



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

## **AGENDA**

### **Regular Council Meeting 2021-18 Thursday**

**July 15, 2021 - 7:00 PM  
Council Chambers, 120 Malabar Road SE, Palm Bay FL 32907**

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

#### **INVOCATION:**

1. Bishop Merton Clark - Truth Revealed Ministries, Palm Bay

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

#### **ROLL CALL:**

#### **ANNOUNCEMENTS:**

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

#### **AGENDA REVISIONS:**

#### **CONSENT AGENDA:**

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

1. Miscellaneous: Continuing consultant services, engineering services for Public Works (multi-discipline) – RFQ 47-0-2021 – Public Works Department (CONSOR Engineers, LLC; Bentley Architects and Engineers, Inc.; Bowman Consulting Group, LTD.); and authorize staff to negotiate Master Consultant Agreements.
2. Ordinance 2021-49, amending the Code of Ordinances, Chapter 61, Suspension and/or

Removal of City Boardmember, by including provisions for attendance by boardmembers, first reading.

3. Resolution 2021-35, amending Resolution 2020-49, adopting Classification and Pay Plans and the Position Control Plan for employees of the City of Palm Bay (third amendment).
4. Resolution 2021-36, amending Resolution 2020-50, adopting the Five-Year Capital Improvements Program for Fiscal Years 2020-2021 through 2024-2025 (third amendment).
5. Consideration of an amendment to the Interlocal Agreement with Brevard County regarding the St. Johns Heritage Parkway and Babcock Street intersection for an extension to the right-of-way acquisition.
6. Consideration of the Fiscal Year 2021-2022 HOME Disbursement Agreement with Brevard County (\$612,609 (allocation) and \$299,213 (carry forward)).
7. Consideration of appropriating funds from the Stormwater Utility Fund Undesignated Fund balance for construction funding of the Port Malabar Unit 48 culvert pipe replacement (estimated \$631,666).
8. Consideration of a Budget Amendment to transfer funds from the Code Compliance Nuisance Revenue Account into the Code Compliance Nuisance Operating Account to cover the increase in nuisance vegetation cases (\$25,000).
9. Consideration of utilizing Fire Impact Fees for a fire training center facility at Station 5 (\$516,000).
10. Consideration of appropriating funds from the Undesignated Fund Balance to hire three (3) previously unfunded Firefighter Positions (\$53,817.15).
11. Consideration of travel and training for specified City employees (City Manager's Office).
12. Consideration of travel and training for specified City employees (Police Department).
13. Consideration of travel and training for specified City employees (Public Works Department).
14. Consideration of travel and training for specified City employees (Recreation Department; Parks and Facilities Department).
15. Acknowledgement of the City's monthly financial report for May 2021.

#### **RECOGNITIONS AND PROCLAMATION:**

1. Recognizing Former Palm Bay Police Chief Robert Rossman. (Mayor Medina)
2. Recognizing one (1) year of service as a City boardmember on the Bayfront Community Redevelopment Agency - Peter Filiberto.
3. Recognizing one (1) year of service as a City boardmember on the Citizens' Budget Advisory Board - Jane Beauchamp.
4. Recognizing one (1) year of service as a City boardmember on the Melbourne-Tillman Water Control District - Joseph Hale.
5. Recognizing one (1) year of service as a City boardmember on the Planning and Zoning Board - Richard Hill.

#### **PRESENTATION:**

1. Sunrise Consulting Group - 2021-2022 Legislative Session Review.

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

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

## **PUBLIC HEARINGS:**

1. Consideration of the Fiscal Year 2021-2022 Annual Action Plan and Recommendations of Programs and Activities to be funded by CDBG and HOME, final hearing.
2. Ordinance 2021-46, amending the Fiscal Year 2020-2021 budget by appropriating and allocating certain monies (third budget amendment), final reading.
3. Ordinance 2021-48, amending the Code of Ordinances, Chapter 179, Streets and Other Rights-of-Way, by creating a new subchapter titled 'Golf Carts' (Case T-19-2021, Emerald Investment Holdings, LLC), final reading.
4. Request by the City of Palm Bay to amend the Code of Ordinances, Chapter 185, Zoning Code, Subchapter 'District Regulations', by modifying provisions within GC (General Commercial District) zoning to allow for indoor recreation (T-28-2021). (Rescheduled to P&Z and RCM – TBD)

## **PROCUREMENT:**

1. Miscellaneous: 'Cooperative Purchase', body cameras and related equipment (Sourcewell contract) - Police Department (AXON Enterprises, Inc. - \$1,634,730).

## **COMMITTEE AND COUNCIL REPORTS:**

1. Committee/Council Reports

## **NEW BUSINESS:**

1. Resolution 2021-37, designating a portion of Emerald Lakes West Phase II development as a 'Golf Cart Community'.
2. Ordinance 2021-50, amending the Code of Ordinances, Chapter 50, Elections, by updating provisions contained therein, first reading.
3. Consideration of 2021 Certification of Taxable Value; Fiscal Year 2022 proposed Operating Millage Rate; Fiscal Year 2022 proposed Debt Millage Rate; and scheduling dates for the budget public hearings.
4. Consideration of Councilmembers attending a breakfast meeting for the Florida Black Caucus of Local Elected Officials in conjunction with the Florida League of Cities 2021 Annual Conference.

## **ADMINISTRATIVE AND LEGAL REPORTS:**

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

## **ADJOURNMENT:**

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

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

**In accordance with the Americans with Disabilities Act, persons needing special**

accommodations for this meeting shall, at least 48 hours prior to the meeting, contact the Office of the City Clerk at (321) 952-3414 or Florida Relay System at 711.

If you use assistive technology (such as a Braille reader, a screen reader, or TTY) and the format of any material on this website or documents contained therein interferes with your ability to access information, please contact us. To enable us to respond in a manner most helpful to you, please indicate the nature of your accessibility problem, the preferred format in which to receive the material, the web address of the requested material, and your contact information. Users who need accessibility assistance can also contact us by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.

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

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





## LEGISLATIVE MEMORANDUM

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

**FROM:** Suzanne Sherman, City Manager

**THRU:** Juliet Misconi, Acting Public Works Director; Susan Blair, Acting Chief Procurement Officer

**DATE:** 7/15/2021

**RE:** **Miscellaneous: Continuing consultant services, engineering services for Public Works (multi-discipline) – RFQ 47-0-2021 – Public Works Department (CONSOR Engineers, LLC; Bentley Architects and Engineers, Inc.; Bowman Consulting Group, LTD.); and authorize staff to negotiate Master Consultant Agreements.**

In accordance with the provisions of Section 287.055, Florida Statutes for Consultants Competitive Negotiation Act (CCNA), the City of Palm Bay solicited and accepted qualification submittals from individuals and firms who desired consideration to provide continuing consulting services for engineering services for the Public Works Department. No specific projects were specified in the solicitation; however, these disciplines may be used for any future City projects and needs within the provisions of Florida Statutes. In accordance with Section 287.055, Florida Statutes, continuing contracts for professional services may be used when the estimated construction cost of each individual project under the contract does not exceed \$4 million, for study activity if the fee for professional services for each individual study under the contract does not exceed \$500,000, or for work of a specified nature outlined in the contract.

The scope of work may include general engineering services relating to public works such as planning, engineering, architecture, landscape architecture, construction engineering, civil engineering, environmental permitting and engineering, surveying, mechanical and electrical engineering, traffic and right-of-way engineering, geotechnical testing and analysis, and stormwater and drainage.

A Request for Qualifications (RFQ) for Public Works Engineering Continuing Consultant Services was advertised and a total of eight (8) firms responded. The Procurement Department staff reviewed the submittals for responsiveness. The submittals were evaluated by a committee consisting of qualified staff from the Public Works and Utilities departments; criteria included evaluation of the firm's project team, firms experience and demonstrated capabilities, and project management and project approach.

Three firms were "short-listed" and subsequently brought in for discussions with the committee and given a final ranking. Following oral discussions, the Evaluation Team recommended award of the top three shortlisted firms for a continuing contract and placed on a rotation list for future projects. They are, in ranking order: 1) CONSOR Engineers, LLC, Sebastian, FL; and 2) Bentley Architects + Engineers, Inc, Longwood, FL; and 3) Bowman

Consulting Group, LTD, Melbourne, FL.

Because this is a solicitation for professional engineering services, Florida Statutes §287.055 requires a qualification-based selection; cost cannot be one of those factors. In addition, the three awarded firms cannot compete on cost for Task Order award.

Master Agreements which establish hourly rates per discipline will be negotiated with each firm for this continuing consultant agreement for a one-year term with the option to renew for up to an additional four-annual terms. Individual Task Orders with defined scopes of work will be negotiated and issued throughout the term. Task Orders with dollar values that require Council approval will be brought forward for consideration.

**REQUESTING DEPARTMENT:**

Public Works, Procurement

**FISCAL IMPACT:**

Engineering fees typically run between 10%-15% of the construction value of any given project. Although there are no major projects pending, engineering services will be needed for the current year and future year projects. Funds will be budgeted each fiscal year for the planned projects. The estimated annual spend for consulting engineering services will vary. Any individual Task Order which equals or is greater than \$100,000 will be brought forward for Council Consideration.

**RECOMMENDATION:**

Motion to 1) approve award of RFQ #47-0-2021/NC, Public Works (Multi-Discipline) Continuing Consultant Services to CONSOR Engineers, LLC located in Sebastian, FL, Bentley Architects + Engineers, Inc. located in Longwood, FL and Bowman Consulting Group, LTD. located in Melbourne, FL; and 2) authorize the City staff to negotiate Master Consultant Agreements and establish hourly rate schedules for each for a one-year term contract, renewable by the Procurement Department for four (4) additional one-year terms.

**ATTACHMENTS:**

**Description**

**Scoring-Ranking Form**

**List of Consultant Services Respondents**

RFQ #47-0-2021/NC  
Public Works (Multi-Discipline) Continuing Consultant Services  
Final Ranking of Short List

Final Rank, where a rank of '1' is the top ranked firm					
	Hector	Chris	Natalie	Average	Final
COMPANY NAME	Franco	Little	Shaber		Rank
Bentley Architects + Engineers, Inc.	2	2	3	2.33	2
Bowman Consulting Group, LTD	3	3	2	2.67	3
CONSOR Engineers, LLC	1	1	1	1.00	1

Final Ranking:

**1** CONSOR Engineers, LLC

**2** Bentley Architects + Engineers, Inc.

**3** Bowman Consulting Group, LTD

RFQ #47-0-2021/NC  
Public Works (Multi-Discipline) Continuing Consultant Services  
Short List

CRITERIA - TOTAL 100 POINTS

Project Team = 25 points  
Firm's Experience & Demonstrated Capabilities: = 25 points  
Project Management & Approach = 50 points

		Bentley Architects + Engineers, Inc.	Bowman Consulting Group, LTD.	CivilSurv Design Group, Inc.	CONSOR Engineers, LLC	Construction Engineering Group
EVALUATION		407-331-6116	321-255-5434	772-323-2244	407-973-0133	321-253-1221
CRITERIA	POSSIBLE	651 W. Warren Ave., Suite 200 Longwood, FL 32750	4450 W. Eau Gallie Blvd, Suite 144 Melbourne, FL 32934	444 4th Lane SW Vero Beach, FL 32962	1069 Main Street, Suite 112 Sebastian, FL 32958	2651 W. Eau Gallie Blvd., Suite A Melbourne, FL 32935
	POINTS	<a href="mailto:molly@baeonline.com">molly@baeonline.com</a>	<a href="mailto:eflavell@bowmanconsulting.com">eflavell@bowmanconsulting.com</a>	<a href="mailto:mfrederick@civilsurv.com">mfrederick@civilsurv.com</a>	<a href="mailto:fhickson@consoreng.com">fhickson@consoreng.com</a>	<a href="mailto:jwise@cegengineering.com">jwise@cegengineering.com</a>
Project Team	25	21.67	23.33	23.33	23.33	15.00
Firm's Experience & Demonstrated Capabilities	25	18.33	21.67	21.67	21.67	15.00
Project Management & Approach	50	43.33	40.00	36.67	43.33	30.00
SUBTOTAL NON-PRICE FACTORS	100	83.33	85.00	81.67	88.33	60.00
				DID NOT ADVANCE		DID NOT ADVANCE

		Florida Technical Consultants, LLC	Infrastructure Solution Services	MBV Engineering, Inc.
EVALUATION		954-914-8488	321-622-4646	321-253-1510
CRITERIA	POSSIBLE	533 East Ocean Avenue, Suite #2 Boynton Beach, FL 33435	7175 Murrell Road Melbourne, FL 32940	1250 W. Eau Gallie Blvd., Suite H Melbourne, FL 32935
	POINTS	<a href="mailto:jbarton@fltechinc.com">jbarton@fltechinc.com</a>	<a href="mailto:bstahl@infrastructuress.com">bstahl@infrastructuress.com</a>	<a href="mailto:brucem@mbveng.com">brucem@mbveng.com</a>
Project Team	25	10.00	20.00	20.00
Firm's Experience & Demonstrated Capabilities	25	10.00	20.00	20.00
Project Management & Approach	50	16.67	40.00	40.00
SUBTOTAL NON-PRICE FACTORS	100	36.67	80.00	80.00
		DID NOT ADVANCE	DID NOT ADVANCE	DID NOT ADVANCE

Short List

Bentley Architects + Engineers, Inc.  
Bowman Consulting Group, LTD.  
CONSOR Engineers, LLC

RFQ #47-0-2021/NC  
Public Works (Multi-Discipline) Continuing Consultant Services  
Initial Scoring

<b>Project Team = max 5 points x 5 = max 25 total</b>						
	<b>Hector</b>	<b>Chris</b>	<b>Natalie</b>	<b>Average</b>	<b>Multiplier</b>	<b>TOTAL</b>
<b>COMPANY NAME</b>	<b>Franco</b>	<b>Little</b>	<b>Shaber</b>			<b>POINTS</b>
Bentley Architects + Engineers, Inc.	4	4	5	4.33	5	21.67
Bowman Consulting Group, LTD.	4	5	5	4.67	5	23.33
CivilSurv Design Group, Inc.	4	5	5	4.67	5	23.33
CONSOR Engineers, LLC	4	5	5	4.67	5	23.33
Construction Engineering Group	4	2	3	3.00	5	15.00
Florida Technical Consultants, LLC	4	1	1	2.00	5	10.00
Infrastructure Solution Services	4	4	4	4.00	5	20.00
MBV Engineering, Inc.	4	3	5	4.00	5	20.00
<b>Firm's Experience &amp; Demonstrated Capabilities = max 5 points x 5 = max 25 total</b>						
	<b>Hector</b>	<b>Chris</b>	<b>Natalie</b>	<b>Average</b>	<b>Multiplier</b>	<b>TOTAL</b>
<b>COMPANY NAME</b>	<b>Franco</b>	<b>Little</b>	<b>Shaber</b>			<b>POINTS</b>
Bentley Architects + Engineers, Inc.	4	2	5	3.67	5	18.33
Bowman Consulting Group, LTD.	4	4	5	4.33	5	21.67
CivilSurv Design Group, Inc.	3	5	5	4.33	5	21.67
CONSOR Engineers, LLC	4	5	4	4.33	5	21.67
Construction Engineering Group	4	2	3	3.00	5	15.00
Florida Technical Consultants, LLC	3	1	2	2.00	5	10.00
Infrastructure Solution Services	4	3	5	4.00	5	20.00
MBV Engineering, Inc.	4	3	5	4.00	5	20.00
<b>Project Mangement &amp; Approach = max 5 points x 10 = max 50 total</b>						
	<b>Hector</b>	<b>Chris</b>	<b>Natalie</b>	<b>Average</b>	<b>Multiplier</b>	<b>TOTAL</b>
<b>COMPANY NAME</b>	<b>Franco</b>	<b>Little</b>	<b>Shaber</b>			<b>POINTS</b>
Bentley Architects + Engineers, Inc.	4	4	5	4.33	10	43.33
Bowman Consulting Group, LTD.	3	4	5	4.00	10	40.00
CivilSurv Design Group, Inc.	3	4	4	3.67	10	36.67
CONSOR Engineers, LLC	3	5	5	4.33	10	43.33
Construction Engineering Group	3	3	3	3.00	10	30.00
Florida Technical Consultants, LLC	3	1	1	1.67	10	16.67
Infrastructure Solution Services	3	4	5	4.00	10	40.00
MBV Engineering, Inc.	3	4	5	4.00	10	40.00
					<b>TOTALS COMBINED</b>	
Bentley Architects + Engineers, Inc.						83.33
Bowman Consulting Group, LTD.						85.00
CivilSurv Design Group, Inc.						81.67
CONSOR Engineers, LLC						88.33
Construction Engineering Group						60.00
Florida Technical Consultants, LLC						36.67
Infrastructure Solution Services						80.00
MBV Engineering, Inc.						80.00



**Request for Qualifications #47-0-2021/NC  
Public Works (Multi-Discipline) Continuing Consultant Services**

Close Date/Time: May 18, 2021 @ 5:00 p.m.  
Opening Date/Time: May 19, 2021 @ 10:00 a.m.

Proposals were received in response to the City's RFQ #47-0-2021/NC from the following firm

**Bentley Architects + Engineers, Inc.**

651 W. Warren Ave., Suite 200  
Longwood, FL 32750  
407-331-6116  
[molly@baeonline.com](mailto:molly@baeonline.com)

**Construction Engineering Group**

2651 W. Eau Gallie Blvd., Suite A  
Melbourne, FL 32935  
321-253-1221  
[jwise@cegengineering.com](mailto:jwise@cegengineering.com)

**Bowman Consulting Group, LTD.**

4450 W. Eau Gallie Blvd, Suite 144  
Melbourne, FL 32934  
321-255-5434  
[eflavell@bowmanconsulting.com](mailto:eflavell@bowmanconsulting.com)

**Florida Technical Consultants, LLC**

533 East Ocean Avenue, Suite #2  
Boynton Beach, FL 33435  
954-914-8488  
[jbarton@fltechinc.com](mailto:jbarton@fltechinc.com)

**CivilSurv Design Group, Inc.**

444 4<sup>th</sup> Lane SW  
Vero Beach, FL 32962  
772-323-2244  
[mfrederick@civilsurv.com](mailto:mfrederick@civilsurv.com)

**Infrastructure Solution Services**

7175 Murrell Road  
Melbourne, FL 32940  
321-622-4646  
[bstahl@infrastructuress.com](mailto:bstahl@infrastructuress.com)

**CONSOR Engineers, LLC**

1069 Main Street, Suite 112  
Sebastian, FL 32958  
407-973-0133  
[fhickson@consoreng.com](mailto:fhickson@consoreng.com)

**MBV Engineering, Inc.**

1250 W. Eau Gallie Blvd., Suite H  
Melbourne, FL 32935  
321-253-1510  
[brucem@mbveng.com](mailto:brucem@mbveng.com)



## LEGISLATIVE MEMORANDUM

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

**FROM:** Terese Jones, City Clerk

**DATE:** 7/15/2021

**RE:** Ordinance 2021-49, amending the Code of Ordinances, Chapter 61, Suspension and/or Removal of City Boardmember, by including provisions for attendance by boardmembers, first reading.

There has been an increase of City boardmembers arriving late to scheduled board meetings. In some cases, boardmembers have arrived just before the meeting is adjourned or boardmembers have arrived late and left the meeting early. Since there is no provision to address tardiness, even if a boardmember misses the majority of the meeting, it does not count against their attendance.

After conferring with the City Attorney, language was drafted to amend Section 61.07 of the Code to include that members must attend at least fifty percent (50%) of each meeting in order to be counted as present.

**REQUESTING DEPARTMENT:**

Legislative

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

Motion to

approve the ordinance amending the Code of Ordinances, Chapter 61, Suspension and/or Removal of City Boardmember, by including provisions for attendance by boardmembers.

**ATTACHMENTS:**

**Description**

Ordinance 2021-49

## **ORDINANCE 2021-49**

**AN ORDINANCE OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, AMENDING THE CODE OF ORDINANCES, TITLE V, LEGISLATIVE, CHAPTER 61, SUSPENSION AND/OR REMOVAL OF CITY BOARDMEMBER, BY INCLUDING PROVISIONS FOR ATTENDANCE BY BOARDMEMBERS; 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 V, Legislative, Chapter 61, Suspension and/or Removal of City Boardmember, Section 61.07, Absences, is hereby amended and shall henceforth read as follows:

**Section 61.07 >>ATTENDANCE AND<< ABSENCES.**

**>>(A) Members must attend at least fifty percent (50%) of each meeting in order to be counted present.<<**

**>>(B)<<** Members who fail to attend three (3) consecutive regular meetings or a total of five (5) meetings of any type within a twelve (12) month period shall automatically forfeit their appointments. The chairperson or staff liaison shall notify the Office of the City Clerk of any vacancy, at which time the process to fill the vacancy shall be implemented.”

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

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



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

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

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

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Robert Medina, MAYOR

ATTEST:

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Terese M. Jones, CITY CLERK

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

cc: ALP

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



## LEGISLATIVE MEMORANDUM

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

**FROM:** Suzanne Sherman, City Manager

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

**DATE:** 7/15/2021

**RE:** Resolution 2021-35, amending Resolution 2020-49, adopting Classification and Pay Plans and the Position Control Plan for employees of the City of Palm Bay (third amendment).

Community & Economic Development: Added one Housing Program Specialist II position. Budget Amendment for funding this position was approved by City Council at the June 17, 2021 regular meeting.

Information Technology: Eliminated one (1) Technical Editor position. Added one (1) Mobile Device Support Specialist position. Budget Amendment for funding this position was approved by City Council at the May 20, 2021 regular meeting.

Office of the City Attorney: Eliminated vacant PT City Attorney Emeritus position.

Parks and Recreation: Eliminated one (1) Assistant Director position.

Public Works: Eliminated one (1) vacant Maintenance Worker; savings to be used to fund City Engineer position. Pay grade and group code adjustment also made to City Engineer position. No fiscal impact as funding for these changes come from savings in Department's current budget.

### **REQUESTING DEPARTMENT:**

Community & Economic Development, Public Works, Recreation, Parks and Facilities, Human Resources, City Attorney's Office, Information Technology

### **RECOMMENDATION:**

Motion to acknowledge and approve the modifications as noted above.

**ATTACHMENTS:****Description**

Resolution 2021-35

Resolution 2021-35, Exhibit A

Resolution 2021-35, Exhibit B

## RESOLUTION 2021-35

**A RESOLUTION OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, AMENDING RESOLUTION 2021-49, AMENDED BY RESOLUTIONS 2021-05 AND 2021-16, ADOPTING THE CLASSIFICATION AND PAY PLANS AND THE POSITION CONTROL PLAN FOR EMPLOYEES OF THE CITY OF PALM BAY FOR FISCAL YEAR 2020–2021; RESCINDING RESOLUTIONS OR PARTS OF RESOLUTIONS IN CONFLICT HEREWITH; PROVIDING FOR AN EFFECTIVE DATE.**

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

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

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

**SECTION 1.** The City Council hereby amends Resolution 2021-49, as amended by Resolutions 2021-05 and 2021-16, adopting the Classification and Pay Plans for the City of Palm Bay employees and the Position Control Plan, which are, by reference, incorporated herein as Exhibits 'A' and 'B'.

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

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

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

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Robert Medina, MAYOR

ATTEST:

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Terese M. Jones, CITY CLERK

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

Group	Position Title	Position #	Grade	Department	Range Min	Range Max
G3	ACCOUNTANT I	1151	N	City Wide	\$37,831	\$56,680
G3	ACCOUNTANT II	1136	U	Finance	\$46,284	\$69,467
G3	ACCCOUNTING/PROCUREMENT ASSISTANT	2717	R	Utilities	\$42,446	\$63,663
G3	ADMINISTRATIVE ASSISTANT	2818	M	City Wide	\$36,760	\$55,061
G3	ADMINISTRATIVE SECRETARY	2801	F	City Wide	\$30,086	\$44,967
G2	ADMINISTRATIVE SERVICES MGR	2432	W	Utilities	\$49,038	\$73,634
G3	ADMINISTRATIVE SUPERVISOR	1826	R	Parks & Recreation	\$42,446	\$63,663
G3	APPLICATION ANALYST	1503	T	Information Technology	\$44,967	\$67,475
G3	ASSET MANAGEMENT SPECIALIST	2548	R	Utilities	\$42,446	\$63,663
G3	ASSISTANT CITY ATTORNEY	2910	V	City Attorney	\$47,641	\$71,520
G2	ASSISTANT FINANCE DIRECTOR	1150	AG	Finance	\$65,541	\$98,595
G2	ASSISTANT GROWTH MGMT DIRECTOR	1911	AG	Growth Management	\$65,541	\$98,595
G2	ASSISTANT PUBLIC WORKS DIRECTOR	2326	AG	Public Works	\$65,541	\$98,595
G2	ASSISTANT UTILITIES DIRECTOR	2726	AG	Utilities	\$65,541	\$98,595
G2	BCRA ADMINISTRATOR	2016	AA	Community & Economic Dev.	\$55,061	\$82,743
G3	BILLING & COLL COORDINATOR	1152	R	Utilities	\$42,446	\$63,663
G3	BILLING & COLL MANAGER	1148	U	Finance	\$46,284	\$69,467
G3	BUDGET ANALYST	1122	X	Finance	\$50,478	\$75,811
G3	BUDGET OFFICER - POLICE	2274	X	Police	\$50,478	\$75,811
G3	BUILDING SERVICES & FLOOD PLAIN COORD.	1243	U	Growth Management	\$46,284	\$69,467
G3	BUSINESS DEVELOPMENT COORDINATOR	2002	P	Community & Economic Dev.	\$40,070	\$60,068
G2	BUSINESS OPERATIONS DIV MANAGER	2727	AB	Utilities	\$56,680	\$85,194
G3	CASH MANAGEMENT COORDINATOR	1117	O	Finance	\$38,934	\$58,350
G2	CHIEF ACCOUNTANT	1156	AD	Finance	\$60,068	\$90,318
G2	CHIEF BUILDING OFFICIAL	1207	AN	Building	\$80,364	\$121,017
G1	CHIEF PROCUREMENT OFFICER	1112	AN	Procurement	\$80,364	\$121,017
G1	CITY ATTORNEY	2901	N/A	City Attorney	Contract	Contract
G1	CITY CLERK	1601	AP	Legislative	\$85,194	\$128,322
G1	CITY ENGINEER	2302	AN	Public Works	\$80,364	\$121,017
G1	CITY MANAGER	1701	BB	Office of City Manager	\$121,017	\$182,507
G3	CITY SURVEYOR	2427	V	Public Works	\$47,641	\$71,520
G1	COMMUNITY & ECONOMIC DEV. DIRECTOR	1020	AN	Community & Economic Dev.	\$80,364	\$121,017
G3	COMMUNITY INFORMATION COORDINATOR	1209	Q	Community & Economic Dev.	\$41,241	\$61,839
G3	COMMUNITY OUTREACH COORDINATOR	2541	Q	City Wide	\$41,241	\$61,839
G2	COMMUNITY SERVICES ADMINISTRATOR	2272	AB	Police	\$56,680	\$85,194
G2	CONSTRUCTION PROJECT MANAGER	1801	AB	Facilities	\$56,680	\$85,194
G3	CRIME ANALYST	2244	P	Police	\$40,070	\$60,068
G3	CUSTOMER SERVICE COORDINATOR	1149	Q	Finance/Utilities	\$41,241	\$61,839
G3	CUSTOMER SERVICE MANAGER	2815	U	City Wide	\$46,284	\$69,467
G3	DATABASE ADMINISTRATOR - CMMS	2820	R	Utilities	\$42,446	\$63,663
G3	DEPUTY BUILDING OFFICIAL	1909	AG	Building	\$65,541	\$98,595
G1	DEPUTY CITY ATTORNEY	2902	AP	City Attorney	\$85,194	\$128,322

