax Year 2017.

The Stormwater Special Assessments waived for the Tax Year 2017, total \$308,328.44. The funding was not included in the City's Annual Budget adopted for FY18 because the decision to grant the exemption and the amount to exempt was not known in time. Funding to cover the transfer due to the Stormwater Fund has to be transferred from the General Fund's Fund Balance prior to close out of fiscal year 2018.

The provision of an exemption in any one year does not establish a right or entitlement to such exemption in any subsequent year. An exemption for Tax 2018, has been granted by City Council for institutional accounts and is budgeted for in FY19 in the amount of \$310,543.05.

FISCAL IMPACT:

Transfer of \$308,328.44 from General Fund's Fund Balance to the Storm Water Fund as payment for 101 Institutional accounts will be appropriated and budgeted for on the 5th and final budget amendment for fiscal year 2018 in November.

RECOMMENDATION:

Motion to authorize appropriation on the next budget amendment for the transfer of \$308,328.44 from General Fund to the Stormwater Fund for 2018 Assessments waived for institutional account owners.

Attachment: 1) List of 2018 Institutional Properties

YM/ab

FY18 - INSTITUTIONAL EXEMPTIONS

Property Use	Exemption	ESU	AsmtAmt	Name1
7400 - HOME FOR THE AGED	HOMES FOR THE AGED	20	\$3,542.60	SOUTH ATLANTIC HOUSING OF BREVARD
7100 - CHURCH	RELIGIOUS	27.88	\$4,938.38	TOMOKA CHRISTIAN CHURCH INC
7100 - CHURCH	RELIGIOUS	14.62	\$2,589.64	SOUTHEASTERN CONFERENCE ASSOC OF
7100 - CHURCH	RELIGIOUS	15.87	\$2,811.05	THE DIOCESE OF CENTRAL FLORIDA
1000 - VACANT COMMERCIAL LAND	RELIGIOUS	0.32	\$56.68	DIOCESE OF ORLANDO
1000 - VACANT COMMERCIAL LAND	RELIGIOUS	0.32	\$56.68	DIOCESE OF ORLANDO
7100 - CHURCH	RELIGIOUS	3.38	\$598.70	IGLESIA DE DIOS PENTECOSTAL
7300 - HOSPITAL-GENERAL (PRIVATELY OWNED)	HOSPITAL	96.08	\$17,018.65	HOLMES REGIONAL MEDICAL CENTER INC
7000 - VACANT LAND - INSTITUTIONAL	HOSPITAL	1.56	\$276.32	HOLMES REGIONAL MEDICAL CENTER INC
7220 - COLLEGE (PRIVATELY OWNED)	EDUCATIONALLY EXEMPT PROPERTY	22.79	\$4,036.79	FLORIDA INSTITUTE OF TECHNOLOGY
7220 - COLLEGE (PRIVATELY OWNED)	EDUCATIONALLY EXEMPT PROPERTY	36.06	\$6,387.31	FLORIDA INSTITUTE OF TECHNOLOGY
7100 - CHURCH	RELIGIOUS	2.2	\$389.69	PENTACOSTAL CHURCH OF THE LIVING
7100 - CHURCH	RELIGIOUS	5.35	\$947.65	GRACE BIBLE SANCTUARY CORP
7200 - SCHOOL (PRIVATELY OWNED)	EDUCATIONALLY EXEMPT PROPERTY	9.75	\$1,727.02	LONGANI, HANS R
7100 - CHURCH	RELIGIOUS	17.52	\$3,103.32	FELLOWSHIP UNITED METHODIST
7000 - VACANT LAND - INSTITUTIONAL	RELIGIOUS	6.27	\$1,110.61	GRACE CHRISTIAN FELLOWSHIP OF
7100 - CHURCH	RELIGIOUS	1.04	\$184.22	FIRST CHURCH OF CHRIST OF
7100 - CHURCH	RELIGIOUS	1.04	\$184.22	WALTON TEMPLE BREAD OF LIFE
7100 - CHURCH	RELIGIOUS	3.05	\$540.25	FLORIDA AVENUE CHURCH OF CHRIST
7000 - VACANT LAND - INSTITUTIONAL	RELIGIOUS	3.41	\$604.01	MOUNT MORIAH MISSIONARY BAPTIST
7100 - CHURCH	RELIGIOUS	11	\$1,948.43	MOUNT MORIAH MISSIONARY BAPTIST
7200 - SCHOOL (PRIVATELY OWNED)	EDUCATIONALLY EXEMPT PROPERTY	14.8	\$2,621.52	PALM BAY ACADEMY INC
4000 - VACANT INDUSTRIAL LAND	EDUCATIONALLY EXEMPT PROPERTY	4.42	\$782.91	PALM BAY ACADEMY INC
7200 - SCHOOL (PRIVATELY OWNED)	EDUCATIONALLY EXEMPT PROPERTY	48.9	\$8,661.66	PALM BAY ACADEMY INC
7200 - SCHOOL (PRIVATELY OWNED)	RELIGIOUS	15.18	\$2,688.83	TRINITY HAITIAN BAPTIST CHURCH OF
7100 - CHURCH	RELIGIOUS	1.68	\$297.58	MINISTERIO EVANGELISTICO AUGA DE
7700 - CLUBS, LODGES, AND UNION HALLS	FRATERNAL ORGANIZATION CLUBHOUSE	4.12	\$729.78	FRATERNAL ORDER OF EAGLES PALM
1000 - VACANT COMMERCIAL LAND	RELIGIOUS	0.92	\$162.96	TRUTH REVEALED MINISTRIES INC
7700 - CLUBS, LODGES, AND UNION HALLS	FRATERNAL ORGANIZATION CLUBHOUSE	1.86	\$329.46	LYMAN, JOHN S JR
7100 - CHURCH	RELIGIOUS	18.11	\$3,207.82	FIRST FRENCH ADVENTIST CHURCH OF
7200 - SCHOOL (PRIVATELY OWNED)	EDUCATIONALLY EXEMPT PROPERTY	28.61	\$5,067.69	WISH UPON A STAR PRESCHOOL &
7100 - CHURCH	RELIGIOUS	19.47	\$3,448.72	1ST PRESBYTERIAN CHURCH OF PALM
7100 - CHURCH	RELIGIOUS	8.19	\$1,450.69	BETHEL ABUNDANT LIFE MINISTRIES
7100 - CHURCH	RELIGIOUS	19.12	\$3,386.73	VICTORY ASSEMBLY OF GOD OF
7100 - CHURCH	RELIGIOUS	22.65	\$4,011.99	PEACE LUTHERAN CHURCH OF PALM BAY
7100 - CHURCH	RELIGIOUS	17.18	\$3,043.09	CHURCH OF OUR SAVIOR OF PALM BAY INC
7100 - CHURCH	RELIGIOUS	12.73	\$2,254.86	PALM BAY METHODIST CHURCH
2810 - PARKING LOT - PATRON	RELIGIOUS	2.43	\$430.43	RISEN SAVIOR LUTHERAN CHURCH
7100 - CHURCH	RELIGIOUS	7.18	\$1,271.79	RISEN SAVIOR LUTHERAN CHURCH
7100 - CHURCH	RELIGIOUS	31.91	\$5,652.22	UNITED CHURCH OF CHRIST
7100 - CHURCH	RELIGIOUS	0.72	\$127.53	APOSTOLIC REVIVAL CENTER INC
7100 - CHURCH	RELIGIOUS	2.96	\$524.30	CHURCH OF GOD BY THE FAITH IN
7100 - CHURCH	RELIGIOUS	10.43	\$1,847.47	CHURCH OF GOD AT PALM BAY
7100 - CHURCH	RELIGIOUS	1.16	\$205.47	TRINITY BAPTIST CHURCH
7100 - CHURCH	RELIGIOUS	25.48	\$4,513.27	FAITH BAPTIST CHURCH OF MELBOURNE
7100 - CHURCH	RELIGIOUS	6.82	\$1,208.03	CHRISTIAN DEV CENTER A CHURCH
7100 - CHURCH	RELIGIOUS	13.91	\$2,463.88	LOCKMAR BAPTIST CHURCH INC
7100 - CHURCH	RELIGIOUS	26.9	\$4,764.80	COVENANT PRESBYTERIAN
7000 - VACANT LAND - INSTITUTIONAL	RELIGIOUS	8.44	\$1,494.98	COVENANT PRESBYTERIAN CHURCH OF
7000 - VACANT LAND - INSTITUTIONAL	RELIGIOUS	3.22	\$570.36	COVENANT PRESBYTERIAN CHURCH OF
7100 - CHURCH	RELIGIOUS	5.17	\$915.76	COVENANT PRESBYTERIAN CHURCH OF
7100 - CHURCH	RELIGIOUS	5.85	\$1,036.21	PRESBYTERIAN COVENANT CHURCH OF
7100 - CHURCH	RELIGIOUS	13	\$2,302.69	IGLESIA EL SINAI
7100 - CHURCH	RELIGIOUS	7.61	\$1,347.96	EAST PALM BAY FL CONGREGATION
1000 - VACANT COMMERCIAL LAND	RELIGIOUS	5.64	\$999.01	FIRST PENTECOSTAL CHURCH OF
7100 - CHURCH	RELIGIOUS	10.12	\$1,792.56	FIRST PENTECOSTAL CHURCH OF
7100 - CHURCH	RELIGIOUS	32.14	\$5,692.96	FIRST PENTECOSTAL CHURCH OF SOUTH
7100 - CHURCH	RELIGIOUS	29.53	\$5,230.65	YOGA SHAKTI MISSION INC
7100 - CHURCH	RELIGIOUS	9	\$1,594.17	COMMUNITY BIBLE CHURCH OF BREVARD
7100 - CHURCH	RELIGIOUS	10.56	\$1,870.49	FIRST HAITIAN EVANGELICAL CHURCH
7100 - CHURCH	RELIGIOUS	22.67	\$4,015.54	VICTORY MINISTRIES INC
9140 - UTILITY (TELEPHONE/TELEGRAPH) - IMPROVED	RELIGIOUS	3.9	\$690.81	VICTORY MINISTRIES INC
7100 - CHURCH	RELIGIOUS	11.44	\$2,026.37	PRIMERA IGLESIA BAUTISTA HISPANA
7700 - CLUBS, LODGES, AND UNION HALLS	FRATERNAL ORGANIZATION CLUBHOUSE	14.59	\$2,584.33	CHARLES F THOMAS IV POST 117 INC
7100 - CHURCH	RELIGIOUS	25.81	\$4,571.73	CENTERPOINTE CHURCH INC
7100 - CHURCH	RELIGIOUS	4.9	\$867.94	BETHESDA EVANGELICAL BAPTIST
7100 - CHURCH	RELIGIOUS	10.03	\$1,776.61	JOY LUTHERAN CHURCH
7100 - CHURCH	RELIGIOUS	11.81	\$2,091.91	PALM BAY BAPTIST CHURCH INC
7000 - VACANT LAND - INSTITUTIONAL	RELIGIOUS	2.48	\$439.28	GRACE BIBLE CHURCH OF PALM BAY
7100 - CHURCH	RELIGIOUS	10.18	\$1,803.18	GRACE BIBLE CHURCH OF PALM BAY
7200 - SCHOOL (PRIVATELY OWNED)	EDUCATIONALLY EXEMPT PROPERTY	34.51	\$6,112.76	ODYSSEY CHARTER SCHOOL INC
7100 - CHURCH	RELIGIOUS	20.96	\$3,712.64	GLORY BOUND CHURCH OF GOD INC
7100 - CHURCH	RELIGIOUS	17.02	\$3,014.75	CORNERSTONE ASSEMBLY OF GOD
7100 - CHURCH	RELIGIOUS	6.66	\$1,179.69	NEW BIRTH F BAPTIST CHURCH INC
1000 - VACANT COMMERCIAL LAND	RELIGIOUS	1.86	\$329.46	OVERCOMER CHURCH OF GOD OF
4000 - VACANT INDUSTRIAL LAND	EDUCATIONALLY EXEMPT PROPERTY	16.58	\$2,936.82	EASTERN FLORIDA STATE COLLEGE FOUNDATION INC
4000 - VACANT INDUSTRIAL LAND	EDUCATIONALLY EXEMPT PROPERTY	4.18	\$740.40	EASTERN FLORIDA STATE COLLEGE FOUNDATION INC
7230 - FRATERNITY OR SORORITY HOME	FRATERNITY/SORORITY	5.67	\$1,004.33	PI KAPPA ALPHA HOUSE FOUNDATION
7100 - CHURCH	RELIGIOUS	7.38	\$1,307.22	COMMUNITY OF CHRIST
7200 - SCHOOL (PRIVATELY OWNED)	EDUCATIONALLY EXEMPT PROPERTY	14.9	\$2,639.24	PBDF LLC
1000 - VACANT COMMERCIAL LAND	HOSPITAL	12.43	\$2,201.73	HOLMES REGIONAL MEDICAL CENTER
8400 - COLLEGE	EDUCATIONALLY EXEMPT PROPERTY	9.03	\$1,599.48	MRIGLOBAL
8400 - COLLEGE	EDUCATIONALLY EXEMPT PROPERTY	23.13	\$4,097.02	MRIGLOBAL
4000 - VACANT INDUSTRIAL LAND	EDUCATIONALLY EXEMPT PROPERTY	7.05	\$1,248.77	MRIGLOBAL
7100 - CHURCH	RELIGIOUS	22.12	\$3,918.12	JESUS CHRIST OF LATTER DAY SAINTS
7100 - CHURCH	RELIGIOUS	7.97	\$1,411.73	TRUTH REVEALED MINISTRIES INC
7100 - CHURCH	RELIGIOUS	40.63	\$7,196.79	FIRST BAPTIST CHURCH OF PALM BAY
7100 - CHURCH	RELIGIOUS	35.17	\$6,229.66	DIOCESE OF ORLANDO

7100 - CHURCH	RELIGIOUS	62.73	\$11,111.36	DIOCESE OF ORLANDO
1000 - VACANT COMMERCIAL LAND	RELIGIOUS	0.49	\$86.79	DIOCESE OF ORLANDO
7610 - CEMETERY	RELIGIOUS	4.58	\$811.26	DIOCESE OF ORLANDO
7610 - CEMETERY	RELIGIOUS	8.74	\$1,548.12	DIOCESE OF ORLANDO
7500 - ASSISTED-CARE LIVING FACILITY	HOSPITAL	15.17	\$2,687.06	HOLMES REGIONAL MEDICAL CENTER
1000 - VACANT COMMERCIAL LAND	HOSPITAL	1.11	\$196.61	HOLMES REGIONAL MEDICAL CENTER
7310 - CLINIC	HOSPITAL	8.05	\$1,425.90	HOLMES REGIONAL MEDICAL CENTER
8400 - COLLEGE	EDUCATIONALLY EXEMPT PROPERTY	201.96	\$35,773.17	EASTERN FLORIDA STATE COLLEGE
1222 - COMMERCIAL RELATED AMENITIES	EDUCATIONALLY EXEMPT PROPERTY	42.28	\$7,489.06	EASTERN FLORIDA STATE COLLEGE
4000 - VACANT INDUSTRIAL LAND	EDUCATIONALLY EXEMPT PROPERTY	6.72	\$1,190.31	EASTERN FLORIDA STATE COLLEGE
8400 - COLLEGE	EDUCATIONALLY EXEMPT PROPERTY	164.19	\$29,082.97	EASTERN FLORIDA STATE COLLEGE
4000 - VACANT INDUSTRIAL LAND	EDUCATIONALLY EXEMPT PROPERTY	0.4	\$70.85	EASTERN FLORIDA STATE COLLEGE
4000 - VACANT INDUSTRIAL LAND	EDUCATIONALLY EXEMPT PROPERTY	11.58	\$2,051.17	EASTERN FLORIDA STATE COLLEGE

TOTAL	\$308,328.44
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LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Gregg Lynk, City Manager

DATE: September 20, 2018

RE: Transfer of Proceeds from Property Sales to the Road Maintenance Fund

A handwritten signature in blue ink, appearing to read "Gregg Lynk".

Per Council direction, proceeds from the sale of City owner property, net of cost associated with selling the properties are to be transferred from the General Fund into the Road Maintenance Fund.

So far for fiscal year 2018, a total of \$520,871.82 has been received to date for property sales. Real estate costs expended to date total \$17,770.00. Net proceeds: \$503,101.82. Any additional proceeds from land sales received and expenses incurred through September 30, 2018 will be reconciled and transfers made at closeout of fiscal year 2018.

FISCAL IMPACT:

- 1) Budget and appropriation of a \$503,101.82 as a transfer from General Fund to the Road Fund and
- 2) Budget \$17,770.00 in Economic Development Department to cover Real Estate Cost disbursed to date.

RECOMMENDATION:

Motion to authorize the transfer of \$503,101.82 from General fund to the Road Fund and budget real estate cost incurred to date with appropriation to be reflected on the final budget amendment for FY18.

Attachments: 1) Property Sales Activity Listing
2) Real Estate Costs Activity Listing

YM/ab

PREPARED 09/07/2018, 16:57:27
PROGRAM GM362LA
CITY OF PALM BAY

GENERAL LEDGER ACTIVITY LISTING

PAGE 1

FUND 001 GENERAL FUND

GROUP ACCTG	---	TRANSACTION---							
APP NUMBER PER.	CD	DATE	NUMBER	D E S C R I P T I O N	DEBITS	CREDITS	BEGINNING /ENDING BALANCE		
001-0000-364.10-03				PROPERTY SALES / PROPERTY SALES					
CR 00309	01/18	AJ 10/13/17	0018593	TD BANK SALE OF PROPERTY					.00
				#119 CITY PROPERTY SOLD		10,796.00			
CR 02234	03/18	AJ 12/20/17	0106393	SALE OF CITY PROP 172 HOL					
				#119 CITY PROPERTY - SOLD		12,495.92			
CR 02233	03/18	AJ 12/29/17	0106386	TD BK SALE OF 1878 MARKET					
				#119 CITY PROPERTY -SOLD		107,140.15			
CR 03318	05/18	AJ 02/09/18	0157523	TD BANK SOLD LAND J PATEL					
				#119 CITY PROPERTY SOLD		42,576.25			
CR 03512	05/18	AJ 02/23/18	0164946	JAYSHREE PATEL TRACT E#19					
				#119 CITY PROPERTY SOLD		161,975.00			
CR 03513	05/18	AJ 02/28/18	0164955	PAMELA HOLMAN TRACT C SW					
				#119 CITY PROPERTY SOLD		54,135.00			
CR 05383	07/18	AJ 04/24/18	0258917	1825 MARKET CIR NE SALE					
				#119 CITY PROPERTY SOLD		66,443.50			
CR 06275	09/18	AJ 06/14/18	0306605	PROP SALE TRACT M PMU 32					
				#119 CITY PROPERTY-SOLD		65,310.00			
				ACCOUNT TOTAL		520,871.82		520,871.82CR	
				FUND TOTAL	.00	520,871.82		520,871.82CR	

GENERAL LEDGER ACTIVITY LISTING

FUND 001 GENERAL FUND										BEGINNING /ENDING BALANCE
GROUP ACCTG		TRANSACTION			DESCRIPTION	DEBITS	CREDITS			
APP NUMBER	PER.	CD	DATE	NUMBER						

001-3410-552.34-21 OTHER CONTRACTUAL SERVICE / REAL ESTATE COSTS										
GM 01253	02/18	AP	11/13/17	9002791	BURR & FOREMAN LLP	3,700.00			.00	
				996341	PROFESSIONAL SVCS					
GM 03095	05/18	AP	11/16/17	0180792	MERIDIAN APPRAISAL GROUP	2,500.00				
				17-ORE	APPRAISAL					
GM 03889	06/18	AP	02/01/18	2018123	BANK OF AMERICA	1,200.00				
				FEBRUARY 2018	KANE SURVEYING INC.					
GM 05708	08/18	AP	04/18/18	2018175	BANK OF AMERICA	900.00				
				APRIL 2018	KANE SURVEYING INC.					
GM 06234	10/18	AP	04/26/18	0183703	CANTWELL & GOLDMAN PA	7,375.00				
				7987	LEGAL SERVICES					
GM 06234	10/18	AP	05/29/18	0183703	CANTWELL & GOLDMAN PA	62.50				
				8097	LEGAL SERVICES					
PI 06339	10/18	AP	06/11/18	0183754	W.H. BENSON & COMPANY	1,700.00				
				WHB FILE 14261	FINANCIAL SERVICES					
GM 06234	10/18	AP	06/26/18	0183703	CANTWELL & GOLDMAN PA	72.50				
				8256	LEGAL SERVICES					
GM 07302	11/18	AP	07/27/18	0184576	CANTWELL & GOLDMAN PA	260.00				
				10012	LEGAL SVCS 7/6-7/27					
ACCOUNT TOTAL						17,770.00			17,770.00	
FUND TOTAL						.00	17,770.00		17,770.00	



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Gregg Lynk, City Manager

DATE: September 20, 2018

RE: LETF 19-01

A handwritten signature in blue ink, appearing to read "Gregg Lynk".

In accordance with Florida law, funding in the amount of \$18,277 is being requested from the Law Enforcement Trust Fund (LETF) designated fund balance for fiscal year 2018/2019.

The Police Department is requesting to send Commander Greg LaTulippe to the Southern Police Institute for the 83rd Command Officer's Development Course that is scheduled for five two-week sessions from September 2018 through January 2019 in Clearmont, Florida. This course is the flagship continuing education course for law enforcement managers that will provide a foundation of practical law enforcement administration and complement the Administrative Officers Course. Due to the timing on this course, Southern Police Institute is allowing registration payment of \$3,595 to be paid in October. Cost for lodging and per diem for the five sessions will be \$4,851 and \$1,831. The grant total for course, lodging and per diem equals \$10,277.

Funding in the amount of \$8,000 is needed to provide initial funding for the legal costs that are required to support the asset forfeiture program for fiscal year 2018/2019. This should cover the costs for the court fees, summon fees, legal advertisements, certified mailings, etc., on forfeiture cases.

The LETF authorization will be included on the next FY 19 budget amendment.

