



## **AGENDA**

### **PALM BAY MUNICIPAL FOUNDATION, INC. DISASTER RELIEF COMMITTEE EXECUTIVE BOARD**

Regular Meeting 2023-02  
Tuesday, September 12, 2023 – 6:00 P.M.  
City Hall Council Chambers, 120 Malabar Road, SE

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

#### **ROLL CALL:**

#### **PUBLIC COMMENTS: (Non-Agenda Items Only)**

Public Comments on Agenda Items – Individuals wishing to speak on specific agenda items can do so at the time the item is being considered by the Board. The Chairperson will ask if there are any public comments prior to the Board taking action on the item. All speakers will be limited to three (3) minutes each.

#### **ADOPTION OF MINUTES:**

1. Regular Meeting 2023-01; March 20, 2023.

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

1. Update on VIP parking at the 2023 Independence Day event.
2. Follow-up to fundraising topics from the March 20, 2023, meeting.

#### **NEW BUSINESS:**

1. Discussion of assistance towards the Maui wildfire relief efforts. (Chairman Felix)
2. Discussion of assistance towards Hurricane Idalia relief efforts in the Florida Panhandle. (Chairman Felix)

#### **OTHER BUSINESS:**

1. Next regular meeting – Tuesday, February 12, 2024, at 6:00 p.m. **(Informational)**

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

City of Palm Bay, Florida

Disaster Relief Committee – Regular Meeting 2023-02

Agenda – September 12, 2023

Page 2 of 2

**ADJOURNMENT:**

**If an individual decides to appeal any decision made by the Disaster Relief Committee 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 (Section 286.0105, Florida Statutes). Such person must provide a method for recording the proceedings verbatim.**

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

**CITY OF PALM BAY, FLORIDA**  
**PALM BAY MUNICIPAL FOUNDATION, INC.**  
**DISASTER RELIEF COMMITTEE**  
**EXECUTIVE BOARD**  
**REGULAR MEETING 2023-01**

Held on Monday, the 20<sup>th</sup> day of March 2023, 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 minutes are not a verbatim transcript, but a brief summary of the discussions and actions taken at the meeting.

The meeting was called to order at the hour of 6:02 P.M.

**ROLL CALL:**

<b>CHAIRMAN:</b>	Donny Felix	Present
<b>VICE-CHAIRMAN:</b>	Keith Miller	Present
<b>MEMBER:</b>	Jimmy Backus	Present
<b>MEMBER:</b>	Stephen Hayes	Present
<b>MEMBER:</b>	Eunhea 'Vivian' Park	Absent

**CITY STAFF:** Present was Rodney Edwards, Deputy City Attorney; Terri Lefler, Deputy City Clerk; Daniel Waite, Special Events Coordinator.

**PUBLIC COMMENTS:**

There were no public comments.

**ADOPTION OF MINUTES:**

**1. Regular Meeting 2022-03; October 18, 2022.**

Motion by Mr. Hayes, seconded by Vice-Chairman Miller, to adopt the minutes as presented. Motion carried with members voting as follows: Chairman Felix, Yea; Vice-Chairman Miller, Yea; Mr. Backus, Yea; Mr. Hayes, Yea.

**UNFINISHED AND OLD BUSINESS:**

**1. Follow-up to fundraising topics from the October 18, 2022, meeting.**

Daniel Waite, Special Events Coordinator, stated that he reviewed the minutes from the last Disaster Relief Committee (DRC) meeting. He offered three (3) alternative suggestions to the fundraising topics previously discussed:

A. *Daddy/daughter dance.* Mr. Waite said this was a popular type of event. He mentioned that the city could utilize the Senior Center, there would be no fees, and tables/chairs would be included. He said that the DRC would need to secure such items as table clothes, centerpieces, plates, utensils, face painter, photographer, photobooth, etc. He mentioned the possibility of getting these items donated. Mr. Waite stated that tickets could sell for up to \$50 per person for this type of event and the Senior Center could hold up to 150 people.