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

Group	Position Title	Position #	Grade	Department	Range Min	Range Max
G1	DEPUTY CITY CLERK	1602	AD	Legislative	\$60,068	\$90,318
G1	DEPUTY CITY MANAGER	1001	AP	Office of the City Manager	\$85,194	\$128,322
G2	DEPUTY FIRE CHIEF	1201	AG	Fire	\$65,541	\$98,595
G2	DEPUTY POLICE CHIEF	2246	AH	Police	\$67,475	\$101,521
G1	DIRECTOR OF INFORMATION TECHNOLOGY	1518	AN	Information Technology	\$80,364	\$121,017
G2	DIVISION CHIEF	1203	AD	Fire	\$60,068	\$90,318
G3	ELECTRICAL MAINTENANCE FOREMAN	2546	S	Utilities	\$43,688	\$65,541
G3	ENGINEER I	2810	X	City Wide	\$50,478	\$75,811
G3	ENGINEER II	2321	Z	City Wide	\$53,488	\$80,364
G3	ENGINEER III	2812	AB	Public Works	\$56,680	\$85,194
G3	ENVIRONMENTAL ENGINEER	2545	X	Public Works	\$50,478	\$75,811
G1	FACILITIES DIRECTOR	1800	AN	Facilities	\$80,364	\$121,017
G2	FACILITIES DIVISION MANAGER	1832	AB	Parks & Recreation	\$56,680	\$85,194
G3	FACILILTIES FOREMAN	1806	M	City Wide	\$36,760	\$55,061
G3	FIELD SERVICES SUPERINTENDENT	2621	W	Utilities	\$49,038	\$73,634
G1	FINANCE DIRECTOR	1109	AN	Finance	\$80,364	\$121,017
G1	FIRE CHIEF	1218	AO	Fire	\$82,743	\$124,615
G3	FIRE PLANS EXAMINER	1221	W	Building	\$49,038	\$73,634
G3	FISCAL ANALYST	1137	U	Finance	\$46,284	\$69,467
G2	FISCAL MANAGER	1161	AB	Finance	\$56,680	\$85,194
G2	FLEET SERVICES MNGR	1302	AB	Public Works	\$56,680	\$85,194
G3	FLEET SERVICES SPRVSR	1301	R	Public Works	\$42,446	\$63,663
G3	FOREMAN PARKS	1828	M	City Wide	\$36,760	\$55,061
G3	GIS COORDINATOR	2723	T	Utilities	\$44,967	\$67,475
G1	GROWTH MANAGEMENT DIRECTOR	1910	AN	Growth Management	\$80,364	\$121,017
G2	HOUSING ADMINISTRATOR	2001	AA	Community & Economic Dev.	\$55,061	\$82,743
G3	HOUSING ASSISTANT	2019	K	Community & Economic Dev.	\$34,710	\$51,960
G3	HOUSING PROGRAM SPECIALIST I	2020	P	Community & Economic Dev.	\$40,070	\$60,068
G3	HOUSING PROGRAM SPECIALIST II	2021	U	Community & Economic Dev.	\$46,284	\$69,467
G3	HR BENEFITS ANALYST	1407	T	Human Resources	\$44,967	\$67,475
G2	HR BENEFITS MANAGER	1408	AB	Human Resources	\$56,680	\$85,194
G3	HR WELLNESS COORDINATOR	1403	P	Human Resources	\$40,070	\$60,068
G3	HUMAN RESOURCES ANALYST I	1413	P	Human Resources	\$40,070	\$60,068
G3	HUMAN RESOURCES ANALYST II	1402	T	Human Resources	\$44,967	\$67,475
G1	HUMAN RESOURCES DIRECTOR	1404	AN	Human Resources	\$80,364	\$121,017
G2	HUMAN RESOURCES MANAGER	1405	AB	Human Resources	\$56,680	\$85,194
G3	IT SUPPORT SPECIALIST	1513	R	Information Technology	\$42,446	\$63,663
G3	LITIGATION PARALEGAL	2906	V	City Attorney	\$47,641	\$71,520
G3	LOGISTICS DIVISION MNGR	2232	X	Police	\$50,478	\$75,811
G3	MAINTENANCE SUPERINTENDENT	2724	W	Public Works	\$49,038	\$73,634
G3	MAINT SUPERVISOR UTIL	2511	R	Utilities	\$42,446	\$63,663
G3	MANAGEMENT ANALYST	2814	T	City Wide	\$44,967	\$67,475

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

Group	Position Title	Position #	Grade	Department	Range Min	Range Max
G3	MOBILE DEVICE SUPPORT SPECIALIST	1510	R	Information Technology	\$42,446	\$63,663
G3	NETWORK ADMINISTRATOR	1514	V	Information Technology	\$47,641	\$71,520
G3	OFFICE MANAGER	2803	N	City Wide	\$37,831	\$56,680
G2	OPERATIONS DIVISION MANAGER	2605	AB	Utilities	\$56,680	\$85,194
G3	OPERATIONS FOREMAN	2404	M	Public Works	\$36,760	\$55,061
G3	OPERATIONS MANAGER	1234	X	Fire	\$50,478	\$75,811
G3	OPERATIONS SUPERINTENDENT	2410	W	Public Works	\$49,038	\$73,634
G3	OPERATIONS SUPERVISOR - PW	2409	R	Public Works	\$42,446	\$63,663
G3	PARK RANGER/NATURALIST	1809	K	Parks & Recreation	\$34,710	\$51,960
G1	PARKS & RECREATION DIR	1810	AN	Parks & Recreation	\$80,364	\$121,017
G2	PARKS DIVISION MANAGER	1830	AB	Parks & Recreation	\$56,680	\$85,194
G3	PAYMASTER	1135	W	Finance	\$49,038	\$73,634
G3	PAYROLL & ACCOUNTING ASSISTANT	1180	P	Human Resources	\$40,070	\$60,068
G3	PLANNER	1902	R	Growth Management	\$42,446	\$63,663
G3	PRINCIPAL PLANNER	1913	Z	Growth Management	\$53,488	\$80,364
G3	PLANS EXAMINER	1229	W	Building	\$49,038	\$73,634
G1	POLICE CHIEF	2216	AO	Police	\$82,743	\$124,615
G2	POLICE COMMANDER	2267	AF	Police	\$63,663	\$95,753
G2	PROJECT MANAGER	1507	X	Information Technology	\$50,478	\$75,811
G3	PROJECT SPECIALIST	2273	R	Police	\$42,446	\$63,663
G2	PUBLIC INFORMATION OFFICER	1213	AB	Community & Economic Dev.	\$56,680	\$85,194
G3	PUBLIC WORKS ACCOUNTANT	2317	X	Public Works	\$50,478	\$75,811
G1	PUBLIC WORKS DIRECTOR	2310	AN	Public Works	\$80,364	\$121,017
G2	PUBLIC WORKS DIV MGR	2416	AB	Public Works	\$56,680	\$85,194
G3	PROCUREMENT AGENT I	1155	P	Procurement	\$40,070	\$60,068
G3	PROCUREMENT AGENT II	1154	R	Procurement	\$42,446	\$63,663
G3	PROCUREMENT AGENT III	1153	T	Procurement	\$44,967	\$67,475
G2	PROCUREMENT MANAGER	1113	AB	Procurement	\$56,680	\$85,194
G3	RECORDS ADMINISTRATOR	1605	O	Legislative	\$38,934	\$58,350
G2	RECREATION DIVISION MANAGER	1834	AB	Parks & Recreation	\$56,680	\$85,194
G3	RECREATION SUPERVISOR	1816	R	Parks & Recreation	\$42,446	\$63,663
G2	RISK MANAGER	1406	AB	City Attorney	\$56,680	\$85,194
G3	RISK MANAGER ASSISTANT	1418	M	City Attorney	\$36,760	\$55,061
G3	SAFETY & SECURITY COORDINATOR	2911	T	City Attorney	\$44,967	\$67,475
G3	SECTION SUPERVISOR	2233	P	City Wide	\$40,070	\$60,068
G3	SENIOR ACCOUNTANT	1121	X	Finance	\$50,478	\$75,811
G2	SENIOR BUILDING INSPECTOR	1244	AB	Building	\$56,680	\$85,194
G3	SENIOR PLANNER	1900	W	Building	\$49,038	\$73,634
G3	SPECIAL PROJECTS MANAGER	2436	X	City Wide	\$50,478	\$75,811
G3	SR PLANS EXAMINER	1248	Z	Building	\$53,488	\$80,364
G3	SUPPORT SERVICES COORDINATOR	2515	U	Utilities	\$46,284	\$69,467
G3	SURVEY PARTY CHIEF	2419	M	Public Works	\$36,760	\$55,061

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

Group	Position Title	Position #	Grade	Department	Range Min	Range Max
G3	SURVEYING SUPERINTENDENT	2428	W	Public Works	\$49,038	\$73,634
G3	SYSTEMS ADMINISTRATOR	2704	V	CIT	\$47,641	\$71,520
G3	TELEPHONE ADMINISTRATOR	1508	V	Information Technology	\$47,641	\$71,520
G3	TRAFFIC ENGINEER/PLANNER	1908	AB	Growth Management	\$56,680	\$85,194
G3	TRAINING & EMPLOYEE DEVELOPMENT ADMINR	1417	X	Human Resources	\$50,478	\$75,811
G3	UTILITIES ACCOUNTANT	2720	X	Utilities	\$50,478	\$75,811
G3	UTILITIES BILLING & COLLECTIONS SUPERVISOR	1160	T	Utilities	\$44,967	\$67,475
G3	UTILITIES COMMUNITY OUTREACH COOR	2534	Q	Utilities	\$41,241	\$61,839
G3	UTILITIES COMPLIANCE DIVISION MANAGER	2736	AB	Utilities	\$56,680	\$85,194
G3	UTILITIES COMPLIANCE SPECIALIST	2735	T	Utilities	\$44,967	\$67,475
G3	UTILITIES CUSTOMER CARE MANAGER	1162	W	Utilities	\$49,038	\$73,634
G3	UTILITIES CUSTOMER CARE SUPERVISOR	1159	R	Utilities	\$42,446	\$63,663
G1	UTILITIES DIRECTOR	2710	AN	Utilities	\$80,364	\$121,017
G2	UTILITIES ENGINEER	2521	AH	Utilities	\$67,475	\$101,521
G3	UTILITIES FOREMAN	2501	O	Utilities	\$38,934	\$58,350
G3	UTILITIES PROJECT MANAGER	2737	AB	Utilities	\$56,680	\$85,194
G3	VICTIM ADVOCATE	2256	K	Police	\$34,710	\$51,960
G3	WATER DIST SUPERINTENDENT	2504	W	Utilities	\$49,038	\$73,634
G3	WATER PLANT SUPERINTENDENT	2619	W	Utilities	\$49,038	\$73,634
G3	WEB ADMINISTRATOR	1523	R	Community & Economic Dev.	\$42,446	\$63,663
G3	WORKERS COMPENSATION ADJUSTER	2908	M	City Attorney	\$36,760	\$55,061
G3	WWTR COLLECTION SUPERINTENDENT	2528	W	Utilities	\$49,038	\$73,634
G3	WWTR PLANT SUPERINTENDENT	2620	W	Utilities	\$49,038	\$73,634



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

Group	Position Title	Position #	Grade	Range Min	Range Max
GP	ACCREDITATION SPECIALIST	567	P	\$40,070	\$60,068
GP	ADMINISTRATIVE ASSISTANT PT	2819	M	\$36,760	\$55,061
GP	ADMINISTRATIVE SECRETARY PT	552	F	\$30,086	\$44,967
GP	CASHIER PT	1100	B	\$26,849	\$40,070
GA	CITY ATTORNEY EMMERITUS	2904	CAE	\$50,000	\$100,000
GP	COMMUNICATIONS OFFICER PT	2240	K	\$34,710	\$51,960
GP	CUSTOMER SERVICE CLERK PT	604	C	\$27,623	\$41,241
EF	COUNCIL MEMBERS	9999	COU	\$11,642	\$11,642
GP	DATA ENTRY CLERK PT	603	B	\$26,849	\$40,070
GP	HEO PT	521	H	\$31,854	\$47,641
GP	HUMAN RESOURCES CLERK PT	606	A	\$26,098	\$38,934
GP	LAND ACQUISITION COORDINATOR	608	T	\$44,967	\$67,475
GP	LIFEGUARD PART-TIME	013	1A	\$21,417	\$31,854
GP	MAINTENANCE WORKER PT	605	D	\$28,419	\$42,446
GT	MANAGEMENT INTERN	25	6A	\$24,660	\$36,760
EF	MAYOR	9997	MAY	\$23,284	\$23,284
GP	PLANS EXAMINER PT	554	W	\$49,038	\$73,634
PR	POLICE OFFR RECRUIT NONCERT	5002	I	\$32,778	\$49,038
GP	RECREATION AIDE PT	514	1A	\$21,417	\$31,854
GL	SCG PT	517	6A	\$24,660	\$36,760
GL	SCG SUB PT	518	6A	\$24,660	\$36,760
GP	SCG SPRVSR PT	516	F	\$30,086	\$44,967
GP	SECRETARY PT	602	D	\$28,419	\$42,446
GP	SIGN AND TRAFFIC TECHNICIAN PT	607	J	\$33,730	\$50,478
GP	SPECIAL EVENTS STAFF	15	1A	\$21,417	\$31,854
GP	SR. PLANS EXAMINER	1256	Z	\$53,488	\$80,364
GP	STOCK CLERK PT	591	A	\$26,098	\$38,934
GP	SUPPORT SERVICES CLERK PT	544	1A	\$21,417	\$31,854
GP	SWITCHBOARD OPERATOR PT	508	6A	\$24,660	\$36,760
GL	UTILITIES INTERN	2500	2A	\$22,028	\$32,778

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

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

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

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

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

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

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

<b>Position Title</b>	<b>Position #</b>	<b>Pay Plan</b>	<b>Range Min</b>	<b>Range Max</b>
BUILDING CODE COMPLIANCE INSPECTOR	1205	WN	\$39,240	\$59,355
BUILDING INSPECTOR I	1205	WR	\$44,165	\$66,803
BUILDING INSPECTOR II	1206	WU	\$48,260	\$72,997
BUILDING INSPECTOR III	1208	WX	\$52,736	\$79,768
BUILDING INSPECTOR PROVISIONAL	1212	WO	\$40,417	\$61,134
CASHIER	1106	WB	\$27,522	\$41,629
CODE COMPLIANCE OFFICER	2101	WN	\$39,240	\$59,355
CODE COMPLIANCE TECHNICIAN	2104	WH	\$32,864	\$49,707
COMMUNICATIONS OFFICER	2225	WK	\$35,910	\$54,317
COMMUNICATIONS OFFICER TRAINEE	2238	WH	\$32,864	\$49,707
COMMUNICATIONS SHIFT SPRVSR	2237	WP	\$41,629	\$62,969
CRIME SCENE TECH I	2257	WJ	\$34,864	\$52,736
CUSTOMER ACCOUNT SPECIALIST	2806	WJ	\$34,864	\$52,736
CUSTOMER SERVICE CLERK	2808	WC	\$28,348	\$42,878
CUSTOMER SERVICE REP	1147	WH	\$32,864	\$49,707
DATA ENTRY CLERK	1210	WB	\$27,522	\$41,629
DESK BOOKING SPCLST II	2262	WM	\$38,097	\$57,624
ENGINEERING ASSIST	2305	WN	\$39,240	\$59,355
ENGINEERING INSPECTOR	2813	WN	\$39,240	\$59,355
ENGINEERING TECH II	2314	WJ	\$34,864	\$52,736
ENGINEERING TECH III	2307	WM	\$38,097	\$57,624
FATS, OILS, & GREASE INSPECTOR	2610	WI	\$33,849	\$51,200
GIS TECHNICIAN I	2733	WN	\$39,240	\$59,355
GIS TECHNICIAN II	2734	WP	\$41,629	\$62,969
GIS TECHNICIAN III	2732	WQ	\$42,878	\$64,858
INVENTORY CONTROL COORD	1225	WJ	\$34,864	\$52,736
JR ACCOUNTING CLERK	1133	WC	\$28,348	\$42,878
MATERIAL MGMT TECH	2254	WJ	\$34,864	\$52,736
PERMIT TECHNICIAN	1246	WH	\$32,864	\$49,707
PLANNING SPECIALIST	1905	WM	\$38,097	\$57,624
PLANNING TECHNICIAN	1912	WL	\$36,987	\$55,948
RECORDS COMP/ANLS SPRVSR	1230	WL	\$36,987	\$55,948
RECORDS SPECIALIST POLICE	2226	WH	\$32,864	\$49,707
RECREATION LEADER	1815	WH	\$32,864	\$49,707
SECRETARY	2804	WD	\$29,198	\$44,165
TRAINING COORD POLICE	2239	WM	\$38,097	\$57,624
UTILITIES BILLING & COLLECTIONS SPECIALIST	1157	WK	\$35,910	\$54,317
UTILITIES CUSTOMER CARE SPECIALIST	1158	WJ	\$34,864	\$52,736

UTILITIES INSPECTOR	2516	WN	\$39,240	\$59,355
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**CITY OF PALM BAY  
NAGE WHITE SALARY RANGES  
FY 21**

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

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

<b>Position Title</b>	<b>Position #</b>	<b>Grade</b>	<b>Range Min</b>	<b>Range Max</b>
POLICE OFFICER	<b>5001</b>	<b>POL</b>	\$41,525	\$66,638
POLICE SERGEANT	<b>5101</b>	<b>SGT</b>	\$53,559	\$81,012
POLICE LIEUTENANT	<b>5201</b>	<b>LTN</b>	\$64,111	\$94,151

Non-Certified Recruits are General positions



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

POSITION TITLE	GRADE	STEP	SALARY
POLICE OFFICER	POL	3	\$41,525
POLICE OFFICER	POL	4	\$42,773
POLICE OFFICER	POL	5	\$44,055
POLICE OFFICER	POL	6	\$45,376
POLICE OFFICER	POL	7	\$46,738
POLICE OFFICER	POL	8	\$48,139
POLICE OFFICER	POL	9	\$49,584
POLICE OFFICER	POL	10	\$51,072
POLICE OFFICER	POL	11	\$52,603
POLICE OFFICER	POL	12	\$54,181
POLICE OFFICER	POL	13	\$55,808
POLICE OFFICER	POL	14	\$57,482
POLICE OFFICER	POL	15	\$59,207
POLICE OFFICER	POL	16	\$60,983
POLICE OFFICER	POL	17	\$62,813
POLICE OFFICER	POL	18	\$64,697
POLICE OFFICER	POL	19	\$66,638

POSITION TITLE	GRADE	STEP	SALARY
POLICE SERGEANT (SGT 1)	SGT	5	\$53,559
POLICE SERGEANT (SGT 2)	SGT	6	\$55,166
POLICE SERGEANT (SGT 3)	SGT	7	\$56,821
POLICE SERGEANT (SGT 4)	SGT	8	\$58,526
POLICE SERGEANT (SGT 5)	SGT	9	\$60,281
POLICE SERGEANT (SGT 6)	SGT	10	\$62,090
POLICE SERGEANT (SGT 7)	SGT	AN	\$63,953
POLICE SERGEANT (SGT 8)	SGT	12	\$65,871
POLICE SERGEANT (SGT 9)	SGT	13	\$67,846
POLICE SERGEANT (SGT 10)	SGT	14	\$69,881
POLICE SERGEANT (SGT 11)	SGT	15	\$71,979
POLICE SERGEANT (SGT 12)	SGT	16	\$74,139
POLICE SERGEANT (SGT 13)	SGT	17	\$76,362
POLICE SERGEANT (SGT 14)	SGT	18	\$78,653
POLICE SERGEANT (SGT 15)	SGT	19	\$81,012

POSITION TITLE	GRADE	STEP	SALARY
POLICE LIEUTENANT (LT 1)	LTN	4	\$64,111
POLICE LIEUTENANT (LT 2)	LTN	5	\$66,035
POLICE LIEUTENANT (LT 3)	LTN	6	\$68,016
POLICE LIEUTENANT (LT 4)	LTN	7	\$70,056
POLICE LIEUTENANT (LT 5)	LTN	8	\$72,158
POLICE LIEUTENANT (LT 6)	LTN	9	\$74,323
POLICE LIEUTENANT (LT 7)	LTN	10	\$76,552
POLICE LIEUTENANT (LT 8)	LTN	11	\$78,849
POLICE LIEUTENANT (LT 9)	LTN	12	\$81,214
POLICE LIEUTENANT (LT 10)	LTN	13	\$83,651
POLICE LIEUTENANT (LT 11)	LTN	14	\$86,160
POLICE LIEUTENANT (LT 12)	LTN	15	\$88,746
POLICE LIEUTENANT (LT 13)	LTN	16	\$91,408
POLICE LIEUTENANT (LT 14)	LTN	17	\$94,151

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

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

**CITY OF PALM BAY  
STEP PLAN**

**IAFF  
FY 21**

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

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

## FY 21 Position Control Plan

DEPARTMENT DIVISION POSITIONS (FTEs)	Amended Budget FY 2020	Adopted Budget FY 2021	Revisions to FY 2021	Amended Budget FY 2021	Change from FY 2020
<b>LEGISLATIVE DEPARTMENT</b>					
Administration Division	9.00	9.00	-	9.00	-
<b>Department Total</b>	9.00	9.00	-	9.00	-
<b>OFFICE OF THE CITY MANAGER DEPT.</b>					
Administration Division	4.00	4.00	-	4.00	-
Public Information	4.00	-	-	-	(4.00)
<b>Department Total</b>	8.00	5.70	-	5.70	(2.30)
<b>OFFICE OF THE CITY ATTORNEY DEPT.</b>					
Administration Division	2.05	2.05	(0.34)	1.71	(0.34)
Risk Management Division	10.25	10.25	(1.00)	10.25	-
<b>Department Total</b>	12.30	12.30	(1.34)	11.96	(0.34)
<b>PROCUREMENT DEPARTMENT</b>					
Administration Division	7.00	7.00	-	7.00	-
<b>Department Total</b>	7.00	7.00	-	7.00	-
<b>FINANCE DEPARTMENT</b>					
Administration Division	6.00	6.00	-	6.00	-
Accounting Division	8.00	8.00	-	8.00	-
Revenue Division	5.00	5.00	-	5.00	-
<b>Department Total</b>	19.00	19.00	-	19.00	-
<b>INFORMATION TECHNOLOGY DEPARTMENT</b>					
Administration Division	12.40	12.00	2.00	14.00	1.60
<b>Department Total</b>	12.40	12.00	2.00	14.00	1.60
<b>HUMAN RESOURCES DEPARTMENT</b>					
Administration Division	7.18	7.18	-	7.18	-
Employee Health Insurance Division	2.23	2.23	-	2.23	-
Other Employee Benefits Division	2.22	2.22	-	2.22	-
<b>Department Total</b>	11.63	11.63	-	11.63	-
<b>BUILDING DEPARTMENT</b>					
Building Division	-	-	32.68	32.68	32.68
<b>Department Total</b>	-	-	32.68	32.68	32.68
<b>GROWTH MANAGEMENT DEPARTMENT</b>					
Administration Division	0.50	0.50	0.50	1.00	0.50
Land Development Division	8.60	8.90	0.10	9.00	0.40
Building Division	30.90	30.90	(30.90)	-	(30.90)
Code Compliance Division	8.80	8.80	-	8.80	-
Housing Development Division	2.00	-	-	-	(2.00)
<b>Department Total</b>	50.80	49.10	(30.30)	18.80	(32.00)
<b>COMMUNITY &amp; ECONOMIC DEVELOPMENT DEPARTMENT</b>					
Administration Division	3.00	3.00	-	3.00	-
Communications Division	-	4.00	(1.00)	3.00	3.00
Housing & Community Development	-	3.00	1.00	4.00	4.00
Bayfront Community Redev. Agency	-	1.70	-	1.70	1.70
<b>Department Total</b>	3.00	11.70	-	11.70	8.70

DEPARTMENT	Amended Budget FY 2020	Adopted Budget FY 2021	Revisions to FY 2021	Amended Budget FY 2021	Change from FY 2020
DIVISION					
<b>POSITIONS (FTEs)</b>					
<b>PARKS AND RECREATION DEPARTMENT</b>					
Administration Division	7.00	7.00	(1.00)	6.00	(1.00)
Recreation Programs Division	10.31	14.57	-	14.57	4.26
Parks Maintenance Division	24.00	31.00	-	31.00	7.00
Fred Poppe Regional Park Division	7.00	-	-	-	(7.00)
Palm Bay Aquatic Center Division	2.26	2.26	-	2.26	-
Whitlock Community Center Division	4.26	-	-	-	(4.26)
<b>Department Total</b>	<b>54.83</b>	<b>54.83</b>	<b>(1.00)</b>	<b>53.83</b>	<b>(1.00)</b>
<b>FACILITIES DEPARTMENT</b>					
Facility Maintenance Division	16.40	16.40	-	17.40	1.00
<b>Department Total</b>	<b>16.40</b>	<b>16.40</b>	<b>-</b>	<b>17.40</b>	<b>1.00</b>
<b>POLICE DEPARTMENT</b>					
Executive Division	6.67	6.67	-	6.67	-
Support Services Division	32.51	32.51	-	32.51	-
Uniform Services Division	124.00	130.00	-	130.00	6.00
Investigations Division	44.00	44.00	-	44.00	-
Communications Center Division	41.50	41.50	-	41.50	-
Victim Services Unit Division	2.00	2.00	-	2.00	-
<b>Department Total</b>	<b>250.68</b>	<b>256.68</b>	<b>-</b>	<b>256.68</b>	<b>6.00</b>
<b>FIRE DEPARTMENT</b>					
Emergency Services Division	131.00	131.00	1.00	132.00	1.00
<b>Department Total</b>	<b>131.00</b>	<b>131.00</b>	<b>1.00</b>	<b>132.00</b>	<b>1.00</b>
<b>PUBLIC WORKS DEPARTMENT</b>					
Administrative Services Division	7.63	10.63	0.37	11.00	3.37
Engineering & Surveying Services Division	8.40	10.40	1.00	11.40	3.00
ROW Beautification Division	18.00	25.63	-	25.63	7.63
Traffic Operations Division	5.63	5.63	-	5.63	-
Infrastructure Division	19.72	19.72	-	19.72	-
Fleet Services Fund	16.50	16.50	-	16.50	-
Stormwater Utility Fund	46.44	33.81	-	33.81	(12.63)
Solid Waste Fund	6.65	-	-	-	(6.65)
<b>Department Total</b>	<b>128.97</b>	<b>122.32</b>	<b>1.37</b>	<b>123.69</b>	<b>(5.28)</b>
<b>BAYFRONT COMM REDEV AGENCY DEPARTMENT</b>					
BCRA	1.70	-	-	-	(1.70)
<b>Department Total</b>	<b>1.70</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(1.70)</b>
<b>UTILITIES DEPARTMENT</b>					
Administration Division	9.09	7.44	(0.44)	7.00	(2.09)
Utilities Customer Care Section	19.75	20.75	-	20.75	1.00
Business Operations Division	6.00	6.00	-	6.00	-
Engineering and Construction Division	13.00	12.00	1.00	13.00	-
Maintenance Section	17.00	14.34	-	14.34	(2.66)
Field Services Section	8.00	8.00	-	8.00	-
Integrated Systems Management Division	2.00	-	-	-	(2.00)
Utilities Compliance Division	-	8.00	0.44	8.44	8.44
Laboratory Section	2.00	2.00	(2.00)	-	(2.00)
Water Distribution Section	24.25	23.58	-	23.58	(0.67)
Water Plant-SRWTF Section	7.34	7.34	(0.34)	7.00	(0.34)
Water Plant-North Regional Section	8.33	8.33	0.67	9.00	0.67
Wastewater Collections Section	21.75	23.33	-	23.33	1.58
Wastewater Plant-North Regional Section	10.33	10.33	(0.33)	10.00	(0.33)
<b>Department Total</b>	<b>148.84</b>	<b>151.44</b>	<b>(1.00)</b>	<b>150.44</b>	<b>1.60</b>

DEPARTMENT		Amended	Adopted	Revisions	Amended	Change
DIVISION		Budget	Budget	to	Budget	from
POSITIONS (FTEs)		FY 2020	FY 2021	FY 2021	FY 2021	FY 2020
	Citywide Total	865.55	870.10	3.41	875.51	9.96

## FY 21 Position Control Plan

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

\* Indicates position appointed by the City Council.

## FY 21 Position Control Plan

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

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



## FY 21 Position Control Plan

DEPARTMENT	Pay Grade	Amended Budget	Adopted Budget	Revisions to	Amended Budget	Change from
DIVISION		FY 2020	FY 2021	FY 2021	FY 2021	FY 2020
POSITIONS (FTEs)						
<b>OFFICE OF THE CITY ATTORNEY DEPARTMENT</b>						
<b>Administration Division</b>			<b>001-1410-514</b>			
<u>Full-time</u>						
City Attorney	N/A*	0.75	0.75	-	0.75	-
Sub-total:		0.75	0.75	-	0.75	-
<u>Part-time</u>						
City Attorney Emeritus	N/A*	0.34	0.34	(0.34)	-	(0.34)
Administrative Assistant	GP-M	0.96	0.96	-	0.96	-
Sub-total:		1.30	1.30	(0.34)	0.96	(0.34)
<b>Division total</b>		<b>2.05</b>	<b>2.05</b>	<b>(0.34)</b>	<b>1.71</b>	<b>(0.34)</b>
<b>Risk Management Division</b>						
			<b>512-1425-519</b>			
City Attorney	N/A*	0.25	0.25	-	0.25	-
Deputy City Attorney	GE-AP	3.00	3.00	-	3.00	-
Risk Manager	GE-AB	1.00	1.00	-	1.00	-
Risk Analyst	GE-T			(1.00)	-	-
Safety & Security Coordinator	GE-T	1.00	1.00	-	1.00	-
Assistant City Attorney	GE-V	1.00	1.00	-	1.00	-
Litigation Paralegal	GE-V	1.00	1.00	-	1.00	-
Risk Manager Assistant	GE-M			1.00	1.00	1.00
Workers Compensation Adjuster	GE-M	1.00	1.00	(1.00)	-	(1.00)
Administrative Assistant	GE-M	2.00	2.00		2.00	-
Sub-total:		10.25	10.25	(1.00)	10.25	-
<b>Division total</b>		<b>10.25</b>	<b>10.25</b>	<b>(1.00)</b>	<b>10.25</b>	<b>-</b>
<b>Office of the City Attorney Dept. Total</b>		<b>12.30</b>	<b>12.30</b>	<b>(1.34)</b>	<b>11.96</b>	<b>(0.34)</b>

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

\* Contractual position outside of pay plan.