REQUESTING DEPARTMENT:

Police Department

FISCAL IMPACT:

There is a designated fund balance of \$137,835.45 as of September 10, 2018.

RECOMMENDATION:

Motion to approve expenditures of LETF as described herein up to \$18,277.

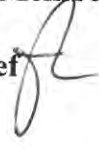
Attachment: 1) Certification statement

LH/sv/ab



CERTIFICATION STATEMENT

TO: Honorable Mayor and Members of the City Council

FROM: Jim Rogers, Police Chief 

DATE: September 20, 2018

SUBJECT: Law Enforcement Trust Fund (LEFT) Forfeiture Expenditures

I certify that the request for the use of the Law Enforcement Trust funds will be used for an authorized purpose pursuant to the provisions of Section 932.7055 of the Florida Statutes.


The following details the usage of the requested expenditures:

VENDOR/ORGANIZATION	ITEM DESCRIPTION	COST
Southern Police Institute	83 rd Command Officer's Development Course registration	\$3,595
Greg LaTulippe	Per Diem	\$1,831
Hampton Inn & Suites	Lodging	\$4,851
Caliber Court	Court Summon fees for forfeiture cases	Unknown
USPS	Certified mail for forfeiture cases	Unknown
Hunt Insurance	Bond costs for forfeiture cases	Unknown
Brevard Circuit Court	Court fees for forfeiture cases	Unknown
Cape Publications/FL Today	Advertisement fees for forfeiture cases	Unknown
	Initial request for legal fees for forfeiture	\$8,000
TOTAL		\$18,277



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Gregg Lynk, City Manager 

DATE: September 20, 2018

RE: Establishment and Funding of Retirement Health Saving Plan for Deputy City Managers

Effective June 1, 2018, the City entered into agreement with ICMA-RC, to establish an Employer Retirement Health Savings Plan (RHS) for Deputy City Managers as a defined group eligible to participated in the Plan.

Deputy City Managers are required to participate upon establishment of the plan and will receive a mandatory contribution into the plan from the City of \$5,000 for each Deputy City Manager position in the City's position control plan. Deputy City Managers will make mandatory contributions of fifty percent (50%) of their monthly accrued sick, fifty percent (50%) of their monthly accrued vacation and 50% of leave payouts at separation from the City.

REQUESTING DEPARTMENTS:

City Manager, Human Resources

FISCAL IMPACT:

Five thousand dollars, \$5,000 must be budgeted to cover the 2018 RHS contribution payable by the City on behalf of one currently occupied Deputy City Manager position in FY 2018. Funding is available in the City Manager Office's Personnel budget to cover the required contribution due to a vacant position.

RECOMMENDATION:


Motion by City Council to acknowledge the City's required annual contribution.

YM/GL/ab



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Gregg Lynk, City Manager 

DATE: September 20, 2018

RE: July 2018 Monthly Financial Report (Unaudited)

Attached for your information is the monthly financial report which will provide you with an overview of the City's financial activities which occurred through July 31, 2018. July is the tenth month of the fiscal year and represents 83% of the annual budget.

JULY 2018 CASH & INVESTMENTS HIGHLIGHTS

General Fund

Total General Fund cash and investments are up \$4,715,195.47 or 44.9% from the same period last year. General Fund Cash & Investments at 07/31/18 totaled \$15,221,827.40 down \$1,377,990.52 or 8.30% from last month. From its primary General Fund revenue source, the City has received through July 31st, \$28.5 million or 99.9% of the budgeted Ad Valorem Taxes for FY18. Ad Valorem Taxes budgeted for FY18 is \$28.4 million, a budgeted increase of \$2.1 million from last fiscal year. An additional \$152,005.27 in delinquent ad valorem tax revenue was received through July 31st.

In comparison to the prior year in July, General Fund revenues increased by \$10.7 million, while expenditures increased by \$2.3 million.

Impact Fee Funds

Transportation Impact Fee cash and investments is up \$1.9 million from one year ago. Increase revenue received can only be use for expanded capacity, not road maintenance.

Road Maintenance Fund

Cash balances in the Road Maintenance Fund is down from \$3.5 million in July 2017 to \$2.5 million in July 2018. The only new funding available for road maintenance in FY 18 will come from City owned property sales.

Stormwater Utility Fund

Cash and investment balances in the Stormwater Fund at July 31, 2018, totaled \$6.1 million. Revenue collections through the end of July included \$11.6 million in current assessment collections billed by the Brevard County Tax Collector's office and the City's Public Works Department. An additional \$327,863 in revenue was collected from delinquent accounts previously billed through the City's Utility Customer Service Division. Total stormwater revenue received through July 31, 2018, totaled \$12,827,998.20 or 89.86% of its

total \$14.3 million FY 2018 budget.

2018 LOGT NOTE Proceeds

The total cash balance of \$9.0 million at the end of July 2018, includes \$8.9 million in funds borrowed and received in February for road construction at the new I-95 exit.

Citywide

The City's total cash and investments portfolio, increased to \$99,224,735 from \$73,577,297, an increase of \$25,647,438 or 34.9%, from July 2017 to July 2018. The increase in Citywide revenues is attributable to higher cash balances in funds such as General Fund, Transportation Impact Fee Fund and Building Funds because of increased economic activity in the City this fiscal year. The increase also reflects the impact from Stormwater's change in rates and having been placed on the tax bills. The increase also includes \$8.9 million in construction loan proceeds for the I-95 exit road to be built.

REQUESTING DEPARTMENT:

Finance Department

FISCAL IMPACT:

None

RECOMMENDATION:

Motion to acknowledge receipt of the July 2018 Financial Report

Attachment: 1) July 31, 2018 Monthly Financial Report

YM/ab



MONTHLY FINANCIAL REPORT (UNAUDITED)

JULY 2018

City of Palm Bay, Florida



Report Summary

Financial Report Summary	Page 1
General Fund	
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MONTHLY FINANCIAL REPORT (UNAUDITED)

JULY 2018

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 July 2018. July is the tenth month of the fiscal year and represents 83% of the annual budget.

Financial Report Summary

- Citywide revenues of \$156.6 million are at 73.7% of the annual budget. Citywide expenditures of \$122.6 million are at 57.7% 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 \$25.6 million, or 34.9%, in comparison to the prior year.
- Most of the increased citywide revenues are a result of the new Stormwater Assessment and proceeds for the I-95 connector road and energy savings contract. Most of the increased citywide expenditures are due to needs in Stormwater, energy savings enhancements, Utility renewal & replacement, and the payment of Ranger Construction attorney fees.

Citywide - Cash & Investments		Citywide - Revenues		Citywide - Expenditures	
7/31/2018	\$ 99,224,734.78	7/31/2018	\$ 156,559,846.96	7/31/2018	\$ 122,573,313.45
7/31/2017	73,577,297.14	7/31/2017	127,308,062.87	7/31/2017	120,812,000.05
Increase	34.9% \$ 25,647,437.64	Increase	23.0% \$ 29,251,784.09	Increase	1.5% \$ 1,761,313.40

- General Fund revenues of \$64.2 million are at 90.2% of the annual budget. This is an increase of \$10.7 million, or 19.9%, in comparison to the prior year.
- General Fund expenditures of \$56.2 million are at 78.9% of the annual budget. This is an increase of \$2.3 million, or 4.3%, in comparison to the prior year.
- General Fund cash and investments increased by \$4.7 million, or 44.9%, 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	
7/31/2018	\$ 15,221,827.40	7/31/2018	\$ 64,150,051.03	7/31/2018	\$ 56,154,212.33
7/31/2017	10,506,631.93	7/31/2017	53,482,790.22	7/31/2017	53,814,797.23
Increase	44.9% \$ 4,715,195.47	Increase	19.9% \$ 10,667,260.81	Increase	4.3% \$ 2,339,415.10

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. The following information depicts the history of the revenues and expenditures for the General Fund from fiscal years 2015 to 2018.

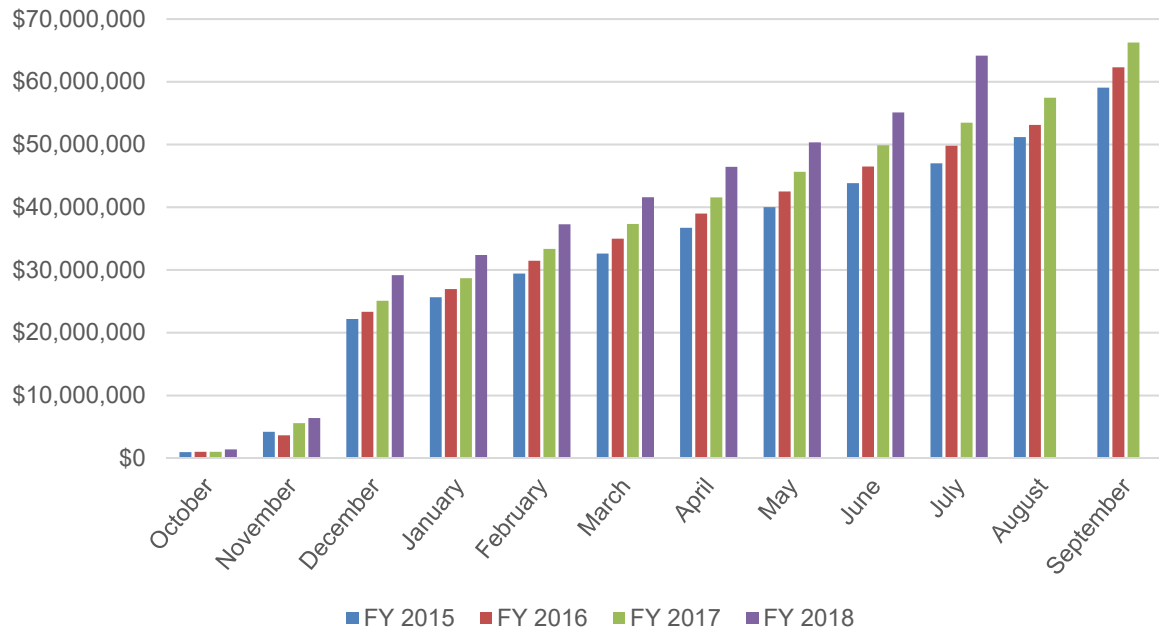
This report contains unaudited information. If you have any questions or comments on the financial reports, please contact Yvonne McDonald, Finance Director or Ruth Chapman, Assistant Finance Director.

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

Finance Website: <http://www.palmbayflorida.org/government/departments/finance-acct-btr-liens-passports-purchasing->

General Fund (GF) Revenues - Summary

➤ Year-to-Date (YTD) Revenue Comparisons



➤ FY 2018 YTD Revenue Variance As Compared to Prior Year

	Prior YTD	Current YTD	% Variance	Annual Budget
Ad Valorem Taxes	\$ 26,228,519	\$ 28,595,185	9.0%	\$ 28,467,595
Local Option Fuel Tax (1)	3,125,739	2,790,555	-10.7%	4,208,406
Utility Service Taxes	5,483,109	5,837,775	6.5%	8,402,000
Communication Service Tax	1,718,153	1,765,281	2.7%	2,779,457
Franchise Fees	3,207,676	3,433,126	7.0%	5,240,000
State Shared Revenues (2)	2,625,457	2,892,451	10.2%	4,515,736
Half Cent Sales Tax	4,287,294	4,611,431	7.6%	6,686,792
Licenses and Permits	577,989	604,364	4.6%	602,000
Grants and Other Entitlements (3)	979,491	2,051,159	109.4%	1,283,468
Charges for Services (4)	2,814,661	3,473,495	23.4%	3,431,469
Fines and Forfeitures	399,018	386,654	-3.1%	346,300
Interest, Rents & Other Revenues (5)	485,283	1,137,270	134.4%	496,900
Interfund Transfers & Capital Leases (6)	1,550,401	6,571,304	323.8%	2,573,766
Fund Balance	-	-	0.0%	2,106,878
	\$ 53,482,790	\$ 64,150,051	19.9%	\$ 71,140,767

(1) Decrease primarily due to decreased year-to-date collections of Local Option Fuel Tax in FY 18.

(2) Increase primarily due to increased year-to-date collections from State Shared Revenues in FY 18.

(3) Increase primarily due to FEMA reimbursement for Hurricane Matthew received in FY18.

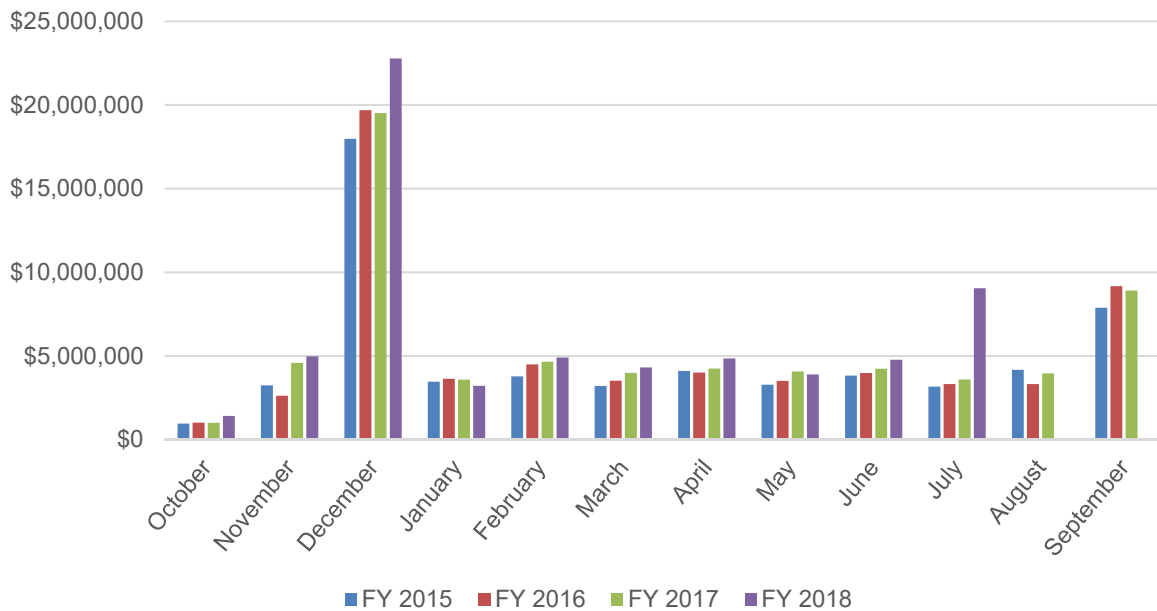
(4) Increase primarily due to increased year-to-date collections for Engineering Plan Fees, Recreation Programs, and Utilities Allocation in FY 18

(5) Increase primarily due to increased year-to-date collections associated with Property Sales and interest earned in FY 18.

(6) Increase primarily due to Honeywell Lease proceeds and higher budgeted transfer from Utility Operating Fund and BCRA in FY 18.

General Fund (GF) Revenues - Summary

➤ Monthly Revenue Comparisons



➤ FY 2018 Monthly Revenue Variance As Compared to Prior Years

	FY 2015	FY 2016	FY 2017	FY 2018
October	\$ 953,761	\$ 1,012,271	\$ 1,005,090	\$ 1,416,001
November	3,246,502	2,619,131	4,580,252	4,969,155
December	17,977,402	19,689,226	19,511,218	22,774,626
January	3,458,799	3,639,261	3,585,305	3,212,134
February	3,782,243	4,490,812	4,656,371	4,906,952
March	3,203,645	3,522,695	3,990,468	4,316,341
April	4,103,728	4,009,369	4,245,071	4,844,708
May	3,278,699	3,511,664	4,073,453	3,897,277
June	3,830,369	3,976,789	4,237,693	4,767,673
July	3,170,380	3,323,512	3,597,870	9,045,183
August	4,168,296	3,323,716	3,960,272	
September	7,881,278	9,167,028	8,913,454	
	\$ 59,055,101	\$ 62,285,475	\$ 66,356,517	\$ 64,150,051

Overall General Fund revenues for the month of July 2018 have increased \$5,447,313, or 151.4%, when compared to July 2017. The major sources of revenues for the General Fund are taxes, franchise fees, intergovernmental revenues, licenses, permits, fines, forfeitures and charges for services. With a recovering economy and most of the City's revenues derived from ad valorem taxes, the revenue budget is essential for existing and critical City services. The City is conservative in budgeting revenues to account for the current economic condition.

MONTHLY FINANCIAL REPORT (UNAUDITED)

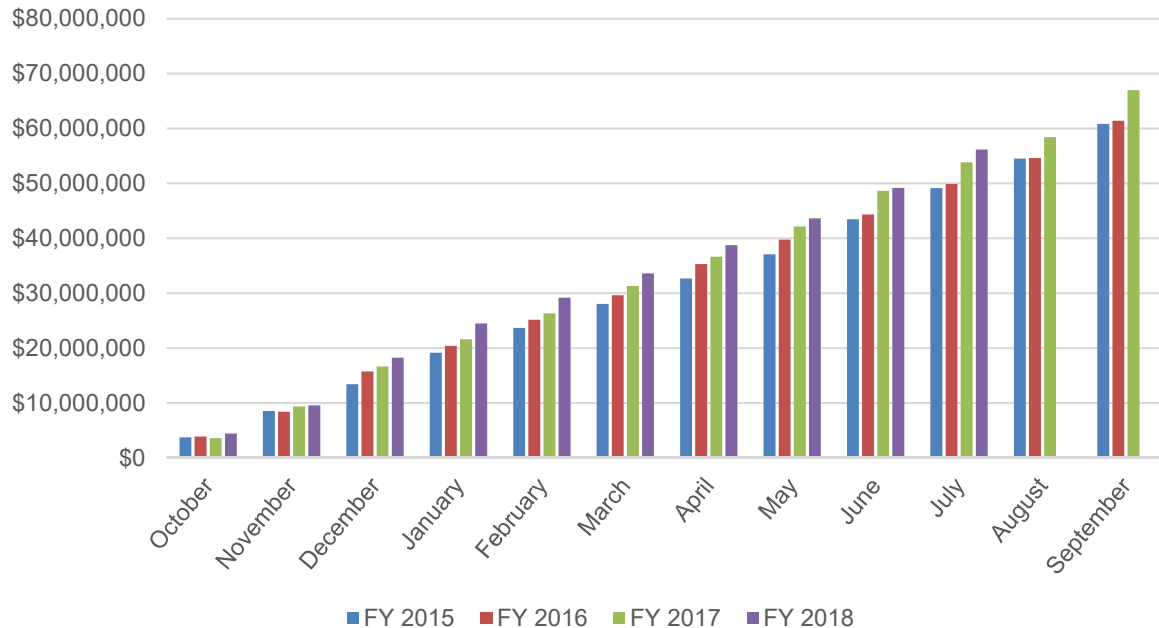
JULY 2018

CITY OF PALM BAY, FLORIDA



General Fund (GF) Expenditures - Summary

➤ Year-to-Date (YTD) Expenditure Comparisons



➤ FY 2018 YTD Expenditure Variance As Compared to Prior Year

	Prior YTD	Current YTD	% Variance	Annual Budget
Legislative	\$ 533,835	\$ 553,678	3.7%	\$ 712,660
City Manager	581,647	623,508	7.2%	835,123
City Attorney (1)	589,268	1,275,563	116.5%	530,365
Procurement	325,379	297,075	-8.7%	452,024
Finance	1,099,968	1,084,790	-1.4%	1,404,782
Information Technology	2,073,873	2,053,655	-1.0%	3,439,921
Human Resources (2)	491,054	425,032	-13.4%	703,807
Growth Management	998,069	1,055,258	5.7%	1,461,306
Economic Development (3)	640,111	469,907	-26.6%	688,632
Parks and Recreation	3,620,213	3,334,230	-7.9%	4,329,125
Facilities (4)	1,998,063	3,221,104	61.2%	2,774,213
Police	14,792,266	15,227,913	2.9%	19,761,396
Fire	11,241,460	11,325,092	0.7%	14,505,129
Public Works (5)	4,969,958	5,729,545	15.3%	6,800,620
Non-Departmental	3,152,577	3,273,477	3.8%	5,594,168
Transfers	6,707,054	6,204,384	-7.5%	7,147,496
	\$ 53,814,797	\$ 56,154,212	4.3%	\$ 71,140,767

(1) Increase primarily due to \$800,000 settlement for other attorney fees in the Ranger Construction case in FY18. Most in-house attorney cost is charged to the Risk Fund.

(2) Decrease primarily due to lower year-to-date costs for physicals/drug screens.

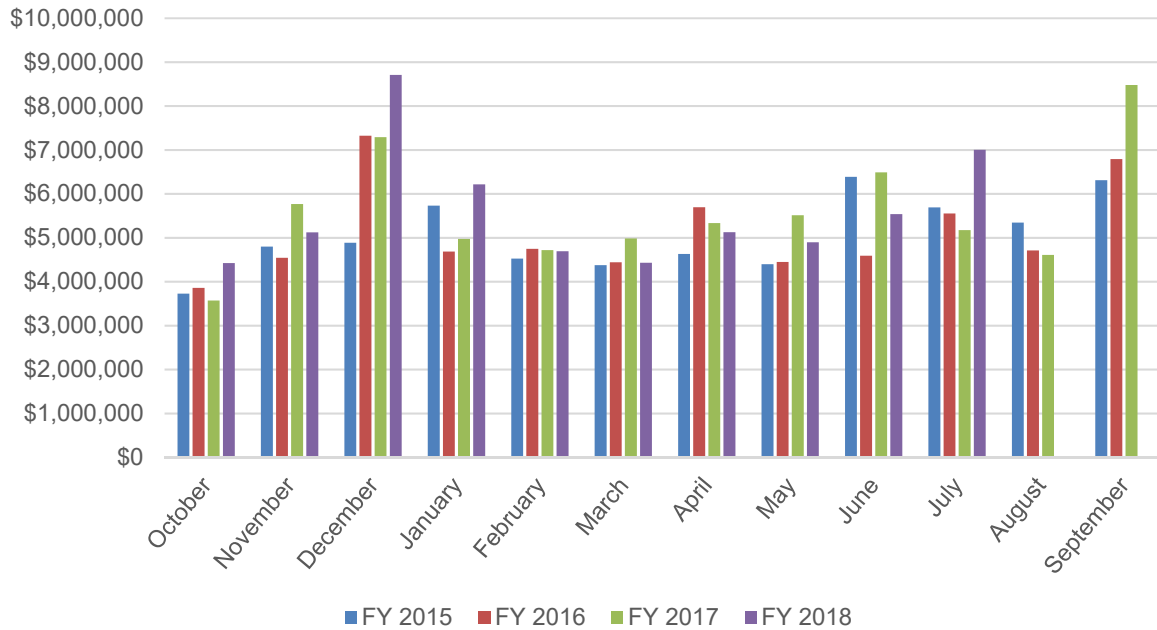
(3) Decrease primarily due to lower year-to-date costs for Other Professional Services and Promotional Activities in FY 18.