B. *Cornhole tournament.* Mr. Waite stated that the city had twelve (12) cornhole sets and a facility to host. If a barbecue festival or food trucks were to be included with the cornhole tournament, he said the city also had a stage and bleachers that could be added outside.

C. *Holiday 5K.* Mr. Waite mentioned that Running Zone did an annual one-mile Santa run and part of the registration bought Santa suits. Mr. Waite stated that this was a very big run for that group, and he wouldn't try to compete with that; however, he said that a Holiday 5K would be an option. He advised that the city had the timing equipment, but the DRC would have to secure sponsors, shirts, and medals. Mr. Waite felt that this option would be the least labor intensive. He mentioned that \$4,000 in registration could be raised if 200 individuals participated at \$20 per entry.

Vice-Chairman Miller asked about possible cornhole tournament locations and if there would be fees for those locations. Mr. Waite advised the location would likely be Fred Poppe Regional Park/Ted Whitlock Community Center and the tournament could be held in the gymnasium if it were to rain.

Mr. Hayes asked if an additional Santa 5K run could be scheduled on a different day so that it would not compete with Running Zone's event but would allow participants to utilize the Santa suits for both events. Mr. Waite mentioned he could check with Running Zone, but recommended making the event a Holiday 5K which would allow participants to dress in miscellaneous holiday outfits (Santa, elf, reindeer, etc.).

Chairman Felix inquired as to the time frame of the daddy/daughter dance. Mr. Waite explained that these types of events were typically held in February or around Valentines Day. Chairman Felix liked the idea of the daddy/daughter dance but felt the price would be more reasonable at \$50 per couple. He felt it would be better promoted as an affordable, casual type of community event. Vice-Chairman Miller inquired about the possibility of local deejays donating their time as well as donations of centerpieces, tablecloths, and the like. Mr. Waite mentioned that the details would be handled through the DRC's connections.

Chairman Felix asked about the New Year's Eve block party mentioned at the last DRC meeting. Mr. Waite advised that staff felt there may be issues with securing sponsors for an event of that magnitude. He stated that there were three (3) large city events that were already draining on the sponsors and felt it would be a hard task, especially with the staffing that the city would need to provide.

Mr. Backus asked if there would be contests and prizes during the daddy/daughter dance. Mr. Waite said that there could be any type of programming added to the event, even thru the deejay as they often emceed kids' events and weddings, and sponsors could donate door prizes during the competitions.

Mr. Hayes felt the VIP parking at last year's Fourth of July event was a great success and asked if the amount could be expanded to 50 VIP parking spaces at this year's event. Mr. Waite stated that the city was in a tight area due to the 600-foot launch radius and advised that the VIP area was also the parking area for vendors, sponsors, and entertainment. He said there was a lot of miscommunications due to too many moving parts and felt the daddy/daughter dance would be a better direction. Mr. Waite suggested that a DRC member attend to create the list and check individuals into VIP parking. Chairman Felix felt that the VIP parking should stay in place if it could not be expanded as it had generated \$1,000 toward DRC funding from last year's event. Mr. Hayes inquired about the possibility of increasing the cost of VIP parking from \$20 to \$25 rather than increasing the number of spaces in which Mr. Waite advised that would not be a problem. The DRC concurred to implement the cost increase from \$20 to \$25 for VIP parking at the upcoming Fourth of July event.

Chairman Felix asked if there was a specific time planned for the cornhole tournament. Mr. Waite advised that all the events presented earlier in the meeting were suggestions for the DRC. Mr. Waite recommended avoiding March/April as Spring was a busy time Countywide, but he would research and get back to the DRC. Information would be provided to Mrs. Lefler to disseminate to the Committee.

## **NEW BUSINESS:**

### **1. Discussion of assistance towards the 2023 Turkey–Syria earthquake efforts. (Chairman Felix)**

Chairman Felix presented the item and asked the DRC to consider providing assistance towards the Turkey-Syria earthquake efforts.