## FY 21 Position Control Plan

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

## FY 21 Position Control Plan

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

## FY 21 Position Control Plan

DEPARTMENT		Pay	Amended	Adopted	Revisions	Amended	Change
DIVISION		Grade	Budget	Budget	to	Budget	from
POSITIONS (FTEs)			FY 2020	FY 2021	FY 2021	FY 2021	FY 2020
<b>INFORMATION TECHNOLOGY DEPARTMENT</b>							
<b>Administration Division</b>	<b>001-2310-519</b>						
<u>Full-time</u>							
Director of Information Technology	GE-AN		1.00	1.00	-	1.00	-
Network Administrator	GE-V		2.00	2.00	-	2.00	-
Systems Administrator	GE-V		1.00	1.00	-	1.00	-
Telephone Administrator	GE-V		1.00	1.00	-	1.00	-
Support Services Coordinator	GE-U		1.00	1.00	-	1.00	-
Application Analyst	GE-T		1.00	1.00	-	1.00	-
IT Support Specialist	GE-R		5.00	5.00	-	5.00	-
Mobile Device Support Specialist	GE-R				1.00	1.00	1.00
Administrative Secretary	GE-F				1.00	1.00	1.00
Sub-total:			12.00	12.00	2.00	14.00	2.00
<u>Part-time</u>							
Support Services Clerk	GP-1A		0.40	-	-	-	(0.40)
Sub-total:			0.40	-	-	-	(0.40)
<b>Information Technology Dept Totals</b>			<b>12.40</b>	<b>12.00</b>	<b>2.00</b>	<b>14.00</b>	<b>1.60</b>

## FY 21 Position Control Plan

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

## FY 21 Position Control Plan

DEPARTMENT DIVISION		Pay Grade	Amended Budget FY 2020	Adopted Budget FY 2021	Revisions to FY 2021	Amended Budget FY 2021	Change from FY 2020
	POSITIONS (FTEs)						
<b>Building Department</b>							
<b>Building</b>							
	<b>451-3120-524</b>						
	<u>Full-time</u>						
	Chief Building Official	GE-AN	-	-	1.00	1.00	1.00
	Deputy Building Official	GE-AG	-	-	1.00	1.00	1.00
	Senior Building Inspector	GE-AB	-	-	1.00	1.00	1.00
	Senior Plans Examiner	GE-Z	-	-	-	-	-
	Administrative Services Manager	GE-W	-	-	1.00	1.00	1.00
	Fire Plans Examiner	GE-W	-	-	1.00	1.00	1.00
	Plans Examiner	GE-W	-	-	4.00	4.00	4.00
	Building Services & Flood Plain Coord.	GE-U	-	-	1.00	1.00	1.00
	Community Outreach Coordinator	GE-Q			1.00	1.00	1.00
	Building Code Compliance Inspector	NW-N	-	-	2.00	2.00	2.00
	Building Inspector III	NW-X	-	-	-	-	-
	Building Inspector II	NW-U	-	-	2.00	2.00	2.00
	Building Inspector I	NW-R	-	-	1.00	1.00	1.00
	Building Inspector Provisional	NW-O	-	-	4.00	4.00	4.00
	Planning Specialist	NW-M	-	-	1.00	1.00	1.00
	Administrative Assistant	GE-M			1.00	1.00	1.00
	Planning Technician	NW-L	-	-	1.00	1.00	1.00
	Sr. Permit Technician	NW-K			1.00	1.00	1.00
	Customer Service Representative	NW-H	-	-	-	-	-
	Permit Technician	NW-H	-	-	8.00	8.00	8.00
	Administrative Secretary	GE-F	-	-	(1.00)	-	-
	Data Entry Clerk	NW-B	-	-	1.00	1.00	1.00
	Sub-total:		-	-		33.00	33.00
	<u>Part-time</u>						
	Sr. Plans Examiner	GE-Z			0.68	0.68	0.68
	Data Entry Clerk	GP-B	-	-	0.50	0.50	0.50
	Plans Examiner	GP-W	-	-	0.50	0.50	0.50
	Sub-total:		-	-		1.68	1.68
	<b>Division total</b>		-	-	-	34.68	34.68
	<b>Building Department Total</b>		-	-	-	34.68	34.68

## FY 21 Position Control Plan

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

#### Administration

**001-3310-515**

##### Full-time

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

#### Division total

0.50	0.50	0.50	1.00	0.50
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#### Land Development

**001-3311-515**

##### Full-time

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

#### Division total

8.60	8.90	0.10	9.00	0.40
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#### Building

**451-3320-524**

##### Full-time

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

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

#### Code Compliance Division

**001-3330-529**

##### Full-time

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

##### Part-time

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

#### Division total

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

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

##### State Housing Grant Fund

**111-3351-554**

##### Full-time

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

##### Community Dev Block Grant Fund

**112-3351-554**

##### Full-time

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

##### HOME Investment Grant Fund

**114-3351-554**

##### Full-time

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

##### NSP Fund

**123-3351-554**

##### Full-time

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



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

## FY 21 Position Control Plan

DEPARTMENT DIVISION POSITIONS (FTEs)	Pay Grade	Amended Budget FY 2020	Adopted Budget FY 2021	Revisions to FY 2021	Amended Budget FY 2021	Change from FY 2020
<b>COMMUNITY AND ECONOMIC DEVELOPMENT</b>						
<b>Administration Division</b>	<b>001-3410-552</b>					
<u>Full-time</u>						
C&E Development Director	GE-AN	1.00	1.00	-	1.00	-
Special Projects Manager	GE-X	1.00	1.00	-	1.00	-
Business Development Coordinator	GE-P			1.00	1.00	1.00
Administrative Assistant	GE-M	1.00	1.00	(1.00)	-	(1.00)
Sub-total:		3.00	3.00	-	3.00	-
<b>Division total</b>		3.00	3.00	-	3.00	-
<b>Communications Division</b>	<b>001-3416-559</b>					
<u>Full-time</u>						
Public Information Officer	GE-AB	-	1.00	-	1.00	1.00
Web Administrator	GE-R	-	1.00	-	1.00	1.00
Community Information Coordinator	GE-Q	-	1.00	-	1.00	1.00
Technical Editor	GE-Q	-	1.00	(1.00)	-	-
Sub-total:		-	4.00	(1.00)	3.00	3.00
<b>Division total</b>		-	4.00	(1.00)	3.00	3.00
<b>Housing &amp; Community Development Division</b>	<b>001-3411-554</b>					
<u>Full-time</u>						
Housing Administrator	GE-AA	-	1.00	-	1.00	1.00
Housing Program Specialist II	GE-U			1.00	1.00	1.00
Housing Program Specialist I	GE-P			1.00	1.00	1.00
Housing Assistant	GE-K	-	1.00	-	1.00	1.00
Housing Program Technician	NW-F	-	1.00	(1.00)	-	-
Sub-total:		-	3.00	1.00	4.00	4.00
<b>Division total</b>		-	3.00	1.00	4.00	4.00
<b>Bayfront Community Redev. Agency Division</b>	<b>181-9110-559</b>					
<u>Full-time</u>						
BCRA Administrator	GE-AA	-	1.00	-	1.00	1.00
Sub-total:		-	1.00	-	1.00	1.00
<u>Part-time</u>						
Administrative Secretary	GP-F	-	0.70	-	0.70	0.70
Sub-total:		-	0.70	-	0.70	0.70
<b>Division total</b>		-	1.70	-	1.70	1.70
<b>Community and Economic Dev. Dept</b>		3.00	11.70	-	11.70	8.70



## FY 21 Position Control Plan

DEPARTMENT	Pay Grade	Amended Budget	Adopted Budget	Revisions to	Amended Budget	Change from
DIVISION		FY 2020	FY 2021	FY 2021	FY 2021	FY 2020
POSITIONS (FTEs)						
<b>PARKS AND RECREATION DEPARTMENT</b>						
<b>Administration Division</b>						
<u>Full-time</u>						
Parks and Recreation Director	GE-AN	1.00	1.00	-	1.00	-
Assistant Parks and Rec. Director	GE-AG	1.00	1.00	(1.00)	-	(1.00)
Management Analyst	GE-T	1.00	1.00	-	1.00	-
Administrative Supervisor	GE-R	1.00	1.00	-	1.00	-
Community Outreach Coordinator	GE-Q	1.00	1.00	-	1.00	-
Accountant I	GE-N	1.00	1.00	-	1.00	-
Administrative Secretary	GE-F	1.00	1.00	-	1.00	-
Sub-total:		7.00	7.00	(1.00)	6.00	(1.00)
<b>Division total</b>		7.00	7.00	(1.00)	6.00	(1.00)
<b>Recreation Program</b>						
<u>Full-time</u>						
Recreation Division Manager	GE-AB	1.00	1.00	-	1.00	-
Recreation Supervisor	GE-R	1.00	2.00	-	2.00	1.00
Park Ranger/Naturalist	GE-K	1.00	1.00	-	1.00	-
Recreation Leader	NW-H	1.00	3.00	-	3.00	2.00
Sub-total:		4.00	7.00	-	7.00	3.00
<u>Part-time</u>						
Recreation Aide PT	GP-1A	2.68	3.94	-	3.94	1.26
Special Events Staff	GP-1A	0.25	0.25	-	0.25	-
Maintenance Worker	GP-D	1.40	1.40	-	1.40	-
Customer Service Clerk	GP-C	1.98	1.98	-	1.98	-
Sub-total:		6.31	7.57	-	7.57	1.26
<b>Division total</b>		10.31	14.57	-	14.57	4.26
<b>Parks Maintenance Division</b>						
<u>Full-time</u>						
Parks Division Manager	GE-AB	1.00	1.00	-	1.00	-
Parks Foreman	GE-M	1.00	2.00	-	2.00	1.00
Inventory Control Coordinator	NW-J	1.00	1.00	-	1.00	-
Small Equipment Technician	NB-F	1.00	2.00	-	2.00	1.00
Maintenance Worker II	NB-F	4.00	4.00	-	4.00	-
Maintenance Worker	NB-D	16.00	21.00	-	21.00	5.00
Sub-total:		24.00	31.00	-	31.00	7.00
<b>Division total</b>		24.00	31.00	-	31.00	7.00

DEPARTMENT		Pay Grade	Amended Budget FY 2020	Adopted Budget FY 2021	Revisions to FY 2021	Amended Budget FY 2021	Change from FY 2020
DIVISION							
POSITIONS (FTEs)							
Fred Poppe Regional Park Division			001-4029-572				
<u>Full-time</u>							
Parks Foreman		GE-M	1.00	-	-	-	(1.00)
Small Equipment Technician		NB-F	1.00	-	-	-	(1.00)
Maintenance Worker		NB-D	5.00	-	-	-	(5.00)
	Sub-total:		7.00	-	-	-	(7.00)
	Division total		7.00	-	-	-	(7.00)
Palm Bay Aquatic Center Division			001-4032-572				
<u>Full-time</u>							
Recreation Supervisor		GE-R	1.00	1.00	-	1.00	-
	Sub-total:		1.00	1.00	-	1.00	-
<u>Part-time</u>							
Lifeguard PT		GP-1A	1.26	1.26	-	1.26	-
	Sub-total:		1.26	1.26	-	1.26	-
	Division total		2.26	2.26	-	2.26	-
Whitlock Community Center Division			001-4033-572				
<u>Full-time</u>							
Recreation Supervisor		GE-R	1.00	-	-	-	(1.00)
Recreation Leader		NW-H	2.00	-	-	-	(2.00)
	Sub-total:		3.00	-	-	-	(3.00)
<u>Part-time</u>							
Recreation Aide PT		GP-1A	1.26	-	-	-	(1.26)
	Sub-total:		1.26	-	-	-	(1.26)
	Division total		4.26	-	-	-	(4.26)
GF Divisions total			54.83	54.83	(1.00)	53.83	(1.00)
Parks and Recreation Department Total			54.83	54.83	(1.00)	53.83	(1.00)

## FY 21 Position Control Plan

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

## FY 21 Position Control Plan

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

DEPARTMENT	Pay Grade	Amended Budget	Adopted Budget	Revisions to	Amended Budget	Change from
DIVISION		FY 2020	FY 2021	FY 2021	FY 2021	FY 2020
<b>POSITIONS (FTEs)</b>						
<b>Uniform Services Division</b>		<b>001-5012-521</b>				
<u>Full-time</u>						
Police Commander	GE-AF			2.00	2.00	2.00
Police Commander	GE-AD	2.00	2.00	(2.00)	-	(2.00)
Lieutenant	FOP-LTN	5.00	5.00	-	5.00	-
Sergeant	FOP-SGT	12.00	12.00	-	12.00	-
Police Officer	FOP-PO	100.00	106.00	-	106.00	6.00
Desk/Book Specialist II	NW-M	4.00	4.00	-	4.00	-
Secretary	NW-D	1.00	1.00	-	1.00	-
Sub-total:		124.00	130.00	-	130.00	6.00
Division total		124.00	130.00	-	130.00	6.00
<b>Investigations Division</b>		<b>001-5013-521</b>				
<u>Full-time</u>						
Police Commander	GE-AF			1	1.00	1.00
Police Commander	GE-AD	1.00	1.00	(1.00)	-	(1.00)
Crime Analyst	GE-P	2.00	2.00	-	2.00	-
Lieutenant	FOP-LTN	2.00	2.00	-	2.00	-
Sergeants	FOP-SGT	5.00	5.00	-	5.00	-
Police Officer	FOP-PO	30.00	30.00	-	30.00	-
Crime Scene Technician I	NW-J	4.00	4.00	-	4.00	-
Sub-total:		44.00	44.00	-	44.00	-
Division total		44.00	44.00	-	44.00	-
<b>Communications Center Division</b>		<b>001-5019-521</b>				
<u>Full-time</u>						
Communications Division Manager	GE-X	1.00	1.00	-	1.00	-
Communication Shift Supervisor	NW-P	-	-	3.00	3.00	3.00
Communication Shift Supervisor	NW-M	3.00	3.00	(3.00)	-	(3.00)
Communications Officer	NW-K			20.00	20.00	20.00
Communications Officer Trainee	NW-H			17.00	17.00	17.00
Telecommunicator	NW-H	37.00	37.00	(37.00)	-	(37.00)
Sub-total:		41.00	41.00	-	41.00	-
<u>Part-time</u>						
Communications Officer	GP-K	-	-	0.50	0.50	0.50
Telecommunicator	GP-H	0.50	0.50	(0.50)	-	(0.50)
Sub-total:		0.50	0.50	-	0.50	-
Division total		41.50	41.50	-	41.50	-
<b>Victim Services Division</b>		<b>001-5025-521</b>				
<u>Full-time</u>						
Victim Advocate	GE-K	2.00	2.00	-	2.00	-
Sub-total:		2.00	2.00	-	2.00	-



DEPARTMENT	Pay Grade	Amended Budget FY 2020	Adopted Budget FY 2021	Revisions to FY 2021	Amended Budget FY 2021	Change from FY 2020
DIVISION						
POSITIONS (FTEs)						
Division total		2.00	2.00	-	2.00	-
Police Department Total		250.68	256.68	-	256.68	6.00

## FY 21 Position Control Plan

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

## FY 21 Position Control Plan

DEPARTMENT	Pay Grade	Amended Budget FY 2020	Adopted Budget FY 2021	Revisions to FY 2021	Amended Budget FY 2021	Change from FY 2020
DIVISION						
POSITIONS (FTEs)						
<b>PUBLIC WORKS DEPARTMENT</b>						
<b>Administrative Services Division</b>		<b>001-7011-541</b>				
<u>Full-time</u>						
Public Works Director	GE-AN	1.00	1.00	-	1.00	-
Assistant Public Works Director	GE-AG	1.00	1.00	-	1.00	-
Business Operations Division Manager	GE-AB	1.00	1.00	-	1.00	-
Public Works Accountant	GE-X	1.00	1.00	-	1.00	-
Accountant I	GE-N	1.00	1.00	-	1.00	-
Administrative Assistant	GE-M	1.00	1.00	-	1.00	-
Engineer Technician III	NW-M	-	2.00	-	2.00	2.00
Customer Service Representative	NW-H	-	1.00	-	1.00	1.00
Administrative Secretary	GE-F	1.00	1.00	-	1.00	-
Data Entry Clerk	NW-B			1.00	1.00	1.00
Sub-total:		7.00	10.00	1.00	11.00	4.00
<u>Part-Time</u>						
Data Entry Clerk	GP-B	0.63	0.63	(0.63)	-	(0.63)
Sub-total:		0.63	0.63	(0.63)	-	(0.63)
Division total		7.63	10.63	0.37	11.00	3.37
<b>Engineering &amp; Surveying Services Division</b>		<b>001-7013-541</b>				
<u>Full-time</u>						
City Engineer	GE-AN			1.00	1.00	1.00
City Engineer	GE-AF	-	1.00	(1.00)	-	-
Surveying Superintendent	GE-W	1.00	1.00	-	1.00	-
City Surveyor	GE-V	1.00	1.00	-	1.00	-
Survey Party Chief	GE-M	1.00	1.00	-	1.00	-
Engineering Assistant	NW-N	1.00	1.00	-	1.00	-
Engineering Inspector	NW-N	3.00	3.00	-	3.00	-
GIS Technician I	NW-N	-	1.00	-	1.00	1.00
Engineering Technician II	NW-J	1.00	1.00	1.00	2.00	1.00
Sub-total:		8.00	10.00	1.00	11.00	3.00
<u>Part-Time</u>						
Land Acquisition Coordinator	GP-T	0.40	0.40	-	0.40	-
Sub-total:		0.40	0.40	-	0.40	-
Division total		8.40	10.40	1.00	11.40	3.00
<b>ROW Beautification Division</b>		<b>001-7017-541</b>				
<u>Full-time</u>						
Operations Supervisor	GE-R	1.00	1.00	-	1.00	-
Operations Foreman	GE-M	1.00	1.00	-	1.00	-

DEPARTMENT		Pay Grade	Amended Budget FY 2020	Adopted Budget FY 2021	Revisions to FY 2021	Amended Budget FY 2021	Change from FY 2020
DIVISION							
<b>POSITIONS (FTEs)</b>							
Heavy Equipment Operator I		NB-H	3.00	9.00	-	9.00	6.00
Maintenance Worker		NB-D	13.00	14.00	-	14.00	1.00
Sub-total:			18.00	25.00	-	25.00	7.00
<u>Part-Time</u>							
Heavy Equipment Operator I		GP-H	-	0.63	-	0.63	0.63
Sub-total:			-	0.63	-	0.63	0.63
<b>Division total</b>			18.00	25.63	-	25.63	7.63

### Traffic Operations Division

**001-7026-541**

#### Full-time

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

#### Part-Time

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

#### **Division total**

5.63	5.63	-	5.63	-
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### Infrastructure Division

**001-7034-541**

#### Full-time

Public Works Division Manager		GE-AB	1.00	1.00	-	1.00	-
Operations Division Manager		GE-AB			1.00	1.00	1.00
Operations Superintendent		GE-W	1.00	1.00	-	1.00	-
Operations Supervisor		GE-R	1.00	1.00	-	1.00	-
Heavy Equipment Operator II		NB-K	5.19	5.19	-	5.19	-
Heavy Equipment Operator I		NB-H	1.00	1.00	-	1.00	-
Maintenance Worker		NB-D	10.00	10.00	(1.00)	9.00	(1.00)
Sub-total:			19.19	19.19	-	19.19	-

#### Part-Time

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

#### **Division total**

19.72	19.72	-	19.72	-
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#### **GF Divisions total**

59.38	72.01	1.37	73.38	14.00
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### Solid Waste

#### **Solid Waste Operations**

**471-7036-534**

#### Full-time

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

#### **Division total**

5.00	-	-	-	(5.00)
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DEPARTMENT	Pay Grade	Amended Budget	Adopted Budget	Revisions to	Amended Budget	Change from
DIVISION		FY 2020	FY 2021	FY 2021	FY 2021	FY 2020
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POSITIONS (FTEs)						
Solid Waste Customer Service		471-7037-534				
<u>Full-time</u>						
Customer Service Representative	NW-H	1.00	-	-	-	(1.00)
Sub-total:		1.00	-	-	-	(1.00)
 <u>Part-Time</u>						
Switchboard Operator	GP-6A	0.65	-	-	-	(0.65)
Sub-total:		0.65	-	-	-	(0.65)
Division total		1.65	-	-	-	(1.65)
Solid Waste Division Total		6.65	-	-	-	(6.65)
<hr/>						
Fleet Services Division		521-7070-519				
<u>Full-time</u>						
Fleet Services Manager	GE-AB	1.00	1.00	-	1.00	-
Fleet Services Supervisor	GE-R	2.00	2.00	-	2.00	-
Administrative Assistant	GE-M	1.00	1.00	-	1.00	-
Heavy Equipment Technician	NB-M	6.00	6.00	-	6.00	-
Parts Inventory Specialist	NB-J	1.00	1.00	-	1.00	-
Light Equipment Technician	NB-H	5.00	5.00	-	5.00	-
Sub-total:		16.00	16.00	-	16.00	-
 <u>Part-Time</u>						
Stock Clerk	GP-A	0.50	0.50	-	0.50	-
Sub-total:		0.50	0.50	-	0.50	-
Fleet Division total		16.50	16.50	-	16.50	-
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SWU Engineering & Surveying		461-7081-541				
<u>Full-time</u>						
City Engineer	GE-AF	1.00	-	-	-	(1.00)
Engineer III	GE-AB	1.00	1.00	-	1.00	-
Engineer II	GE-Z	2.00	2.00	-	2.00	-
Engineer I	GE-X	1.00	1.00	-	1.00	-
Survey Party Chief	GE-M	1.00	1.00	-	1.00	-
Engineering Assistant	NW-N	2.00	2.00	-	2.00	-
GIS Technician I	NW-N	2.00	1.00	-	1.00	(1.00)
Engineer Technician III	NW-M	2.00	-	-	-	(2.00)
Survey Transit Operator	NB-F	2.00	2.00	-	2.00	-
Rod & Chain Worker	NB-A	1.00	1.00	-	1.00	-
Sub-total:		15.00	11.00	-	11.00	(4.00)
Division total		15.00	11.00	-	11.00	(4.00)
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SWU Customer Service		461-7082-541				
<u>Full-time</u>						
Customer Service Manager	GE-U	1.00	1.00	-	1.00	-
Engineering Inspector	NW-N	4.00	4.00	-	4.00	-

DEPARTMENT		Pay Grade	Amended Budget FY 2020	Adopted Budget FY 2021	Revisions to FY 2021	Amended Budget FY 2021	Change from FY 2020
DIVISION							
POSITIONS (FTEs)							
Customer Service Representative	NW-H		2.00	1.00	-	1.00	(1.00)
Sub-total:			7.00	6.00	-	6.00	(1.00)
Division total			7.00	6.00	-	6.00	(1.00)
SWU Physical Environment			461-7083-538				
<u>Full-time</u>							
Operations Supervisor	GE-R		1.00	1.00	-	1.00	-
Heavy Equipment Operator II	NB-K		2.00	2.00	-	2.00	-
Heavy Equipment Operator I	NB-H		5.00	2.00	-	2.00	(3.00)
Sub-total:			8.00	5.00	-	5.00	(3.00)
Division total			8.00	5.00	-	5.00	(3.00)
SWU Infrastructure			461-7084-541				
<u>Full-time</u>							
Heavy Equipment Operator II	NB-K		1.81	1.81	-	1.81	-
Heavy Equipment Operator I	NB-H		5.00	2.00	-	2.00	(3.00)
Small Equipment Technician	NB-F		1.00	1.00	-	1.00	-
Maintenance Worker	NB-D		8.00	7.00	-	7.00	(1.00)
Sub-total:			15.81	11.81	-	11.81	(4.00)
<u>Part-Time</u>							
Heavy Equipment Operator I	GP-H		0.63	-	-	-	(0.63)
Sub-total:			0.63	-	-	-	(0.63)
Division total			16.44	11.81	-	11.81	(4.63)
SWU Fund total			46.44	33.81	-	33.81	(12.63)
Public Works Department Total			128.97	122.32	1.37	123.69	(5.28)

## FY 21 Position Control Plan

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

## FY 21 Position Control Plan

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



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

DEPARTMENT	Pay Grade	Amended Budget	Adopted Budget	Revisions to	Amended Budget	Change from
DIVISION		FY 2020	FY 2021	FY 2021	FY 2021	FY 2020
POSITIONS (FTEs)						
<hr/>						
Division total		2.00	-	-	-	(2.00)
<hr/>						
<b>Utilities Compliance Division</b>						
<b>421-8017-536</b>						
<u>Full-time</u>						
Utilities Compliance Division Manager	GE-AB	-	1.00	-	1.00	1.00
Utilities Compliance Specialist	GE-T	-	-	1.00	1.00	1.00
Utilities Community Outreach Coord.	GE-Q	-	1.00	-	1.00	1.00
Utilities Compliance Specialist	GE-P	-	1.00	(1.00)	-	-
Backflow Prevention Technician I	NB-H	-	1.00	-	1.00	1.00
Line Location Technician	NB-H	-	2.00	-	2.00	2.00
Water Quality Technician	NB-F	-	1.00	-	1.00	1.00
Fats, Oils, & Grease Inspector	NW-I	-	1.00	-	1.00	1.00
Sub-total:		-	8.00	-	8.00	8.00
<u>Part-time</u>						
Utilities Intern (Heritage High)	GP-2A			0.44	0.44	0.44
Sub-total:		-	-	0.44	0.44	0.44
Division total		-	8.00	0.44	8.44	8.44
<hr/>						
<b>Laboratory Section</b>						
<b>421-8018-536</b>						
<u>Full-time</u>						
Laboratory Coordinator	GE-P	1.00	1.00	(1.00)	-	(1.00)
Laboratory Technician II	NB-N	1.00	1.00	(1.00)	-	(1.00)
Sub-total:		2.00	2.00	(2.00)	-	(2.00)
Division total		2.00	2.00	(2.00)	-	(2.00)
<hr/>						
<b>Water-Distribution Section</b>						
<b>421-8020-533</b>						
<u>Full-time</u>						
Operations Division Manager	GE-AB	0.50	0.33	-	0.33	(0.17)
Water Distribution Superintendent	GE-W	1.00	1.00	-	1.00	-
Utilities Foreman	GE-O	3.00	3.00	-	3.00	-
Heavy Equipment Operator I	NB-H	2.00	2.00	-	2.00	-
Line Location Technician	NB-H	0.75	-	-	-	(0.75)
Backflow Prevention Technician I	NB-H	1.00	-	-	-	(1.00)
Meter Technician	NB-F	1.00	1.00	-	1.00	-
Water and Sewer Line Maint. Tech	NB-F	6.00	6.00	-	6.00	-
Water Quality Technician	NB-F	1.00	-	-	-	(1.00)
Maintenance Worker	NB-D	8.00	8.00	-	8.00	-
Sub-total:		24.25	21.33	-	21.33	(2.92)
<u>Part-time</u>						
Maintenance Worker PT	GE-D	-	2.25	-	2.25	2.25
Sub-total:		-	2.25	-	2.25	2.25
Division Subtotal:		24.25	23.58	-	23.58	(0.67)
<hr/>						
<b>Water Plant - SRWTF Section</b>						
<b>421-8023-533</b>						
<u>Full-time</u>						
Operations Division Manager	GE-AB	0.34	0.34	(0.34)	-	(0.34)
Water Plant Superintendent	GE-W	1.00	1.00	-	1.00	-

DEPARTMENT	Pay Grade	Amended Budget FY 2020	Adopted Budget FY 2021	Revisions to FY 2021	Amended Budget FY 2021	Change from FY 2020
DIVISION						
POSITIONS (FTEs)						
Treatment Plant Operator Dual Cert.	NB-O	2.00	2.00	-	2.00	-
Treatment Plant Operator "A"	NB-N	1.00	1.00	(1.00)	-	(1.00)
Treatment Plant Operator "B"	NB-M	1.00	1.00	-	1.00	-
Treatment Plant Operator "C"	NB-K	1.00	1.00	1.00	2.00	1.00
Treatment Plant Operator "Trainee"	NB-H	1.00	1.00	-	1.00	-
Sub-total:		7.34	7.34	(0.34)	7.00	(0.34)
Division total		7.34	7.34	(0.34)	7.00	(0.34)
Water Plant - NR Section						
421-8024-533						
Full-time						
Operations Division Manager	GE-AB	0.33	0.33	(0.33)	-	(0.33)
Water Plant Superintendent	GE-W	1.00	1.00	-	1.00	-
Treatment Plant Operator "A"	NB-N	3.00	3.00	-	3.00	-
Treatment Plant Operator "B"	NB-M	-	-	-	-	-
Treatment Plant Operator "C"	NB-K	3.00	3.00	1.00	4.00	1.00
Treatment Plant Operator "Trainee"	NB-H	1.00	1.00	-	1.00	-
Sub-total:		8.33	8.33	0.67	9.00	0.67
Division total		8.33	8.33	0.67	9.00	0.67
Wastewater-Collection Section						
421-8030-535						
Full-time						
Operations Division Manager	GE-AB	0.50	0.33	-	0.33	(0.17)
Wastewater Collection Superintendent	GE-W	1.00	1.00	-	1.00	-
Utilities Foreman	GE-O	3.00	3.00	-	3.00	-
Electrical Technician II	NB-N	-	1.00	-	1.00	1.00
Electrical Technician I	NB-K	-	2.00	-	2.00	2.00
Heavy Equipment Operator II	NB-K	1.00	1.00	-	1.00	-
Camera Truck Operator	NB-J	1.00	1.00	-	1.00	-
Line Location Technician	NB-H	0.25	-	-	-	(0.25)
Maintenance Mechanic	NB-H	4.00	4.00	-	4.00	-
Water and Sewer Line Maint. Tech	NB-F	4.00	4.00	-	4.00	-
Maintenance Worker	NB-D	6.00	6.00	-	6.00	-
Fats, Oils, & Grease Inspector	NW-I	1.00	-	-	-	(1.00)
Sub-total:		21.75	23.33	-	23.33	1.58
Division Subtotal:		21.75	23.33	-	23.33	1.58
Wastewater Plant - NR Section						
421-8034-535						
Full-time						
Operations Division Manager	GE-AB	0.33	0.33	(0.33)	-	(0.33)
Wastewater Plant Superintendent	GE-W	1.00	1.00	-	1.00	-
Treatment Plant Operator "A"	NB-N	3.00	3.00	-	3.00	-
Treatment Plant Operator "B"	NB-M	1.00	1.00	-	1.00	-
Treatment Plant Operator "C"	NB-K	4.00	4.00	(2.00)	2.00	(2.00)
Treatment Plant Operator "Trainee"	NB-H	1.00	1.00	2.00	3.00	2.00
Sub-total:		10.33	10.33	(0.33)	10.00	(0.33)
Division total		10.33	10.33	(0.33)	10.00	(0.33)
Utilities Department Total		148.84	151.44	(1.00)	150.44	1.60

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

## FY 21 Position Control Plan

Full-Time Equivalents by Dept	FY 20	FY 21	Difference
Legislative	9.00	9.00	0.00
City Manager's Office	8.00	5.70	-2.30
City Attorney's Office	12.30	11.96	-0.34
Procurement	7.00	7.00	0.00
Finance	19.00	19.00	0.00
CIT	12.40	14.00	1.60
Human Resources	11.63	11.63	0.00
Building	0.00	34.68	34.68
Growth Management	50.80	18.80	-32.00
Community & Economic Dev.	3.00	11.70	8.70
Parks & Recreation	54.83	53.83	-1.00
Facilities	16.40	17.40	1.00
Police	250.68	256.68	6.00
Fire	131.00	132.00	1.00
Public Works	128.97	123.69	-5.28
Utilities	148.84	150.44	1.60
BCRA	1.70	0.00	-1.70
<b>Total FTE's</b>	<b>865.55</b>	<b>877.51</b>	<b>11.96</b>

Contract/Group	Contract Dates	FY 20	FY 21	Difference
NAGE Blue	10/01/19-09/30/22	193.00	195.00	2.00
NAGE White	10/01/19-09/30/22	148.00	148.00	-
Police Officer	10/01/18-09/30/21	133.00	139.00	6.00
Police Sergeant	10/01/18-09/30/21	19.00	19.00	-
Police Lieutenant	10/01/18-09/30/21	8.00	8.00	-
Fire Rank & File	10/01/18-09/30/21	108.00	109.00	1.00
Fire Supervisors	10/01/18-09/30/21	12.00	12.00	-
General 1	N/A	20.00	22.00	2.00
General 2	N/A	37.00	35.00	(2.00)
General 3	N/A	151.00	152.00	1.00
Part-Time/Council/Emeritus*	N/A	37.05	38.51	1.46
*includes Councilmembers even though FT/PT Citywide includes them in FT for benefits reasons				
	<b>Total FTE's</b>	<b>866.05</b>	<b>877.51</b>	<b>11.46</b>



## LEGISLATIVE MEMORANDUM

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

**FROM:** Suzanne Sherman, City Manager

**THRU:** Larry Wojciechowski, Finance Director

**DATE:** 7/15/2021

**RE:** Resolution 2021-36, amending Resolution 2020-50, adopting the Five-Year Capital Improvements Program for Fiscal Years 2020-2021 through 2024-2025 (third amendment).