(4) Increase primarily due to new costs for energy savings improvements as per Honeywell contract in FY18.

(5) Increase primarily due to higher year-to-date costs for Disaster Preparedness, Railroad Crossing Maintenance, and School Flashers in FY 18.

General Fund (GF) Expenditures - Summary

➤ Monthly Expenditure Comparisons



➤ FY 2018 Monthly Expenditure Variance As Compared to Prior Years

	FY 2015	FY 2016	FY 2017	FY 2018
October	\$ 3,726,416	\$ 3,859,572	\$ 3,572,123	\$ 4,424,711
November	4,799,117	4,542,401	5,766,532	5,122,997
December	4,886,462	7,323,753	7,290,910	8,706,391
January	5,729,780	4,685,466	4,972,873	6,214,289
February	4,526,492	4,746,328	4,719,784	4,693,931
March	4,375,170	4,443,296	4,983,695	4,429,733
April	4,630,094	5,693,822	5,332,488	5,125,639
May	4,397,032	4,450,696	5,512,146	4,895,568
June	6,385,679	4,592,489	6,488,834	5,539,088
July	5,689,908	5,551,214	5,175,411	7,001,868
August	5,346,802	4,712,630	4,609,040	
September	6,310,426	6,791,578	8,479,474	
	\$ 60,803,379	\$ 61,393,243	\$ 66,903,312	\$ 56,154,212

General Fund expenditures were \$1,826,457, or 35.3%, more when comparing July 2018 to July 2017. Year-to-date expenditures are \$2,339,415, or 4.3%, higher.

MONTHLY FINANCIAL REPORT (UNAUDITED)

JULY 2018

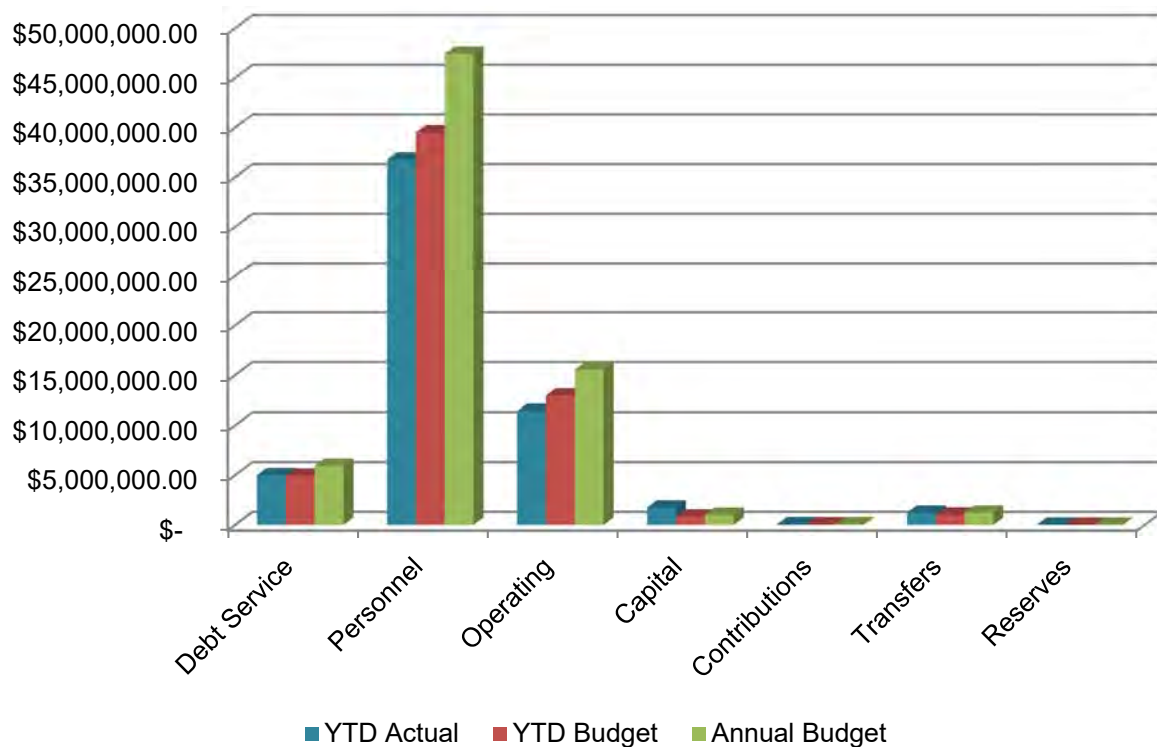
CITY OF PALM BAY, FLORIDA



General Fund (GF) Expenditures - Summary

➤ Expenditures – Budgetary Comparison by Category

	YTD Actual	YTD Budget	Annual Budget	% Spent
Debt Service	\$ 4,982,526.03	\$ 4,938,032	\$ 5,925,638	84.1%
Personnel	36,750,798.78	39,503,508	47,404,210	77.5%
Operating	11,402,987.27	12,945,529	15,534,635	73.4%
Capital	1,740,217.25	837,022	1,004,426	173.3%
Contributions	55,825.00	41,667	50,000	111.7%
Transfers	1,221,858.00	1,018,215	1,221,858	100.0%
Reserves	-	-	-	0.0%
	\$ 56,154,212.33	\$ 59,283,973	\$ 71,140,767	78.9%



The *total budgeted expenditures* for 2018 are \$71,140,767 (including encumbrances from prior year and 2018 budget amendments). Of this amount, \$47,404,210, or 66.6%, is related to personnel costs.

MONTHLY FINANCIAL REPORT (UNAUDITED)

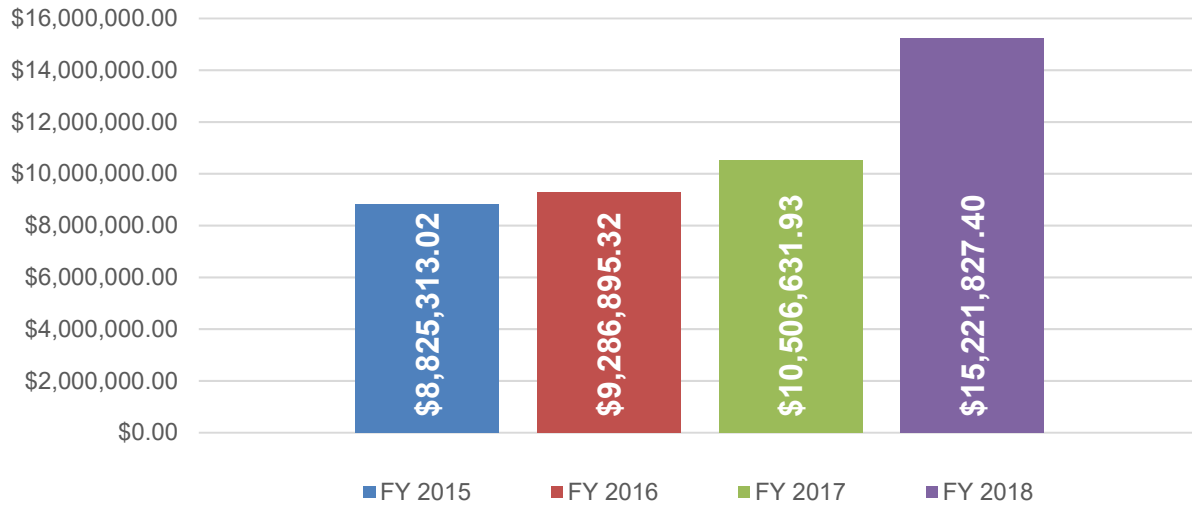
JULY 2018

CITY OF PALM BAY, FLORIDA

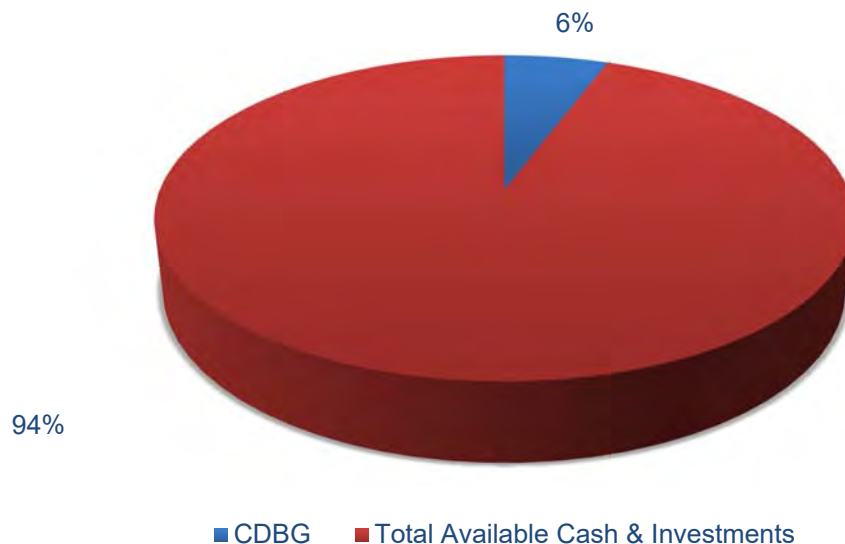


General Fund (GF) Cash & Investments - Summary

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



General Fund Cash & Investments		General Fund Cash & Investments	
Prior Month Ending Balance	\$ 16,599,817.92	July 2018 Ending Balance	\$ 15,221,827.40
Cash Increase (Decrease)	(1,377,990.52)	Cash Advanced to Other Funds:	
		CDBG	(869,088.73)
Ending Balance 7/31/2018	\$ 15,221,827.40	Total Available Cash & Investments	\$ 14,352,738.67



MONTHLY FINANCIAL REPORT (UNAUDITED)

JULY 2018

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 July 31, 2018

	Prior YTD	Current YTD
<u>REVENUES</u>		
Ad Valorem Taxes	\$ 26,228,519	\$ 28,595,185
Local Option Fuel Tax	3,125,739	2,790,555
Utility Service Taxes	5,483,109	5,837,775
Communication Service Tax	1,718,153	1,765,281
Franchise Fees	3,207,676	3,433,126
State Shared Revenues	2,625,457	2,892,451
Half Cent Sales Tax	4,287,294	4,611,431
Licenses and Permits	577,989	604,364
Grants and Other Entitlements	979,491	2,051,159
Charges for Services	2,814,661	3,473,495
Fines and Forfeitures	399,018	386,654
Interest, Rents and Other Revenues	485,283	1,137,270
Interfund Transfers and Other Sources	1,550,401	6,571,304
Total Revenues	53,482,790	64,150,051
<u>EXPENDITURES</u>		
Legislative	533,835	553,678
City Manager	581,647	623,508
City Attorney	589,268	1,275,563
Procurement	325,379	297,075
Finance	1,099,968	1,084,790
Information Technology	2,073,873	2,053,655
Human Resources	491,054	425,032
Growth Management	998,069	1,055,258
Economic Development	640,111	469,907
Parks and Recreation	3,620,213	3,334,230
Facilities	1,998,063	3,221,104
Police	14,792,266	15,227,913
Fire	11,241,460	11,325,092
Public Works	4,969,958	5,729,545
Non-Departmental	3,152,577	3,273,477
Transfers	6,707,054	6,204,384
Total Expenditures	53,814,797	56,154,212
Excess (Deficiency) of Revenues Over Expenditures	(332,007)	7,995,839
Fund Balance - Beginning	9,174,582	8,631,987
Fund Balance - Ending	\$ 8,842,575	16,627,826

MONTHLY FINANCIAL REPORT (UNAUDITED)

JULY 2018

CITY OF PALM BAY, FLORIDA



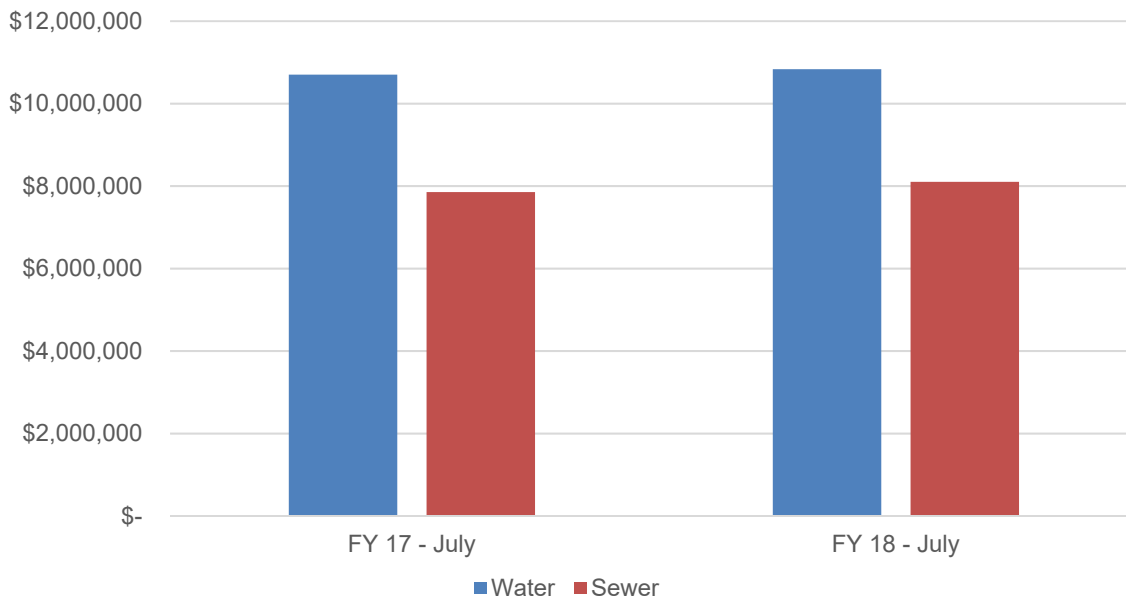
General Fund (GF) Balance - Summary

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

General Fund Balance - History			
	Minimum <u>Required</u>	Actual <u>Fund Balance</u>	Fund Balance <u>Percentage</u>
FY 2017	\$ 6,107,113	\$ 8,631,987	14.1%
FY 2016	5,594,175	9,174,581	16.4%
FY 2015	5,311,438	8,282,350	15.6%
FY 2014	5,321,416	10,040,314	18.9%
FY 2013	5,059,293	12,005,802	23.7%
FY 2012	4,941,647	9,534,785	19.3%

Utilities Fund Revenues - Summary

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



Overall year-to-date Water revenue in July 2018 has increased \$133,406, or 1.25%, when compared to July 2017.

Overall year-to-date Sewer revenue in July 2018 has increased \$247,648, or 3.15% when compared to July 2017.

Fire Protection for FY 18 was billed at 101% of the budgeted amount. The Fire Protection Service Charges were billed in November (annual billing).

MONTHLY FINANCIAL REPORT (UNAUDITED)

JULY 2018

CITY OF PALM BAY, FLORIDA



Utilities Fund Revenues - Summary

Of the budgeted amount, Meter Installation Fees are recorded at 113%, Plan Review & Inspection Fees are recorded at 59%, and Utility Lien Costs are recorded at 119%.

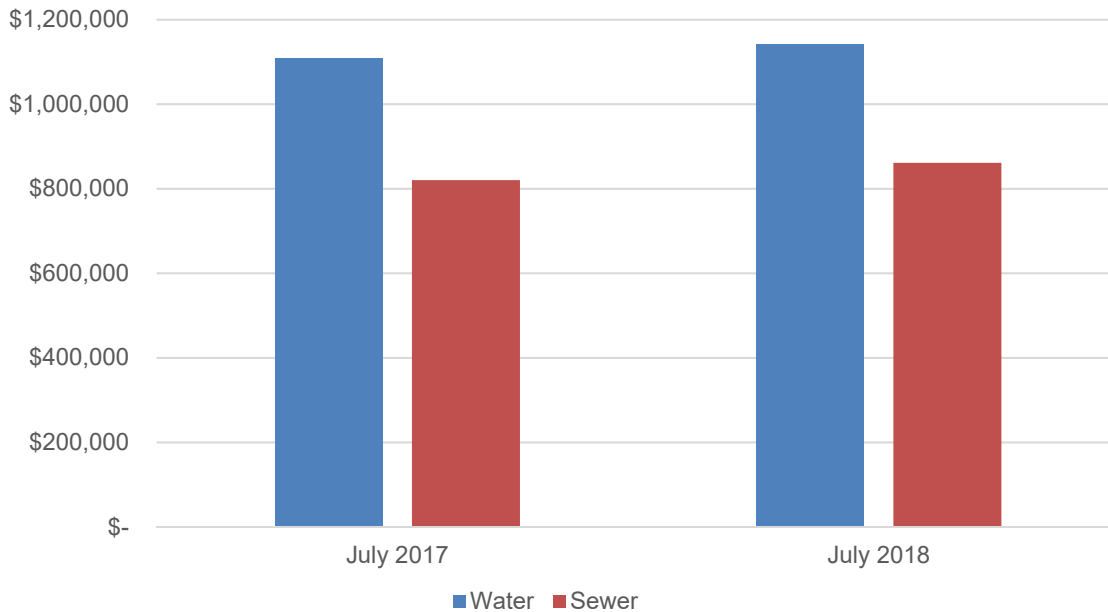
Operating Interest Income is recorded at 105%.

Excluding Fund Balance, the total FY 18 Operating Revenue is recorded at 72.2% of the budgeted amount compared to FY 17 which was at 79.6%.

Water Connection Fees are recorded at 139% of the budgeted amount, and Sewer Connection Fees are recorded at 108% of the budgeted amount.

Water MLEs are recorded at 124% of the budgeted amount, and Sewer MLEs are recorded at 91% of the budgeted amount.

➤ Monthly Comparison: Water & Sewer



Overall Water revenue for the month of July 2018 has increased by \$32,270, or 2.9%, when compared to July 2017.

Overall Sewer revenue for the month of July 2018 has increased by \$41,040, or 5.0%, when compared to July 2017.

MONTHLY FINANCIAL REPORT (UNAUDITED)

JULY 2018

CITY OF PALM BAY, FLORIDA

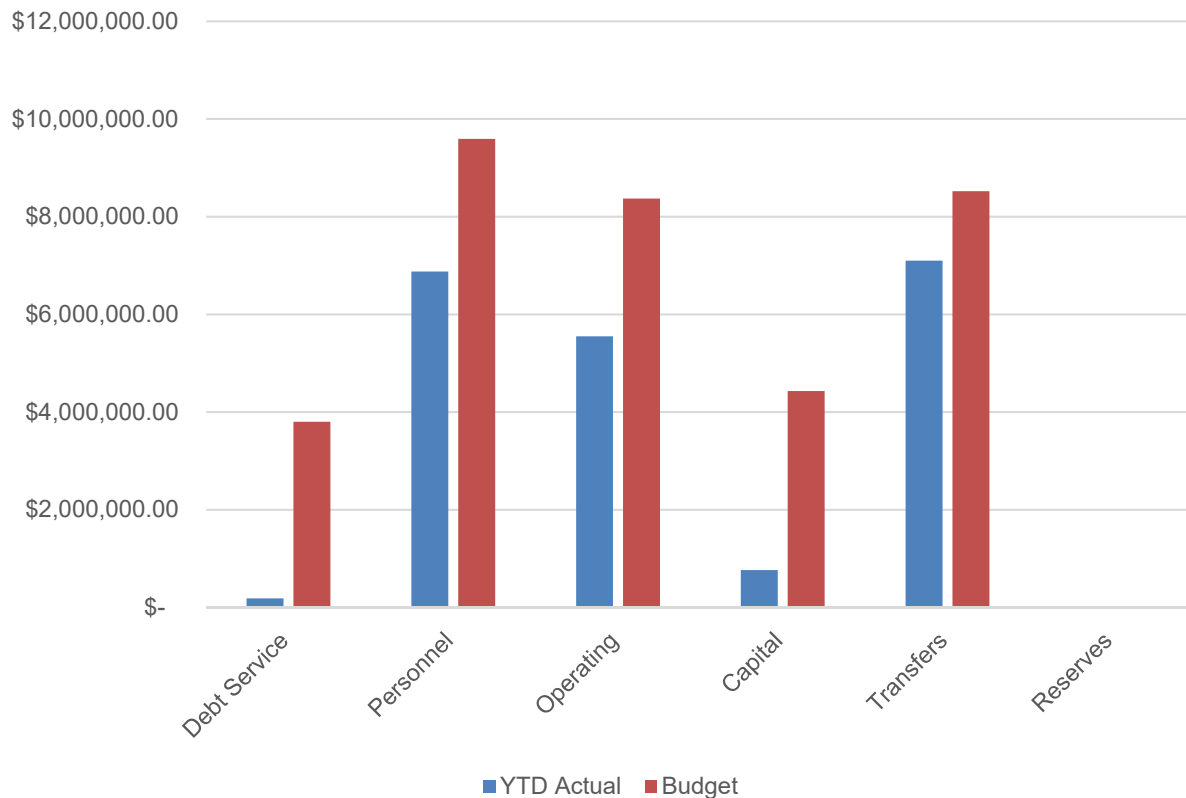


Utilities Fund Expenditures - Summary

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

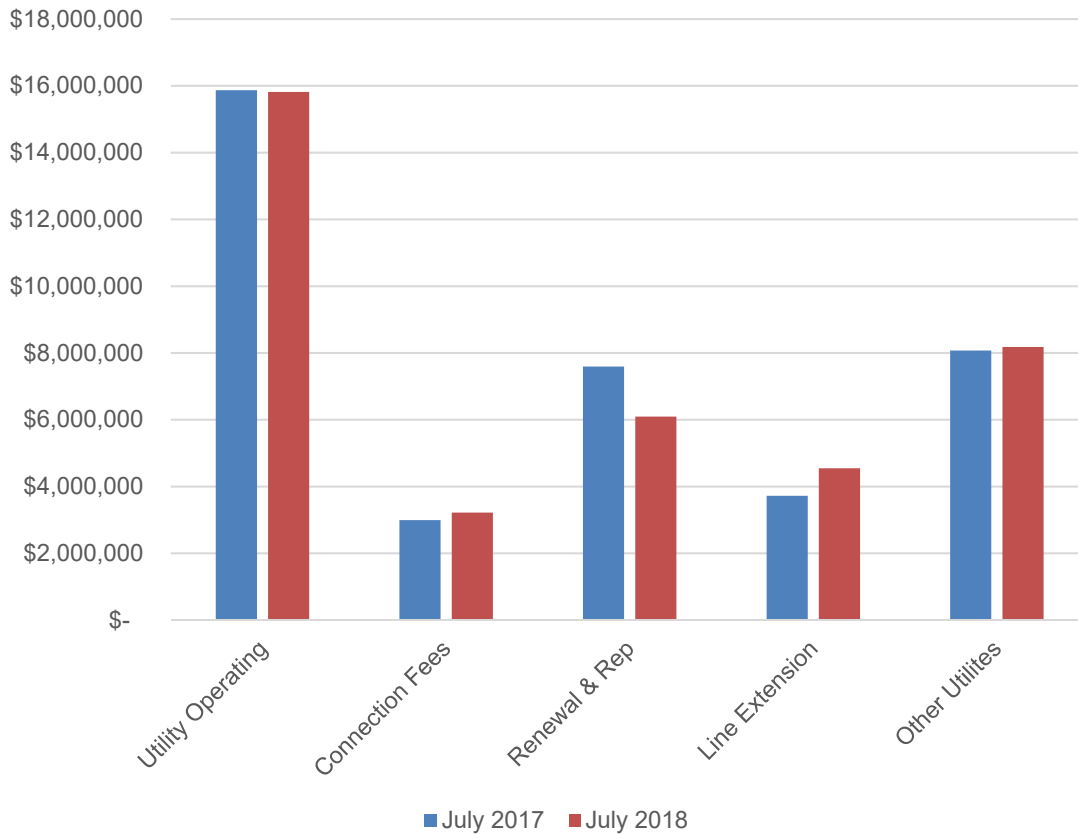
Overall expenditures (excluding encumbrances) are as follows:

	YTD Actual	Annual Budget	% Spent
Debt Service	\$ 184,937.67	\$ 3,799,411	4.9%
Personnel	6,877,830.60	9,592,257	71.7%
Operating	5,549,945.81	8,369,785	66.3%
Capital	764,121.56	4,429,992	17.2%
Transfers	7,098,711.46	8,520,949	83.3%
Reserves	-	-	-
	\$ 20,475,547.10	\$ 34,712,394	59.0%



Utilities Fund Cash & Investments - Summary

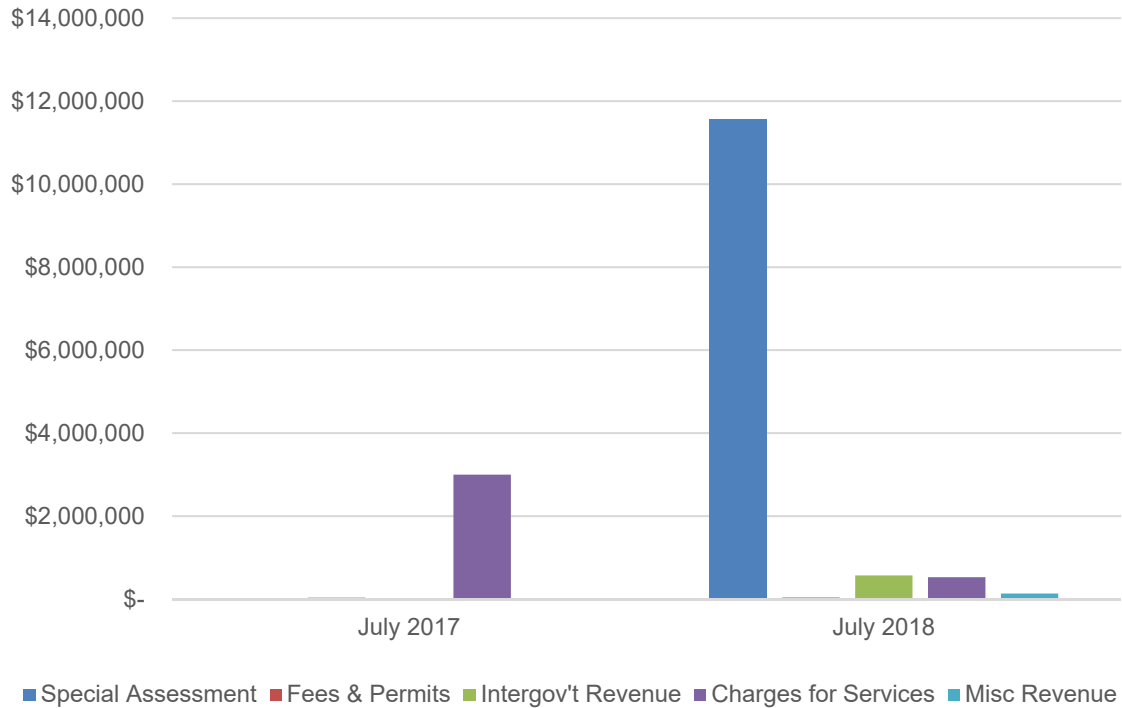
➤ Year-to-Date (YTD) Comparison: Water & Sewer



Overall the Water & Sewer Funds cash and investments were \$0.4 million, or 1.00%, less as of July 2018 as compared to July 2017.

Stormwater Fund Revenues - Summary

➤ Year-to-Date (YTD) Revenue Comparisons



Special Assessment revenue in FY 18 (at July) is \$11,564,695. A comparison to FY 17, is not available as associated revenues were not recorded until FY 18.

Charges for Services revenue in July 2018 is down \$2,471,796, or 82.5%, from July 2017.

Overall, Stormwater revenues in FY 18 (at July) have increased by \$9,781,087, or 321.0%, when compared to FY 17 (at July).

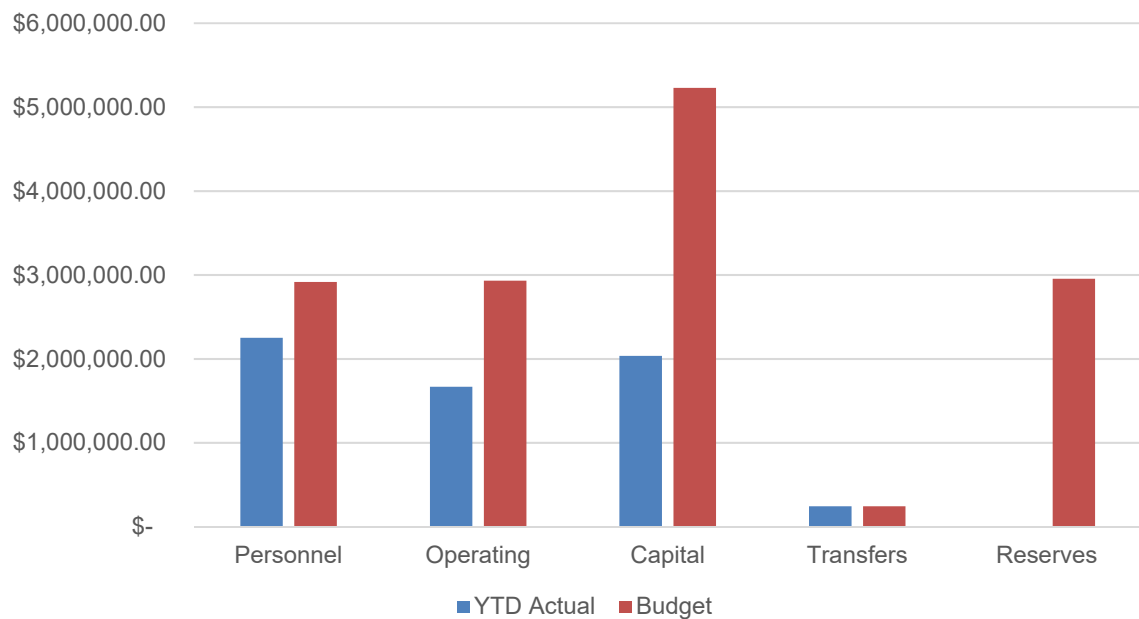
The total FY 18 Stormwater revenues are recorded at 89.9% of the budgeted amount compared to FY 17 which was 47.0%.

Stormwater Fund Expenditures - Summary

➤ Year-to-Date (YTD) Expenditure Comparisons

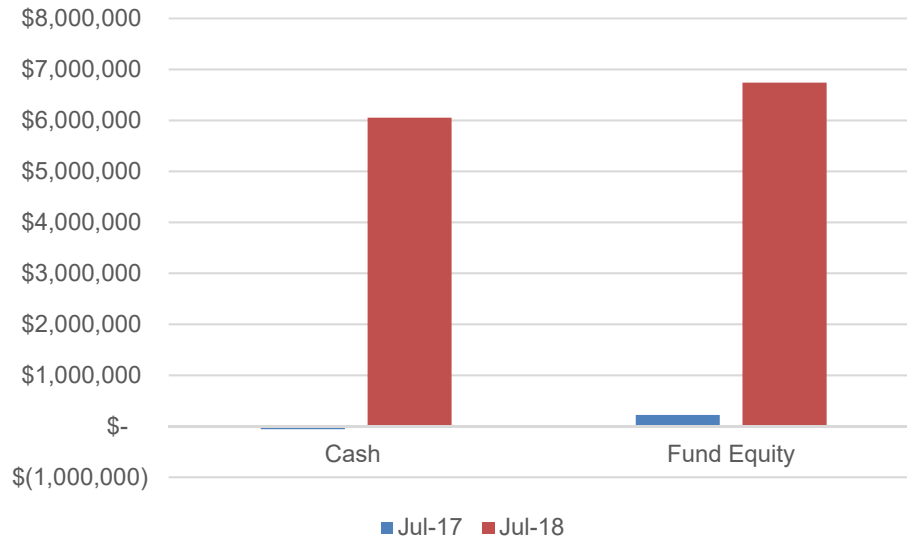
Overall expenditures (excluding encumbrances) are as follows:

	<i>YTD Actual</i>	<i>Annual Budget</i>	<i>% Spent</i>
Personnel	\$ 2,251,450.09	\$ 2,917,297	77.2%
Operating	1,666,967.70	2,931,945	56.9%
Capital	2,035,090.66	5,228,419	0.0%
Transfers	243,881.00	243,881	100.0%
Reserves	-	2,953,948	0.0%
	\$ 6,197,389.45	\$ 14,275,490	43.4%



Stormwater Fund Cash & Equity - Summary

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

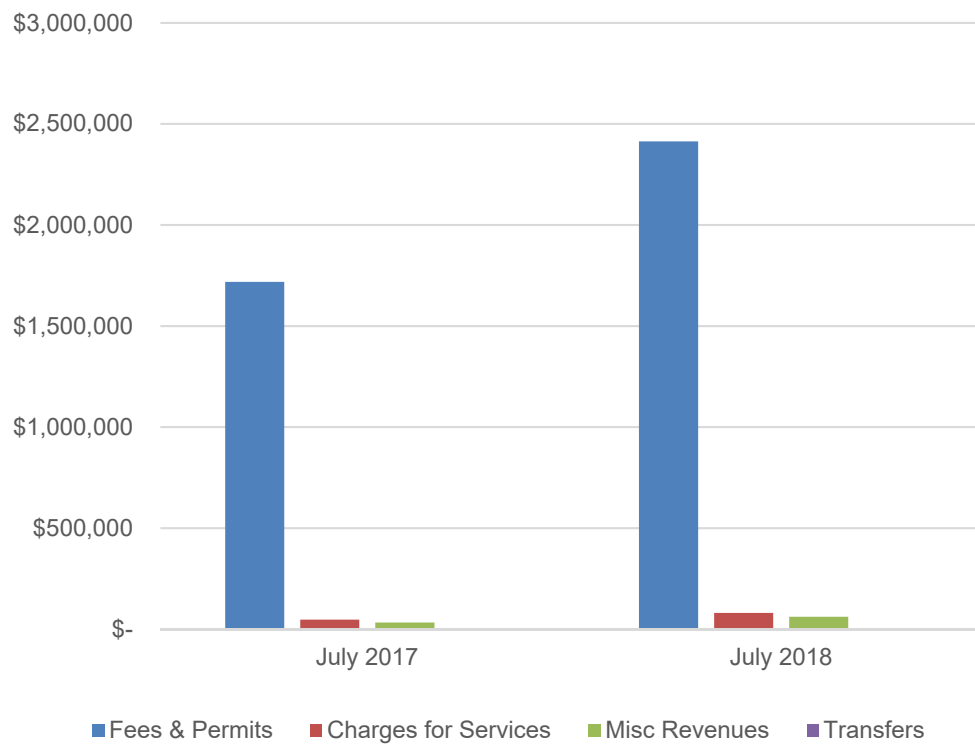


Overall the Stormwater cash and investments were \$6,111,475, or 10,460.8%, more as of July 2018 as compared to July 2017.

Overall the Stormwater fund equity was \$6,521,656, or 2,977.9%, more as of July 2018 as compared to July 2017.

Building Fund Revenues - Summary

➤ Year-to-Date (YTD) Revenue Comparisons



Fees and Permits revenue in July 2018 is up \$695,381, or 40.47%, from July 2017.

Charges for Services revenue in July 2018 is up \$33,305, or 71.65%, from July 2017.

Overall, Building revenues in FY 18 (at July) have increased by \$758,081, or 42.17%, when compared to FY 17 (at July).

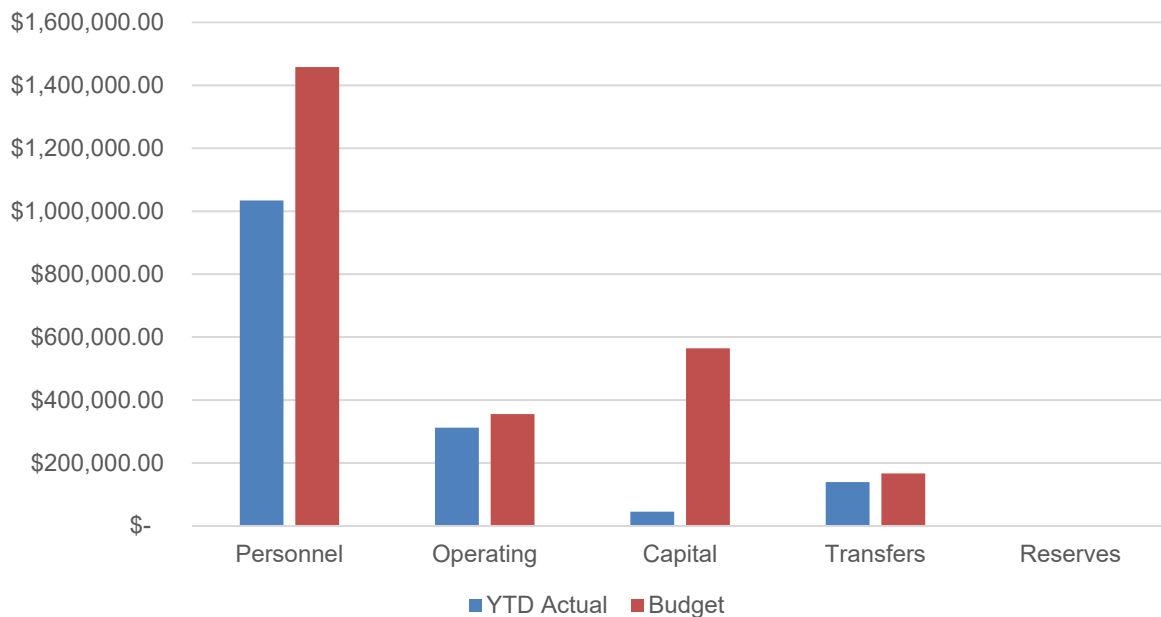
The total FY 18 Building revenues are recorded at 100.5% of the budgeted amount compared to FY 17 which was 92.9%.

Building Fund Expenditures - Summary

➤ Year-to-Date (YTD) Building Expenditures

Overall expenditures (excluding encumbrances) are as follows:

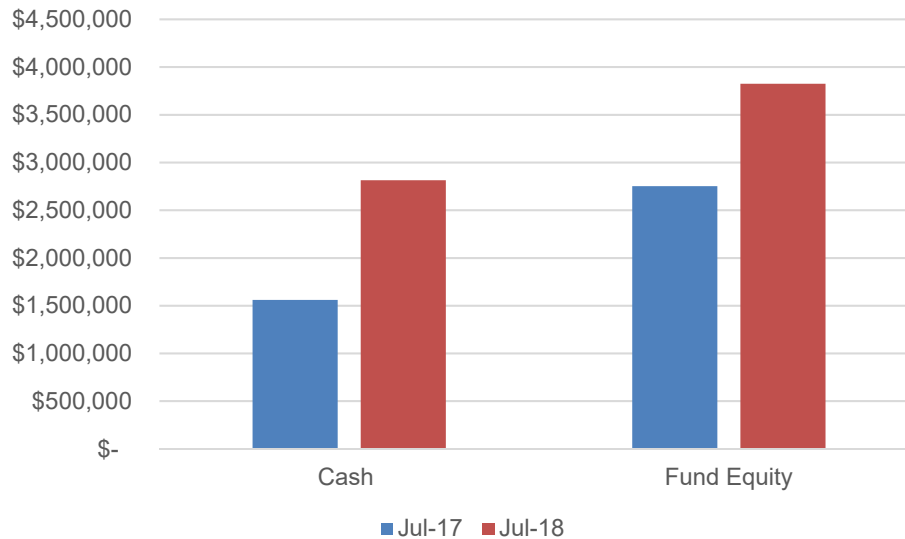
		YTD Actual	Annual Budget	% Spent
Personnel	\$	1,034,040.99	\$ 1,457,861	70.9%
Operating		311,991.74	355,211	87.8%
Capital		44,914.00	563,874	0.0%
Transfers		138,874.20	166,649	83.3%
Reserves		-	-	0.0%
	\$	1,529,820.93	\$ 2,543,595	60.1%



➤

Building Fund Cash & Equity - Summary

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



Overall the Building cash and investments were \$1,252,986, or 80.3%, more as of July 2018 as compared to July 2017.

Overall the Building fund equity was \$1,073,021, or 39.0%, more as of July 2018 as compared to July 2017.



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Gregg Lynk, City Manager

DATE: September 20, 2018

RE: Travel Request- BCRA

A handwritten signature in blue ink, appearing to read "Gregg Lynk".

The Bayfront Community Redevelopment Agency is requesting permission for the following employee to travel for business purposes:

James Marshal will be attending the Annual Florida Redevelopment Association Conference in Fort Myers, FL from October 23-26, 2018. Mr. Marshal's travel would have an estimated cost of \$1,131.00.

REQUESTING DEPARTMENT:

Bayfront Community Redevelopment Agency

FISCAL IMPACT:

All travel has been budgeted.

RECOMMENDATION:

Motion to acknowledge and approve travel as mentioned above.

Attachment: 1) Travel info

JM/dd/ab



CITY OF PALM BAY, FLORIDA

Travel Request/Advance Request

Control #

Request Date: 8/28/2018

Contact/Ext James/Ext. 5370

Name: James Marshal		Destination: Fort Myers, FL			
Department/Division: BCRA		Departure: 10/23/2018		Return: 10/26/2018	
Account To Be Charged: 181-9110-559-40-01 (Travel)		Date of: 5:00 PM		Time of: 6:00 PM	
Account To Be Charged:		Estimated Cost: before mileage reimbursement			\$1,131.00
Purpose of Travel (Specify Conference, School or Other Reason) - ATTACH ITINERARY 2018 Annual FRA Conference					
Date Approved By Council: 9/20/18					
Transportation: boldface or circle choice(s)		POV - Estimated Mileage		City Vehicle	
Common Carrier (complete below)					
PREPAID EXPENSES	VENDOR/ADDRESS	EXPLANATION	AMOUNT	FINANCE USE ONLY	
Registration	Florida Redevelopment Association P.O. Box 1757 301 S. Bronough Street, Suite 300 Tallahassee, FL 32302-1757	Online Registration	\$444.00	Vendor #	Check #
Due Date N/A				Date	
Hand Carry Y N	Paid via D. DiPaolo Pcard 08/27/18				
Lodging	Sanibel Harbour Marriott Resort & Spa 17260 Harbour Pointe Drive Fort Myers, DL 33908 1-239-466-4000	Rate \$159.00 # Nights 3	\$477.00	Vendor #	Check #
Due Date		Date			
Hand Carry Y N	Rsvd. On D.Dipaolo p-card 08/27/18				
Common Carrier (if applicable)				Vendor #	Check #
Due Date				Date	
Hand Carry Y N					
Other Charges	Sanibel Harbour Marriott Resort & Spa <u>Self-Parking Fee</u> 17260 Harbour Pointe Drive Fort Myers, DL 33908 1-239-466-4000	\$12/Day x 4 Days (total) =	\$48.00	Vendor #	Check #
Due Date				Date	
Hand Carry Y N					
Other Expenses	Sanibel Harbour Marriott Resort & Spa <u>Resort Fee</u> 17260 Harbour Pointe Drive Fort Myers, DL 33908 1-239-466-4000	\$25/Night x 3 Nights =	\$75.00	Vendor #	Check #
Due Date				Date	
Hand Carry Y N					
PER DIEM ADVANCE: Advanced or Upon Return (circle one)				Vendor #	Check #
Refer to www.gsa.gov for rates - attach proof of rate (Lodging prepaid - receipt required)				Date	
Breakfast	2	@ \$13.00 =	\$26.00		
Lunch	1	@ \$15.00 =	\$15.00		
Dinner	1	@ \$26.00 =	\$26.00		
Incidentals	4	@ \$5.00 =	\$20.00		
			\$87.00		

TRAVEL APPROVALS

Department Head

Date

Finance

Date

(if applicable)

City Manager

Date

(ATTACH TO EXPENSE REPORT UPON RETURN)

Danielle Crotts

From: Marriott Hotels & Resorts Reservations <reservations@res-marriott.com>
Sent: Monday, August 27, 2018 10:00 AM
To: Danielle Crotts
Subject: Reservation Confirmation #91910398 for Sanibel Harbour Marriott Resort & Spa

[SUMMARY OF CHARGES](#) | [CONTACT US](#)



Sanibel Harbour Marriott Resort & Spa

📍 17260 Harbour Pointe Drive Fort Myers Florida 📞 +1-239-466-4000
33908 USA

Thanks for booking directly with us, James Marshal.