Motion by Mr. Backus, seconded by Mr. Hayes, to donate \$1,000 to Samaritan's Purse and Blue Cross/Blue Shield for assistance towards the 2023 Turkey-Syria earthquake

efforts. Motion carried with members voting as follows: Chairman Felix, Yea; Vice-Chairman Miller, Yea; Mr. Backus, Yea; Mr. Hayes. Vice-Chairman Miller noted that Blue Cross/Blue Shield should have been stated as American Red Cross. Chairman Felix commented that he was not sure if Samaritan's Purse was working specifically towards this cause and felt the donation should not go towards their general fund.

Chairman Felix said that he researched and found a couple of organizations, one of which was highly recommended by Forbes, the Syrian-American Medical Society Foundation (rated 100%), and the Center for Disaster Philanthropy (rated 100%). He stated that he would also support Samaritan's Purse as they had already been vetted and the DRC was familiar with the services they provided.

Chairman Felix requested that the original motion be withdrawn and restated. Mr. Hayes withdrew his second and Mr. Backus withdrew his motion.

Motion by Mr. Backus, seconded by Mr. Hayes, to recommend to the Palm Bay Municipal Foundation, Inc. (PBMF) a donation to Samaritan's Purse, Syrian-American Medical Society Foundation, and Center for Disaster Philanthropy in the amount of \$500 for each organization (total of \$1,500) for assistance towards the 2023 Turkey-Syria earthquake efforts. Motion carried with members voting as follows: Chairman Felix, Yea; Vice-Chairman Miller, Yea; Mr. Backus, Yea; Mr. Hayes.

## **OTHER BUSINESS:**

### **1. Recognition of one (1) year of service on the Disaster Relief Committee: Stephen Hayes and Keith Miller.**

Mrs. Lefler noted that Vice-Chairman Miller was recognized for one year of service in March 2022 but his name was inadvertently added to the City Council agenda.

Chairman Felix presented a pin to Stephen Hayes, recognizing him for one (1) year of service as a City boardmember on the Disaster Relief Committee.

### **2. Discussion of Committee meeting schedule. (Chairman Felix)**

Mrs. Lefler stated that the DRC had completed the design of the webpage, marketing flyer and business card, as well as established additional criteria for the by-laws. She offered an option of reducing the number of regular meetings held in a calendar year from quarterly to semi-annually, with the option to schedule special meetings as needed. Mrs. Lefler suggested a change in the meeting day and months to better coordinate with Council meetings and staff schedules. She suggested revising the regular meetings to

be scheduled on the second Tuesdays of February and August annually. Mrs. Lefler stated that she would revise Article V, Section 1, of the By-laws, based upon the DRC's decision.

Vice-Chairman Miller expressed concern with reducing the number of meetings as he felt that the suggested events would require considerable planning. Chairman Felix stated that the planning of these events would be handled by staff. He said that staff may occasionally approach the DRC for direction and input regarding the events. Vice-Chairman Miller asked if the DRC officially adopted the three (3) events mentioned earlier in the meeting, in which the DRC concurred.

Motion by Vice-Chairman Miller, seconded by Mr. Hayes, to revise Article V, Section 1, of the By-laws, to semi-annually meetings, each calendar year, or as needed more frequently. Mrs. Lefler confirmed the new regular meetings would be scheduled on the second Tuesdays of February and August, annually. She advised the next regular meeting would be scheduled for Tuesday, August 8, 2023, at 6:00 p.m. Motion carried with members voting as follows: Chairman Felix, Yea; Vice-Chairman Miller, Yea; Mr. Backus, Yea; Mr. Hayes.

Mr. Backus inquired if the events discussed earlier in the meeting would occur the following year. Mr. Waite advised that would be a decision made by the City Manager's Office. He said that he was asked to provide the DRC with three (3) recommendations, and he was unsure if all three (3) of the events he recommended would be attainable. Mrs. Lefler advised that Mr. Waite could update her after staff had a chance to discuss and she would forward any updates on to the DRC.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at the hour of 6:48 P.M.

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Donny Felix, CHAIRMAN

ATTEST:

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Terri J. Lefler, DEPUTY CITY CLERK