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

### **First Capital Improvement Programs (CIP) Amendment Correction:**

1. **Recreation Department** – Project number 20PR01 was not assigned to the appropriation of \$130,000 for Aquatic Center Renovations on Budget Amendment #1, approved 01/21/2021. The correction has been made to both the General Ledger and the Capital Improvement Program – Net Impact \$0.

### **Budget Amendment #3 Modifications:**

1. **Building Department** - Purchase one (1) portable generator for the Building Department's temporary location to remain open and functioning during power-outages; approved by Council 04/01/2021 - **\$139,698**.

2. **Community & Economic Development Department** – Transfer non-capital funds to the Recreation Department to purchase tables for Greater Palm Bay Senior Center; approved by Council 6/3/2021 - **Total CIP Impact \$7,115**.

3. **Community & Economic Development Department** – Community & Economic Development Department – Transfer funds from the Palm Bay Senior Center Project (20CD01) account 3353 (\$556,464) to the Palm Bay Senior Center Project (20CD01) account 3411 \$556,464; and from the Uncommitted & Available Funds (14CDBG) account 3353 (\$90,898) to Uncommitted & Available Funds (14CDBG) account 3411 \$90,898; funding for these projects was still reflected under the Growth Management Department – **Net CIP Impact \$0**.

4. **Fire Department** – Purchase a Life Pack 15 for Fire Station #1 utilizing the awarded Brevard EMS Trust Grant; approved by Council 05/06/2021 - **\$30,905**.

5. **Fire Department** - Purchase a Brush Truck for Fire Station #6; approved by Council 06/03/2021, – **\$180,000**.

6. **Parks & Facilities Department** – Returned unspent funds not utilized for the Fire Station #5 Rebuild project (18FD01) - **(\$861)**.
7. **Parks & Facilities Department** - Funding for the construction of the Fred Poppe Regional Park Disc Golf Course Project (21PR09); approved by Council 04/01/2021 – **\$35,000**.
8. **Parks & Facilities Department** – Additional funding for the playground replacements at Oakview Park and Pollock Park, and construction of a shade structure at Knecht Park - FY 21 Playground Projects (21PR08); approved by Council 06/03/2021 – **\$65,094**.
9. **Recreation Department** - Additional funding for the Aquatic Center Slide Replacement part of the Aquatic Center Renovations project (20PR01); approved by Council 04/15/2021 – **\$33,148**.
10. **Public Works Department** – Funding for an appraisal of 40 feet of additional Right-of-Way (ROW) for the SJHP Intersection & Babcock Street project (21PW06); approved by Council 06/03/2021 - **Portion Impacting CIP \$19,000**.
11. **Public Works Department** – Purchase a SP85 GNSS Single Receiver Kit, \$9,404; ROW Mowing Equipment, \$18,432; and utilize \$5,159 towards to the purchase of a PCMT 8000 Conflict Monitor Tester; approved by Council 06/03/2021 - **Portion Impacting CIP \$32,995**.
12. **Public Works Department** – Close the following Stormwater Utility Projects – **Total CIP Impact (\$2,929,235)**.
- Unit 32 Pipe Replacement Project (19SU09) – (\$118,911).
  - 42 Pipe Replacement Ph III Project (19SU10) - (\$17,770).
  - Unit 11 Pipe Replacement Project (19SU11) - (\$11,702).
  - Unit 15 Pipe Replacement Project (19SU12) - (\$21,826).
  - Unit 23 Culvert Replace Project (19SU13) - (\$347,920).
  - Unit 56 Culvert Replace Project (19SU14) - (\$81,077).
  - FY 20 SWU Program (20SU01) - (\$971,749).
  - Unit 18 Pipe Replacement Project (20SU02) - (\$90,539).
  - Jacobin St @ C-60 Culvert Project (20SU04) - (\$47,948).
  - Waterbury @C-39 Pipe Replacement Project (20SU06) - (\$86,590).
  - Freehold @ C41R Pipe Replacement Project (20SU07) - (\$32,209).
  - Unit 26 Pipe Lining Project (21SU03), - (\$360,501).
  - Unit 39 Pipe Lining/Replacement Project (21SU04- (\$360,493).
  - Unit 38 & 40 Pipe Slip Project (21SU05) - (\$329,000).
  - Unit 35 Pipe Replacement Project (21SU08) - (\$51,000).
  - Northeast Area Project (21SU11) - (\$0.00).
13. **Public Works Department** – Appropriate funds for Change Order #1 to the Unit 35 Road Paving Project (21GO04) to address structural base repairs in several streets; approved by Council 05/06/2021 – **\$246,077**.
14. **Public Works Department** – Transfer funds from the Gasboy System Upgrades - FS4 Project (21PW04) (\$40,000), and (\$55,000) from non-capital funding to support upgrades related to the FASTER window FASTER web software; approved by Council 05/20/2021 – **Portion Impacting CIP \$95,000**.
15. **Public Works Department** – Transfer non-capital funds for the purchase of one (1) new forklift replacing unit/vehicle #6706; approved by Council 05/20/2021 – **Portion Impacting CIP \$62,496**.

**16. Public Works Department** – Open and assign funding to the following G.O. Road Program projects – **Total CIP Impact \$1,844,000.**

- Phase 2 Paving Program for Unit 26 Road Paving Project (21GO08) - \$646,000.
- Phase 2 Paving Program for Unit 38 Road Paving Project (21GO09) - \$165,000.
- Phase 2 Paving Program for Unit 39 Road Paving Project (21GO10) - \$695,000.
- Phase 2 Paving Program for Unit 40 Road Paving Project (21GO11) - \$338,000.

**17. Public Works Department** - Appropriate funds for the Tranter @ C-41 Pipe Replacement Project (21SU15) for pipes/culverts deteriorated past their useful life in 2015; approved by Council 06/03/2021 - **\$285,000.**

**18. Utilities Department** – Appropriate additional funds for the Sanitary Sewer Lining Program (20WS11), Cured-In-Place Pipe (CIPP) Rehabilitation Services; approved by Council 06/03/2021 - **\$14,391.**

**19. Utilities Department** – Appropriate funds for the Lift Station Solar Panels Project (21WS25) for solar panels installations to allow telemetry units to communicate with SCADA system; approved by council 5/20/2021 - **\$20,130.**

**20. Utilities Department** – Appropriate funds for Change Order #1 to the NRWRF Reclaimed Water High Service Pump Area Improvements project (18WS01) to change the scope of services for the telemetry system to include modifications to the electrical, instrument and mechanical details of the project; approved by Council 04/15/2021 - **\$26,871.**

**21. Utilities Department** – Close the following projects – **Total CIP Impact (\$443,091).**

- Utility Land Needs (19WS01) - (\$100,000).
- NRWTP SCADA (20WS04) - (\$160,000).
- NRWTP Perimeter Lighting (21WS01) - (\$247).
- Perimeter Fencing NR Aggr. (21WS04) - (\$40,000).
- Valve Replace – Country Club Project (19WS09) - (\$135,500).
- NRWTP Polymer Skid Replacement Project (21WS11) - (\$7,344).

**22. Utilities Department** - Purchase replacement meter tester; approved by council 6/3/2021- **\$11,625.**

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

##### **1. Utilities Department – Budget Transfer #38**

Transfer funds from the Utilities Water Distribution Division (\$6,552) and the WW Collection Division (\$7,305) to the Utilities Maintenance Division \$13,857 for a vehicle purchase - **\$0.**

##### **2. Utilities Department – Budget Transfer #54**

Transfer funds from Water Utility Services, Building Plants and Facilities (\$51,500) to Sewer/Wastewater Services, Building Plants and Facilities, \$51,500, for the NRWTP Emergency Pond Lining System Project (20WS01). Engineering Services budgeted under incorrect account – **\$0.**

#### **REQUESTING DEPARTMENT:**

Community & Economic Development, Utilities, Public Works, Recreation, Parks and Facilities, Fire Department, Building Department

#### **FISCAL IMPACT:**



Please refer to summary section for capital improvement program impacting details.

**RECOMMENDATION:**

Motion to adopt, by Resolution 2021-##, the Third Amendment to the FY 2021 Capital Improvements Program.

**ATTACHMENTS:**

**Description**

Resolution 2021-36

Resolution 2021-36, Exhibit A

## RESOLUTION 2021-36

**A RESOLUTION OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, AMENDING RESOLUTION 2020-50, AS AMENDED BY RESOLUTION 2021-06 AND 2021-17, ADOPTING THE FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM FOR THE FISCAL YEARS 2020-2021 THROUGH 2024-2025 FOR THE CITY OF PALM BAY, FLORIDA; RESCINDING RESOLUTIONS OR PARTS OF RESOLUTIONS IN CONFLICT HERewith; PROVIDING FOR AN EFFECTIVE DATE.**

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

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

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

**SECTION 1.** Resolution 2020-50, as amended by Resolution 2021-06 and 2021-17, is hereby amended by including additional projects to the Five-Year Community Investment Program for Fiscal Years 2020-2021 through 2024-2025, which are, by reference, incorporated herein as Exhibit 'A'.

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

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

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Robert Medina, MAYOR

ATTEST:

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Terese M. Jones, CITY CLERK

Fund	Department Division	Project Number	Capital Improvements Program Summary	FY 2021 Adopted CIP Budget	FY 2020 to FY 2021 Rollovers	FY 2021 Amendments	New Project Total	FY 2021 Total
Utilities Operating								
421	8010-536-6101	19WS01	Utilities Land Needs		100,000	(100,000)	0	0
421	8011-536-6201	21WS05	Utilities Customer Care Building	150,000			150,000	150,000
421	8014-536-6201	20WS05	NR Aggregate Storage Facility		10,000		10,000	10,000
421	8014-536-6301	20WS02	Security Camera Repl/Upgr		96,360		96,360	96,360
421	8014-536-6323	21WS04	Perimeter Fencing at NR Aggregate Field	13,334		(13,334)	0	0
421	8014-536-6403		New Vehicles - Utilities Department	29,000		2,503	31,503	31,503
421	8017-536-6401		Line Location Tech - Machinery & Equipment	30,000			30,000	30,000
421	8017-536-6403		Line Location Tech - Vehicle	20,000		4,290	24,290	24,290
421	8020-533-6201	20WS05	NR Aggregate Storage Facility		10,000		10,000	10,000
421	8020-533-6322		Meter Services - New Installations	405,000			405,000	405,000
421	8020-533-6323	21WS04	Perimeter Fencing at NR Aggregate Field	13,333		(13,333)	0	0
421	8020-533-6324	20WS03	Cedra Side Meter Removal		45,000		45,000	45,000
421	8020-533-6403		Vehicle Replacement - Nissan NV 200 S	22,850		(6,552)	16,298	16,298
421	8020-533-6403		Eager Beaver B8-DOW Flat Bed Trailer	12,500			12,500	12,500
421	8020-533-6401		Replacement Meter Tester			11,625	11,625	11,625
421	8020-533-6403		New Vehicles - Utilities Department	31,000			31,000	31,000
421	8023-533-6221	18WS04	SRWTP 4 MG to 6MG Expansion		29,512		29,512	29,512
421	8023-533-6407	21WS02	SRWTP SCADA Upgrade	100,000			100,000	100,000
421	8024-533-6221	19WS12	NRWTP Sludge Handling		103,000		103,000	103,000
421	8024-533-6221	20WS01	NRWWTP EMERGENCY POND LIN		51,500	(51,500)	0	0
421	8024-533-6221	20WS04	NRWTP SCADA		160,000	(160,000)	0	0
421	8024-533-6301	21WS01	Perimeter Lighting at NRWTP	12,000		(247)	11,753	11,753
421	8030-535-6201	20WS05	NR Aggregate Storage Facility		10,000		10,000	10,000
421	8030-535-6323	21WS04	Perimeter Fencing at NR Aggregate Field	13,333		(13,333)	0	0
421	8030-535-6327	16WS07	Regional Pump Station #1		1,261,445		1,261,445	1,261,445
421	8030-535-6327	21WS25	Lift Station Solar Panels			20,130	20,130	20,130
421	8030-535-6401		Wacker Neuson 20" 9hp Compactor	5,500		(4,499)	1,001	1,001
421	8030-535-6403		Towmaster T-24 Deck-Over Trailer	22,000		4,114	26,114	26,114
421	8030-535-6404		Vehicle Replacement - Camera Truck	177,695		(7,305)	170,390	170,390
421	8030-535-6404		Caterpillar 430F2 IT Backhoe Loader	136,000			136,000	136,000
421	8030-535-6404		Vac-Con Truck Equipment Enhancements	20,000			20,000	20,000
421	8034-535-6221	17WS13	NRWWTP Clarifier 2 Construction	1,041,427	956,177	448,471	2,446,075	2,446,075
421	8034-535-6221	17WS16	WRF Denitrification Project		3,188,423	59,474	3,247,897	3,247,897
421	8034-535-6221	20WS01	NRWWTP EMERGENCY POND LIN			51,500	51,500	51,500
421	8034-535-6325	21WS03	NRWRF Substandard Force Main	701,500			701,500	701,500
421	8034-535-6401		Club Car Tempo Electric	7,000		2,950	9,950	9,950
Utilities Connections Fee Fund								
423	8021-533-6221	18WS04	SRWTP 4 MG to 6MG Expansion		10,830		10,830	10,830
423	8021-533-6324	20WS07	PM Unit 3 WM Replacement		41,300		41,300	41,300
423	8021-533-6324	20WS08	Mandarin WM Extension & Replacement		68,000		68,000	68,000
423	8021-533-6324	20WS09	Cadez WM Replacement and Upgrade		124,425		124,425	124,425
423	8021-533-6324	21WS22	Eagle Rock Water Main Loop/Upgrade	6,340			6,340	6,340
423	8031-535-6221	16WS05	So Regional Water Reclamation		6,302		6,302	6,302
Utilities Renewal and Replacement Fund								
424	8022-533-6318	17WS22	WELL 17 REHAB		63,878		63,878	63,878
424	8022-533-6318	19WS17	Rehabilitation of Well #10		49,711		49,711	49,711
424	8022-533-6221	14WS02	NRWTP Elevated Walkways		165,930		165,930	165,930
424	8022-533-6221	17WS04	Tsf Filter/Backwash Pump		751,484		751,484	751,484
424	8022-533-6221	18WS06	NRWTP HSP Replacement		616,713		616,713	616,713
424	8022-533-6221	18WS19	Generator and Air Compressor		1,169,327		1,169,327	1,169,327
424	8022-533-6221	19WS07	NRWTP CO2 System	30,000	40,000		70,000	70,000
424	8022-533-6221	19WS08	Sodium Hypo Pump Skid Rep		53,000		53,000	53,000
424	8022-533-6221	19WS10	Nash HSP/MCC Replacement	350,000	721,712		1,071,712	1,071,712
424	8022-533-6221	19WS11	NRWTP Lime Slaking Silo Replacement	670,082	376,742		1,046,824	1,046,824
424	8022-533-6221	21WS08	SRWTP Bleach Tank Replacement	113,900			113,900	113,900
424	8022-533-6221	21WS09	SRWTP Transfer Switch Replacement	63,185			63,185	63,185
424	8022-533-6221	21WS12	NRWTP Treatment Unit #3	75,000			75,000	75,000
424	8022-533-6221	21WS13	NRWTP Elevated Tank Rehabilitation	250,000			250,000	250,000
424	8022-533-6221	21WS14	North Regional RO Plant Rehabilitation	350,000			350,000	350,000
424	8022-533-6221	21WS15	NRWTP 1.0 MG Ground Storage Tank Rehab	50,000			50,000	50,000
424	8022-533-6221	21WS20	NRWTP Actuators on Clearwell Pumps Discharge	50,000			50,000	50,000
424	8022-533-6221	21WS21	South Regional Gutters/Downspouts Replacement	11,400			11,400	11,400
424	8022-533-6222	21WS13	NRWTP Elevated Tank Rehabilitation	250,000		(250,000)	0	0
424	8022-533-6322	21WS16	Replace Large Meter Assemblies	50,000			50,000	50,000
424	8022-533-6322	21WS18	Dual Check Replacement Program	151,800			151,800	151,800
424	8022-533-6322	n/a	Meter Services - Meter Replacements	0	14,228	250,000	264,228	264,228
424	8022-533-6324	19WS02	Public Works Util Relocation		319,205		319,205	319,205
424	8022-533-6324	19WS06	Valve Replacement Program	178,400	76,103		254,503	254,503
424	8022-533-6324	19WS09	Valve Replacement Country Club		135,500	(135,500)	0	0
424	8022-533-6324	19WS13	Fire Hydrant Replacement		334,953		334,953	334,953
424	8022-533-6324	20WS07	PM UNIT 3 WM REPLACEMENT		165,200		165,200	165,200
424	8022-533-6324	20WS08	Mandarin WM Extension and Replacement		17,000		17,000	17,000
424	8022-533-6324	20WS09	Cadez WM Replacement & Upgrades		53,325		53,325	53,325
424	8022-533-6324	20WS10	Pt Malabar Raw WM Replace		127,000		127,000	127,000
424	8022-533-6324	20WS18	Babcock@Wyoming/Valkaria		6,410	(6,410)	0	0
424	8022-533-6324	21WS19	Turkey Creek to Port Malabar WM Replacement	220,000			220,000	220,000
424	8022-533-6324	21WS22	Eaglerock Water Main Upgrade & Looping	6,340			6,340	6,340

Utilities Department

Fund	Department Division	Project Number	Capital Improvements Program Summary	FY 2021 Adopted CIP Budget	FY 2020 to FY 2021 Rollovers	FY 2021 Amendments	New Project Total	FY 2021 Total
424	8032-535-6221	20WS19	NRWWTP 24" Clarifier Valv				0	0
424	8032-535-6221	18WS01	Reuse High Svc Pumps Repl		527,219	26,871	554,090	554,090
424	8032-535-6221	18WS09	WWTP Digester 6 Rehab		2,766		2,766	2,766
424	8032-535-6221	18WS14	WWTP Mechanical Screen		2,765		2,765	2,765
424	8032-535-6221	18WS15	RAS/WAS Pump Rehab		3,686		3,686	3,686
424	8032-535-6221	18WS16	NRWWTP Grit System Rehabilitation	661,000	35,000		696,000	696,000
424	8032-535-6221	21WS11	NRWWTP Polymer Skid Replacement	24,000		(7,344)	16,656	16,656
424	8032-535-6221	20WS21	NRWWTP Clarifier Eq Repla		410,451		410,451	410,451
424	8032-535-6325	14WS07	Cable Lane Sewer Repl		343,198		343,198	343,198
424	8032-535-6325	18WS08	ARV Upgrade Program		114,635		114,635	114,635
424	8032-535-6325	19WS02	Public Works Util Relocation		65,065		65,065	65,065
424	8032-535-6325	20WS11	Sanitary Sewer Lining Program	530,000	13,651	14,391	558,042	558,042
424	8032-535-6325	20WS18	Babcock@Wyoming/Valkaria		6,384	(6,384)	0	0
424	8032-535-6325	21WS06	Replace PM Unit 55 Sanitary Sewer Pumping Systems	350,500			350,500	350,500
424	8032-535-6325	21WS07	Sewer System Repair/Replacement	300,000			300,000	300,000
424	8032-535-6325	21WS10	Replace Force Main Crossings at Various Locations	200,000			200,000	200,000
424	8032-535-6326	20WS12	NRWWTP Reuse Irrigation Rehab		30,000		30,000	30,000
424	8032-535-6327	17WS23	Lift Station #1 Relocate		87,840		87,840	87,840
424	8032-535-6327	18WS10	Lift Stations RTU Replacement		414,968		414,968	414,968
424	8032-535-6327	18WS11	LS Electrical Panel Repl		430,317		430,317	430,317
424	8032-535-6327	18WS21	Lift Station Valve Pit Elimination Program		150,000		150,000	150,000
424	8032-535-6327	20WS14	Lift Station #43		90,000	(34,146)	55,854	55,854
424	8032-535-6327	21WS17	Lift Station #4 and Lift Station #41 Modifications	125,000			125,000	125,000
424	8040-536-6211	21WS21	South Regional Gutters/Downspouts Replacement	23,520			23,520	23,520
Main Line Extension Fee Fund								
425	8021-533-6101	21WS22	Eaglerock Water Main Upgrade & Looping	10,000			10,000	10,000
425	8021-533-6324	19WS15	GARVEY RD WM LINE EXTENSI		215,500		215,500	215,500
425	8021-533-6324	20WS08	MANDARIN WM EXTENS&REPLAC		11,500		11,500	11,500
425	8021-533-6324	20WS15	WALMSLEY ST WM EXTENSION		28,563		28,563	28,563
425	8021-533-6324	20WS16	UNIT 21 WATER SYSTEM LOOP		187,500		187,500	187,500
425	8021-533-6324	21WS22	Eaglerock Water Main Upgrade & Looping	12,681			12,681	12,681
425	8021-533-6324	21WS23	Pace Drive WM Looping			275,000	275,000	275,000
Utilities SRF Loan Fund								
433	8031-535-6221	16WS05	South Regional Water Reclamation Facility	18,938,800	19,972,953	(6,938,800)	31,972,953	31,972,953
Utilities '20 Bond Construction Fund								
434	8021-533-6221	18WS04	SRWTP 4MG to 6MG Expansion			11,448,441	11,448,441	11,448,441
TOTAL UTILITY DEPARTMENT ONLY				27,015,420	34,673,656	4,871,073	66,560,149	66,560,149

Non-Utility Departments

Fund	Department Division	Project Number	Capital Improvements Program Summary	FY 2021 Adopted CIP Budget	FY 2020 to FY 2021 Rollovers	FY 2021 Amendments	New Project Total	FY 2021 Total
Information Technology								
001	2310-519-6413	20IT01	Disaster Recovery Solution Site		160,640	57,076	217,716	217,716
Community & Economic Development								
111	3353-554-6201	14CD01	Homes for Warriors		307,874	(307,874)	0	0
112	3353-554-6201	20CD01	Palm Bay Senior Center		556,464	(556,464)	0	0
112	3353-554-6308	14CDBG	Uncommitted & Available Funds		90,898	(98,898)	-8,000	-8,000
112	3411-554-6201	20CD01	Palm Bay Senior Center			556,464	556,464	556,464
112	3411-554-6308	14CDBG	Uncommitted & Available Funds			98,898	98,898	98,898
114	3353-554-6201	14CD01	Homes for Warriors		95,621		95,621	95,621
127	3353-554-6101	20CD01	Palm Bay Senior Center					
127	3353-554-6201	20CD01	Palm Bay Senior Center					
127	3411-554-6101	20CD10	Voluntary Home Buyout Prg			246,459	246,459	246,459
127	3411-554-6201	20CD10	Voluntary Home Buyout Prg			2,490,260	2,490,260	2,490,260
Building								
451	3120-524-6201	20BD01	Building Department - New Building			493,005	493,005	493,005
451	3120-524-6401	N/A	One (1) Portable Generator			139,698	139,698	139,698
451	3120-524-6403	N/A	Four (4) Building Inspector Vehicle Replacements			84,000	84,000	84,000
451	3120-524-6403	N/A	One (1) Code Compliance Inspector Vehicle			44,000	44,000	44,000
451	3120-524-6403	N/A	Vehicles/IT Cost			52,009	52,009	52,009
451	3120-524-6412	N/A	Plans Scanner/ Printer			26,216	26,216	26,216
451	3320-524-6407	N/A	Track-It (Superion Software)			46,556	46,556	46,556
Facilities								
001	4525-519-6201	18FD01	Fire Station 5 Rebuild		25,177	(861)	24,316	24,316
Growth Management								
451	3320-524-6201	20BD01	Building Department - New Building	493,005		(493,005)	0	0
451	3320-524-6403	N/A	Four (4) Building Inspector Vehicle Replacements	84,000		(84,000)	0	0
451	3320-524-6403	N/A	One (1) Code Compliance Inspector Vehicle	21,000		(21,000)	0	0
451	3320-524-6412	N/A	Plans Scanner/Printer	31,086		(31,086)	0	0
Parks & Recreation								
001	4010-572-6411	N/A	Computer Software		707		707	707
001	4020-572-6401	N/A	Generator for Movie Equipment Trailer			1,199	1,199	1,199
001	4026-572-6301	19PR06	FPRP Sewer Conversion		364,671	101,331	466,002	466,002
001	4026-572-6301	20PR03	Drive through Lightfest		93,242		93,242	93,242
001	4026-572-6332	21PR08	Playground Repls: Liberty, Riviera, Veterans, Oakwood, Knecht and Lynbrook Parks			655,094	655,094	655,094
001	4031-572-6402	N/A	Tables for PB Senior Center			7,115	7,115	7,115
001	4032-572-6301	20PR01	Aquatic Center Renovations		152,724	163,148	315,872	315,872
191	4050-572-6301	21PR01	Riviera Dog Park			150,000	150,000	150,000
192	4050-572-6308	16PK08	Campgrounds @ PB Regional Park		17,717	534,836	552,553	552,553
192	4050-572-6308	18PR04	Wake Forest Basketball Court		255,408		255,408	255,408
192	4050-572-6308	21PR09	FPRP Disc Golf Course			35,000	35,000	35,000
192	4050-572-6332	17PR06	Palm Bay Senior Center Improvements		2,237		2,237	2,237
193	4050-572-6308	16PK08	Campgrounds @ PB Regional Park			462,637	462,637	462,637
301	4090-572-6308	16PK08	Campgrounds @ PB Regional Park		1,683,600	558,492	2,242,092	2,242,092
Fire								
001	6012-522-6201	18FD01	Fire Station 5 Rebuild		60,096		60,096	60,096
001	6012-522-6201	19FD01	Fire Station Hardening Program		322,915		322,915	322,915
001	6012-522-6323	18FD01	Fire Station 5 Rebuild		7,204		7,204	7,204
001	6012-522-6401	N/A	Brevard EMS Trust Grant			30,905	30,905	30,905
001	6012-522-6401	18FD01	Fire Station 5 Rebuild		23,967		23,967	23,967
001	6012-522-6401	19FD01	Fire Station Hardening Program		113,395		113,395	113,395
001	6012-522-6408	19FD02	Fire Dispatch Center		20,980		20,980	20,980
187	6050-522-6403	N/A	Fabricate high-water rescue vehicle for Fire Station #5			6,251	6,251	6,251
188	6050-522-6403	N/A	Fabricate high-water rescue vehicle for Fire Station #5			6,251	6,251	6,251
188	6050-522-6408	19FD02	Fire Dispatch Center		2,143		2,143	2,143
189	6050-522-6403	N/A	Fire Station Brush Truck			180,000	180,000	180,000
190	6050-522-6201	18FD01	Fire Station 5 Rebuild		188,822		188,822	188,822
190	6050-522-6323	18FD01	Fire Station 5 Rebuild		10,000		10,000	10,000
190	6050-522-6401	18FD01	Fire Station 5 Rebuild		66,740		66,740	66,740
190	6050-522-6401	N/A	Air compressor for Fire Station 5			50,000	50,000	50,000
190	6050-522-6403	N/A	Training Vehicle			43,740	43,740	43,740
Police								
101	5040-521-6403	N/A	Light Vehicles - Three (3) Unmarked Police Vehicles		45,269		45,269	45,269
301	5090-521-6201	20PD01	PD Headquarters - Roof Replacement & Shutter Install		224,473		224,473	224,473
183	5050-521-6403	N/A	Six (6) Police Vehicle Replacements			35,110	35,110	35,110
184	5050-521-6403	N/A	Six (6) Police Vehicle Replacements			35,110	35,110	35,110
186	5050-521-6403	N/A	Six (6) Police Vehicle Replacements			140,440	140,440	140,440
Public Works								
001	7013-541-6401	N/A	Purchase SP85 GNSS Single Receiver Kit			9,404	9,404	9,404
001	7017-541-6401	N/A	Purchase ROW Mowing Equipment			18,432	18,432	18,432
001	7026-541-6401	N/A	Purchase PCMT 8000 Conflict Monitor Tester			5,159	5,159	5,159
001	7026-541-6316	21PW01	Eldron & Malabar Signal Respan			40,754	40,754	40,754
001	7026-541-6316	21PW02	Eldron & Malabar Signal Respan			40,000	40,000	40,000
001	7070-519-6401	N/A	Large format printer			44,089	44,089	44,089
197	7050-541-6316	20PW03	Emerson NW & Glencove NW		83,298		83,298	83,298
197	7090-541-6316	18PW01	SJHP TRAFFIC SIGNAL @ MAL		298,289		298,289	298,289
199	7050-541-6303	15PW11	SO. I-95 INTERCHANGE/PKWY		48,548		48,548	48,548
199	7050-541-6303	21PW06	SJHP Intersxn and Babcock			19,000	19,000	19,000
301	7090-539-6306	21PW05	2 NUTRIENT SEP BAFFLE BOX			200,000	200,000	200,000
301	7090-541-6315	18PW02	Safe Routes to Schools		1,988,712		1,988,712	1,988,712
306	7090-541-6303	15PW11	SO. I-95 INTERCHANGE/PKWY		197,644		197,644	197,644
307	7090-541-6304	18RD07	MALABAR RD WIDEN PRELIM		12,450	(12,450)	0	0
307	7090-541-6304	18PW02	Safe Routes to Schools			12,450	12,450	12,450