Let your brilliant stay begin.

Tue, Oct 23, 2018 – Fri, Oct 26, 2018

Confirmation Number: 91910398



Check-In: Tuesday, October 23, 2018

04:00 PM

Check-Out: Friday, October 26, 2018

11:00 AM

Number of rooms	1 Room
Guests per room	1 Adult
Guarantee Method	Credit Card Guarantee, Visa
<hr/>	
Total for Stay (all rooms)	612.72 USD

Room 1

Room Type › Guest room, 1 King or 2 Queen, Resort view, Captiva Tower, Balcony

Guaranteed Requests:

None

ALL REQUESTS ›

Modify or Cancel Reservation

Hotel Alert

USD 25 daily resort fee added to room rate includes access to spa facilities/bike rental/trolley transportation and more



Members get free nights, room upgrades, free Wi-Fi, exclusive offers, Member Rates and more.

Join

Summary Of Charges

Tuesday, October 23, 2018 – Friday, October 26, 2018

3 Nights at 159.00 USD per night per room

FL REDEVELOPMENT

Taxes & Fees (per night per room)

Estimated Government Taxes & Fees

~~20.24~~ USD

Resort Fee

25.00 USD

Totals

Total for Stay (all rooms)

~~612.72~~ USD

\$552.00

tax exempt form sent 8/27

Other Charges

On-site parking, fee: 12 USD daily

Valet parking, fee: 20 USD daily

Rate Details & Cancellation Policy

Rate Guarantee Limitation(s)

- Changes in taxes or fees implemented after booking **will** affect the total room price.

Additional Information

- Upon check-in an authorization request will be placed on your credit/debit card in an amount equal to the cost of the room, tax and incidental charges for the length of your stay (up to seven nights). If your stay exceeds seven nights, an additional authorization may be requested for the entire amount of your stay (room, tax and incidentals). Upon check-out, your payment card will be charged for the actual amount incurred during your stay.

Enjoy instant benefits because you booked directly with
US



Member Rates



Free Wi-Fi



Mobile Check-In

[Learn More >](#)

Contact Us

Thank you for your payment. This web page is your receipt - please print a copy for your records.

Need help printing? Try the *control-P* key command: press and hold the *control* key (usually located on the bottom left of the keyboard), and then press the letter *P*.

Order Confirmation

Florida League of Cities

Order Number	67712
Order Date	8/27/2018
Bill To	CRA, City of Palm Bay - Bayfront
Payment Method	Visa *****6169
Name on Card	Danielle Crotts

Item	Quantity	Price	Total
FRA 2018 Annual Conference - James Marshal	1	444.00	444.00
When: 10/24/2018 - 10/26/2018			
Where: Sanibel Harbour Marriott Resort & Spa 17260 Harbour Pointe Drive Fort Myers, FL 33908			
Registration option: Full Registration - Member			10/24/2018 7:00 AM
Program Items:			
▪ Fort Myers CRA Districts			10/24/2018 8:00 AM

Item Total	444.00
-------------------	---------------

TRANSACTION GRAND TOTAL 444.00

A confirmation is being sent to: danielle.crotts@palmbayflorida.org

Send another copy to:

Carol Westmoreland
Executive Director
cwestmoreland@flcities.com
Direct: (850) 701-3608

Jan Piland
Executive Assistant
jpiland@flcities.com
Direct: (850) 701-3622

**P. O. Box 1757
301 S. Bronough Street, Suite 300
Tallahassee, FL 32302-1757
(800) 342-8112, ext. 3608 or 3622
Fax: (850) 222-3806**

Events

Sign Out [James Marshal](#) [Cart](#)

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FRA 2018 Annual Conference

The 2018 Florida Redevelopment Association Annual Conference will held October 24-26, 2018 at the Sanibel Harbour Marriott Resort & Spa.

When 10/24/2018 - 10/26/2018
Where Sanibel Harbour Marriott Resort & Spa
 17260 Harbour Pointe Drive
 Fort Myers, FL 33908

Register Someone Else

My registration status: Registered on 8/27/2018

IMPORTANT: [Click here to enter badge information and provide an email for your event confirmation](#)

Registration Options

	Price
<input checked="" type="radio"/> Full Registration - Member	395.00
<input type="radio"/> Full Registration - Non-Member	480.00
<input type="radio"/> Wednesday Only - Member	325.00
<input type="radio"/> Wednesday Only - Non-Member	350.00
<input type="radio"/> Thursday Only - Member	345.00
<input type="radio"/> Thursday Only - Non-Member	375.00

Questions - James Marshal

Do you have any special dietary restrictions?

N/A

[Update Response](#)

Register by logging-in with your username and password, which is saved in the system. If this is the first time you've used online registration, contact [Jan Piland](#), who can provide you with a user name and password.

If you wish to register someone else, use the blue Register someone else button on the event page. If you cannot see this button, contact [Jan Piland](#) to receive additional system access.

If you have registered online for an FRA event before, but cannot remember your login name and/or password, click on the "forgot" options located below the login fields. The system will email you with further instructions.

If you have trouble opening the links, we encourage you to try using the Google Chrome web browser instead of Internet Explorer, OR to click on the registration link from the "Calendar" under Events and Training.

If you have any questions, please contact [Jan Piland](#) for help.

Program - James Marshal

Select programs by ☐ Day ☒ ☐ Only display program items in registrant's itinerary

Wednesday, 24 October 2018

7:00 AM

Adult Guest

Guest registration includes all workshops and meal functions scheduled for the conference. NOTE: Guests are defined as spouses, partners or other non-professional relations of conference registrants. Guest registration may not be used for other staff or company representatives.

Category	Guest
Price	315.00
Time	10/24/2018 7:00 AM - 10/26/2018 12:00 PM

8:00 AM

Fort Myers CRA Districts In Itinerary

	Price	49.00
	Time	8:00 AM - 11:00 AM
8:00 AM	<u>CRA Boot Camp</u>	
	Price	49.00
	Time	8:00 AM - 11:00 AM
11:00 AM	<u>Extra Lunch Ticket - Wednesday</u>	
	NOTE: This ticket is included with Full Registration and Wednesday Only Registration. Purchase this ticket ONLY if you need a ticket for a non-registered guest or if you will be attending just this event.	
	Price	50.00
	Time	10/24/2018 11:00 AM - 10/26/2018 12:30 PM
6:00 PM	<u>Extra Reception Ticket - Wednesday</u>	
	NOTE: This ticket is included with Full Registration and Wednesday Only Registration. Purchase this ticket ONLY if you need a ticket for a non-registered guest or if you will be attending just this event.	

Thursday, 25 October 2018

11:30 AM	<u>Extra Lunch Ticket - Thursday</u>	
	NOTE: This ticket is included with Full Registration and Thursday Only Registration. Purchase this ticket ONLY if you need a ticket for a non-registered guest or if you will be attending just this event.	
	Category	Guest
	Price	50.00
	Time	11:30 AM - 12:30 PM
6:30 PM	<u>Extra Dinner Ticket - Thursday</u>	
	NOTE: This ticket is included with Full Registration and Thursday Only Registration. Purchase this ticket ONLY if you need a ticket for a non-registered guest or if you will be attending just this event.	
	Price	60.00
	Time	6:30 PM - 10:00 PM

Friday, 26 October 2018

7:30 AM	<u>Extra Breakfast Ticket - Friday</u>	
	NOTE: This ticket is included with Full Registration. Purchase this ticket ONLY if you need a ticket for a non-registered guest or if you will be attending just this event.	
	Price	40.00
	Time	7:30 AM - 10:00 AM

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**FLORIDA REDEVELOPMENT ASSOCIATION
2018 ANNUAL CONFERENCE**
Tentative Program

WEDNESDAY, OCTOBER 24, 2018

Mobile Tour of Fort Myers CRA (separate registration fee)

8:00 a.m. – 11:15 a.m.

Take a walk back in time through the beautiful, historic Fort Myers River District. As you wander streets lined with the same bricks that Thomas Edison and Henry Ford strolled during their visits to Fort Myers, you will learn the fascinating history of this turn-of-the-century boom town. Immerse yourself in the ambitions and rivalries of the sometimes unruly, often stubborn, but always visionary early builders of Fort Myers. Once you've learned the history, you will zoom forward into the 21st Century with an exclusive insider's tour of several redevelopment projects. Led by the Fort Myers CRA's staff, you will view established successes and new ventures in the making. The Fort Myers River District Tour will engage your senses, your thoughts and your emotions as you experience "The City of Palms".

CRA Boot Camp (separate registration fee)

8:00 a.m. – 11:15 a.m.

We will be covering what you need to know about your Florida CRA before you take another step! We will also share where to get reliable information about Community Redevelopment Agencies (CRAs). Geared towards policy setters, administrators and volunteers, this will be about the top answers to the top questions about running a CRA in Florida. We will share real life examples of how others have dealt with and met the challenges. Space is limited.

Welcome Luncheon in the Exhibit Hall

11:15 a.m. – 12:30 p.m.

WEDNESDAY, OCTOBER 24, 2018

Welcome Plenary Session and Keynote Presentation

12:45 p.m. – 2:00 p.m.

CM 1.0

Keynote Speaker: Gypsy C. Gallardo, M.P.P.

CEO, Urban Market Analytics, and Power Broker Media Group



Refreshment Break

2:00 p.m. – 2:15 p.m.

Exhibit Hall

The Federal Community Reinvestment Act for Florida's Community Redevelopment Agencies

2:15 p.m. – 3:15 p.m.

Learn about the Community Reinvestment Act (CRA) and how city and county Community Redevelopment Agencies (CRAs) can partner with banks to meet community development needs. Examples of economic development, small business support, affordable housing as well as revitalization and stabilization will be discussed. The session will include a presentation and exercise in identifying bank Community Reinvestment Act opportunities. You will leave with a general knowledge of the Act and understanding about how redevelopment areas can use their plan goals and objectives to partner on your projects.

CM 1.0

Speakers: *April A. Atkins*, AICP, Community Affairs Specialist, Federal Deposit Insurance Corporation; and *Lisa Anne Mifflin*, NBE, CRCM, Southern District Community Affairs Officer, Office of the Comptroller of the Currency

WEDNESDAY, OCTOBER 24, 2018

Partnering for Success with Citizen Surveys

2:15 p.m. – 3:15 p.m.

Getting input from citizens on current and future projects can be a powerful tool, but gathering information can be a difficult undertaking for staff. Learn how the City of Zephyrhills partnered with the University of South Florida to create a dynamic citizen survey, using GIS technology designed and carried out by students.

CM 1.0

Moderator: **Gail K. Hamilton**, CRA Director, City of Zephyrhills and FRA President Elect

Speakers: **Jensen Hackett** and **Kevie DeFranc**, USF Interns; and **Steve Spina**, City Manager, City of Zephyrhills

Getting Your Redevelopment Project Funded in the Underserved Community

2:15 p.m. – 3:15 p.m.

The goal of this forum is to provide examples of **why** it's important to be engaged in the local government budgeting process. How to plug into the process, as a stakeholder, and how to get your projects funded, will be discussed. Local decisions are made based on funding, but a lot of times it's also based on public participation. So, we need to make sure the residents are focused on the funding, and not rely on just having a seat at the table. Our "Diversity Session" on will dig into any In both sessions, you can actively engage in the discussion.

CM 1.0

Moderator: **Ken Thomas**, Manager, Housing & Redevelopment, City of Leesburg

Speakers: The **Honorable John H. Christian**, Commissioner, City of Leesburg; and **Tony Otte**, CECD, CRA/Economic Development Director, City of New Smyrna Beach

Refreshment Break

3:15 p.m. – 3:30 p.m.

Exhibit Hall

WEDNESDAY, OCTOBER 24, 2018

Making the Right Decisions through Land Use Economics

3:30 p.m. – 4:30 p.m.

We will focus on the nuts and bolts of an effective tool for making smart redevelopment decisions - using land value and economic analysis/projections. We will also discuss a case study in Gainesville, Florida, where an analysis put the theories to work. The practical and on-the-ground application of the study revealed benefits and challenges that come with a greater understanding of economic factors. Want to know what things

are important to measure, and how it is customizable to your community? This information can get officials, citizens and volunteers excited about your efforts.

CM 1.5

Speakers: *Joe Minnicozzi*, Urban3, LLC and *Sarah Vidal-Finn*, Director, Gainesville Community Redevelopment Agency

No Brainer Social Media for Your CRA Community

3:30 p.m. – 4:30 p.m.

Learn how to engage small businesses and residents within your redevelopment area through social media. We will be using one example in Boynton Beach, in partnership with their local workforce office, and another statewide example of what was done for the FRA legislative advocacy statewide campaign. We will share valuable strategies for marketing and analytics necessary to reach new “customers” whether they are buying a product, volunteering or supporting CRA projects. These include creative partnerships, measurable results, video testimonials, and customized training modules. Come share your experiences and successes that worked for your community!

CM 1.5

Moderator and Speaker: *Jessie Johnson*, Vice President & Account Supervisor, RB Oppenheim Associates

Speakers: *Michael Corbit*, Director of Business Development for CareerSource Palm Beach County; *Renee Roberts*, Social Media and Communications Specialist, Boynton Beach CRA; and *Theresa Utterback*, Development Services Manager, Boynton Beach CRA

WEDNESDAY, OCTOBER 24, 2018

Do's and Don'ts of Marketing & Special Events (Activating Spaces)

3:30 p.m. – 4:30 p.m.

Many CRA's sponsor or produce events, programs and campaigns to activate public spaces and reinvent blighted commercial districts. This session will highlight creative strategies to ensure statutory compliance while producing engaging community events or campaigns designed to further your CRA goals. We will talk about tweaking your program to tighten up the criteria or other aspects to focus on economic development. Attendees will gain valuable insight to ensure that their existing or future event programs and marketing campaign strategies contain the specific elements necessary to meet or exceed statutory guidelines.

CM 1.0

Moderator: **Robert Ironsmith**, AICP, Director of Economic Development and Housing, City of Dunedin

Speakers: **Sharon West McCormick**, Director of Business Attraction & Marketing, RMA and **Claudia McKenna**, Esq., CRA Attorney, Community Redevelopment Legal Services; and **Brenda Thrower**, FRA-RA, Economic Development Specialist, City of Tampa, Ybor City Development Corporation

2019 Legislative Outlook for CRAs

4:30 p.m. – 5:30 p.m.

Our FRA lobbyists, legislative committee members, and Board members will share what they see in store for the 2019 legislative session.

CM 1.5

Reception in the Exhibit Hall

5:30 p.m. – 7:30 p.m.

Meet or reconnect with the private sector members of the FRA, and key supporters of Florida redevelopment! They will provide visuals of the neat things they are doing in various areas around the state – you provide business cards to be eligible for drawings with great giveaways. This is a fun, informal event with light food and beverages included with conference registration.

THURSDAY – OCTOBER 25, 2018

Key Elements of Successful Neighborhood Transformation

8:00 a.m. – 9:00 a.m.

We will present examples of how redevelopment transforms neighborhoods, not just commercial areas. The presentation will include how a holistic approach that addresses the environmental, built and social aspects of communities can work. In these examples, areas came alive through great design, community support and walkable, flexible spaces. We will address the “what”, but also the “how” that resulted in significantly revitalizing these neighborhoods.

CM 1.0

Moderator and Speaker: **Jon Ward**, Executive Director, West Palm Beach Community Redevelopment Agency (CRA)

Speakers: **Felix C. Deloatch**, Director of Florida Operations, Torti Gallas; **Tom Gallas**, Chief Executive Officer and National Capital Planning Commissioner, CPA, LEED AP BD+C, Torti Gallas

Taking it to the (Complete) Streets

8:00 a.m. – 9:00 a.m.

The session will describe how a four-lane undivided roadway was successfully transformed into a “complete street”. This case study will overview the public process, as well as the government side. Our partners will share the pitfalls and opportunities for creative coordination in capital project planning. We will also discuss how to plug into resources available from the Florida Department of Transportation for complete streets, what the program is, and examples of how it works at the local level.

CM 1.0

Moderator: **Melanie Weaver Carr**, Senior Transportation Policy Analyst, Office of Policy Planning, Florida Department of Transportation

Speakers: **DeWayne Carver**, AICP, State Complete Streets Program Manager, Florida Department of Transportation; **Jennifer Carver**, Statewide Community Planning Coordinator, Florida Department of Transportation; **Blake Drury**, Director, Planning and Urban Design, Community Solutions Group; and **Kyle Dudgeon**, FRA-RA, Assistant Director, Planning/CRA, City of Winter Park

THURSDAY – OCTOBER 25, 2018

Meeting Your CRA's Plan Through Bank Partnerships

8:00 a.m. – 9:00 a.m.

Financial Institutions provide lending, services and investments for local infrastructure, affordable housing and economic development. How can a CRA plug into these programs? We will discuss how to effectively choose and partner with a financial institution. Participants will engage with panelists on specific opportunities in their CRAs and learn about redevelopment best practices from our panelists. This session is a follow-up to “Understanding Bank CRA for Florida’s CRAs”. Instead of lectures in this session, we will host a facilitated audience participation format.

CM 1.0

Moderator: *April A. Atkins*, AICP, Community Affairs Specialist, FDIC

Presenters: *Ana Castilla*, Vice President, Community Development Manager, TD Bank; and *Aileen Pruitt*, Florida Market Manager, Community Development, PNC Bank

Refreshment Break

9:00 a.m. – 9:15 a.m.

Exhibit Hall

Community Development Financial Institutions as Partners in Redevelopment

9:15 a.m. – 10:15 a.m.

What is a CDFI? There are many in Florida, and one near you might be an entity that can help fund your CRA projects. How can the public sector reach out effectively to a CDFI to form a CRA partnership? What are the best practices to prepare and be ready to avail your CRA of the opportunity? We will ask several folks who work with CDFIs and CRAs to bridge the understanding gap, answer questions and provide references.

CM 1.0

Moderator: *Lisa Anne Mifflin*, NBE, CRCM, Southern District Community Affairs Officer, Office of the Comptroller of the Currency

Panelists: *James Walker*, Loan Officer, Florida Community Loan Fund

THURSDAY – OCTOBER 25, 2018

Revitalizing Communities through Strategy and Infrastructure Initiatives

9:15 a.m. – 10:15 a.m.

This session will share case studies, one large and one small, on how redevelopment efforts resulted in more vibrant and livable communities. How they did it, through partnerships, incentives, and initiatives, is the focus of each case study. Attendees will learn about practical and readily available tools from experts in engineering, planning, and economic development.

CM 1.0

Moderators: **Cyndi Jantomaso**, President, Haines City Economic Development Council, Inc. and **Adriana Trujillo-Villa**, AICP, CPM, Public Works Operations Manager, City of Haines City

Speakers: **Addie Javed**, Public Works Director, City of Haines City; **Tom Polk**, Impact Fee Administrator, Sarasota County; and **Kelley Klepper**, Project Manager, Kimley Horn

Good Properties Gone Bad - Redevelopment of Environmentally Challenging Sites

9:15 a.m. – 10:15 a.m.

This interactive discussion will consider the challenges of redeveloping brownfield sites – and the variety of remedies. How do you create a vibrant catalyst site for your community? How clean is clean? We will leave with an understanding of redevelopment options for sites with environmental issues, and potential funding resources for the cleanup and revitalization of an existing site.

CM 1.0

Moderator: **Jeffrey Burton** M.P.A. FRA-RA, Director, Palmetto Community Redevelopment Agency

Speakers: **Miles Ballogg**, Brownfields Practice Leader, Cardno; **Carrie L. Kruchell**, P.G., Environmental Manager, Florida Department of Environmental Protection; **Frank L. Hearne**, Esquire, Mechanik Nuccio Hearne & Wester, P.A.; **Larry Lallo**, Economic Development Manager, City of Cocoa CRA; **Mark Mulligan** P.G., Environmental Manager, Terracon and **Brad Tompa** P.G., Environmental Manager, Terracon

THURSDAY – OCTOBER 25, 2018

Refreshment Break

10:15 a.m. – 10:30 a.m.

Exhibit Hall

Analyzing Internal Data with OneNote and GIS

10:30 a.m. – 11:30 a.m.

Learn how to create a cross-sectional analysis tool to align your city/county comprehensive plan, development policies, and other important documents with your adopted community redevelopment plan. This is a great tool that keeps a vast amount of relevant information at your fingertips. Also, get a sneak peek at the new state-wide GIS CRA boundaries map from the team that created it. See how it is being used to prove CRA benefits on a state-wide level, how it is relevant to other data such as the state-wide brownfield oculus information, and how you can help validate CRA performance and value.

CM 1.0

Moderator: **Jeffrey Burton** M.P.A. FRA-RA, Director, Palmetto Community Redevelopment Agency

Speakers: **Wes Benge**, Strategic Plan Specialist, City of Palmetto; **Zachary Schwartz**, GIS Specialist, City of Palmetto; and **Nicole Tremblay**, Strategic Plan Specialist, City of Palmetto

How to Succeed with Public Art in Your Community

10:30 a.m. – 11:30 a.m.

Art can inspire emotions, and CRAs are inspired by (great) minds. The joining of the two can result in the “wow factor” for any area in any community. We will review and discuss three case studies of cities that use murals and other art to revitalize an area and attract economic investment. Come see what can be done with artists to create stunning art to rebuild an area. We will share the “how” of what happened, and we invite you to join in the conversation!