Non-Utility Departments

Fund	Department Division	Project Number	Capital Improvements Program Summary	FY 2021 Adopted CIP Budget	FY 2020 to FY 2021 Rollovers	FY 2021 Amendments	New Project Total	FY 2021 Total
307	7090-541-6304	21RD01	Road Rejuvenation	1,170,735	303,453		1,474,188	1,474,188
307	7090-541-6315	18PW02	Safe Routes to Schools		6,009		6,009	6,009
308	7090-541-6303	15PW11	SO. I-95 INTERCHANGE/PKWY		466,749		466,749	466,749
309	7090-541-6303	19GO02	GO Bond Eldron Blvd Repaving		3,686		3,686	3,686
309	7090-541-6303	19GO03	GO Bond Unit 41 Repaving		78,868		78,868	78,868
309	7090-541-6303	20GO01	RBP Unit 31 Road Restoration		286,040		286,040	286,040
309	7090-541-6303	20GO02	RBP Unit 32 Road Restoration		167,565		167,565	167,565
309	7090-541-6303	20GO03	Unit 42 Road Paving		3,746,537		3,746,537	3,746,537
309	7090-541-6303	20GO04	Garvey Road Paving		322,216		322,216	322,216
309	7090-541-6303	20GO05	Unit 11 Road Paving		3,699,817	(1,004,622)	2,695,195	2,695,195
309	7090-541-6303	20GO06	Unit 15 Road Paving		2,249,817	(188,972)	2,060,845	2,060,845
309	7090-541-6303	20GO07	Unit 18 Road Paving		3,439,862	(257,556)	3,182,306	3,182,306
309	7090-541-6303	20GO08	Unit 23 Road Paving		4,515,520	(1,166,777)	3,348,743	3,348,743
309	7090-541-6303	20GO09	Unit 56 Road Paving		1,499,877	(137,214)	1,362,663	1,362,663
309	7090-541-6303	20GO10	Port Malabar Road Paving		1,540,186		1,540,186	1,540,186
309	7090-541-6303	20GO11	Emerson Dr NE Paving Phase 1		1,654,323		1,654,323	1,654,323
309	7090-541-6303	20GO12	Unit 5 Road Paving		1,454,009		1,454,009	1,454,009
309	7090-541-6303	20GO13	Unit 46 Road Paving		2,595,940		2,595,940	2,595,940
309	7090-541-6303	20GO14	Unit 24 Road Paving		6,686,829		6,686,829	6,686,829
309	7090-541-6303	20GO15	Unit 25 Road Paving		8,954,748		8,954,748	8,954,748
309	7090-541-6303	20GO16	Pt Malabar Paving East		1,690	1,416,681	1,418,371	1,418,371
309	7090-541-6303	20GO17	Unit 17 Road Paving		2,001,306		2,001,306	2,001,306
309	7090-541-6303	21GO01	Unit 1, 2 & 3 Road Paving - additional rollover			1,214,767	1,214,767	1,214,767
309	7090-541-6303	21GO02	Unit 4 Road Paving			2,497,411	2,497,411	2,497,411
309	7090-541-6303	21GO03	Unit 27 Road Paving			44,928	44,928	44,928
309	7090-541-6303	21GO04	Unit 35 Road Paving			616,749	616,749	616,749
309	7090-541-6303	21GO05	Unit 43 Road Paving			156,720	156,720	156,720
309	7090-541-6303	21GO06	Unit 47 Road Paving			120,680	120,680	120,680
309	7090-541-6303	21GO08	Unit 26 Road Paving			646,000	646,000	646,000
309	7090-541-6303	21GO09	Unit 38 Road Paving			165,000	165,000	165,000
309	7090-541-6303	21GO10	Unit 39 Road Paving			695,000	695,000	695,000
309	7090-541-6303	21GO11	Unit 40 Road Paving			338,000	338,000	338,000
461	7083-538-6309	18SU14	Harper Blvd @ C-18 Culvert		108,927		108,927	108,927
461	7083-538-6309	19SU04	PH II PIPE RPLCMT UNIT 42		51,815	(51,815)	0	0
461	7083-538-6309	19SU09	Unit 32 Pipe Replacement		118,911	(118,911)	0	0
461	7083-538-6309	19SU10	Unit 42 Pipe Replacement Ph III		17,770	(17,770)	0	0
461	7083-538-6309	19SU11	Unit 11 Pipe Replacement		13,583	(11,702)	1,881	1,881
461	7083-538-6309	19SU12	UNIT 15 PIPE REPLACEMENT		21,826	(21,826)	0	0
461	7083-538-6309	19SU13	UNIT 23 CULVERT REPLACE		348,119	(347,920)	199	199
461	7083-538-6309	19SU14	UNIT 56 CULVERT REPLACE		81,077	(81,077)	0	0
461	7083-538-6309	20SU01	FY 20 SWU PROGRAM		971,749	(971,749)	0	0
461	7083-538-6309	20SU02	UNIT 18 PIPE REPLACEMENT		90,539	(90,539)	0	0
461	7083-538-6309	20SU03	POLLACK PARK STORMWATER		740	(740)	0	0
461	7083-538-6309	20SU04	JACOBIN ST @ C-60 CULVERT		47,948	(47,948)	0	0
461	7083-538-6309	20SU06	WATERBURY @C-39 PIPE REPL		474,759	(86,590)	388,169	388,169
461	7083-538-6309	20SU07	FREEHOLD @ C41R PIPE REPL		221,509	(32,209)	189,300	189,300
461	7083-538-6309	20SU10	GALLASH @ C-14 CULVERT		29,563		29,563	29,563
461	7084-541-6309	20SU12	Malabar Road Drainage		482,073	676,153	1,158,226	1,158,226
461	7083-538-6309	20SU13	Unit 24 Pipe Replacement		30,000		30,000	30,000
461	7084-541-6309	20SU13	Unit 24 Pipe Replacement		374,981		374,981	374,981
461	7084-541-6309	20SU14	Unit 25 Pipe Replacement		634,251		634,251	634,251
461	7084-541-6309	20SU15	Emerson @ C51 Culvert Replacement		308,500		308,500	308,500
461	7084-541-6309	20SU17	Unit 2 Pipe Replacement	240,000	116,930		356,930	356,930
461	7084-541-6309	20SU18	Unit 4 Pipe Replacement	280,000	171,795		451,795	451,795
461	7084-541-6309	20SU20	Unit 5 Pipe Replacement		64,148		64,148	64,148
461	7084-541-6309	20SU25	Unit 43 Pipe Replacement		33,431		33,431	33,431
461	7084-541-6309	20SU26	Unit 47 Pipe Replacement		30,431		30,431	30,431
461	7084-541-6309	20SU27	Pipe Replacement NE Area	556,000	3,436		559,436	559,436
461	7084-541-6309	21SU01	Unit 17 Pipe Replacement	630,000		(630,000)	0	0
461	7084-541-6309	21SU02	Unit 20 Pipe Replacement	488,000			488,000	488,000
461	7084-541-6309	21SU03	Unit 26 Pipe Lining	361,000		(360,501)	499	499
461	7084-541-6309	21SU04	Unit 39 Pipe Lining & Replacement	362,000		(360,493)	1,507	1,507
461	7084-541-6309	21SU05	Unit 38 & 40 Pipe Lining	329,000		(329,000)	0	0
461	7084-541-6309	21SU06	Port Malabar Pipe Replacement	51,000		(51,000)	0	0
461	7084-541-6309	21SU07	Unit 27 Pipe Replacement	51,000		(51,000)	0	0
461	7084-541-6309	21SU08	Unit 35 Pipe Replacement	51,000		(51,000)	0	0
461	7084-541-6309	21SU09	Unit 43 Pipe Replacement	51,000		(51,000)	0	0
461	7084-541-6309	21SU10	Unit 47 Pipe Replacement	51,000		(51,000)	0	0
461	7084-541-6309	21SU11	Northeast Area (repair failed street crossing pipes)				0	0
461	7084-541-6309	21SU12	Country Club Units (repair failed street crossing pipes)	556,000			556,000	556,000
461	7084-541-6309	21SU13	Cured in Place Pipes	300,000			300,000	300,000
461	7084-541-6309	21SU14	Danr Drainage Ditch			63,600	63,600	63,600
461	7084-541-6309	21SU15	TRANTER @ C-41 PIPE REPLC			285,000	285,000	285,000
521	7070-519-6401	N/A	Replace forklift			62,496	62,496	62,496
521	7070-519-6401	N/A	Replace fleet vehicle lifts (3)			40,000	40,000	40,000
521	7070-519-6401	N/A	Tractor with side cutter head attachment			150,000	150,000	150,000
521	7070-519-6401	N/A	Overhead crane fleet heavy equipment			20,000	20,000	20,000
521	7070-519-6221	21PW03	Gasboy System Upgrades - Malabar/Main St			26,000	26,000	26,000
521	7070-519-6221	21PW04	Phase 1: Gasboy system and tank upgrades - FS4	40,000		(40,000)	0	0
521	7070-519-6403	N/A	Lease Purchase - 13 Police Vehicles & Supplies		549,469	328,304	877,773	877,773
521	7070-519-6403	N/A	Lease Purchase - Fire Apparatus		1,278,000		1,278,000	1,278,000
521	7070-519-6403	N/A	Six (6) Police Vehicle Replacements	177,000		(177,000)	0	0
521	7070-519-6403	N/A	Squad truck, Silverado crew cab & brush truck retrofit			134,000	134,000	134,000
521	7070-519-6403	N/A	Vehicle for new Construction Project Manager position			23,371	23,371	23,371
521	7070-519-6403	N/A	Four (4) truck replacements for Parks Department			109,000	109,000	109,000
521	7070-519-6403	N/A	Additional costs associated with Police Vehicle Replacements			21,646	21,646	21,646
521	7070-519-6403	N/A	Bucket Lift Truck for traffic operations			150,000	150,000	150,000
521	7070-519-6403	N/A	Vehicle for new Operations Division Manager position			27,250	27,250	27,250
521	7070-519-6404	N/A	Rubber Tire Excavator CAT 315 for Pipe Program			160,000	160,000	160,000
521	7070-541-6404	N/A	Construction Vehicle			17,247	17,247	17,247
521	7070-541-6407	N/A	Software Upgrades			95,000	95,000	95,000
			TOTAL NON-UTILITY DEPARTMENTS	6,373,826	59,873,252	9,828,022	76,075,100	76,075,100

Non-Utility Departments

Fund	Department Division	Project Number	Capital Improvements Program Summary	FY 2021 Adopted CIP Budget	FY 2020 to FY 2021 Rollovers	FY 2021 Amendments	New Project Total	FY 2021 Total
Bayfront Community Redevelopment Agency (BCRA)								
			N/A				0	0
			TOTAL BAYFRONT COMMUNITY REDEVELOPMENT AGENCY (BCRA)	0	0	0	0	0
			COMBINED TOTAL UTILITY & NON-UTILITY	33,389,246	94,546,908	14,699,095	142,635,249	142,635,249



## LEGISLATIVE MEMORANDUM

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

**FROM:** Suzanne Sherman, City Manager

**THRU:** Juliet Misconi, Acting Public Works Director

**DATE:** 7/15/2021

**RE:** Consideration of an amendment to the Interlocal Agreement with Brevard County regarding the St. Johns Heritage Parkway and Babcock Street intersection for an extension to the right-of-way acquisition.

### **Background on the Agreement:**

On February 6, 2020, City Council approved the St. Johns Heritage Parkway and Babcock Interlocal Agreement (ILA). Subsequently, Brevard County Board of County Commissioners approved the ILA on April 21, 2020, and the Agreement was recorded on April 30, 2020, which serves as the effective date.

The intersection project has three phases. Phase 3, per the ILA (paragraph 6), "Means the third phase of the Intersection Project. The City shall construct and maintain an improved intersection and widen Babcock Street to include turn lanes, deceleration lanes, sidewalks, drainage, and the installation of a mast arm traffic signal system at said intersection in substantial conformance with the 100% plans approved in County Right-of-Way/Easement Permit No. 20RW00081, attached hereto as Exhibit C...Additional right-of-way acquisition is needed for this phase." Paragraph 8 of the ILA describes the right-of-way (ROW) acquisition: "City shall be responsible for acquisition of all right-of-way within City limits that may be necessary for Phase 3 of the Intersection Project." Paragraph 12 of the ILA delineates timing. In particular, 12(c) states, "December 31, 2021: The City shall complete acquisition of all right-of-way for Phase 3." Finally, Paragraph 12 of the ILA, last sentence, indicates extension dates: "Timeline dates agreed to herein may be extended by written agreement of both parties at least ninety days prior to the date of the specific item." Based on this deadline, both parties must agree to an extension no later than September 31, 2021.

### **Permit Modification**

The City's permitted and approved design, Exhibit C to the Agreement, included the acquisition of several parcels. In May of 2021, negotiations failed with the landowner in the southwest of the intersection improvement. Rather than consider eminent domain, the City Engineer modified the intersection design to shift and avoid that parcel, which was resubmitted to Brevard County Public Works and approved by the County on June 28, 2021. In accordance with the PD&E study performed by Brevard County for the future widening of Babcock Street, and the limits delineated in our permit, the City must acquire 180' width of ROW. On June 3, 2021, Council authorized the use of Transportation Impact Fee (TIF) funds for the appraisal services needed.



### **ROW Challenges and Need for Extension**

Staff is actively pursuing negotiations with the landowner of the remaining property needed for ROW acquisition. Staff has advised the landowner of the needed width. The landowner is having a contracted surveyor develop legal descriptions, which the City Survey division will verify. Once verified, the City will obtain a quote for appraisal services of the property needed for ROW acquisition as described in the ILA, negotiate a price in exchange for TIF credits with the landowner(s) and present an agreement for Council approval.

There are several challenges that impact the timeliness of the ROW acquisition. First, due to the current real estate market, appraisal services are significantly delayed. Just in the last few months, time for an appraisal has already increased from thirty days to forty-five days. In addition, there are several other landowner and development changes in process. The Growth Management Department is spearheading Developer Agreements for both a residential development and a commercial development on the east and west sides of Babcock Street that impact the ROW acquisition. In addition, the landowner is simultaneously engaged in sale of parcels within the area of the intersection due to those developments. Considerations include the number of landowners; whether the landowner(s) change prior to the appraisal, during the appraisal, or prior to approval of an agreement; the timing of the developer agreements; and the negotiation of a selling price in exchange for TIF credits.

### **Preemptive Approach**

Staff does anticipate acquiring the parcels by the December 31, 2021 deadline. However, the complexity of the acquisition as well as the procedural requirement for the City (at a Council Meeting) and County (at a Board of County Commissioners Meeting) to authorize a request for extension by September 31, 2021, staff recommends preemptively pursuing the extension. To mitigate any concerns, City staff met with County Management and Public Works staff on June 28, 2021, and delineated the challenges. County staff verbally agreed to consider a 120-day extension (April 30, 2022) of the ROW acquisition. In addition, the County Attorney's Office and County Public Works presented additional language to allow for a second 90-day extension, if needed, at the administrative level: "If not completed by [December 31, 2021], the CITY shall submit a written request seeking an extension of the acquisition deadline to the County Manager's Office at least thirty calendar days prior to said deadline. The County Manager is authorized to grant two time extensions: (1) the first is up to an additional 120 days; and (2) the second is up to an additional 90 days. The granting of such extensions shall not be unreasonably withheld by the COUNTY. Any subsequent extensions must be granted by the Brevard County Board of County Commissioners." City staff approves of this language change. If approved by Council, County staff had agreed to place this Amendment for consideration on the Brevard County Board of County Commission Agenda, tentatively for the August 3, 2021 Regular Meeting.

Note that at this time, the City does not plan to extend any other deadlines, including the full construction of the intersection by December 31, 2023.

### **REQUESTING DEPARTMENT:**

Public Works

### **FISCAL IMPACT:**

There is no Fiscal Impact to this motion. Council previously authorized appropriation of \$19,000, for the appraisal and project incidentals from FY21 Transportation Impact Fee (TIF) Fund into G/L#199-7050-541-6303 Road Projects, Project 21PW06.

### **RECOMMENDATION:**

Motion to approve the Amendment to Interlocal Agreement Regarding St. Johns Heritage Parkway Intersection and Babcock Street and execute the Amendment, following Brevard County Board of County Commissioners

approval.

**ATTACHMENTS:**

**Description**

**Amendment to Interlocal Agreement regarding St Johns Heritage Parkway Intersection and Babcock St**

**Legislative Memorandum for the ILA, February 6, 2020**

**Interlocal Agreement - St. Johns Heritage Parkways Intersection and Babcock Street**

# **AMENDMENT TO INTERLOCAL AGREEMENT REGARDING ST JOHNS HERITAGE PARKWAY INTERSECTION AND BABCOCK STREET**

**THIS AMENDMENT TO INTERLOCAL AGREEMENT REGARDING ST JOHNS HERITAGE PARKWAY INTERSECTION AND BABCOCK STREET** ("Amendment") is made and entered into the date of last signature below by and between Brevard County, Florida, a political subdivision of the State of Florida, hereinafter referred to as the "COUNTY", and the City of Palm Bay, Brevard County, Florida, hereinafter referred to as the "CITY".

## **WITNESSETH:**

**WHEREAS**, the COUNTY and the CITY entered into an Interlocal Agreement pursuant to Chapter 163, Part 1, Florida Statutes, regarding St. Johns Heritage Parkway Intersection and Babcock Street, entered into on the 30th day of April, 2020, as recorded in Public Records of Brevard County Florida at Official Record Book 8730, Page 998, hereinafter referred to as "Original ILA"; and

**WHEREAS**, the Original ILA was entered into by the parties in order to facilitate the completion of intersection improvements at Babcock Street and the newly constructed St. Johns Heritage Parkway, defined below as Intersection Project, and complete the future widening of Babcock Street south of Malabar Road; and

**WHEREAS**, the Original ILA set out certain deadlines and dates by which the CITY would acquire right-of-way for Phase 3 of the Intersection Project which was the subject of the Original ILA; and

**WHEREAS**, the Original ILA provided that an extension to said deadlines may be agreed to in writing by the parties, at least ninety days prior to the date of the specific item; and

**WHEREAS**, the CITY and the COUNTY have agreed to modify the Original ILA for the purpose of extending said dates for the CITY to complete acquisition of the right-of-way for Phase 3 of the Intersection Project; and

**WHEREAS**, the COUNTY and the CITY have agreed to modify only certain sections of the Original ILA as stated herein and restate all remaining Original ILA terms and conditions.

**NOW, THEREFORE**, for and in consideration of the terms, conditions and mutual covenants contained herein and for other good and valuable consideration received by each party, the sufficiency of which is hereby acknowledged, the COUNTY and the CITY acknowledge and agree as follows:

1. **Recitals.** The above recitals are true and correct and by this reference are hereby incorporated into and made an integral part of this Amendment.
2. **Amendment.** Item 12(c) of the Original ILA is hereby amended as follows:  
  
December 31, 2021: The City shall complete acquisition of all right-of-way for Phase 3. If not completed by this date, the CITY shall submit a written request seeking an extension of the acquisition deadline to the County Manager's Office at least thirty calendar days prior to said deadline. The County Manager is authorized to grant two time extensions: (1) the first is up to an additional 120 days; and (2) the second is up to an additional 90 days. The granting of such extensions shall not be unreasonably withheld by the COUNTY. Any subsequent extensions must be granted by the Brevard County Board of County Commissioners.
3. **Counterparts.** This Amendment may be executed in two (2) or more counterparts, each of which shall be taken to be an original, and all collectively deemed to be one (1) instrument.
4. **Ratification.** Except as modified herein, the COUNTY and the CITY hereby represent and warrant that the Original ILA remains in full force and effect and is hereby reaffirmed and ratified by both the COUNTY and the CITY.
5. **Effective Date and Recording.** Pursuant to Chapter 163, Florida Statutes, the effective date of this Amendment shall be the date on which it is recorded with the Clerk of the Circuit Court in and for Brevard County. The COUNTY shall be responsible for recording a fully executed original of this Amendment in the public records of Brevard County, and shall return a recorded copy of the Amendment to the CITY.

**[SIGNATURE PAGE TO FOLLOW]**

IN WITNESS WHEREOF, the parties hereto have subscribed their names and have caused this Amendment to be executed by their duly authorized representatives.

Attest:

**City of Palm Bay, Florida**

\_\_\_\_\_  
Terese Jones, City Clerk

By: \_\_\_\_\_  
Robert Medina, Mayor-Commissioner  
Date: \_\_\_\_\_

Attest:

**Brevard County, Florida**

\_\_\_\_\_  
Rachel Sadoff, Clerk

By: \_\_\_\_\_  
Rita Pritchett, Chair  
As approved by the Board on: August  
3, 2021

Reviewed for Legal Form and Content  
for Brevard County, Florida:

  
Assistant County Attorney



## LEGISLATIVE MEMORANDUM

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

**FROM:** Lisa Morrell, City Manager

**DATE:** February 6, 2020

**RE:** Interlocal Agreement with Brevard County for St. Johns Heritage Parkway and Babcock Street Intersection

### **Pertinent Background:**

When the Notice to Proceed was issued to Community Asphalt on March 19, 2018 for the construction of the St. Johns Heritage Parkway (SJHP) connection to I-95, previous City staff had not secured a Brevard County Right-of-Way (ROW) access permit, also known as a driveway permit, to connect to Babcock Street, a county-owned road. This permit is necessary for the completion of the SJHP and provides the permission for the City to open the road to traffic.

In early 2019, the new City leadership team began working to resolve multiple issues with the SJHP project. In addition to the lack of a County permit, additional issues included incomplete designs for the roadway and the intersection, coordination issues with developers, and the discovery that former staff in September 2018 had removed 500 feet from the project connection to Babcock. Coordination efforts took the forefront as City staff began working with all involved parties to resolve these issues. Progress included finalizing the roadway design so that construction could be completed, approval by City Council of Community Asphalt Change Order No. 2 on September 19, 2019 to add the 500 feet back into the project, and the conceptual approval by County staff for the intersection designs.

City staff also began working with County staff on an Interlocal Agreement (ILA) to document the conditions Brevard County wanted tied to the permit, as well as to provide for the previously discussed County contribution of \$1.5 Million in support of the project.

Staff presented the Interlocal Agreement (ILA) item to City Council for discussion at their October 17, 2019 meeting, and subsequently City Council scheduled a Special Council meeting on October 21, 2019 to deliberate further. At the time, City Council expressed concerns about taking over responsibility for county-owned Babcock Street, and the City Attorney advised that establishing a separate agreement could create the potential for conflict with the existing Joint Planning Agreement executed in 2016. Council direction to staff was to await a decision by the County at their meeting on October 22, 2019. Brevard County Commission, at their October 22, 2019 meeting, chose to remove the budgeted \$1.5 Million from the St. Johns Heritage Parkway (SJHP) project and to reallocate it to paving work on south Babcock Street.

Subsequently, staff continued coordination efforts with the County, further modifying intersection designs and phasing plans based on County feedback. As City staff neared the end of the design process, on December 9, 2019, County staff provided a formal list of seven permit conditions and requested a letter from the City agreeing to these conditions before the County would issue the permit. Most of the permit conditions were concepts that had been previously discussed and included in earlier versions of the ILA. The last permit condition was not acceptable to the City as written, but City staff responded with a letter on December 10, 2019, providing acknowledgement pending City Council approval and funding, and a pledge to continue working collaboratively with the County. The County response letter, received on December 13, 2019, indicated that the permit would not be issued until an ILA approved by both governing bodies was completed (Attachment 1).

### **Proposed Interlocal Agreement:**

The attached ILA (Attachment 2) includes the following key deal points:

- **Permit Issuance:** Within five days of the effective date of the Agreement, the County will issue the permit to the City to allow the City to complete construction of the SJHP connection to Babcock Street.
- **Intersection Project:** The Agreement includes criteria related to the Intersection Project, which is necessary for the immediate temporary opening of the SJHP connection as well as the future widening of the intersection.

- **Future Project:** The Agreement also includes criteria related to the Future Project, which is the future widening of Babcock Street south of Malabar Road. The 2016 Joint Planning Agreement between the City and County provides that the City takes over responsibility for segments of Babcock within 6 months after any four-laning project is completed.
- **Intersection Phasing:** The City will fund, construct, and maintain the intersection in three Phases:
  - Phase 1 is a temporary opening condition with a span wire traffic signal with no turn lanes and no additional right-of-way or stormwater retention needed.
  - Phase 2 is to be completed by December 31, 2020 and includes a single southbound left turn lane.
  - Phase 3 is to be completed by December 31, 2023 and includes a fully widened four lane intersection with turn lanes and a mast arm traffic signal system. The City is responsible for all necessary right-of-way acquisition, permits, and utilities relocation necessary for the project.
- **City Ownership of Babcock/SJHP Intersection:** Upon the effective date of the Agreement, the City will take ownership of the Intersection portion of the project within City limits necessary to complete the project and will take responsibility for maintenance of the portion outside of City limits. Annexation of the portion of the roadway within City limits is also included. The entire project length is 1.03 miles or 5,425 linear feet and extends roughly a half-mile north and a half-mile south of the SJHP intersection with Babcock.
- **City Construction of Intersection Outside of City Limits:** From the centerline of the SJHP, the southern portion of the intersection is 2,872 feet, however City limits only extend 398 feet; the remaining 2,474 feet are located in unincorporated Brevard County. The City has requested consideration by the County to provide funding toward the portion of the intersection necessary outside of City limits.
- **Set Aside of Future Transportation Impact Fees:** For the Future Project, the City and County both agree to set aside 50% of the transportation impact fees received for any new development in the south part of their respective jurisdictions. Impact fee credits for this set aside portion can be used for future Babcock widening needs, including right-of-way, design and construction, stormwater retention, floodplain compensation, and environmental



mitigation. The City set aside of transportation impact fees will only occur following the payment of existing debt and impact fee obligations.

- **Disclosure of Impact Fee Agreements:** The County and the City will disclose any existing debt or agreements that would impact the amount of impact fees collected under this Agreement. The County and City will provide each other an itemized accounting of all collections and expenditures and agree to disclose any pertinent future impact fee credit agreements, prior to legislative action by either body.
- **Participation of Other Agencies:** The County will work with the towns of Malabar and Grant-Valkaria to negotiate a similar arrangement regarding their transportation impact fees for the Future Project.
- **JPA Coordination:** The County and the City will follow the Development Order Application process as established in the Joint Planning Agreement, dated July 26, 2016. Staff is requesting input and direction from City Council, and approval of the Interlocal Agreement. If approved, Brevard County staff have indicated this item will be heard by Brevard County Commissioners on February 11, 2020.