CM 1.0

Moderator and Speaker: **Robin Nigh**, Manager of Art Programs, City of Tampa; **Sarah Vidal-Finn**, Director, City of Gainesville CRA, and the **Honorable Debra Ann Worley**, Councilmember, Town of Lake Placid

THURSDAY – OCTOBER 25, 2018

Retail Therapy: It's Not Only the Numbers that Count!

10:30 a.m. – 11:30 a.m.

Learn how your City can position itself to offer the unique, authentic sense of place that retailers and developers look for today. Placemaking is all about building dynamic and engaging environments that can inspire and create a sense of place or community. As retailers become more reliant on experiences and a sense of place to engage customers, their locations are reflective of this new demand. Florida's consumer economy has been expanding rapidly thanks to strong population growth and tourism. This trend is expected to continue and to drive development of new and creative retail space.

CM 1.0

Speaker: *Lynn Dehlinger*, RMA, International Council of Shopping Centers Private Sector P3 Florida Co-Chair

Lunch in the Exhibit Hall

11:30 a.m. – 1:15 p.m.

1:30 p.m. – 2:45 p.m. **Keynote Presentation**

Neda Navab, Associate Director, Urban Systems at Sidewalk Labs

CM 1.0



Refreshment Break

2:45 p.m. – 3:00 p.m.

FRA Registration Area

THURSDAY – OCTOBER 25, 2018

Supporting Diversity: Gaining and Keeping the Community's Trust

3:00 p.m. – 4:30 p.m.

As a follow up to the “Getting Your Redevelopment Project Funded in the Underserved Community”, we will hold a group discussion about the how's of success with this topic. Come to this session with ideas or suggestions on actual actions that have been effective in building trust in a community.

CM 1.5

Group Leaders: *Toni Shamplain*, FRA-RA, Downtown North CRA Manager, City of Panama City; *Ken Thomas*, Manager, Housing & Redevelopment, City of Leesburg; and *Gerald Snell*, Avon Park Southside Advisory Board

Expert Reveal: Redevelopment Housing

3:00 p.m. – 4:30 p.m.

The topic is housing in redevelopment areas, and not necessarily affordable, but all kinds of housing. Our five panelists from the public and private sector will each be asked to answer questions of our moderator, and the audience, relative to how CRAs most successfully can support housing redevelopment projects. Whether infill, workforce, market or luxury, we will pepper the panelists with our incisive questions while we have this rare opportunity to pick their brains!

Moderator: *Evan Johnson*, Tindale Oliver, Senior Project Manager

Panelists: The *Honorable Steven B. Grant*, Mayor and CRA Board Chair, City of Boynton Beach; *Eric Haynes*, President, Schumer Development Corp; *Jaimie Ross*, Executive Director, Florida Housing Coalition; and *Rick Stauts*, Executive Director, Florida City CRA

CM 1.5

THURSDAY – OCTOBER 25, 2018

CRA Finance for Practitioners

3:00 p.m. – 4:30 p.m.

There is a separate language for CRA finance from other types of funds. Not only are the funds set aside for projects in the redevelopment plan, but CRAs must by law do things differently. How does a CRA deal with bond issues, financial controls, cost allocation, valuation of assets, lines of credit and loans, city property transfers, audits, and how can you as a practitioner, be ready for any of these issues if they arise? This session is designed to be full of answers to these and other questions.

CM 1.5

Moderator: **Jeremy Earle**, Ph.D., AICP, FRA-RA, Assistant City Manager, City of Hallandale Beach

Speakers: **Faith Finn**, Financial Management Analyst, Hallandale Beach CRA; and **Shawn Mitchell**, Budget and Procurement Manager, City of Alpharetta, Georgia

Awards Dinner

6:30 p.m. – 9:00 p.m.

This year we are jazzing up the ceremony! Music, dancing, and celebrating with our great redevelopment community. Everyone is invited to “dress up” to make great memories and photos. We will be recognizing ALL the great projects submitted for the 2018 Redevelopment Awards this year, and our proud graduates of the FRA Academy. You may reserve tables by emailing spedrosa@flcities.com in advance.

FRIDAY - OCTOBER 26, 2018

Breakfast

7:30 a.m. – 9:00 a.m.

No worries, you don't have to appear at this hour, but beverages and a full hot breakfast will be waiting!

FRA Business Meeting

8:30 a.m.

Awards Showcase

9:00 a.m. – 10:15 a.m.

A fast paced and fun celebration of the details of our winners' successes, big and small.

Keynote Presentation

10:30 am – 12:00 noon

Joseph Parilla, Brookings Metropolitan Policy Program
CM 1.0



For further information, visit www.redevelopment.net or contact Carol Westmoreland at cwestmoreland@flcities.com.

Danielle Crotts

From: EVENT PLANNING (TAL) <EVENTPLANNING-TAL@flcities.com>
Sent: Monday, August 27, 2018 11:02 AM
To: Danielle Crotts
Cc: James Marshal; spedrosa@flcities.com
Subject: FRA 2018 Annual Conference Registration Confirmation for James Marshal (31138)

FRA 2018 Annual Conference

Sanibel Harbour Marriott Resort & Spa
17260 Harbour Pointe Drive
Fort Myers, FL 33908

Dear James Marshal,

Thank you for registering for the FRA 2018 Annual Conference. We look forward to your attendance. Please do not hesitate to contact us if you have any questions prior to the event. **This message is confirmation of your registration. If you paid by credit card, payment information will be detailed below.**

Contact Information:

Samantha Pedrosa
Meeting Planner
(850) 222-9684
spedrosa@flcities.com

Notes:

Registrant Information:

Registration Date	08/27/2018
Name	James Marshal
Nickname	James
Title	Administrator - Bayfront CRA
Affiliation	Palm Bay
E-mail	james.marshall@pbfl.org
Do you have any special dietary restrictions?	N/A

Your Itinerary:

Full Registration - Member (1)	\$395.00
Fort Myers CRA Districts (1)	\$49.00
Total	\$444.00
Payments	\$444.00
Balance	\$0.00

Payment Receipt:

Credit Card Reference Code	61254687076
Credit Card Authorization Code	037984

Date Processed	08/27/2018
Total Paid	\$444.00
Payment Type	VISA *****6169

This is an automated e-mail. Please do not reply to this message.

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FY 2018 Per Diem Rates for Fort Myers, Florida

Lodging by month (excluding taxes) | October 2017 - September 2018

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the National Association of Counties (NACo) website (a non-federal website).

Meals & Incidentals (M&IE) Rates

[View Rates](#)

Primary Destination	County	2017 Oct	Nov	Dec	2018 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Fort Myers	Lee	\$110	\$110	\$110	\$110	\$190	\$190	\$110	\$110	\$110	\$110	\$110	\$110

Primary Destination	County	2017 Oct	Nov	Dec	2018 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
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Meals & Incidentals (M&IE) Breakdown

Use this table to find the following information for federal employee travel:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. See More Information

First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

Primary Destination	County	M&IE Total	Continental Breakfast/ Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Fort Myers	Lee	\$59	\$13	\$15	\$26	\$5	\$44.25

T	23 - B	X	(D)
W	24 - (B)	X	D
Th	25 - (B)	X	D
F	26 - B	(L)	D

$$B = \$26.00$$

$$L = \$15.00$$

$$D = \$26.00$$

$$\underline{\$67.00}$$



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Gregg Lynk, City Manager

DATE: September 20, 2018

RE: Travel Request- BCRA

A handwritten signature in blue ink, appearing to read "Gregg Lynk".

The Economic Development and Bayfront Community Redevelopment Agency is requesting permission for the following employee to travel for business purposes:

James Marshal will be attending the International Economic Development Council Annual Conference to represent the City of Palm Bay in Atlanta, GA from September 29th through October 3rd, 2018. Mr. Marshal's travel would have an estimated cost of \$2,437.00 and will be paid from the Economic Development travel budget.

IEDC's Annual Conference is the largest yearly gathering of economic development professionals. This year's conference theme is Inclusive Economic Development. The conference is an incredible opportunity to learn about new priorities in the profession, how to address them, and best practices that other communities have tested.

REQUESTING DEPARTMENT:

Bayfront Community Redevelopment Agency/Economic Development & External Affairs

FISCAL IMPACT:

All travel has been budgeted from EDEA's travel budget.

RECOMMENDATION:

Motion to acknowledge and approve travel as mentioned above.

Attachment: 1) Travel info

JM/dd/ab



Step 1: Basic Conference Registration

Name: James Marshal Title: BCRA Administrator

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Organization: City of Palm Bay

Address: 120 Malabar Road SE

City: Palm Bay State: FL Zip: 32907

Phone: 321-409-7187 Cell: 321-243-1234 Email: James.Marshall@palmbayflorida.org

Membership Status: ☒ IEDC Member ☐ Non-member

Promotion Code (if applicable): _____

	Price	# of Attendees	Total Price
IEDC Member	\$919 USD X	<u>1</u>	= <u>919.00</u>
Non-Member	\$1,219 USD X	_____	= _____
Member in Transition / Retired Member	\$185 USD X	_____	= _____
Honorary Life Member*	\$145 USD X	_____	= _____
State/Regional/Provincial Partner Executive Director	\$185 USD X	_____	= _____
Full-time Student**	\$165 USD X	_____	= _____

* Honorary Life Members can register for conferences at a reduced rate upon retirement

**Copy of current transcript needed

TOTAL / AMOUNT ENCLOSED \$ 919.00
(If registering a group of 4 or more, deduct 10% from Basic Registration)

Send form and payment to: IEDC, P.O. Box 759219, Baltimore, MD 21275-9219
Fax form and copy of purchase order to: (202) 223-4745 Email: cgordon@iedconline.org

Step 2: Accessibility or Dietary Restriction

If you have an accessibility or dietary restriction need, please specify below. A staff member will contact you no later than 2 weeks prior to the event date.

Step 3: Spouse/Guest Registration (optional)

Spouse/Guest \$260 X _____ = _____

Spouse/Guest Name: _____

City: _____ State: _____ Email: _____

Step 4: Special Event Registration (optional)

Tours (paid)

Center for Civil and Human Rights \$55 X _____ = _____
(Monday, October 1 | 8:30 am – 12:00 pm)

Aerotropolis Atlanta \$55 X _____ = _____
(Monday, October 1 | 8:45 am – 11:30 am)

GA Film Academy & GSU Creative Media Institute \$55 X _____ = _____
(Monday, October 1 | 12:45 pm – 5:00 pm)

Atlanta University Center \$55 X _____ = _____
(Tuesday, October 2 | 1:45 pm – 5:00 pm)

Special Events (paid)

Golf Outing at Golf Club of Georgia \$100 X _____ = _____
(Saturday, September 29 | 8:00 am – 3:00 pm)

Tennis \$55 X _____ = _____
(Saturday, September 29 | 10:00 am – 5:00 pm)

Volunteer Service Project \$15 X _____ = _____
(Saturday, September 29 | 12:30 pm – 5:00 pm)

Women's Mentoring Luncheon \$55 X _____ = _____
(Sunday, September 30 | 11:00 am – 1:30 pm)

International Dinner (by invitation only) \$75 X 1 = 75.00
(Sunday, September 30 | 7:30 pm)

LGBTQ & Friends Social Event \$10 X _____ = _____
(Sunday, September 30 | 8:00 pm – 9:30 pm)

Send form and payment to: IEDC, P.O. Box 759219, Baltimore, MD 21275-9219
Fax form and copy of purchase order to: (202) 223-4745 Email: cgordon@iedconline.org

Young Professional and Student Networking Event (Sunday, September 30 9:00 pm – 11:00 pm)	\$10	X	<u>1</u>	=	<u>55.00</u>
Defining Issues Luncheon (Monday, October 1 12:00 pm – 1:30 pm)	\$55	X	<u>1</u>	=	<u>55.00</u>
Networking Luncheon: Elected Officials and Board of Directors EDOs (Monday, October 1 12:00 pm – 1:30 pm)	\$55	X	<u>1</u>	=	<u>100.00</u>
Recognition Dinner at the Atlanta Aquarium (Monday, October 1 6:30 pm – 9:00 pm)	\$100	X	<u>1</u>	=	<u>100.00</u>
Island Economic Resilience Roundtable (Invitation-Only) (Wednesday, October 3 1:00 pm – 5:00 pm)	\$50	X	<u>1</u>	=	<u>50.00</u>

Special Events (free)

First Time Attendee Briefing (Sunday, September 30 5:30 pm – 6:00 pm)	Free	X	<u>1</u>	=	<u>0.00</u>
New Member/Non Member Breakfast (Monday, October 1 7:30 am – 8:30 am)	Free	X	<u>1</u>	=	<u>0.00</u>
Economic Development Ethics Workshop (Monday, October 1 10:30 am – 12:30 pm)	Free	X	<u>1</u>	=	<u>0.00</u>
Student and YP Mentorship and Networking Lunch (Monday, October 1 11:15 am – 1:30 pm)	Free	X	<u>1</u>	=	<u>0.00</u>
Preparing for the CECD Exam Workshop (Tuesday, October 2 7:00 am – 8:30 am)	Free	X	<u>1</u>	=	<u>0.00</u>
Economic Development Ethics Workshop (Tuesday, October 2 3:00 pm – 5:00 pm)	Free	X	<u>1</u>	=	<u>0.00</u>
Disaster Communities Forum with EDA and Other Federal Partners (Invitation-Only) (Wednesday, October 3 8:30 am – 11:30 am)	Free	X	<u>1</u>	=	<u>0.00</u>

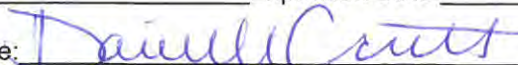
Step 5: Payment Information

Please select one:

☐ Check Check Number: _____

☐ Purchase Order PO Number: _____

☒ Credit Card Type: **Visa** Credit Card Number: **4715260002676169** Expiration Date: **08/21**

Cardholder Name: **Danielle Crotts** Signature: 

Send form and payment to: IEDC, P.O. Box 759219, Baltimore, MD 21275-9219
Fax form and copy of purchase order to: (202) 223-4745 Email: cgordon@iedconline.org

REGISTRATION

- Registrations will only be accepted and processed when payment, or an approved government purchase order, is included.
- Confirmations will be emailed after August 20, 2018.
- Registrations, or changes to registrations, will not be accepted over the phone as this does not provide an accurate record of the request.
- To be included in the Conference Attendees List, registrations must be received no later than September 14, 2018.

PAYMENT POLICY – Please read carefully!

- All payments sent to the IEDC office must be received by September 14, 2018 or registrants will be required to resolve unpaid balances onsite (excluding those with government purchase orders).
- Conference attendees with a balance due will be required to remit payment before being admitted to the conference, with the exception of those attendees paying by government purchase order.
- If a copy of your purchase order was not forwarded to IEDC, please present it at the onsite registration desk.

CANCELLATION, REFUND and NO-SHOW POLICY

- Substitutions will be accepted at any time.
- **There will be no refunds or credits for cancellations after September 7, 2018.**
- All cancellation requests must be in writing and can be emailed or sent to IEDC.
- All registered attendees cancelling their registration, will be charged a \$95 processing fee, regardless of when the written cancellation notice was received.
- Cancellation requests received by IEDC prior to close of business on Friday, September 7, 2018 will have their registration fees refunded or credited to a future IEDC event, less the \$95 processing fee.
- A registrant who does not submit a written cancellation, or attend the conference, is considered a "No Show". No-Shows are not eligible for refunds or credits, and are still liable for outstanding balances.

Questions regarding these policies should be directed to the IEDC Conference Registrar, Cherrika Gordon: cgordon@iedconline.org or (202) 942-9463.

Send form and payment to: IEDC, P.O. Box 759219, Baltimore, MD 21275-9219
Fax form and copy of purchase order to: (202) 223-4745 Email: cgordon@iedconline.org

FY 2018 Per Diem Rates for Atlanta, Georgia

Lodging by month (excluding taxes) | October 2017 - September 2018

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the National Association of Counties (NACo) website (a non-federal website) .

Meals & Incidentals (M&IE) Rates

[View Rates](#)

Primary Destination ⓘ	County ⓘ	2017 Oct	Nov	Dec	2018 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Atlanta	Fulton / Dekalb / Cobb	\$166	\$148	\$148	\$148	\$148	\$148	\$148	\$148	\$148	\$148	\$148	\$166

Meals & Incidentals (M&IE) Breakdown ⓘ

Use this table to find the following information for federal employee travel:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. See More Information

First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

Primary Destination ⓘ	County ⓘ	M&IE Total	Continental Breakfast/ Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel ⓘ
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Atlanta	Fulton / Dekalb / Cobb	\$69	\$16	\$17	\$31	\$5	\$51.75
---------	------------------------	------	------	------	------	-----	---------

9/29	B	X	(D)
9/30	(B)	(L)	X
10/1	(B)	X	(D)
10/2	(B)	(L)	(D)
10/3	(B)	(L)	X

Danielle Crofts

From: Confirmed <noreply@h4.hilton.com>
Sent: Monday, September 10, 2018 9:45 AM
To: Danielle Crofts
Subject: Your Sep-29-2018 Confirmation #80994211



JAMES, join Hilton Honors

sign up



Remember you earn even more points
when you use your Hilton Honors American
Express Card on eligible Hilton purchases.

Terms apply

JAMES MARSHAL, see you on Sep-29-2018



Your Upcoming Stay

The American Hotel Atlanta Downtown - a DoubleTree by Hilton
160 Ted Turner Dr NW
Atlanta GA 30303, US
T: +1 4046888600

Confirmation #80994211

Sat
29

1 night

Sun
30

September
Check In: 3:00PM

September
Check Out: 11:00AM



Your Room Information

1 KING BED

Rooms: 1
Guests: 1 Adult

Requests Upon Arrival: **Crib, Pillows**
Do you have any additional requests?

Order Now

Your Rate Information

BEST AVAILABLE RATE

Rate Per Night:

Sep-29-2018

169.00 USD

Total for Stay Per Room Rate:

169.00 USD

Taxes

33.56 USD

Total for Stay

202.56 USD

[Review Your Cancellation Policy](#)

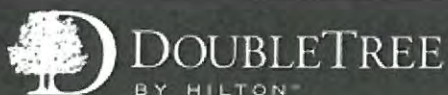


Your Stay Benefits



Danielle Crotts

From: Confirmed <noreply@h4.hilton.com>
Sent: Monday, September 10, 2018 9:45 AM
To: Danielle Crotts
Subject: Your Sep-30-2018 Confirmation #80994211



JAMES, join Hilton Honors

sign up



Remember you earn even more points
when you use your Hilton Honors American
Express Card on eligible Hilton purchases.

Terms apply

JAMES MARSHAL, see you on Sep-30-2018



Your Upcoming Stay

The American Hotel Atlanta Downtown - a DoubleTree by Hilton
160 Ted Turner Dr NW
Atlanta GA 30303, US
T: +1 4046888600

Confirmation #80994211

Sun

30

September

Check In: 3:00PM

Wed

3

October

Check Out: 11:00AM

3 nights



Your Room Information

1 KING BED

Rooms: 1

Guests: 1 Adult

Requests Upon Arrival: **Crib, Pillows**

Do you have any additional requests?

[Order Now](#)

Your Rate Information

IEDC 2018 Annual Con

Rate Per Night:

Sep-30-2018 - Oct-02-2018

179.00 USD

Total for Stay Per Room Rate:**537.00 USD**

Taxes

105.75 USD

Total for Stay**642.75 USD**[**Review Your Cancellation Policy**](#)

Your Stay Benefits



Your On Site Amenities

A black and white photograph of a couple embracing on a beach at night. The man is wearing a straw hat and a backpack, and the woman has long hair. They are looking out at the ocean where city lights are visible in the distance. The overall mood is romantic and adventurous.

**FIND NEW EXPERIENCES
DURING YOUR UPCOMING STAY**

explore now

viator
A TripAdvisor Company

Travel with an Insider

 \rightarrow

Tax
16.90% Per Room Per Night
5.00 Per Room Per Night
Valet Parking: 38.00 USD



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** Service of alcoholic beverages is subject to state and local laws. Must be of legal drinking age. Hilton Requests Upon Arrival(TM) items are subject to availability.

† Visit Hilton.com/guarantee to learn more about our Best Price Guarantee.

Using a debit/credit card to check in? A hold may be placed on your card account for the full anticipated amount to be owed to the hotel, including estimated incidentals, through date of check-out. Holds may not be released for 72 hours from date of check-out or longer at the discretion of your card issuer. [Click here](#) if you need to modify or cancel your reservation.

Any change to your arrival or departure date or room type is subject to hotel availability and may result in a possible rate change or additional fee. Changes also may not be possible at a later date. Please [click here](#) to see all rules and restrictions.

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Hilton Reservations and Customer Care | 2050 Chenault Drive | Carrollton, Texas 75006, USA

2018_R03_B02_NMK_OTR_V33_MULTIBR_H03_ML



Flights

SAT
29
SEPMLB ▶ ATL
4:10 PM 5:46 PMDL 729
1h 36m | NonstopMain Cabin (T)
Changeable / Nonrefundable
Delta Air Lines Baggage Information

CHANGE

Price per
Passenger

\$193.49

Taxes,
Fees and
Charges

\$42.91

DETAILS ▼ SEATS

WED
03
OCTATL ▶ MLB
3:21 PM 4:49 PMDL 914
1h 28m | NonstopMain Cabin (X)
Changeable / Nonrefundable
Delta Air Lines Baggage Information

CHANGE

DETAILS ▼ SEATS

IT'S SIMPLE, PLUS MEANS MORE
DELTA COMFORT+®\$78.00
Per Person Entire Trip

UPGRADE

See Details

ENJOY EACH MILE
FIRST CLASS\$248.00
Per Person Entire Trip

UPGRADE

See Details

Total Price
(USD)

\$236.40

Earn a \$200 Statement Credit and 40,000 Bonus Miles

Statement
Credit*

-\$200.00

Apply for the Gold Delta SkyMiles Credit Card from American Express

- \$200 Statement Credit after you use your new Card on a Delta purchase in your first 3 months*
- 40,000 bonus miles after you make \$2,000 in purchases on your new Card within your first 3 months. Special Offer Expires 9/19/2018.
- First checked bag free and Priority Boarding on Delta flights
- \$0 introductory annual fee for the first year, then \$95 [Rates & Fees](#) | [Offer Terms](#) | [Benefit Terms](#)

Terms and Conditions Apply

☐ Yes! I'd like to apply now for a Card and then complete my booking

*Statement credit will be issued approximately 8-12 weeks after making your first Delta purchase

Total After
Statement
Credit
(USD)

\$36.40

CONTINUE

Terms and Conditions

GENERAL CONDITIONS OF PURCHASE

You agree to accept all Fare Rules for each flight, all Trip Extras Terms & Conditions, and all terms in Delta's applicable Contract of Carriage. Once your ticket is purchased, Risk-Free Cancellation may apply. No contract exists until you receive confirmation that payment was received and processed.