#### REQUESTING DEPARTMENTS:

City Manager's Office/Public Works Department

#### FISCAL IMPACT:

- **Temporary Traffic Signal:** The opening day design requires the installation of a span wire traffic signal. At their November 7, 2019 meeting, City Council previously authorized staff to procure the signal at a project cost of \$49,746.12.
- **Finishing the Connection to Babcock:** Completing the unfinished portion (96 feet) of the SJHP to connect to Babcock is estimated at \$45,679.99. Funding in the amount of \$50,000 will need to be appropriated from Transportation Impact Fees, Nexus 32909 to cover the cost.
- **Phase 2 Southbound Left Turn Lane:** The engineer's estimate of the construction of the turn lane is \$193,900. Per the ILA, completion is due by December 31, 2020.
- **Phase 3 Full Intersection:** The County-approved design to construct a 1.03 mile four-lane intersection has an initial estimated construction cost of over \$7 million. Additional value

February 6, 2020

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engineering is expected to reduce this amount. Other costs related to permitting and mitigation are likely but not estimated at this time. This phase is to be completed by December 31, 2023.

- **Right-of-Way Acquisition:** The right-of-way needed for the Intersection is estimated by staff to cost approximately \$100,000 for the 1.03 mile segment. A professional appraisal service will be obtained to perform the fair market valuation of the ROW properties with formal executed agreements with property owners.
- **Intersection Maintenance Costs:** As the roadway will have been improved and newly constructed, the level of service (LOS) of maintenance of mowing; to include but not limited to: edging, weed-eating, trash removal, tree trimming, street sweeping is estimated by city staff to cost \$40,000-\$50,000 annually. Future pavement rejuvenation is estimated cost \$13,000 for the segment, which will be necessary within the first few years after initial construction.

#### **RECOMMENDATION:**

Motion for Council approval of 1) the St. Johns Heritage Parkway and Babcock Interlocal Agreement; and 2) authorization to budget and appropriate \$50,0000 Transportation Impact Fees, Nexus 32909, to complete the paving of the last 96 feet of the SJHP upon acceptance of the agreement by the Brevard County Commissioners.

Attachments: (available upon request)

1: Letters from City and County Regarding Permit Conditions

2: Interlocal Agreement

SS/ab

## INTERLOCAL AGREEMENT

### ST. JOHNS HERITAGE PARKWAY INTERSECTION AND BABCOCK STREET

This Agreement, made and entered into by and between the Brevard County, Florida, a political subdivision of the State of Florida, hereinafter referred to as "County" and the City of Palm Bay, Brevard County, Florida, hereinafter referred to as "City".

#### **Recitals**

WHEREAS, the City desires to complete intersection improvements at Babcock Street and the newly constructed St. Johns Heritage Parkway, defined below as Intersection Project; and

WHEREAS, the County and City jointly agree that the success of the future widening of Babcock Street south of Malabar Road will require joint partnership, planning, and resource allocations to complete the project for the benefit of the public; and

WHEREAS, the County and the City have entered into a Joint Planning Agreement, dated July 26, 2016 and as recorded in ORB 8514, PG 1709 of the Official Records of Brevard County, Florida which includes, as part of Exhibit C of the Joint Planning Agreement, an agreement that the City will accept maintenance responsibility for segments of Babcock Street within six months after four-laning is complete; and

WHEREAS, the County and the City have agreed that it is in the best interest of both parties that the City will take ownership of the portion of Babcock Street necessary for the Intersection Project.

NOW THEREFORE, the County and City covenant and agree that they have full power and authority to enter into this Agreement and bind their respective governmental entities as follows:

#### **1. Recitals**

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

#### **2. Statutory Authority**

This Agreement shall be considered an Interlocal Agreement pursuant to authority of Florida Statutes, Chapter 163, Part 1, 2013.

### 3. Existing Joint Planning Agreement

This Agreement is not intended to replace the Joint Planning Agreement (J.P.A.) between the County and the City, dated July 26, 2016 and as recorded in ORB 8514, PG 1709 of the Official Records of Brevard County, Florida. Pursuant to Article III, Section 9 of the J.P.A. future transfers of right-of-way require a separate agreement. This Agreement shall fulfill the requirements of the J.P.A. in regards to maintenance and ownership transfers of Babcock Street from the County to the City.

## Definitions

### 4. Development

Shall be defined as set forth in Sections 163.3164(13), Florida Statutes (2002), as amended or superseded from time to time.

### 5. Future Project

Widening of Babcock Street from south of Micco Road (Deer Run Road) to Malabar Road from the current two-lane roadway to a four-lane roadway, a distance of approximately nine miles, as shown in Exhibit E and included for illustrative purposes only, to include associated improvements such as identified in the Florida Department of Transportation (F.D.O.T.) Project Development and Environment Study (P.D.& E.) Study, and as amended, Financial Project No. 437204-1.

- a. This Agreement does not address ownership and maintenance of the Interstate 95 bridge overpass on Babcock Street currently owned and maintained by F.D.O.T. There are no commitments made by the City and County to assume ownership and maintenance responsibility for the Interstate 95 bridge overpass.

### 6. Intersection Project

Means those intersection improvements that the City shall construct at the St. Johns Heritage Parkway (S.J.H.P.) and its intersection with Babcock Street and further defined in this Section as Phases 1, 2 and 3.

#### Phase 1

Means the first phase of the Intersection Project. The City shall construct and maintain an at grade three leg intersection to allow for the temporary opening of the St. Johns Heritage Parkway to traffic. Improvements to include the installation of a span wire traffic signal at said intersection in substantial conformance with the 100% plans approved in County Right-of-Way/Easement Permit No. 19RW00460, attached hereto as Exhibit A. No additional right-of-way or stormwater infrastructure are necessary for this phase.

**Phase 2**

Means the second phase of the Intersection Project. The City shall construct and maintain southbound left turn lane improvements and associated tapers at said intersection, to meet opening year geometry recommendations on Babcock Street, in substantial conformance with the 100% plans approved in County Right-of-Way/Easement Permit No. 20RW00080, attached hereto as Exhibit B. No additional right-of-way or stormwater infrastructure are necessary for this phase.

**Phase 3**

Means the third phase of the Intersection Project. The City shall construct and maintain an improved intersection and widen Babcock Street to include turn lanes, deceleration lanes, sidewalks, drainage, and the installation of a mast arm traffic signal system at said intersection in substantial conformance with the 100% plans approved in County Right-of-Way/Easement Permit No. 20RW00081, attached hereto as Exhibit C. The intersection will be at final raised grade of the new roadways and generally comply with the typical sections as preliminarily identified in the Florida Department of Transportation (F.D.O.T.) Project Development and Environment Study (P.D. & E.) Study, Financial Project No. 437204-1 and build out geometry recommendations. Additional right-of-way acquisition is needed for this phase.

## **Intersection Project**

### **7. Maintenance and Ownership Transfer**

- a. The County and the City agree that upon the Effective Date of this Agreement, the City shall accept ownership and maintenance responsibilities of the Intersection Project area (including all retention/detention ponds and off-site acquisitions related to the Intersection Project) and all associated improvements, within the limits of the Intersection Project as shown in Exhibit C, and as revised in accordance with Section 31, in accordance with state statute.
- b. The County shall prepare a county deed and resolution and any other documents necessary to effectuate the conveyance and transfer of the roadway for the portion of the Intersection Project as described above in Section 7.a. The City agrees to pass a resolution accepting transfer of ownership and maintenance from the County. The transfer of the property shall be completed within sixty days of the Effective Date of this Agreement.
- c. The City agrees to annex all areas for the portion of the Intersection Project, as described above in Section 7.a within one hundred and twenty days of the Effective Date.
- d. The County shall retain permit authority over right of way permits

19RW00460, 20RW00080, and 20RW00081 as part of the Intersection Project until such time as Intersection Project is complete and the associated right of way permits are closed and certificates of completions have been issued. The City shall assume all other permitting authority associated with Intersection Project area.

#### 8. Right of Way for Intersection Project Phase 3

The City shall be responsible for acquisition of all right-of-way within City limits that may be necessary for Phase 3 of the Intersection Project. All acquisitions of right-of-way by the City, whether voluntary or involuntary, shall conform to Federal Highway Administration and F.D.O.T. rules, procedures, and standards. Failure to follow applicable rules, procedures, and standards may require the City to re-acquire right-of-way at its own expense.

#### 9. Permitting and Stormwater

The City shall be required to secure any permits required by any other permitting agencies with jurisdiction necessary to support the Intersection Project and will coordinate with Developers and the County regarding any joint permit applications as needed.

- a. The City shall be required to demonstrate that the rights to discharge Intersection Project stormwater off-site by agreement or easement has been obtained. The County shall extend all approved right-of-way permit expirations to comply with the timelines as outlined in Section 12 of this Agreement.

#### 10. Construction Plans

The City agrees to construct the Intersection Project in substantial conformance with the permitted plans conceptually shown in Exhibits A through C. The Intersection Project design shall meet or exceed F.D.O.T. and County standards. The County acknowledges the City is conducting further review of Exhibit C plans to achieve value engineering changes to reduce the cost of Phase 3. The County commits that it will work with the City to value engineer Phase 3 of the Intersection Project to try and reduce the overall cost of Phase 3. Any design changes needed or proposed shall meet or exceed F.D.O.T. and County standards and be approved by the Engineer of Record and County via a revision to the permit. Failure of the City to construct per the approved plans, or failure to seek County Public Works Department approval of any substantial changes in the approved plans through a formal permit modification, shall constitute a breach of this Agreement.

#### 11. Construction

Both parties agree that the City shall be the lead agency to perform all work on the Intersection Project. County shall not be a party to the contract with contractor selected

by City to build any phase of the Intersection Project. Nothing in this Agreement shall be in any way construed to constitute the County, or any of its agents or employees, to be an agent, employee or representative of the City. Construction completion shall be in accordance with the project timeline as defined in Section 12 of this Agreement.

## 12. Project Timeline

Within five days of the effective date of this Agreement, the County shall issue the Right-of-Way/Easement Permit No. 19RW00460 to the City for the construction of Phase 1. The City agrees to the following timeline for completion of the Intersection Project:

- a. December 31, 2020: The City shall fund and complete construction of Phase 1. Upon joint final inspection of constructed improvements and subsequent County approval, the County shall allow the intersection to be opened to traffic.
- b. December 31, 2020: The City shall obtain all permits, fund and complete construction of Phase 2. The City shall be required to closeout all applicable permits. Upon joint final inspection of constructed improvements, receipt of all closeout documentation, and subsequent County approval, the County shall closeout the right-of-way permits for Phases 1 and 2.
- c. December 31, 2021: The City shall complete acquisition of all right-of-way for Phase 3.
- d. July 31, 2023: The City shall fund and obtain all permits for the construction of Phase 3.
- e. December 31, 2023: The City shall complete utility relocation and construction of Phase 3 improvements. The City shall be required to closeout all applicable permits. Upon joint final inspection of constructed improvements, receipt of all closeout documentation, and subsequent County approval, the County shall closeout the right-of-way permit for Phase 3.

Timeline dates agreed to herein may be extended by written agreement of both parties at least ninety days prior to the date of the specific item. Additionally, the City may submit an independent traffic analysis, funded by the City or a third party and signed and sealed by a Professional Engineer licensed in the State of Florida, to demonstrate that the improvements contemplated in Phase 3 of Intersection Project are not necessary by the deadlines in this Section and could be delayed. County shall review the submitted traffic analysis and provide a response within 60 days. Should the County agree with the traffic analysis and agree to delay Phase 3 of the Intersection Project, a written amendment shall be required as outlined in Section 31 of this Agreement.

## 13. Bond

The City shall provide a copy of the Public Construction Bond obtained by the City from chosen contractor to the County before the start of Phases 2 and 3 of the Intersection

Project. Failure to provide proof of said bond shall result in revocation of intent to issue Right-of-Way/Easement Permits for said phase. The City shall not release any Public Construction Bond until all County and other jurisdictional permits have been completed and/or closed out. The County shall be named additional Obligee on all Public Construction Bonds with the authority to call the Public Construction Bond and direct Surety to complete construction.

#### **14. Construction Review Meetings**

The County shall have the right to have a representative present at any construction-related meetings, such as preconstruction conference, site meetings, and progress meetings. The City shall promptly provide advance notice of date, time and location of any construction-related meeting, unless an emergency meeting is required, in which case all best efforts shall be made to contact the County's Representative or designee.

The County shall be conducting inspections during the Intersection Project and shall report any findings to the City. If at any time, any defects shall be found prior to final completion of the Intersection Project, the County shall provide notice to the City giving the City a cure period to correct such defects. Prior to the release of any Public Construction Bond, the County and the City shall conduct a joint final inspection.

### **Future Project**

#### **15. Transportation Impact Fees**

Upon the Effective Date of this Agreement and until completion of the Future Project, the County and the City further agree to set aside transportation impact fees for the future widening and improvements of Babcock Street south of Malabar Road as follows:

- a. The City agrees, following payment of existing debt and impact fee credit obligations in effect at the Effective Date of this Agreement paid for out of the transportation impact fee fund, to set aside 50% of the transportation impact fees received for any new development in the area south of Eldron Boulevard SE and San Filippo Drive, and south of San Filippo Drive to Lowry Boulevard SE, as shown in Exhibit D, as well as any other property annexed by the City south of Malabar Road. The City shall not provide impact fee credits for the portion of set aside required by this Agreement, except for the following:
  - i. Donations of right-of-way along Babcock Street needed for the Future Project as determined by the P.D.&E. or final design of Future Project as defined in Section 5 (Definitions);
  - ii. Purchase of right-of-way needed for Future Project as determined by the P.D.&E. or final design of Future Project as defined in Section 5 (Definitions);



- iii. Design and construction on Babcock Street resulting in widening to a minimum of a 4-lane configuration to match the typical sections and recommendations as found in the P.D.&E. or final design of Future Project as defined in Section 5 (Definitions);
  - iv. Purchase of stormwater retention area necessary for Future Project as determined by the P.D.&E. or final design of Future Project as defined in Section 5 (Definitions);
  - v. Floodplain compensation area and/or Wetland Mitigation as necessary for Future Project as determined by the P.D.&E. or final design of Future Project as defined in Section 5 (Definitions) with agreement of all Parties.
- b. The County agrees to set aside 50% of the transportation impact fees received for any new development in the unincorporated area in that portion of the south mainland benefit district located south of Grant Road and west of the Florida East Coast Railway right-of-way. The County shall not provide impact fee credits for the portion of set aside required by this Agreement, except for the following:
  - i. Donations of right-of-way along Babcock Street needed for the Future Project as determined by the P.D.&E. or final design of Future Project as defined in Section 5 (Definitions);
  - ii. Purchase of right-of-way needed for Future Project as determined by the P.D.&E. or final design of Future Project as defined in Section 5 (Definitions);
  - iii. Design and construction on Babcock Street resulting in widening to a minimum of a 4-lane configuration to match the typical sections and recommendations as found in the P.D.&E. or final design of Future Project as defined in Section 5 (Definitions);
  - iv. Purchase of stormwater retention area necessary for Future Project as determined by the P.D.&E. or final design of Future Project as defined in Section 5 (Definitions);
  - v. Floodplain compensation area and/or Wetland Mitigation as necessary for Future Project as determined by the P.D.&E. or final design of Future Project as defined in Section 5 (Definitions) with agreement of all Parties.
- c. The County will seek separate agreement of the Towns of Malabar and Grant-Valkaria to set aside any transportation impact fees collected within the town limits, or any designated portion thereof, of the Towns of Malabar and Grant-Valkaria up to the percentage allocated by the Towns.

- d. The County and the City shall provide each other an itemized accounting of all impact fee collections and expenditures in the affected areas referenced in (a) and (b) of this Section at a minimum annually, due not later than January 31 of each year hereafter. The itemized accounting shall include the date of collection of the impact fees. The County and the City shall disclose any existing debt and impact fee credit agreements or any other impact fee arrangements with any developers that would impact the amount of impact fees collected pursuant to this Agreement, in effect at the Effective Date of this Agreement. Such disclosure shall occur within 30 days of the Effective Date of this Agreement. Any proposed impact fee credit agreements shall be disclosed prior to legislative action by either body.
- e. The impact fees collected for Future Project shall be expended in accordance with applicable City, County, and State laws and ordinances. The County and the City will work diligently to ensure transportation impact fees collected for Future Project are used as outlined in this Section in a timely manner. The Parties agree to send notice to each other one year prior to the expiration of any transportation impact fees collected for Future Project so that the parties may coordinate and identify a manner to expend transportation impact fees collected for Future Project consistent with this Section. The time periods prescribed in the County and City ordinances may be extended for an identified use so long as they will be used in the reasonably immediate future, which is defined as no more than one year.
- f. All parties acknowledge that F.D.O.T. is currently conducting a P.D.&E. Study under Financial Project No. 437204-1 on the Babcock Street corridor from south of Micco Road (Deer Run Road) to Malabar Road. Should F.D.O.T. complete all phases of Future Project using state and/or federal funds, any retained transportation impact fees shall be refunded to all parties respectively.
- g. Nothing in this Section shall be interpreted to prohibit the County, City, and other governmental agencies from jointly acquiring right-of-way needed for Future Project from other funding sources, so long as all other provisions of the Agreement and applicable laws are followed.

#### 16. Right-of-Way for Future Project

The City and the County agree, as a condition of future development along Babcock Street in the Future Project area, to acquire right-of-way along Babcock Street to be held for the future widening project, and to be transferred to the lead agency for the Future Project. All acquisitions of right-of-way by either the City or the County, will occur within each party's respective jurisdiction, and whether voluntary or involuntary, shall conform to Federal Highway Administration and F.D.O.T. rules, procedures, and

standards. Failure to follow applicable rules, procedures, and standards may require the City or the County to re-acquire right-of-way at its own expense.

#### 17. Joint Planning and Concurrency for Future Project

- a. The City and the County agree that coordination regarding future development, as further described in the Joint Planning Agreement (J.P.A.), dated July 26, 2016 and as recorded in ORB 8514, PG 1709 of the Official Records of Brevard County, Florida, is necessary to support concurrency for Babcock Street. The parties further agree to coordinate through the Joint Planning Agreement process on mitigation strategies if a transportation assessment determines that a proposed development project will potentially result in a deficiency in the Level of Service for Babcock Street.
- b. The City and County agree that termination of the aforementioned J.P.A. will not remove the obligations of both parties to follow the Development Order Application process outlined in Article II, Paragraph 13 and Article III of the aforementioned J.P.A. as it applies to Babcock Street, which sections shall be incorporated herein by reference with the same force and effect as though fully set forth herein.

#### 18. Construction of Future Project Widening

Each party shall have the right to have a representative present at any construction-related meetings, such as preconstruction conferences, site meetings, and progress meetings which shall be set at such time and place as the parties deem appropriate. Prompt notice shall be provided in advance of the date, time and location of any construction-related meeting, unless an emergency meeting is required, in which case all best efforts shall be made to contact each party's designated representative.

Each party shall have the opportunity to conduct inspections during the construction and report any findings to the lead agency. If at any time, any defects shall be found prior to final completion of the project, the party shall provide written notice to the lead agency giving the lead agency a cure period to correct such defects. Prior to the release of any Public Construction Bonds, the County and the City shall conduct a final inspection.

#### 19. Ownership and Maintenance After Future Project Widening

- a. The City hereby reaffirms its prior commitment as stated in the J.P.A. and further agrees to take over ownership and maintenance of any portion of any segment(s) of Babcock Street from the south City limit to Malabar Road after reconstruction and widening to four lanes of travel. The City and County, consistent with state and local law, agree to take appropriate action to annex sections of Babcock Street into the City after reconstruction and widening to four lanes of travel within one hundred and twenty days of final completion.

- b. The County shall prepare a county deed and resolution and any other documents necessary to effectuate the conveyance and transfer of the roadway after reconstruction and widening to four lanes of travel. The City agrees to pass a resolution accepting transfer of ownership and maintenance from the County. The transfer of the property shall be completed within sixty days of final completion of any reconstruction and widening to four lanes of travel on Babcock Street from the south City limit to Malabar road.
- c. Each party agrees to cooperate in enforcing the construction contracts, including but not limited to, assignment of contract rights to enforce Public Construction Bonds, claims, warranties and guarantees to the extent requested by the other party.
- d. If the County is the lead agency, the County shall deliver to the City all of the following:
  - (i) Plans. Construction plans for any portion of the widened Babcock Street, including certified As-Built Survey Drawings, and Engineer of Record project completion certifications.
  - (ii) Permits. Assignment of and copies of authorizations and permits issued to the County for the construction of the future widening of Babcock Street.

## 20. Permitting

The City and County jointly agree the parties shall not unreasonably withhold any permits required to be issued for Future Project.

## Transfer Upon Over Capacity

## 21. Segments

The City and County agree that Babcock Street capacity status shall be evaluated in segments as defined and monitored by the Space Coast Transportation Planning Organization (T.P.O.) and as may be amended from time to time by the T.P.O. The City and County agree that the traffic count program that is managed by the T.P.O. shall be used to determine the current traffic volume in relation to the Maximum Acceptable Volume (M.A.V.). The M.A.V. of 17,700 is considered the capacity of the road for the purpose of this Agreement.

Notwithstanding the forgoing, the parties agree to the below modification to the T.P.O. defined segments: As the Intersection Project will bisect a current segment (Micco Rd to Grant Rd) as defined by the T.P.O. upon completion of Phase 1 of the Intersection Project, the City and County agree that the portion of Babcock Street from St. Johns Heritage Parkway to Grant Road will become a new segment for purposes of this

Agreement regardless of whether the TPO changes the segment evaluation of Babcock Street.

## 22. Ownership Transfer Once Capacity Reached

The City agrees that should the Annual Average Daily Traffic (A.A.D.T.), as determined by the T.P.O., exceed the Maximum Acceptable Volume (M.A.V.) for any segment of Babcock Street south of Malabar Road, excluding the F.D.O.T. Interstate 95 bridge area, to the southern terminus of the Intersection Project, the City shall take over maintenance and ownership of said segment of Babcock Street prior to reconstruction and widening to 4 lanes.

- a. The County shall prepare a county deed and resolution and any other documents necessary to effectuate the conveyance and transfer of the roadway. The City agrees to pass a resolution accepting transfer of ownership and maintenance from the County. The transfer of the property shall be completed within 60 days from a determination by the T.P.O. that the A.A.D.T. exceeds the M.A.V.
- b. The City and County, consistent with state and local law, agree to take appropriate action to annex segments of Babcock Street into the City once the T.P.O. determines that the A.A.D.T. exceeds the M.A.V. if the City has not previously annexed the section of Babcock Street right-of-way.

Should any segments of Babcock Street already exceed the M.A.V. for that segment on the Effective Date of this Agreement, the City shall assume ownership and maintenance pursuant to this Section upon reconstruction of the existing two-lane configuration by the County or two years from the Effective Date, whichever is later.

## 23. Reconstruction Efforts

The County agrees to make reasonable effort to fund and reconstruct existing Babcock Street in its current two-lane configuration south of Malabar Road one time notwithstanding ownership transfer in Section 22 (excluding Intersection Project area). The reconstruction may occur in portions over time as funding becomes available and as determined by the County. Reconstruction limits, methods, and specifications shall be at the sole discretion of the County, subject to the treatment activities described further. The appropriate treatment activity has been determined, at this time, for the following segments of Babcock Street to be reconstructed by Brevard County as follows:

- a. Babcock Street from Malabar Road to Saint Street is to be milled and overlayed with 2" SP 12.5 fiber reinforced superpave asphalt concrete, plus 1.5" FC 12.5 fiber reinforced asphalt concrete friction course.
- b. Babcock Street from Saint Street to Micco Road (excluding the limits of the Intersection Project) is to receive full-depth reclamation of the existing asphalt

and base material, and 2" SP 12.5 fiber reinforced superpave asphalt concrete, plus 1.5" FC 12.5 fiber reinforced asphalt concrete friction course.

- c. The Babcock Street and Wyoming Drive/Valkaria Road Intersection Improvement project that is currently under construction is to receive both of the above-mentioned activities, as designed and in accordance with the existing plans and contract.

The assessment and evaluations are performed in accordance with national standards. Should the assessment or evaluation change, or new methodologies become available, the County shall have the discretion to alter the appropriate activity. However, Pavement Preservation treatments, such as rejuvenators or micro-surfacing, will not be used.

### **Standard Conditions**

#### **24. Notices**

All notices required pursuant to the terms hereof may be sent by first class United States Mail, facsimile transmission, hand delivery, express mail or electronic mail (e-mail) and shall be deemed to have been received by the end of five business days from the proper sending thereof unless proof of prior actual receipt is provided. Each party hereto shall have the continuing obligation to notify each other of the appropriate persons for notices to be sent to pursuant to the terms of this Agreement.

- a. General Notices. Unless otherwise notified in writing, general notices shall be sent to the following:

- i. City Representative  
Lisa Morrell  
City Manager  
120 Malabar Rd SE  
Palm Bay, FL 32907

- ii. County Representative  
John Denninghoff  
Assistant County Manager  
2725 Judge Fran Jamieson Way, Suite C-301  
Viera, FL 32940

With a copy to:  
Tammy Thomas-Wood  
Support Services Manager  
2725 Judge Fran Jamieson Way, Suite A-201  
Viera, Florida 32940

b. All notices related to design, construction, construction meetings, permitting, or engineering shall be sent to the following:

i. City Representative

City of Palm Bay Public Works Department  
Frank Watanabe, P.E., City Engineer  
1050 Malabar Rd  
Palm Bay, Florida 32907

ii. County Representative

Brevard County Public Works Engineering  
Attn: Rachel Gerena, P.E., Engineering Program Manager  
2725 Judge Fran Jamieson Way, Suite A-204  
Viera, Florida 32940

With a copy to:

John Denninghoff  
Assistant County Manager  
2725 Judge Fran Jamieson Way, Suite C-301  
Viera, FL 32940

## 25. Indemnification

To the extent allowed by law and subject to the provisions set forth in Sec. 768.28, Florida Statutes, each party is responsible for the negligent or wrongful acts or omissions of its own employees, agents or other representatives while acting within the scope of their employment or otherwise within their authorized capacity, arising from the activities encompassed by this Agreement. Nothing contained within this Agreement requires either party to indemnify the other party for any losses, damages or injuries caused by or otherwise arising from the negligent or wrongful act or omission of its employees, agents or representatives. Neither party, by execution of this Agreement, will be deemed to have waived its statutory right/defense of sovereign immunity, or to have increased its limits of liability under Sec. 768.28, Florida Statutes, as may be amended from time to time. Each party shall retain all rights, defenses, and remedies under Florida law in the event of any claims, suits or other disputes arising from its performance of the obligations under this Agreement. Nothing in this Agreement shall be interpreted to create any causes of action for any third parties not a party to this Agreement.

## 26. Insurance

The City shall require the contractor to name Brevard County as additional insured for all work associated with Phases 2 and 3. In any contract for the construction of any Phase of Intersection Project in this Agreement the City shall require contractor to indemnify and defend County.

**27. Public Records**

The County and the City shall comply with Florida's Public Records Laws and agree to keep and maintain public records in accordance with Florida law and records retention schedules. Further the parties will ensure that records which are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.

**28. Attorney's Fees**

In the event of any legal action to enforce the terms of this Agreement, each party shall bear its own attorney's fees and costs.

**29. Default**

Either party to this Agreement, in the event of any act of default by the other, shall have all remedies available to it under the laws of the State of Florida.

**30. Severability**

If any part of this Agreement is found invalid or unenforceable by any court, such invalidity or unenforceability shall not affect the other parts of this Agreement if the rights and obligations of the parties contained herein are not materially prejudiced and if the intentions of the parties can still be accomplished.

**31. Entirety**

This Agreement represents the understanding and agreement of the parties in its entirety. There shall be no amendments to the Agreement unless such amendments are in writing and signed by both parties. The County and the City acknowledge and agree that this Agreement was mutually negotiated and drafted and, if an ambiguity requires judicial interpretation, the terms of this Agreement shall not be more harshly construed against one party over the other party. The construction plans as shown in Exhibits A through C are conceptual in nature. The parties agree that Exhibits A through C may be modified through the County permit approval process.

**32. Recording**

Upon execution of the Agreement, the County shall record a fully executed original of this Agreement in the Public Records of Brevard County, Florida, and shall return a recorded Agreement to the City Representative listed in Section 24.

**33. Effective Date**

Pursuant to Chapter 163, Florida Statutes, the effective date of this Agreement shall be the date on which it is recorded with the Clerk of the Circuit Court in and for Brevard County.



**34. Applicable Law**

This Agreement and the provisions herein shall be construed, controlled and interpreted according to the laws of Florida.

**35. Venue and Non-Jury Trial**

Venue for any action brought by any party to this agreement to interpret, construe or enforce this agreement shall be in a court of competent jurisdiction in and for Brevard County, Florida and any trial shall be non-jury.

**36. Breach**

If the County or the City shall allege or otherwise assert the other party has failed to perform any of its material obligations under this Agreement, the non-defaulting party shall provide written notice of such breach specifying in reasonable detail the nature of such breach or failure of condition. The party alleged to have breached the Agreement shall have forty-five days after receipt of such notice to cure such breach. Failure to timely begin any Phase of construction or failure to complete any Phase shall be a breach of this Agreement. The failure to issue Right-of-Way/Easement permit number 19RW00460 within five days by the County shall be a breach of this Agreement. Either party may extend the time to cure any breach beyond forty-five days provided the defaulting party commences reasonable action to cure within the forty-five-day cure period and continuously pursues the cure to completion.

**37. Termination**

This Agreement will terminate upon the completion of the Future Project and all fees set aside in accordance with Section 15 will no longer be set aside.

**38. Binding Effect**

Each party represents to the other it has undertaken all necessary actions to execute this Agreement and has the legal authority to enter this Agreement and to undertake all obligations imposed on it.

[REMAINDER OF PAGE LEFT BLANK INTENTIONALLY—SIGNATURES ON FOLLOWING PAGES]

In witness whereof, we have set our hands and seals on the day and year written below.

Attest:

City of Palm Bay

\_\_\_\_\_  
City Clerk

By: \_\_\_\_\_  
(Name/Title)

\_\_\_\_\_  
Date

Attest:

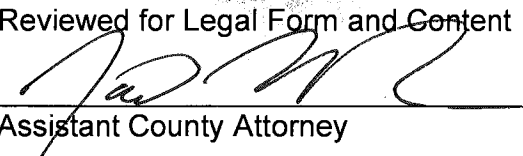
Board of County Commissioners  
of Brevard County, Florida

  
\_\_\_\_\_  
Scott Ellis, Clerk

By: Bryan Andrew Lober  
Bryan Lober, Chair

As approved by the Board on: 4/21/2020

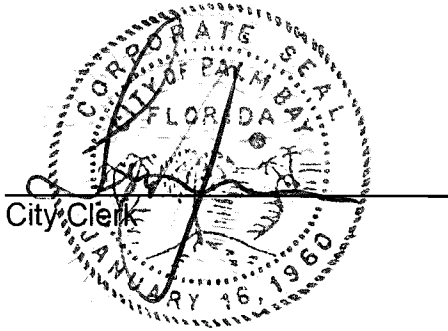
Reviewed for Legal Form and Content

  
\_\_\_\_\_  
Assistant County Attorney

In witness whereof, we have set our hands and seals on the day and year written below.

Attest:

City of Palm Bay



By: William Capote  
William Capote, Mayor  
04-24-20  
Date

Attest:

Board of County Commissioners  
of Brevard County, Florida

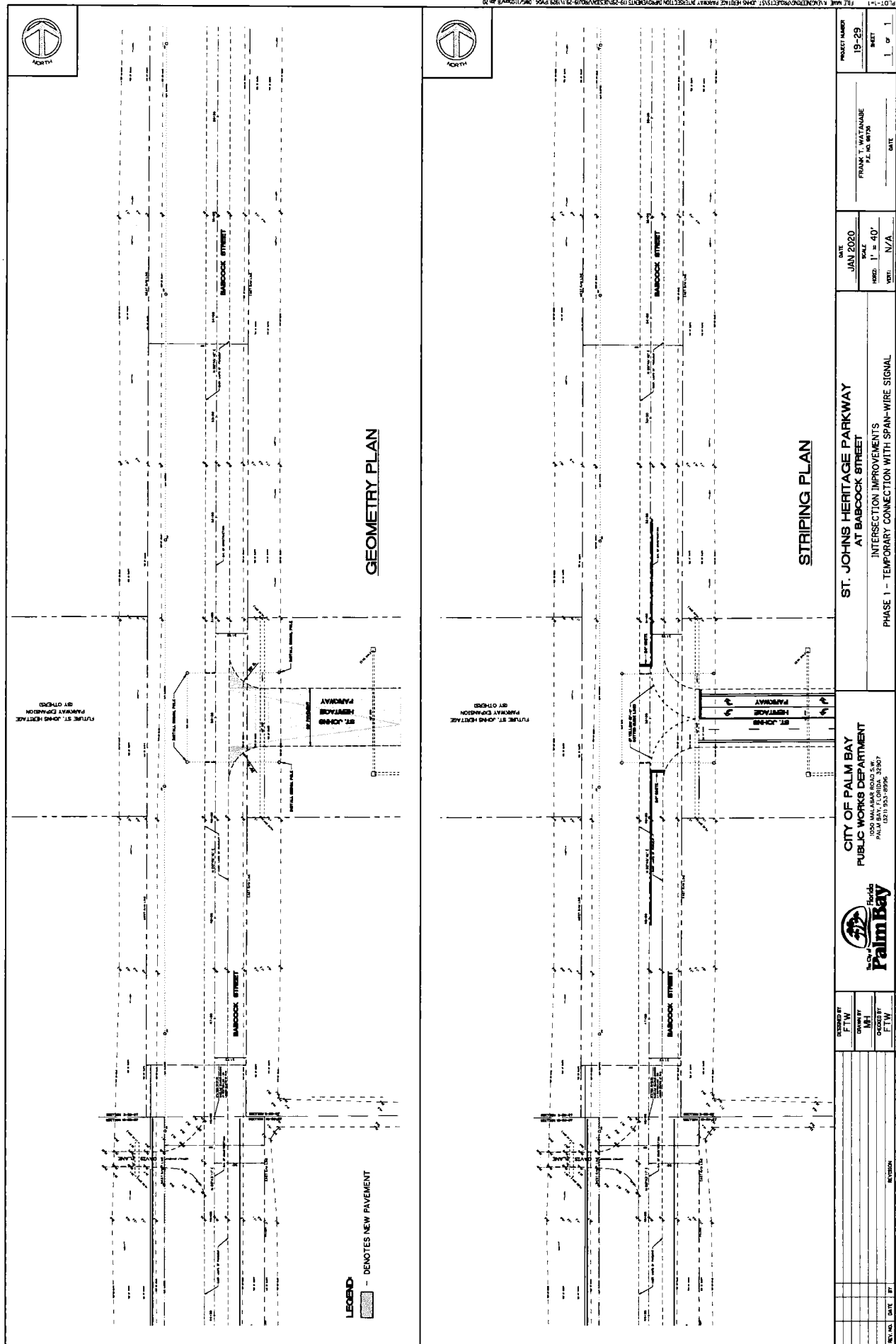
\_\_\_\_\_  
Scott Ellis, Clerk

By: \_\_\_\_\_  
Bryan Lober, Chair  
As approved by the Board on: \_\_\_\_\_

Reviewed for Legal Form and Content

\_\_\_\_\_  
Assistant County Attorney

## Exhibit A



## Exhibit B

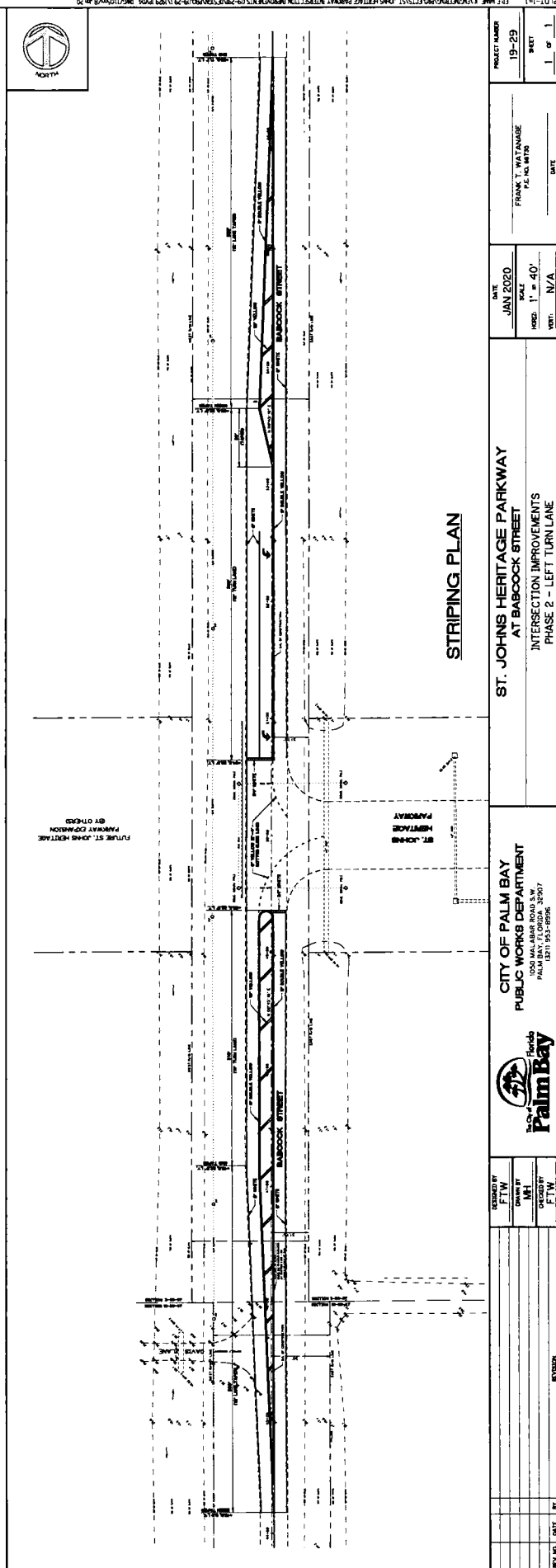
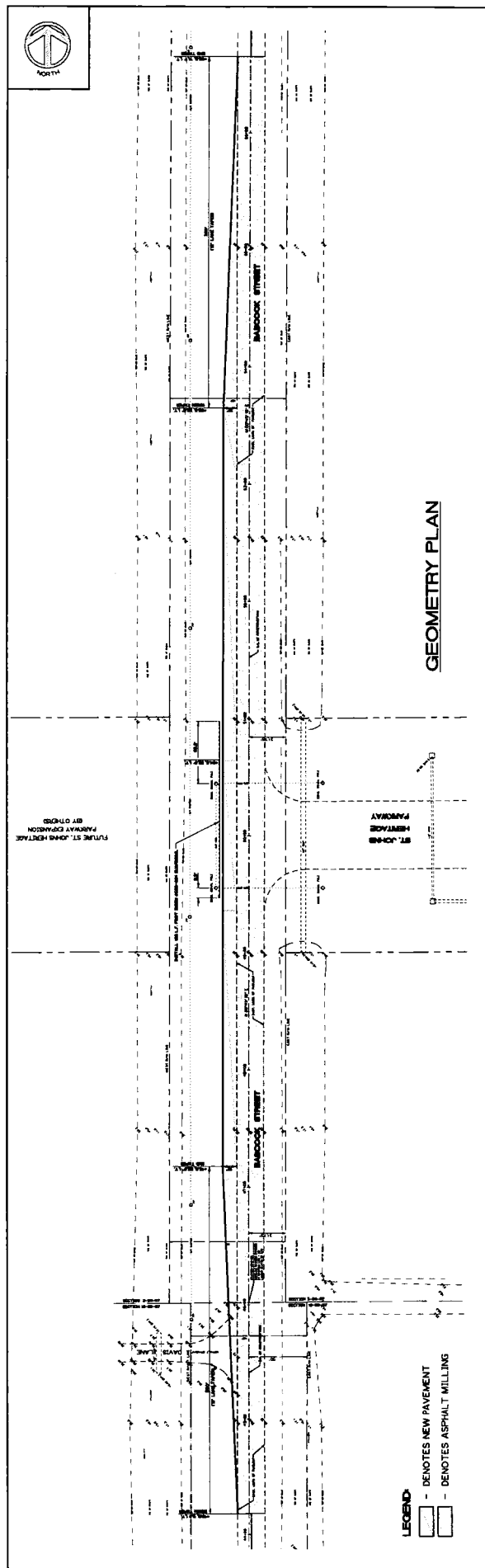
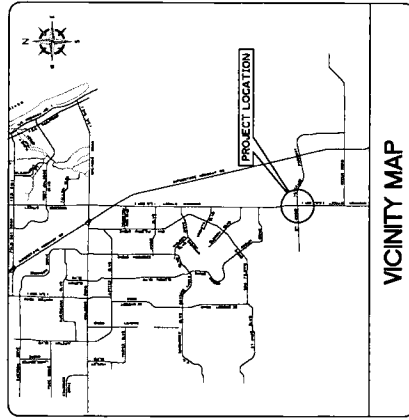
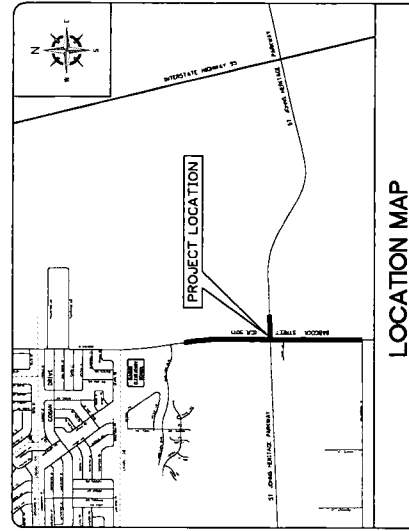


Exhibit C

# ST. JOHNS HERITAGE PARKWAY AT BABCOCK STREET INTERSECTION IMPROVEMENTS



VICINITY MAP



LOCATION MAP

OCTOBER 2019



OWNER: CITY OF PALM BAY  
120 MALABAR ROAD SE  
PALM BAY, FLORIDA 32907

SITE ADDRESS: ST. JOHNS HERITAGE PARKWAY AT BABCOCK STREET  
PALM BAY, FLORIDA 32909

LOCATION: SECTIONS 3 & 10, TOWNSHIP 30 SOUTH, RANGE 37 EAST

ZONING: N/A

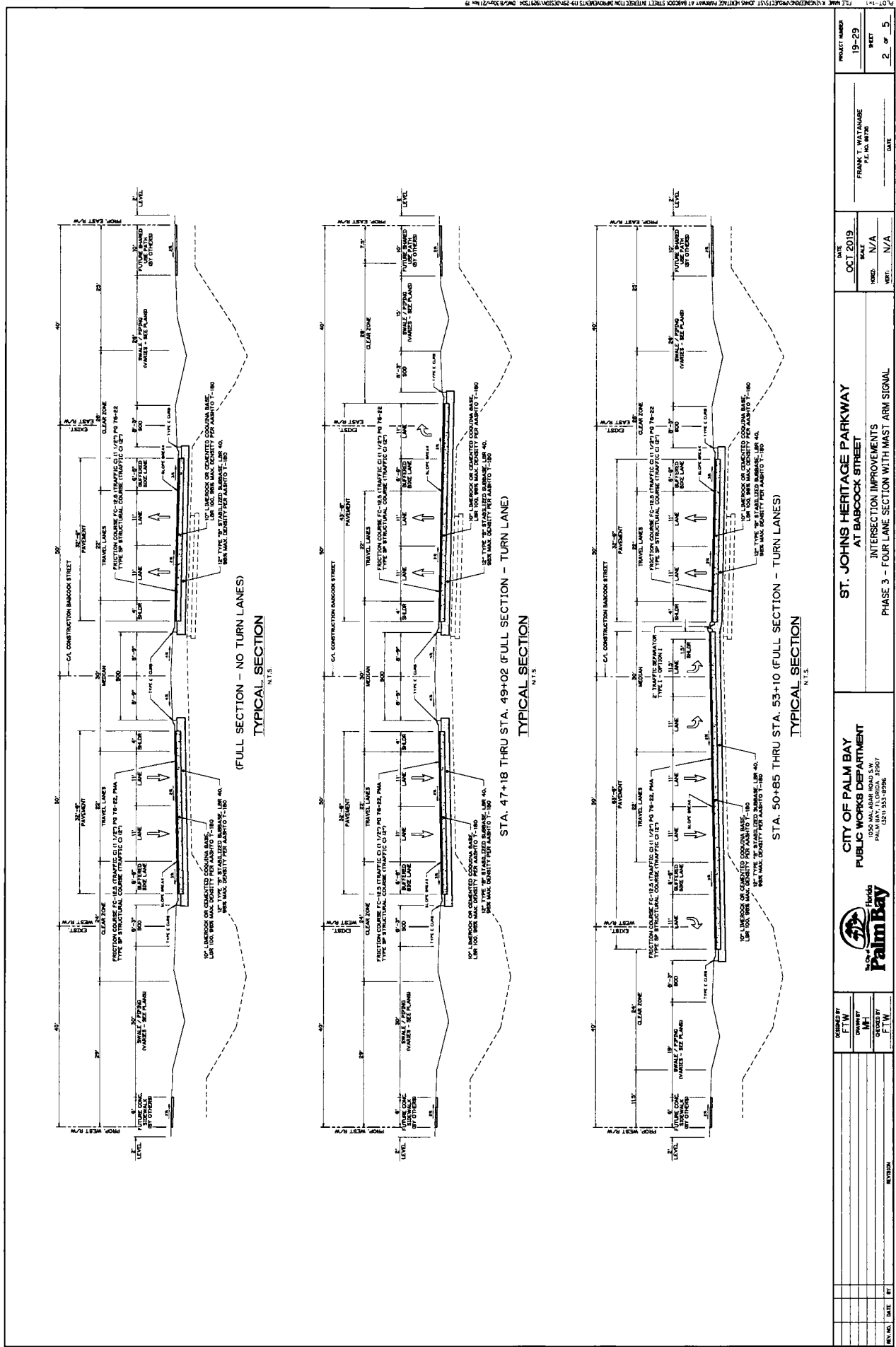
F.L.U.C.C.S.: 1900 OPEN LAND

DESCRIPTION OF WORK: ROAD CONSTRUCTION, PAVING AND TRAFFIC SIGNAL  
AT BABCOCK STREET, APPROXIMATELY 2,875 L.F.  
SOUTH OF AND 2,550 L.F. NORTH OF ST. JOHNS  
HERITAGE PARKWAY, ALONG WITH DRAINAGE  
IMPROVEMENTS AND FINAL STRIPING.  
( 5,425 L.F. / 1.03 MILES )

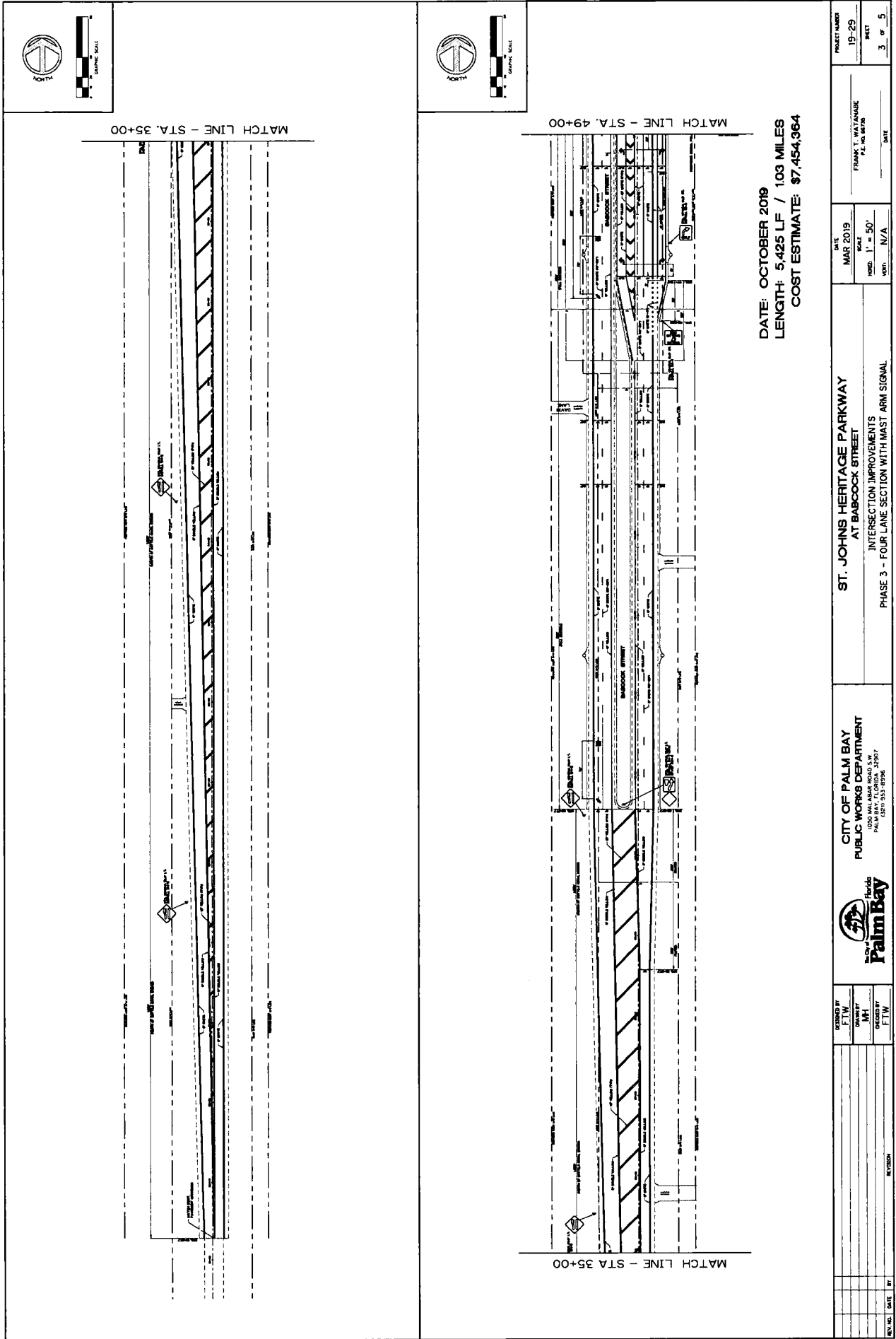
UTILITIES ENCOUNTERED	
FLORIDA POWER AND LIGHT	(POWER) (321) 726-4864
SPECTRUM	(CABLE) (321) 757-6451
A.T. & T.	(TELEPHONE) (321) 258-9244
PALM BAY C & I T	(F.O.C) (321) 952-3475
PALM BAY UTILITY DEPARTMENT	(WATER & SEWER) (321) 952-3475

INDEX OF SHEETS	
1	COVER SHEET
2	GENERAL NOTES
3	STORMWATER POLLUTION PREVENTION PLAN
4	TYPICAL ROADWAY SECTIONS
5	PLAN & PROFILE - STA. 21+00 THRU STA. 27+00
6	PLAN & PROFILE - STA. 27+00 THRU STA. 33+00
7	PLAN & PROFILE - STA. 33+00 THRU STA. 39+00
8	PLAN & PROFILE - STA. 39+00 THRU STA. 45+00
9	PLAN & PROFILE - STA. 45+00 THRU STA. 51+00
10	PLAN & PROFILE - STA. 51+00 THRU STA. 57+00
11	PLAN & PROFILE - STA. 57+00 THRU STA. 63+00
12	PLAN & PROFILE - STA. 63+00 THRU STA. 69+00
13	PLAN & PROFILE - STA. 69+00 THRU STA. 74+00
14	PLAN & PROFILE - STA. 74+00 THRU STA. 76+00
15	DETAIL SHEET
16	CROSS SECTIONS - 1 THRU 4 (STA. 21+15 THRU STA. 27+00)
17	CROSS SECTIONS - 5 THRU 8 (STA. 29+00 THRU STA. 35+00)
18	CROSS SECTIONS - 9 THRU 12 (STA. 37+00 THRU STA. 42+50)
19	CROSS SECTIONS - 13 THRU 16 (STA. 45+00 THRU STA. 51+00)
20	CROSS SECTIONS - 17 THRU 20 (STA. 52+50 THRU STA. 60+00)
21	CROSS SECTIONS - 21 THRU 24 (STA. 62+18 THRU STA. 68+18)
22	CROSS SECTIONS - 25 THRU 28 (STA. 70+18 THRU STA. 76+28)
23	MAINTENANCE OF TRAFFIC - PHASE 1
24	MAINTENANCE OF TRAFFIC - PHASE 2
25	MAINTENANCE OF TRAFFIC - PHASE 2
26	MARKING & SIGNING - STA. 21+00 THRU STA. 33+00
27	MARKING & SIGNING - STA. 33+00 THRU STA. 45+00
28	MARKING & SIGNING - STA. 45+00 THRU STA. 57+00
29	MARKING & SIGNING - STA. 57+00 THRU STA. 69+00
30	MARKING & SIGNING - STA. 69+00 THRU STA. 76+00
31	SIGNALIZATION - PLAN VIEW
32	SIGNALIZATION - MAST ARM TABULATION
33	SIGNALIZATION - MAST ARM ASSEMBLIES
34	TYPICAL ROADWAY SECTIONS (SJHP)
35	PLAN & PROFILE - STA. 13001+00 THRU STA. 13007+00 (SJHP)
36	PLAN VIEW - OFF SITE DRAINAGE (SJHP)
37	MARKING & SIGNING - STA. 13001+38.3 THRU STA. 13006+50 (SJHP)

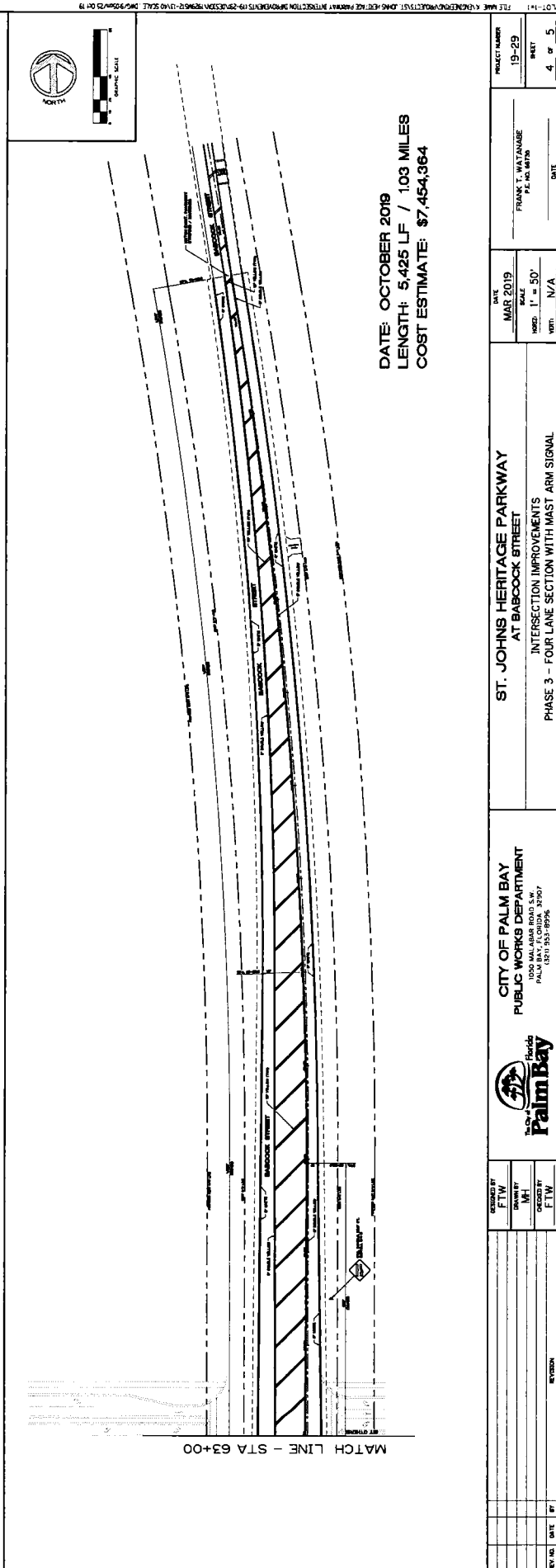
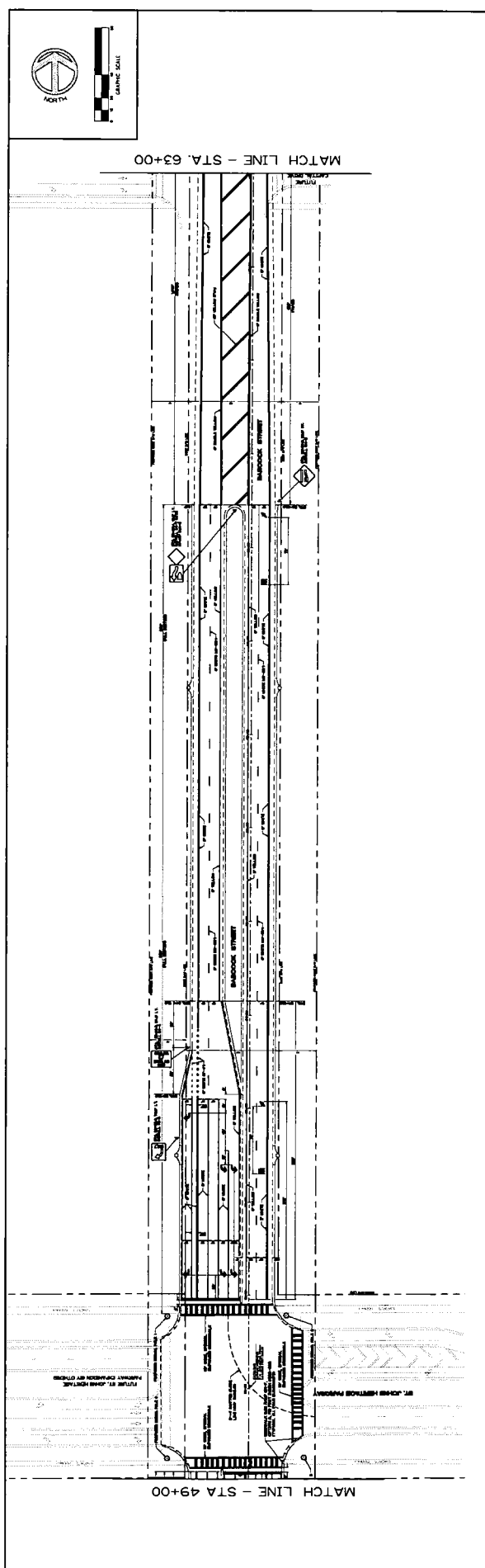
DESIGNED BY FTW	CITY OF PALM BAY PUBLIC WORKS DEPARTMENT 1000 PALM BLVD. ROAD 3A PALM BAY, FLORIDA 32907 (321) 552-8996	ST. JOHNS HERITAGE PARKWAY AT BABCOCK STREET INTERSECTION IMPROVEMENTS PHASE 3 - FOUR LANE SECTION WITH MAST ARM SIGNAL	DATE OCT 2019	SCALE AS SHOWN	PROJECT NUMBER 19-29	SHEET 1 OF 5
--------------------	---------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------	------------------	-------------------	-------------------------	-----------------



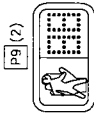
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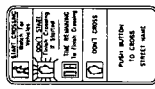




1	5
2 (2)	4 (2)
6 (2)	6 (2)



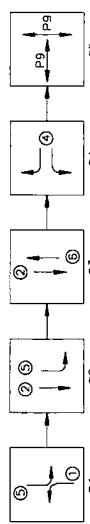
PED SIGNAL  
COUNT-DOWN  
1-SECT, 1-WAY  
3-SECT, 1-WAY  
650-1-36 2 AS  
650-1-34 6 AS  
653-1-11 4 AS



FTP-688-06(B)\*

(A) Babcock St  
700-5-22 2 EA

(B) St. Johns Heritage Pkwy  
700-5-22 2 EA

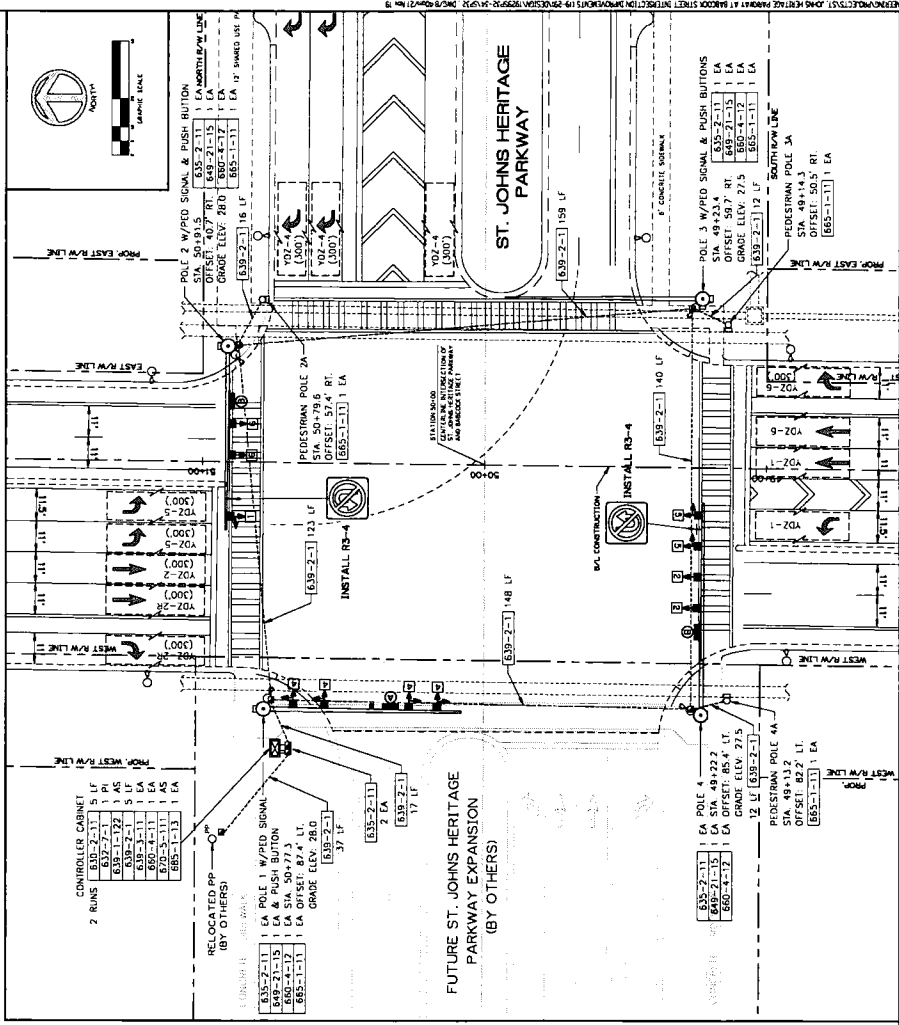


SIGNAL OPERATIONS PLAN  
SOP 9

- CONTROLLER OPERATIONS:**
- THE MAJOR STREET IS BABCOCK STREET MOVEMENTS 1, 2, 5 AND 6. THE MINOR STREET IS ST. JOHNS HERITAGE PARKWAY MOVEMENT 4.
  - SIGNAL OPERATING PLAN (SOP 9), AS SHOWN ON THIS SHEET WITH THE FOLLOWING FEATURES:
    - CONCURRENT PEDESTRIAN MOVEMENTS TO BE DISPLAYED UPON ACTUATION ONLY FOR ALL PEDESTRIAN MOVEMENTS.
    - PEDESTRIAN MOVEMENT WILL BE A SEPARATE PHASE 9 WITH 7 SECOND WALK AND 36 SECOND CLEARANCE.