View Fare Rules, Change & Cancellation Policies. This ticket is changeable/ nonrefundable . Fees may apply. Failure to appear for any flight without notice to Delta will result in



CONFIRMATION #HLC9NA

Thank you for traveling with Delta, James!

Your booking is complete. We'll send you an email shortly to danielle.crotts@palmbayflorida.org with your receipt and itinerary details.

Melbourne, FL to Atlanta, GA

Total
Trip Cost
(USD)

\$261.39

Flight confirmation #HLC9NA - Sat, 29 Sep 2018

Round Trip | 1 passenger

[Get Trip Notifications](#)

Miles Available

970

Don't Leave These Miles Behind

Create your free Delta SkyMiles® account and earn 970 miles after your trip that you can use for flights, upgrades and more. With SkyMiles, your miles don't expire and there are no blackout dates on Delta Air Lines.

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- Go to My Trips to request wheelchair assistance, peanut allergy help, or other services
- Also in My Trips, purchase insurance, hotel stays, car rentals, or Trip Extras like Wi-Fi and Priority Boarding
- On international tickets, you may be entitled to a refund of some government taxes or fees if the ticket is cancelled. Please see our Refunds FAQs for more information.

Flights

SAT
29
SEPMLB ▶ ATL
4:10 PM 5:46 PMDL 729
1h 36m | NonstopMain Cabin (T)
Changeable / Nonrefundable
Delta Air Lines Baggage InformationPrice per
Passenger \$193.49Taxes,
Fees and
Charges \$42.91

DETAILS ▼

DEPARTS SAT, 29 SEP | 4:10 PM FROM MELBOURNE INTL (MLB)

ARRIVES SAT, 29 SEP | 5:46 PM AT HARTSFIELD-JACKSON ATLANTA INTL (ATL)

FLIGHT DL 729 | 1H 36M |

AIRCRAFT MD-88 | MEAL SERVICES

WED
03
OCTATL ▶ MLB
3:21 PM 4:49 PMDL 914
1h 28m | NonstopMain Cabin (X)
Changeable / Nonrefundable
Delta Air Lines Baggage Information

DETAILS ▾

DEPARTS WED, 03 OCT | 3:21 PM FROM HARTSFIELD-JACKSON ATLANTA INTL (ATL)
 ARRIVES WED, 03 OCT | 4:49 PM AT MELBOURNE INTL (MLB)
 FLIGHT DL 914 | 1H 28M |
 AIRCRAFT AIRBUS A320 | MEAL SERVICES

Total Price (USD) **\$236.40**

Thank you for being a valued customer. The fees below are based on general passenger information. If you qualify for free or discounted checked baggage, this will be taken into account when you check in.

Passengers, Seats & Extras

			Seats	Extras	Special Services	Seats	\$24.99
						Extras	\$0
1	James Marshal						
	MLB ▶ ATL	\$25 FIRST \$35 SECOND	18C				
	ATL ▶ MLB	\$25 FIRST \$35 SECOND	21D				

¹ On Delta operated flights, you may carry on one bag and a small personal item at no charge. Carry-on allowances may differ and fees may apply for flights operated by carriers other than Delta. Contact the operating carrier for detailed carry-on limitations and charges.

All Seats & Extras Subtotal **\$24.99**

IMPORTANT: Visit delta.com for details on [baggage embargoes](#) that may apply to your itinerary.

Payment

Card Type	Card Holder	Card Number	Amount Charged (USD)	\$261.39
VISA	Danielle Crotts	*****6169		

Hotel



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Gregg Lynk, City Manager

DATE: September 20, 2018

RE: Travel Request – Fire Rescue

A handwritten signature in blue ink, appearing to read "Gregg Lynk".

Fire Rescue Department is seeking approval for the following employee to travel for business purposes:

Sandra Urban has recently been appointed the Palm Bay Fire Rescue Fire Chaplain and will require formal training to operate in the role of fire chaplain. Travel will be to Fort Worth, Texas from October 12 to October 18, 2018 and includes training for Essentials of Fire Chaplaincy and attendance of the 40th Annual Conference for the Federation of Fire Chaplains. The estimated total cost is \$2,238.00. All costs are budgeted under Training and Travel account.

REQUESTING DEPARTMENT:

Fire Rescue Department

FISCAL IMPACT:

All travel has been budgeted for FY 18-19.

RECOMMENDATION:

Motion to acknowledge and approval travel for Fire Rescue as mentioned above.

LH/ab



Palm Bay Fire Rescue Training/Travel Advance

Pending

IMPORTANT: Use buttons on this form to start a New Record, Print and/or Exit *DO NOT OVERWRITE FOR 233

A. Employee Data Entry (If you have an issue w/form callx4676)

Date of Submittal:	9/7/2018	Your Status Update:	
Station:	HQ		
Shift:	Days		
Employee's Name:	Sandra Urban		
Employee's Phone No:	(321) 952-3488		
Departure Date	Friday, October 12, 2018	Approx Departure Time:	7:30 AM
Return Date:	Thursday, October 18, 2018	Approx Return Time:	9:00 PM
Day Travel Only? (No Overnight stays)	No	# Of Days:	7
Overnight Travel?	Yes	# Of Nights:	6
Event Title:	40th Annual Conference of the Federation of Fire Chaplains		
Event Location/Address	Fort Worth, TX		
Lodging Requested?	Yes	Mode Of Travel:	Airline
Registration Needed?	Yes	Registration/Event Cost	\$450.00
Attach Course Info (Req.)	Yes	Amt of Leave Hrs Req:	0
Additional Info:	This travel is for training for Essentials of Fire Chaplaincy and the Federation of Fire Chaplains annual conference.		
District Chief:		Date:	

B. Training Office entries only below this line

1. Battalion Chief:		Date		Type of Leave:	
2. Fire Chief/Deputy Fire Chief:		Date			

Costs:


Registration	Lodging	Airline	Per Diem	Parking/Tolls	Misc
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Date Received : Total Cost: \$0.00

Print Date - 9/7/2018

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 [Add to my calendar](#)

2018 FFC Annual Conference

Start 14 Oct 2018
 08:00
 End 18 Oct 2018
 14:00
 Location Fort Worth, Texas
 Spaces left 297

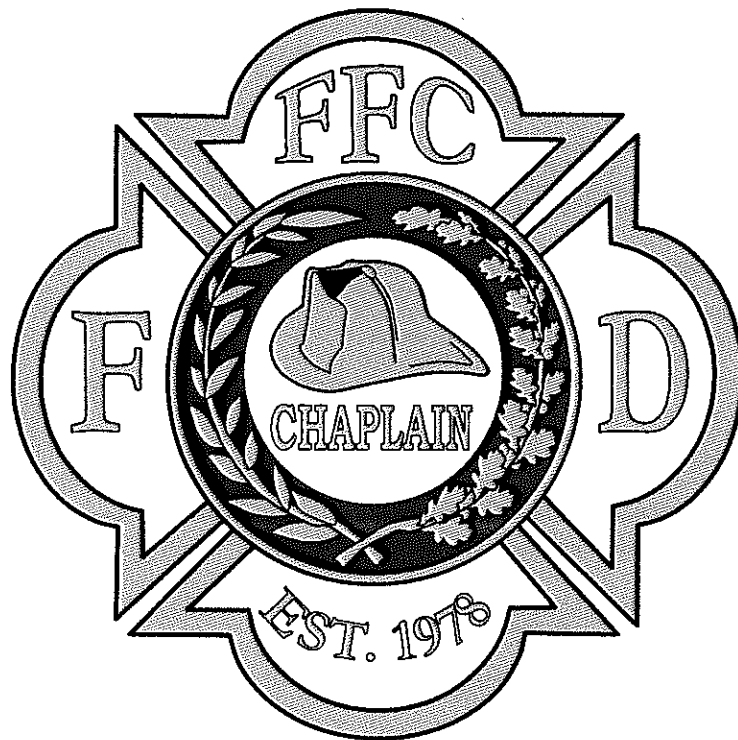
40th Annual Conference of the Federation of Fire Chaplains

Registration

- CONFERENCE ONLY-MEMBER - \$275.00
Please select this option if you are a MEMBER and are only attending the Conference
- CONFERENCE ONLY-MEMBER and SPOUSE - \$425.00
Please select this option if you are a MEMBER AND your Spouse are attending the conference ONLY
- CONFERENCE ONLY-NON-MEMBER - \$325.00
Please select this option if you are NOT a MEMBER and are ONLY attending the CONFERENCE
- CONFERENCE ONLY-NON-MEMBER and SPOUSE - \$475.00
Please select this option if you are a Non-Member and will be attending the Conference ONLY, WITH YOUR SPOUSE
- PRE-CONFERENCE ONLY-ESSENTIALS-MEMBER - \$175.00
Please select this option if you are a MEMBER and are ONLY attending the PRE-CONFERENCE course ESSENTIALS OF FIRE CHAPLAINCY
- PRE-CONFERENCE ONLY-ESSENTIALS-NON-MEMBER - \$225.00
Please select this option if you are NOT a MEMBER and are ONLY attending the PRE-CONFERENCE course ESSENTIALS OF FIRE CHAPLAINCY
- PRE-CONFERENCE ONLY-FFC ADVANCED STUDIES-MEMBER - \$175.00
Please select this option if you are a MEMBER and are ONLY attending the PRE-CONFERENCE course FFC ADVANCED STUDIES (which is Winning the Other Battles and Firefighter Funerals)
- PRE-CONFERENCE ONLY-FFC ADVANCED STUDIES-NON-MEMBER - \$225.00
Please select this option if you are a NON-MEMBER and are ONLY attending the PRE-CONFERENCE course FFC ADVANCED STUDIES (which is Winning the Other Battles and Firefighter Funerals)
- PRE-CONFERENCE ONLY-SPIRITUAL and PSYCHOLOGICAL FIRST AID-MEMBER - \$175.00
Please select this option if you are a MEMBER and are ONLY attending the PRE-CONFERENCE course CISM-SPIRITUAL AND PSYCHOLOGICAL FIRST AID
- PRE-CONFERENCE ONLY-SPIRITUAL and PSYCHOLOGICAL FIRST AID-NON-MEMBER - \$225.00
Please select this option if you are a NON-MEMBER and are ONLY attending the PRE-

Conference information

[Click Here](#)



**PLEASE CAREFULLY READ THE
DIFFERENT TYPES OF
REGISTRATION SO THAT YOU
CAN MAKE THE RIGHT CHOICE
FOR YOU**

- PRE-CONFERENCE-SPIRITUAL and
PSYCHOLOGICAL FIRST AID and
CONFERENCE-NON-MEMBER WITH SPOUSE
- \$700.00

Select this option if you are a NON-MEMBER
and you are taking the PRE-CONFERENCE
course SPIRITUAL AND PSYCHOLOGICAL
FIRST AID AND you are attending the
Conference and your SPOUSE is attending.

[Click here to Register for the 40th Annual
Conference of the FFC in Ft. Worth, Texas](#)

PLEASE READ THE CHOICES CAREFULLY TO
INSURE YOU CHOOSE THE CORRECT OPTION

[Register](#)

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[FFC2018 Conference](#) [2018 Pre-Conference](#)
[FFC 2018 Schedule](#) [FFC 2018 Spouse Schedule](#)

FFC 2018 Fort Worth, Texas Schedule of Events

This is the Tentative Schedule

You will receive the final schedule at Registration

Pre-Conference October 12-14, 2018

Saturday October 13, 2018

0800-1700 **Pre-Conference Training**
 FFC Essentials
 CISM-Spiritual and Psychological First Aid
 Advanced Studies

Lunch and Dinner on your own

Sunday October 14, 2018

0800-0845 **Worship Service**
 Catholic Mass
 Protestant Service

0900-1700 **Pre-Conference Training-Continuation from Saturday**

Conference

October 14-18, 2018

Sunday October 14, 2018

1300-1700 **Conference Registration**
 1830-2100 **Tired Travelers Reception**

Monday October 15, 2018

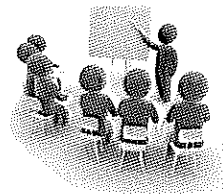
0800-0900 **Conference Registration**
 0800-0830 **Morning Devotional**
 0850-0900 **Announcements**
 0900-0930 **Opening Ceremony and opening remarks**
 0930-1030 **History of FFC-Frank McNeil and George Graftsky**
 1030-1045 **Break**
 1045-1200 **L. A. City Fire Chaplain-Rick Goodinez**
 1200-1300 **Lunch**
 1300-1345 **Regional Meeting -- Meet and Greet with Regional Director and Fellow Chaplains**

Home About Us Membership Regions Training & Resources Events FFC Conference

FFC2018 Conference 2018 Pre-Conference

FFC 2018 Pre-Conference Training

Saturday, Oct 13 & Sunday, Oct 14 (0900-1700hrs)



We have a great line-up of training classes available this year. All classes are taught by FFC Member Chaplains, giving us the opportunity to share acquired knowledge and skills throughout the family! Don't miss this great chance to get top-notch training.

- All classes are two-day. You may choose ONE class.
- All classes are held at the Host Hotel.
- All classes are \$175 for FFC Members and \$200 for non-members.
- Register for your class by clicking the "REGISTER" button below.
- QUESTIONS ABOUT PRE-CONFERENCE? Contact Chaplain Jim Duncan; FFC.Chaplain@gmail.com; (469) 955-1522 (Central Time)



Essentials of Fire Chaplaincy

A sixteen hour course designed as a "Survey of Fire Chaplaincy". It is appropriate for new chaplains, experienced chaplains, and those who just want to learn what fire chaplaincy is all about. The course includes classes in Ministry to Firefighters, Ministry to Fire Victims, Critical Incident Stress, Fire Department Funerals, Fire Chaplain Operations, and many others. This course serves as the foundation for credit with the Federation of Fire Chaplains.

This course is HIGHLY recommended by and for fire/rescue chaplains throughout North America and around the world. For members of the FFC, this course is the one that provides the foundation for our FFC Training Certificates.

Two-Day course-Instructors TBA

**REGISTER FOR
"ESSENTIALS"**



CISM: Spiritual and Psychological First Aid

Course Description:

Research validates that the help and support people receive in times of crisis matters. Providing effective emotional and spiritual care to individuals, families, and communities in difficult times is critical and can help promote resiliency and recovery. This two-day course endeavors to build helping skills and a better understanding of the unique role of the crisis responder and trains participants in the fundamental principles of spiritual and psychological first aid (SPFA). Care provided in SPFA may be defined as a practical, compassionate and supportive presence designed to mitigate acute distress, assess needs, provide essential supportive care, and link with other support systems as needed for ongoing spiritual, emotional, and mental health care.

Course Highlights:

At the conclusion of this course, successful students will be able to:

- Identify evidence-informed foundations for SPFA
- Articulate an understanding of the "ministry of presence" and "companioning."
- Define the essential elements of connecting and communicating with people in crisis
- Prepare survivors to understand commonly experienced psychological/ behavioral reactions and the process of recovery
- Identify indicators of resiliency, recovery and post traumatic growth to encourage help, hope and healing
- Identify how meeting basic human needs is foundational to providing SPFA
- Demonstrate essential interventions to help stabilize and protect people in crisis

FFC Advanced Studies

This year we are fortunate to offer two, eight hour courses in Advanced Studies.

Winning the Other Battles

Instructor Dr. John Babler

This course is designed to enable the Chaplain help their Firefighters who are dealing with the many complex issues of life.

Developing a Firefighter Funeral Message

Instructor: Chaplain Jim Cook

The second day will help attendees learn to develop an appropriate funeral message for firefighters. The course will focus more on development of the funeral message than with LODD funeral protocols. Learn how to develop a message that is meaningful, memorable, impactful, and appropriate.

**Register for
"Advanced"**

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Review your trip

Trip Summary

Trip Summary

10/12/2018 10:10:10 AM

Trip Total: **\$378**⁴⁰

Rates are quoted in US dollars

79794 customers protected their flight in the last 7 days. Add flight protection when you check out.

Fri, Oct 12

From
To

Orlando Intl. (MCO)
Dallas-Fort Worth Intl. (DFW)



American Airlines

11:50am

MCO



1:39pm

DFW

2h 49m, Nonstop

Show flight and baggage fee details

Thu, Oct 18

From
To

Dallas-Fort Worth Intl. (DFW)
Orlando Intl. (MCO)



American Airlines

2:30pm

DFW



6:04pm

MCO

2h 34m, Nonstop

Show flight and baggage fee details

[Change flights](#)

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Room Options

[Back to Search Results](#)

*REQUIRED FIELDS



Radisson Hotel Fort Worth North-Fossil Creek
2540 Meacham Boulevard, Fort Worth, TX 76106 | +1 817 625-9911
Restaurant, Cassidy's Night Club and Comp 5 mile Shuttle

Check-in: Oct 12, 2018, 3:00 PM
Check-out: Oct 18, 2018, 12:00 PM
1 Room, 1 Adult, 0 Children

Your Search Fort Worth, TX, United States | Oct 12, 2018 – Oct 18, 2018 | 1 Room | 1 Adult, 0 Children

Double Bed

Average Nightly Rate* **\$123.00 USD per night** [Rate Details](#)

Additional taxes and surcharges may apply.
Total estimated cost is only available in the currency applicable to the hotel.

Hotel Alerts

THE HOTEL IS 100% NON-SMOKING. SMOKING IS NOT PERMITTED IN GUEST ROOMS, OR IN PUBLIC SPACES.
MINIMUM AGE TO RENT A ROOM IS 21 YEARS OF AGE.
A VALID DEBIT/CREDIT CARD WITH THE GUEST'S NAME IS REQUIRED TO CHECK-IN. A VALID STATE ISSUED DRIVERS LICENSE OR ID IS REQUIRED TO CHECK-IN.
ROLLAWAY BEDS ARE NOT PERMITTED IN ROOMS WITH 2 BEDS

Room Cost

Fri Oct 12, 2018	\$123.00USD
Sat Oct 13, 2018	\$123.00USD
Sun Oct 14, 2018	\$123.00USD
Mon Oct 15, 2018	\$123.00USD
Tue Oct 16, 2018	\$123.00USD
Wed Oct 17, 2018	\$123.00USD

Subtotal	\$738.00USD
Estimated Taxes	\$127.68USD
Estimated Additional Fees	\$0.00USD

Total **\$865.68**
ESTIMATED COST USD

[I have an E-Cert](#)

Please select a room type

* Room 1: 1 Adult, 0 Children

1 Double bed - Non-smoking

Sign In or hit Continue to book this rate.

[Sign In & Continue](#)[Continue](#)

* Average Nightly Rate - Additional taxes and surcharges may apply. Total estimated cost is only available in hotel currency.



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Gregg Lynk, City Manager

DATE: September 20, 2018

RE: Travel Request- Police Department

A handwritten signature in blue ink, appearing to read "Gregg Lynk".

The Police Department is requesting permission for the following employees to travel for business purposes:

SWAT members Sgt. Thomas Ribnicky, Sgt. Clifton Graves, Sgt. Ryan Palmer, Ofc. David Morales, Ofc. Joshua Taylor, Ofc. Millan Valdes, Ofc. Thomas Trotter, Det. Reed Caswell, and Det. Jorge Negron will be traveling to Orlando, Florida from November 11-16, 2018 to train, attend classes, and compete in the 2018 International SWAT Round Up Competition. The registration cost is \$1100.00, lodging is estimated at \$4350.00, and per diem is \$272.00 per officer. The approximate initial cost is estimated at \$7898.00. These costs will be paid from the Donations Account (funds raised by the SWAT team).

Sergeant Ryan Palmer will be traveling to Clearwater, Florida from September 30- October 04, 2018 to attend the FL-PAC (Florida Police Accreditation Coalition) annual update and conference. The registration cost is \$175.00, and per diem is \$241.00. Sergeant Palmer will be rooming with Sergeant Michael Roberts (who was approved by council on May 03, 2018). The approximate cost is estimated at \$416.00. These costs will be paid from the Support Services Account.

REQUESTING DEPARTMENT:
Police Department

FISCAL IMPACT:
All travel is budgeted.

RECOMMENDATION:
Motion to acknowledge and approve travel as mentioned above.

JR/ab



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Gregg Lynk, City Manager

DATE: September 20, 2018

RE: Travel Request – Public Works

A handwritten signature in blue ink, appearing to read "Gregg Lynk".

The Public Works Department is requesting permission for the following employees to travel for business purposes:

Steve Filkohazi and Rich Moyer will be attending the Certified Survey Technician program testing in West Palm Beach, FL from September 21-22, 2018. The estimated total cost is \$170.00 each.

Conroy Jacobs traveled to West Palm Beach, FL from September 11-13, 2018 to attend the APA Florida 2018 Annual Conference and AICP Exam Preparation Seminar. The total estimated cost is \$651.00.

REQUESTING DEPARTMENT:

Public Works Department

FISCAL IMPACT:

All travel has been budgeted.

RECOMMENDATION:

Motion to approve travel for PW personnel as mentioned above.

Attachment: 1) travel info

JM/ab



PUBLIC WORKS DEPARTMENT INTEROFFICE MEMORANDUM

TO: Gregg Lynk, City Manager
FROM: Barney Weiss, Assistant Public Works Director
DATE: September 6, 2018
RE: Travel Authorization for Public Works Staff to Attend:

Certified Survey Technician Exam for Stephen Filkohazi and Richard Moyer

The total costs anticipated are:

Registration = \$ 00.00

Hotel = ~\$104.00 each = \$208.00

Per Diem Location = \$ 66.00 each = 132.00

Airfare: n/a

City Vehicle: HR Chevy Malibu 6118

Estimated total: \$340.00

Funding has been allocated in the Public Works Department Budget for FY18.

Attachment: Conference Details

**CITY OF PALM BAY, FLORIDA**

Travel Request/Advance Request

Control #

Request Date: 9/21/2018

Contact/Ext: Mary/6396

Name: Steve Filkohazi		Destination: West Palm Beach, FL				
Department/Division: PW/Survey		Departure Date of: 9/21/2018		Return Date of: 9/22/2018		
Account To Be Charged: 461-7081-541-4001		Time of: 4:00 PM		Time of: 19:00		
Account To Be Charged:		Estimated Cost: before mileage reimbursement \$170.00				
Purpose of Travel (Specify Conference, School or Other Reason) - ATTACH ITINERARY Certification for Certified Survey Technician- Exam						
Date Approved By Council: _____						
Transportation: boldface or circle choice(s) POV - Estimated Mileage City Vehicle Common Carrier (complete below)						
PREPAID EXPENSES		VENDOR/ADDRESS	EXPLANATION	AMOUNT	FINANCE USE ONLY	
Registration		CST Exam 5119 Pegasus Court Frederick, MD 21704	Certified Survey Technician Exam	\$0.00	Vendor #	
Due Date					Check #	
Hand Carry Y N					Date	
Lodging		Hampton Inn 1601 Worthington Road West Palm Beach, FL 33409	Rate \$104.00 # Nights 1	\$104.00	Vendor #	
Due Date					Check #	
Hand Carry Y N					Date	
Common Carrier (if applicable)				\$0.00	Vendor #	
Due Date					Check #	
Hand Carry Y N					Date	
Other Expenses				\$0.00	Vendor #	
Due Date					Check #	
Hand Carry Y N					Date	
Other Expenses				\$0.00	Vendor #	
Due Date					Check #	
Hand Carry Y N					Date	
PER DIEM ADVANCE: Advanced or Upon Return (circle one) Refer to www.gsa.gov for rates - attach proof of rate (Lodging prepaid - receipt required)				\$66.00	Vendor #	
Breakfast	0	@	\$13.00 = \$0.00			Check #
Lunch	1	@	\$15.00 = \$15.00			
Dinner	2	@	\$23.00 = \$46.00			
Incidentals	1	@	\$5.00 = \$5.00			
				Date		

TRAVEL APPROVALS

Department Head

Date

Finance

Date

(if applicable)

City Manager

Date

(ATTACH TO EXPENSE REPORT UPON RETURN)

**CITY OF PALM BAY, FLORIDA****Travel Request/Advance Request**

Control #

Request Date: 9/21/2018

Contact/Ext: mary/6396

Name: Rich Moyer		Destination: West Palm Beach, FL			
Department/Division: PW/Survey		Departure		Return	
Account To Be Charged: 461-7081-541-4001		Date of: 9/21/2018		9/22/2018	
Account To Be Charged:		Time of: 4:00 PM		19:00	
		Estimated Cost: before mileage reimbursement \$170.00			
Purpose of Travel (Specify Conference, School or Other Reason) - ATTACH ITINERARY Certification for Certified Survey Technician Exam.					
Date Approved By Council: _____					
Transportation: boldface or circle choice(s) POV - Estimated Mileage City Vehicle Common Carrier (complete below)					
PREPAID EXPENSES	VENDOR/ADDRESS	EXPLANATION	AMOUNT	FINANCE USE ONLY	
Registration	CST Exam 5119 Pegasus Court Frederick, MD 21704	Certified Survey Technician Exam		Vendor #	Check #
Due Date					Date
Hand Carry Y N			\$0.00		
Lodging	Hampton Inn 1601 Worthington Road West Palm Beach, FL 33409	Rate \$104.00 # Nights 1		Vendor #	Check #
Due Date					Date
Hand Carry Y N			\$104.00		
Common Carrier (if applicable)				Vendor #	Check #
Due Date					Date
Hand Carry Y N			\$0.00		
Other Expenses				Vendor #	Check #
Due Date					Date
Hand Carry Y N			\$0.00		
Other Expenses				Vendor #	Check #
Due Date					Date
Hand Carry Y N			\$0.00		
PER DIEM ADVANCE: Advanced or Upon Return (circle one) Refer to www.gsa.gov for rates - attach proof of rate (Lodging prepaid - receipt required)				Vendor #	Check #
Breakfast 0	@	\$13.00	=		Date
Lunch 1	@	\$15.00	=		
Dinner 2	@	\$23.00	=		
Incidentals 1	@	\$5.00	=		
			\$66.00		

Department Head

9/5/18

Date

TRAVEL APPROVALS

Finance

Date

(if applicable)

City Manager

Date

(ATTACH TO EXPENSE REPORT UPON RETURN)

1601 Worthington Road, West Palm Beach, Florida, 33409, USA
+1-561-472-7333



Reservation Confirmation # 52714938

Hotel

Hampton Inn West Palm Beach Central Airport
1601 Worthington Road
West Palm Beach, Florida 33409
USA
Phone: +1-561-472-7333

[Maps and directions](#), [Local guide](#)

Room and Plan Selection

DETAILS

Room 1: 1 KING BED DELUXE ROOM W/ SOFABED

NONSMOKING

FLEXIBLE RATE

Price: \$104.00

Taxes: \$13.52

Room Subtotal: \$117.52

[x Remove room](#)

DETAILS

Room 2: 1 KING BED DELUXE ROOM W/ SOFABED

NONSMOKING

FLEXIBLE RATE

Price: \$104.00

Taxes: \$13.52

Room Subtotal: \$117.52

[x Remove room](#)

Total for stay: \$235.04

Stay Information

Arrival: Friday, 21 Sep 2018
Departure: Saturday, 22 Sep 2018
2 rooms for 1 night
2 adults

Early check-in cannot be guaranteed. Contact the hotel to inquire about early check-in or late check-out. Hotel check-in time is 3:00 pm and check-out is at 12:00 pm.

Guest Information

Guest name: Mary Facey
Additional Guests: Room 1 Richard Moyer
Room 2 Stephen Filkohazi
Address type: Work
Address: On file
Email: On file
Phone: On file

Payment Information

Card type: Visa
Card number: *****9683
Expiration: Aug 2021

Driving directions

To our hotel: Directions to our hotel in West Palm Beach:

From Palm Beach International Airport - Turn left onto Australian Avenue for one mile.

From I-95 - Exit Belvedere Road West to Australian Avenue. Turn right on Australian Avenue.

From Florida Turnpike - Exit Southern Boulevard East to Palm Beach Airport Australian Avenue past Palm Beach Airport. Hotel is on your left.

In order to best serve your transportation needs while a guest at our hotel, please provide the front desk 15 minutes notice to alert any needed shuttle service.

From Palm Beach International Airport: Out of airport exit Australian Avenue North. Hotel is on your left.

Rules & Restrictions**Taxes**

- 13.00 % per room per night

Guarantee Policy

There is a Credit Card required for this reservation.

If you use a debit/credit card to check in, a hold may be placed on your card account for the full anticipated amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such hold may not be released for 72 hours from the date of check-out or longer at the discretion of your card issuer.

Cancellation Policy

Free cancellation before 11:59pm local hotel time on 19 Sep 2018.

At check in, the front desk will verify your check-out date. Rates quoted are based on check-in date and length of stay. Should you choose to depart early, price is subject to change.

We reserve the right to cancel or modify reservations where it appears that a customer has engaged in fraudulent or inappropriate activity or under other circumstances where it appears that the reservations contain or resulted from a mistake or error.

Totals listed here are estimated based on current taxes and exchange rates (if applicable) and do not include additional fees/charges that may be incurred during your stay.

Optional services for an additional charge

- Parking charges: Self parking - Complimentary.
- All guests get free standard Wi-Fi in-room and in the lobby.

[Booking Terms & Conditions](#)



CERTIFIED SURVEY TECHNICIAN BOARD

National Society of Professional Surveyors
5119 Pegasus Court, Suite Q
Frederick, MD 21704
(240) 439-4615 • Fax: (240) 439-4952

August 7, 2018

Richard Moyer
City of Palm Beach
298 Seahorse Ct
Palm Bay, FL 32909

Dear Richard:

Thank you for your interest in the CST program. You are confirmed to take Level I Entry on 9/22/2018 at 2035 Vista Parkway, West Palm Beach, FL.

Additional information about the testing location follows (if available):

Location: 2035 Vista Parkway
West Palm Beach, FL
Proctor's Name: Jim Sullivan
Phone: 561-839-1745
Email: jim.sullivan@wginc.com

You are to report to the testing room 30 minutes before the scheduled exam time. The exam will begin at 8:00 am. If you have further questions on the test location, you may contact the proctor.

Enclosed with the notice are instructions on how to postpone an exam, information on taking the exam and a Pass/Fail notice to release scores.

Please visit www.learnkst.com for online preparation courses for Level I, Level II and Level III.

NOTIFICATION OF SCORES

Scores will be mailed as soon as we receive them from the grading center. If you receive a letter that indicates you have a "pending" score results will be sent according to the following schedule:

Cycle I - mid-May * Cycle II - mid-August * Cycle III - mid-October * Cycle IV - mid-February
Only WRITTEN or EMAIL requests for examination scores will be accepted.

Richard Moyer
City of Palm Beach
298 Seahorse Ct
Palm Bay, FL 32909



CERTIFIED SURVEY TECHNICIAN BOARD

National Society of Professional Surveyors
5119 Pegasus Court, Suite Q
Frederick, MD 21704
(240) 439-4615 • Fax: (240) 439-4952

August 7, 2018

Stephen Filkohazi
City of Palm Beach
740 Wildbriar Rd
Palm Bay, FL 32905

Dear Stephen:

Thank you for your interest in the CST program. You are confirmed to take Level II Field on 9/22/2018 at 2035 Vista Parkway, West Palm Beach, FL.

Additional information about the testing location follows (if available):

Location: 2035 Vista Parkway
West Palm Beach, FL
Proctor's Name: Jim Sullivan
Phone: 561-839-1745
Email: jim.sullivan@wginc.com

You are to report to the testing room 30 minutes before the scheduled exam time. The exam will begin at 8:00 am. If you have further questions on the test location, you may contact the proctor.

Enclosed with the notice are instructions on how to postpone an exam, information on taking the exam and a Pass/Fail notice to release scores.

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NOTIFICATION OF SCORES

Scores will be mailed as soon as we receive them from the grading center. If you receive a letter that indicates you have a "pending" score results will be sent according to the following schedule:

Cycle I - mid-May * Cycle II - mid-August * Cycle III - mid-October * Cycle IV - mid-February
Only WRITTEN or EMAIL requests for examination scores will be accepted.

Stephen Filkohazi
City of Palm Beach
740 Wildbriar Rd
Palm Bay, FL 32905



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council
FROM: Gregg Lynk, City Manager
DATE: September 20, 2018
RE: Travel Request- Utilities

The Utilities Department is requesting permission for the following employee to travel for business purposes:

Mrs. Bobbie Klasek will be attending the FSEA Fall Meeting being held in Jupiter, FL on October 24-26, 2018 with travel on the afternoon of October 23, 2015. The workshop description and justification for attendance is as follows:

The meeting will deliver a comprehensive overview and update on laboratory procedures and testing. The meeting helps our laboratory personnel stay informed and current with the National Environmental Laboratory Accreditation Program (NELAP) requirements and allows interaction with other laboratory personnel throughout the state. NELAP is a national accreditation program recognized by the EPA and FDEP. Our lab is currently certified through NELAP. Attendance allows the attendee to gain further information and knowledge to bring back and share with other staff to utilize in the laboratory.

Please see the attached agendas for detailed information of the meeting session topics. The training is being held at the Hyatt Regency Pier Sixty-Six Marriott Suites in Ft. Lauderdale, FL. The total estimated cost is \$1025.00.

REQUESTING DEPARTMENT:

Utilities Department

FISCAL IMPACT:

All travel has been budgeted.

RECOMMENDATION:

Motion to acknowledge and approve travel as mentioned above.

Attachment: 1) internal memo and registration info
EF/ab

Florida Society of Environmental Analysts

Fall Meeting and Technical Session October 24-26, 2018



Wednesday October 24, 2018 Concurrent Workshop Sessions

8:00 am Registration Opens

10:00—6:30pm Exhibitor Area Open to attendees

10:00 - 10:30am Break in Exhibit Area

2:45—3:30pm Break in Exhibit Area

5:00—6:30pm Reception in Exhibit Area

Foyer

Preserve A, Foyer

Foyer

Foyer

Preserve A, Foyer

Wednesday Morning Sessions 8:30—noon

Session 1—Overcoming Obstacles in Industrial Pretreatment Wastewater Sampling ~0.35 CEUs

Vance Reiman, JEA (Preserve B)

Acquiring representative samples from an industrial pretreatment site can often prove challenging. This workshop aims to engage the participants with common issues encountered when collecting industrial pretreatment wastewater samples. This includes refining methods of collecting representative samples, in accordance with FDEP SOP requirements as well as highlighting vigilant internal SOP and controlled documents for better quality results, and to be more advantageously suited for audits. It will also include practical tips and tricks based on experiences from the instructor.

Session 2—The Devil is in the Details - Little Known Details about Selected Methods ~0.35 CEUs Michael

Shepherd, Mei Beth Shepherd, Michael Hintz - Shepherd Technical Services (Preserve C) ***REPEAT course from May***

While most labs are very knowledgeable and proficient at most methods, there are some methods that have some tricky details associated with them. Many laboratories may be overlooking these details and exposing themselves to potential findings during an assessment. This presentation intends to address specific requirements in some commonly used methods that are frequently overlooked by laboratories - organics, inorganics/wet chemistry, and microbiology. Further, the presentation will present some findings that may provide some lively discussion.

12:00— 1:00pm LUNCH - provided

Wednesday Afternoon Sessions 1:00— 5:00pm

Session 3—Making the Switch: Why Electronic Field Documentation is the Right Move ~0.40 CEUs Josh

Gravlin and Geoff Rosenaw, Collier County Pollution Control (Preserve B)

Converting a field program from pen and paper is a commitment. Staffing, upfront costs, and time constraints are some of the biggest concerns. Is it worth it for your program? Startup cost, realized benefits, lessons learned, and an FD1000 refresher will be covered in the first half of the workshop. The second half of the workshop will focus on the practical implementation of an electronic field documentation system by using FDEP SOPs, widely available technology, and some hard-learned lessons as a guide. Workshop attendees are encouraged to engage the instructors and seek answers to questions or concerns they have regarding switching to electronic documentation.

Session 4—Looking ahead to TNI EL-1V2-2016 – What's New? What's Different? What can I implement

Now? ~0.40 CEUs Silky and John Labie, ELCAT (Preserve C)

Florida is on the verge of adopting the 2016 version the TNI standards for environmental testing laboratories, skipping over the 2009 version. At the time that the 2009 standards were recognized, DOH gave laboratories the opportunity of implementing them as long as the requirements in the 2003 standards were also met. If laboratories took that opportunity, transition to the 2016 standard is very minimal, but if the laboratory is still using the 2003 standard, there are many new and different requirements that must be implemented by the time the new DoH ELCP rule is promulgated. This course will address the transition from 2003 to 2016, as well as the transition from 2009 to 2016.

5:00—6:30pm Reception in Exhibit Area with Hors d'oeuvres and Door Prizes

Thursday October 25, 2018 Technical Sessions in the Preserve Ballroom 0.75 CEUs

8:00 am Registration Opens

8:00 am –8:30am Continental Breakfast

8:00—5:00pm Exhibitor Area Open to attendees

5:10pm Door Prize drawings

Foyer

Foyer

Preserve A, Foyer

Preserve Ballroom

8:30—8:45am Opening Remarks—Robin Cook, FSEA President

8:45—9:30 am The necessity for proper reference standard preparation in environmental analysis -

Don Shelly, LGC Standards

The precise and accurate quantitation of environmental contaminants is dependent upon the proper preparation of reference materials (standards). Reference material selection, key information in the certificate of analysis (CoA), finding the "hidden" material in a vial, transferring neat material and solvent selection are all necessary components of correct standard preparation. This session will include techniques used to create stock solutions from neat materials, how to choose the correct solvent and the effects of temperature and the proper reading of class A volumetric flasks will be discussed.

9:30—10:15am Comparison of Methods and Quality Control Requirements for the Determination of Fecal Coliforms, Enterococci and E. coli in Waste Waters – Gil Dichter, IDEXX

Waste Water Utilities and Private Laboratories are required to test effluent waste water samples for either fecal coliforms or Enterococci and before long for E. coli (in lieu of fecal coliforms) for compliance with their NPDES permits. Methods based on lactose fermentation require confirmation that can take 24 to 72 hours. MF methods require at least 2-3 plates/sample and running at least 2-4 blanks depending on the number of samples being evaluated. Additionally, the majority of the methods also require extensive QC which increases the cost/sample. Colilert, colilert-18 and Enterolert enzymatic methods are based on Defined Substrate Technology and is a rapid and easy method for the simultaneous detection of fecal coliforms, enterococci and E. coli in waste water. Confirmation is not required and there is minimal QC testing with time to results being 18-24 hours. Cost analysis and peer review studies comparing the methods will be reviewed.

10:15-11:00am BREAK in Exhibit Area—Preserve A and Foyer

11:00—11:45am Total Kjeldahl Nitrogen Colorimetric Testing for Discrete and Segmented Flow Analyzers- Sarah Leibenguth, SEAL Analytical

Total Kjeldahl Nitrogen is currently tested in many working laboratories, however, the procedure can vary from one lab to another. There are several options available for this colorimetric test. We will discuss differences in the digestion procedure, including choosing mercury or a copper catalyst, type of boiling granules, and consistency in reconstitution. We will also discuss troubleshooting issues associated with the colorimetric reaction after digestion. The topics to be discussed will be pH of the reaction, matrix matching, reaction interferences, and chemical contamination.

11:45am—noon FSEA Business Meeting, Induction of officers, Member of the Year Award

12:00—1:15pm LUNCH located on the Mangrove Deck (provided)

1:15—2:00pm Legally Defensible Laboratory Data - Michelle Wade, Wade Consulting and Solutions

The first thought when planning sampling and testing of environmental samples is not generally whether the data is legally defensible, but often is about meeting the frequency and limits of our permit or project requirements. 99% of the time environmental data is never called into question. However; that 1% chance that your environmental data may be utilized in court should be taken into consideration on a regular basis. This presentation will examine the key components to having legally defensible data are: having good samples, having trained staff, proper testing technique, traceability, and good reporting of the results.

Thursday October 25, 2018 Technical Sessions in the Preserve Ballroom 0.75 CEUs

8:00 am Registration Opens
8:00 am –8:30am Continental Breakfast
8:00—5:00pm Exhibitor Area Open to attendees
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Foyer
Foyer
Preserve A, Foyer
Preserve Ballroom

2:00—2:45pm pH and Ion Selective Electrodes (ISE) — Kathleen Boyer, ThermoFisher Scientific

The pH portion of the presentation focuses on the essentials of practical pH measurement. pH is one of the most common and routine types of laboratory analysis, but in order to achieve good precision and accuracy, proper technique must be followed. The ISE portion focuses on the components required for accurate ion level measurements. There are 20+ different ions that can be measured with ISE's (Ion Selective Electrodes) and each lab has specific requirements on which ions need to be quantified, but in order to achieve good precision and accuracy, proper technique must be followed.

2:45-3:15pm BREAK in Exhibit Area—Preserve A and Foyer

3:15—4:00pm Keys to Success with Technical Support for Analytical Instrumentation - Sarah Leibenguth, SEAL Analytical

Communication with technical support can sometimes become a time consuming or frustrating process, especially when it comes to analytical instrumentation. However, there are ways to not only turn this experience into a positive one, but to utilize it as a learning tool. This discussion will include examples of technical support problems and how the solutions to these issues can be expedited through clear communication with a knowledgeable technical support staff. We will also discuss tips on ways to communicate and provide information to technical support, as well as what you should expect from your instrument's technical support team.

4:00—4:20pm Regional Meet and Greet - break out into small groups by Region to meet your Regional Director and other region members, offer suggestions for topics you would like to see in your region

4:20—5:10pm TBD — Vanessa Soto Contreras, FDOH and Dr. Carl Kircher, FDOH

5:10pm Door Prize Drawings

7:45pm Texas Hold 'Em Poker Fundraiser Tournament to benefit the Fredrick C. Bothe Scholarship for Environmental Studies - Beacon Room

Friday October 26, 2018 Regulatory Sessions in the Preserve Ballroom ~0.45 CEUs

8:00 am Registration Opens

Foyer

7:30 am –8:30am Continental Breakfast

Preserve A, Foyer

8:30—9:30 am **Examples of In-depth Data Integrity Review - Catherine Katsikis, LDCFL-NAOS Consulting, LLC**

This presentation will discuss ideas of how to check data integrity beyond the typical quality control and data review procedures. Focusing more in the details and thinking out of the box can reveal biases and unexpected consequences.

Periodic in-depth field procedures, method checks, quality assurance checks, personnel interviews and training, can assist in monitoring method specific quality control management and overall data integrity as it might relate to data reporting and daily ethical operations.

9:30—10:30 am **Updates from FDEP—Michael Blizzard, FDEP**

10:30-11:10 am **BREAK in Foyer**

11:10—1:30pm **Regulatory Forum**

This session will allow attendees to submit questions in advance for a select panel of representatives from FDOH, FDEP and TNI to answer. Typical questions include those related to laboratory accreditation, standards, regulatory interpretations and data issues. In order to allow our panel time to prepare their answers, please submit all questions by noon on Wednesday October 24th. Questions can be e-mailed to secretary@fsea.net or submitted at the registration table on-site. If time allows, questions may be asked from the floor.

Keep an eye out for the feedback survey that will be e-mailed to you at the conclusion of the conference. Please take just a few minutes to complete it - your feedback helps us plan future events.

Save the Date for our Spring Meeting and Technical Session May 22-24, 2019 at the Sand Key Marriott in Clearwater.