CONTROLLER TIMINGS									
TIMING FUNCTION		MOVEMENT NUMBER							
TIMING FUNCTION	MINIMUM GREEN	1	2	3	4	5	6	7	8
	EXTENSION	8	8		8	8	8		
	MAXIMUM GREEN 1	2	2		2	2	2		
	MAXIMUM GREEN 2	60	30		60	60	30		
	YELLOW CLEARANCE	4.8	4.8		4.8	4.8	4.8		
ALL RED		3	3		3	3	3		
PEDESTRIAN WALK									
PED CLEARANCE									
RECALL									
DETECTOR FUNCTION		NL	NL		NL	NL	NL		

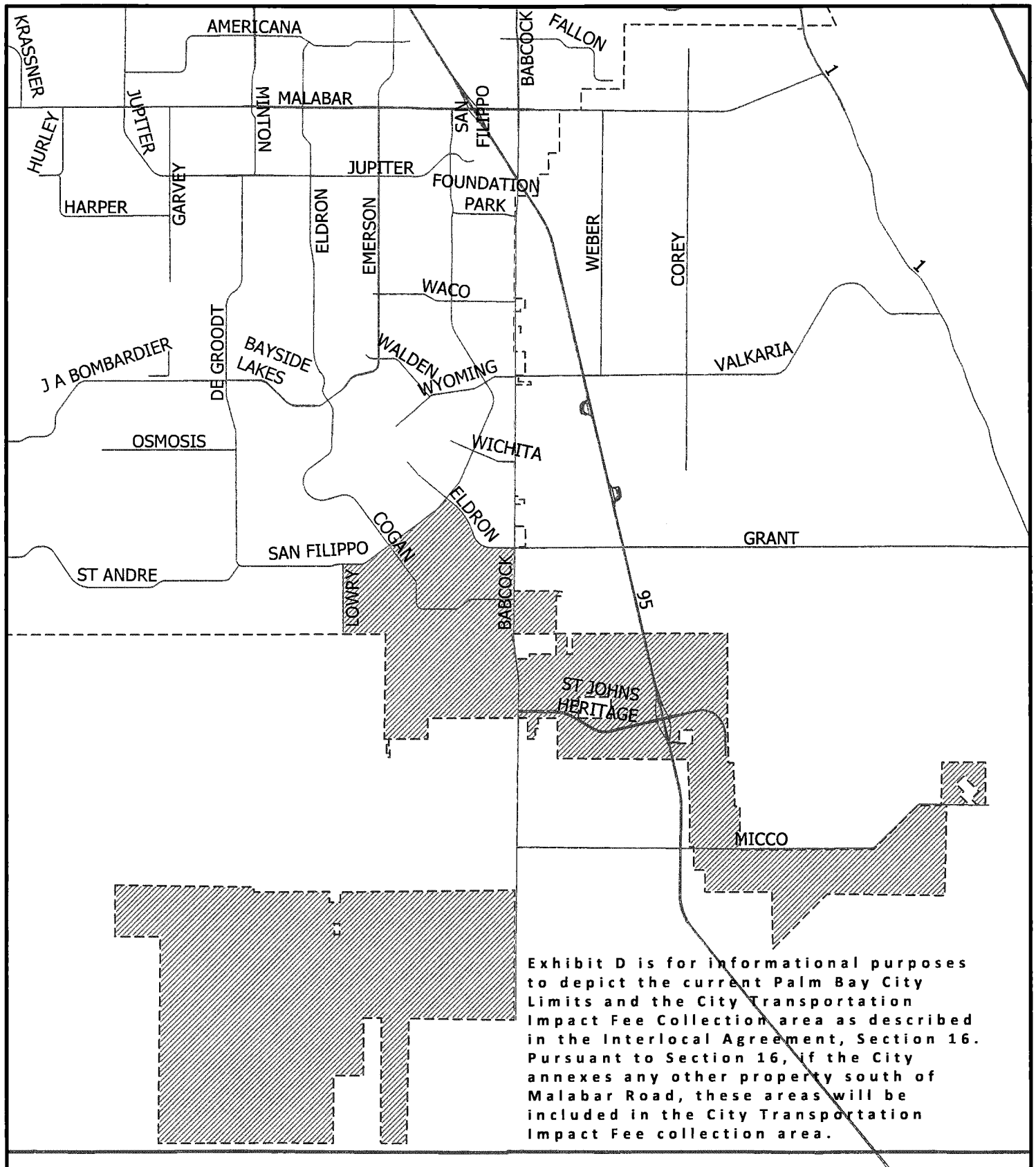
DETECTOR CONFIGURATION CHART			
ZONE	DETECTOR NO.	COVERAGE AREA	DETECTOR OPERATIONS
YDZ1	YC-1	10 x 300	NORMAL
YDZ2	YC-2	10 x 300	NORMAL
YDZ3	YC-3	10 x 300	NORMAL
YDZ4	YC-4	10 x 300	NORMAL
YDZ5	YC-5	10 x 300	NORMAL
YDZ6	YC-6	10 x 300	NORMAL

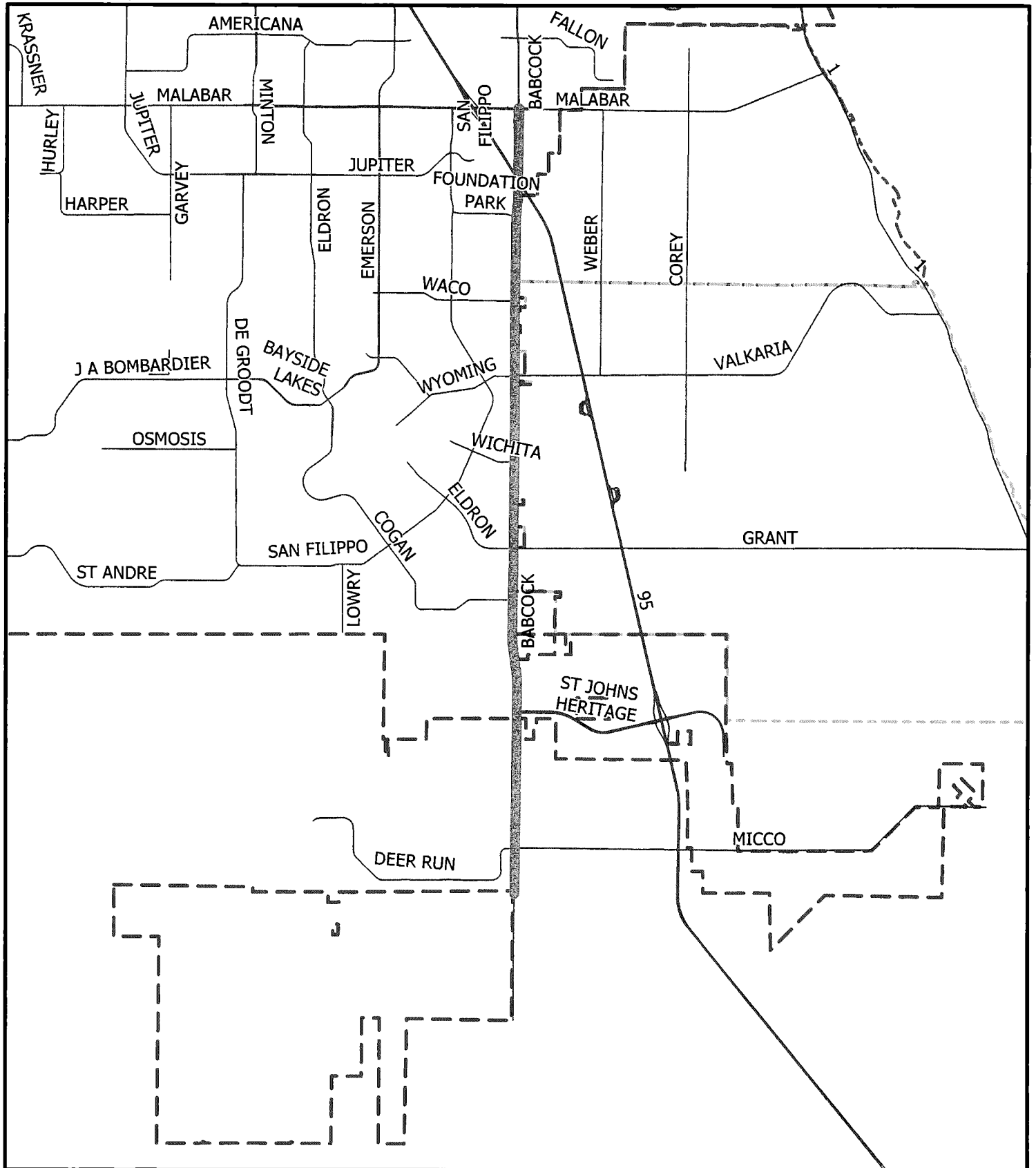


**CITY OF PALM BAY**  
PUBLIC WORKS DEPARTMENT  
PALM BAY, FLORIDA 32909  
(321) 953-8956





**ST. JOHNS HERITAGE PARKWAY**  
AT BABCOCK STREET  
INTERSECTION IMPROVEMENTS  
PHASE 3 - FOUR LANE SECTION WITH MAST ARM SIGNAL

DATE: OCT 2019  
DESIGN: N/A  
CHECK: N/A  
PROJECT NUMBER: 19-29  
SHEET: 5 of 5





## Exhibit E

-  Babcock Widening
-  Palm Bay City Limits
-  Grant-Valkaria City Limits
-  Malabar City Limits



## LEGISLATIVE MEMORANDUM

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

**FROM:** Suzanne Sherman, City Manager

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

**DATE:** 7/15/2021

**RE:** Consideration of the Fiscal Year 2021-2022 HOME Disbursement Agreement with Brevard County (\$612,609 (allocation) and \$299,213 (carry forward)).

The City of Palm Bay, in partnership with Brevard County and the cities of Melbourne, Cocoa, and Titusville receives HOME Investment Partnership (HOME) funds through a consortium, called the Brevard County HOME Consortium. The allocation amount is determined by the U.S. Department of Housing and Urban Development (HUD) based on the following factors where the first and sixth factors are weighted 0.1; the other four factors are weighted 0.2:

- 1) Vacancy-adjusted rental units where the household head is at or below the poverty level.
- 2) Occupied rental units with at least one of four problems: a) overcrowding; b) incomplete kitchen facilities; c) incomplete plumbing; and d) high rent cost.
- 3) Rental units built before 1950 occupied by poor households.
- 4) Rental units described in factor 2 multiplied by the ratio of the cost producing housing for a jurisdiction divided by the national cost.
- 5) Number of families at or below poverty level.
- 6) Population of a jurisdiction multiplied by a net per capita income (pci).

Brevard County is responsible for the administration and compliance of regulations which govern these funds, as lead entity for the HOME Consortium. A HOME Investment Partnership Program Disbursement Agreement between Brevard County and each of the four (4) cities is executed to ensure funds are administered in accordance with HOME regulations and allows Brevard County to reimburse the City for any funds expended during the fiscal year.

The City of Palm Bay has not received its HOME allocation since FY 17-18 due to compliance issues under previous staff and administration. However, current staff and administration have been actively working with Brevard County to come into compliance and receive previous year allocations. As such, City staff has worked diligently with Brevard County's Housing & Human Services Department to release HOME funds to the City starting with FY 18-19, as well as any carry forward funds from previous years and program income received.

The Brevard County HOME Consortium received a total of \$1,272,414.00 for FY18-19 to be disbursed to the HOME consortium members. The City of Palm Bay's allocation is approximately 24.73% percent of the total

HOME allocation the County received. The attached FY 2021-2022 Brevard County HOME Investment Partnership Program Disbursement Agreement between Brevard County and the City of Palm Bay includes the release of \$911,822.02 as follows:

Up to FY 2018-2019 Allocation	\$612,609.02
Carry Forward/Program Income Balance	<u>\$299,213.00</u>
<b>Total Amount</b>	<b>\$911,822.02</b>

As the City is successful in expending these funds and can prove compliance, the City and County will discuss the release of HOME funds for FY19-20, FY20-21, FY 21-22 and HOME supplemental funds in the amount of \$1,806,830.14 which have not been allocated to the City through this Disbursement Agreement or any previous agreements.

**REQUESTING DEPARTMENT:**

Community & Economic Development

**FISCAL IMPACT:**

The HOME funding allocation of \$612,609.02 will be recorded as unrealized grant revenue to HOME Fund 114 and \$299,213.00 is currently recorded as Program Income on-hand and available in the City's HOME Fund 114. The HOME program funds are a reimbursement grant to the awardees. Upon request for payment/reimbursement, City staff will review and, upon approval, issue payment to the vendor (making the account negative). Subsequently, City staff will issue a formal request for reimbursement from Brevard County for the respective HOME grant funds paid out.

**RECOMMENDATION:**

Motion to approve the FY 2021-2022 HOME Disbursement Agreement between the City of Palm Bay and Brevard County in the amount of \$612,609.02 plus \$299,213 of Program Income on-hand and authorize the City Manager to execute the Agreement.

**ATTACHMENTS:**

**Description**

**FY 21-22 HOME Disbursement Agreement**

**2021-2022 HOME INVESTMENT PARTNERSHIPS  
PROGRAM DISBURSEMENT CONTRACT**

**BETWEEN BREVARD COUNTY AND THE CITY OF PALM BAY**

**THIS CONTRACT** entered into this \_\_\_\_ day of \_\_\_\_\_, 2021 with an effective date of April 1, 2021 by and between Brevard County Board of County Commissioners, a political subdivision of the State of Florida, hereinafter referred to as “County,” and the City of Palm Bay a municipality, hereinafter referred to as “City.”

**WHEREAS**, the National Affordable Housing Act of 1990, as amended from time to time, authorized the HOME Investment Partnerships Program (hereinafter referred to as “HOME Program”) to provide financial assistance through the U.S. Department of Housing and Urban Development (hereinafter referred to as “HUD”) to local governments for the production of affordable housing; and

**WHEREAS**, Brevard County, the City of Palm Bay, the City of Melbourne, the City of Titusville, and the City of Cocoa, have entered into an agreement to form a Consortium to obtain funding through the HOME Program to provide affordable housing and subsequent monitoring for its residents; and

**WHEREAS**, the County, recognized by HUD as the Lead Entity of the Brevard County HOME Consortium, desires to establish a mechanism for the successful implementation of the HOME Program; and

**WHEREAS**, the City has requested funds from the Consortium for the benefit of the very low- and low-income citizens of Palm Bay; and

**WHEREAS**, this Contract is authorized pursuant to the provisions of Section 163.01, Florida Statutes, and other applicable law, which authorized the exercise by agreement to two or more public agencies of any power common to them.

**NOW, THEREFORE**, in consideration of the mutual covenants, terms and conditions hereinafter set forth, the County and City mutually agree as follows:

**SECTION I. DEFINITIONS:**

- A. “Approved Activities” means HUD approved activities as stated in the Brevard County HOME Consortium Consolidated Plan and Annual Action Plan.
- B. “Consortium” means the Brevard County HOME Consortium.
- C. “Consortium Approval” means the written approval of the HOME Consortium members.
- D. “City” means the City of Palm Bay.

- E. “County” means the Board of County Commissioners of Brevard County, Florida, c/o Housing and Human Services Department.
- F. “HUD” means the United States Department of Housing and Urban Development.
- G. “HOME Administrator” means the Brevard County Housing and Human Services Department Director or his/her designee.
- H. “HOME Program” means the United States Department of Housing and Urban Development’s HOME Investment Partnerships Program.
- I. “HOME Regulations” means 24 CFR Part 91 and 92 and supplemental, additional or successor provisions.
- J. “Lead Entity” refers to the Board of County Commissioners of Brevard County, as required under 24 CFR Part 92.101(a)(ii).
- K. “Program Income” means the gross income received by the participating jurisdiction, sub-recipient, or Community Housing Development Organization, which is directly generated from the use of HOME Program funds and matching contributions.
- L. “Recaptured Funds” means HOME Program funds which are recouped by the participating jurisdiction, sub-recipient, or Community Housing Development Organization when HOME Program assisted housing does not comply with the affordability period required by 24 CFR 92.254(a)(4). The amount of recapture is determined in accordance with 24 CFR 92.254(a)(5)(ii). Any funds recouped in excess of the amount mandated by HOME Program regulations will constitute Program Income.
- M. “Very Low and Low Income” means the definitions set by HUD for the HOME Program in 24 CFR Part 92.2.

**SECTION II. PURPOSE:** The purpose of this Contract is to state the covenants and conditions under which the County shall reimburse the City for eligible activities utilizing both HOME Program funds for Fiscal Year 2020-2021 and any carry-forward funds from previous fiscal years.

**SECTION III. SCOPE OF SERVICES:** The City shall carry out or cause to be carried out the following approved activities: Community Housing Development Organization, Purchase Assistance, New Construction and Program Administration as described in the Annual Action Plan, as may be amended, which is incorporated herein by this reference. Such services shall be performed, except as otherwise specifically stated herein, by persons or instrumentalities solely under the dominion and control of the City. The City shall be responsible for all required HOME Program matching contributions, as outlined under 24 CFR Part 92.218, for approved activities carried out by the City. The City shall be responsible for administering a minimum 15% of this year’s allotment, to be utilized by a Community Housing Development Organization, as outlined under 24 CFR 92 Subpart G.



**SECTION IV. TERM OF CONTRACT:** This Contract shall commence on April 1, 2021 and terminate on September 30, 2022, or on the date on which final completion of all projects funded through this Contract is established, whichever comes first. Notwithstanding the foregoing, all terms and conditions contained in Sections V. through XXV. of this Contract shall survive the termination of this Contract and shall remain in full force and effect throughout any required affordability period as defined in the funded projects.

Modifications to Agreement: This agreement, together with any attachments, task assignments and schedules constitute the entire agreement between the County and the City and supersedes all prior written or oral understandings. This agreement and any attachments, task assignments and schedules may be only be amended, supplemented or canceled by a written instrument duly executed by the parties hereto. The Brevard County Director of Housing and Human Services shall have authority to execute modifications up to \$24,999.00. For any modification that exceeds \$24,999.00, the Chair of the Board of County Commissioners or County Manager shall have the authority to execute the modification.

**SECTION V. USE OF FUNDS:** The County shall reimburse the City an amount not to exceed \$612,609.02. Any program income received throughout the year will be utilized in accordance with Section VI. Program Income). The parties recognize and agree that the funds shall be used for eligible expenses incurred while carrying out eligible HOME Program activities as outlined in Exhibit B. The schedule for committing and expending funds under this Contract are outlined in Exhibit C and D, respectively. Funds have up to two years to be encumbered and four years to be expended, except Community Housing Development Organization funds which have five years to be expended. The City shall encumber the funds, within two years, no later than September 30, 2024. Unless otherwise authorized by the Consortium, funds which remain un-encumbered shall be subject to Section XIV.

**SECTION VI. PROGRAM INCOME:**

A. All Program Income and recaptured funds generated by Approved Activities shall be retained, tracked and utilized for additional eligible activities by the City.

B. Program Income must be deposited internally within five business days. Program Income must be receipted in Integrated Disbursement and Information System within 30 days. Any available Program Income must be utilized prior to expending Entitlement Funds. A Program Income log must be submitted to the County on a quarterly basis (Exhibit H).

C. The County reserves the right to recapture and utilize Program Income funds, as defined in Section XIV, from member jurisdictions for non-performance or non-compliance. The funds will be used for other projects within the Consortium.

D. If the City is no longer a participant in the Brevard County HOME Consortium when the Program Income or Recaptured Funds are received, the proceeds shall be deposited in the Brevard County HOME Consortium Trust Fund and distributed proportionally among the remaining members of the Consortium; or in accordance with HOME Program regulations in place at that time.

**SECTION VII. UNIFORM ADMINISTRATION REQUIREMENTS:** The City shall comply with applicable uniform administrative requirements, as described in 24 CFR 92.505.

**SECTION VIII. COMPLIANCE RULES, REGULATIONS AND LAWS:** During the performance of this Contract, the City and County agree to comply with all applicable laws, rules, regulations and orders of their successors listed below which by reference are incorporated and made a part hereof. The City and County further agree to abide by all other applicable laws, rules, regulations and orders which are not referred to in this Contract under the HOME Program regulations.

**SECTION IX. AFFIRMATIVE MARKETING POLICY:** The City shall comply with the requirements of 24 CR 92.351. In the event the City does not have a policy in place, the County's Affirmative Marketing Policy attached hereto as Exhibit A shall be followed as it relates to marketing projects to income eligible households.

**SECTION X. CONFLICT OF INTEREST:** The City shall comply with the requirements of 24 CFR 92.356 relative to the Conflict of Interest provisions. The City, its officers, employees, agents, or consultants who exercise or have exercised any functions or responsibilities with respect to the project or who are in a position to participate in a decision making process or gain inside information with regard to any project, shall not obtain a financial interest or benefit from the project, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. The City, its officers, employees, agents, or consultants shall not occupy any HOME Program assisted unit provided for under this Contract. Any possible conflicting interest on the part of The City, its employees, or agents, shall be disclosed in writing to the County.

A. No employee, officer, agent of the City, or its sub-recipients shall participate in the selection, award, or administration of a contract supported by the HOME Program if a Conflict of Interest, either real or apparent, would be involved;

B. The City or sub-recipient employees, officers, and agents shall not accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements; and

C. Conflict of Interest violations will be subject to the terms of Section XX. Enforcement (Suspension/Termination).

**SECTION XI. OTHER APPLICABLE LAWS, RULES AND REGULATIONS:**

1. 24 CFR Part 92, as amended – The regulations governing the expenditure of HOME Investment Partnerships Program funds.
2. 24 CFR Part 58 – The regulations prescribing the Environmental Review procedure, including laws and procedures incorporated by reference.
3. National Flood Insurance Act of 1968.

4. 24 CFR Part 1 – The regulations promulgated pursuant to Title VI of the 1984 Civil Rights Act.
5. 24 CFR Part 107 – The regulations issued pursuant to Executive Orders 11063 which prohibits discrimination and promotes equal opportunity in housing.
6. Executive Order 11246 (and Revised Order Number 4), as amended by Executive Orders 11375 and 12086 – which establishes hiring goals for minorities and women on projects assisted with federal funds.
7. Title VII of the 1964 Civil Rights Act as amended by the Equal Employment Opportunity Act of 1972 – which prohibits discrimination in employment.
8. 24 CFR Part 135 – Regulations outlining requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended.
9. Age Discrimination Act of 1973.
10. 24 CFR Part 130 – Regulations which prohibit discrimination in employment in federally assisted construction contracts.
11. Contract Work – Hours and Safety Standards Act – where applicable.
12. Lead Based Paint Poisoning Prevention Act.
13. Section 504 of the Rehabilitation Act of 1973, as amended.
14. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.
15. 29 CFR Parts 5 – Regulations which prescribe the payment of prevailing wages on federally assisted projects as mandated by the Davis-Bacon Act, where applicable.
16. Executive Order 11914 – Prohibits discrimination with respect to the handicapped in federally assisted projects.
17. Copeland Anti-Kickback Act.
18. 2 CFR, Part 200 which identifies allowable administrative costs and administrative requirements.
19. Florida Statutes, Chapter 112, Part III, code of Ethics for Public Officers and Employees.
20. Public Law 100-430 – The Fair Housing Amendments Act of 1988.
21. Section 109 of Public Law 100-202 – which restricts the awarding of public works contracts to firms from foreign countries with unfair trade practices.

22. HUD – required reports, circulars, and procedures.
23. 24 CFR Part 85 – the “common rule” containing fiscal and administrative requirements for grantees and sub-recipients which are local governments. This includes 24 CFR, Part 200.
24. 24 CFR Part 92.257 – concerning religious organizations, as applicable.
25. Section 92.504 – minimum standards of written contracts, as applicable. Including all project requirements, type of projects to be assisted, property standards, rents and recapture/resale provisions.

**SECTION XII. FUND DISBURSEMENTS:** The City shall not request reimbursement of HOME Program funds under this Contract until the funds are needed for the re-payment of eligible costs as described in 24 CFR 92.205. The requested amount shall not exceed the amount needed. Program income, interest earned, or loan repayments, hereinafter collectively referred to as (“recapture monies”) as defined in 24 CFR 92.503 derived from any projects set forth in this Contract shall be accounted for by the City. Program Income received by the City from HOME Program eligible activities shall be deducted from HOME Program draw request (Exhibit F and G) submitted by the City for eligible costs. The remaining balance of eligible costs shall be requested from the County on the HOME Program draw request (Exhibit F and G). HOME Program draw requests shall be submitted at least quarterly with supporting documentation (i.e. invoices for all requested disbursements; excluding administration). The final draw request shall be submitted no later than October 10, 2022.

**SECTION XIII. REIMBURSEMENT:**

- A. This Contract and all rights and duties designated herein are contingent upon the release of HOME Program funds by HUD. Up to the limits of SECTION V. hereof, Brevard County shall reimburse the City for the services described in SECTION III., pending the City’s commitment of HOME Program funds. All such work shall be performed by the City in accordance with applicable requirements of HUD and with all requirements of this Contract. Reimbursement shall be contingent thereupon.
  1. Only Approved Activities, which have been set up in accordance with HUD established procedures, shall be reimbursed by the County.
  2. The City shall be reimbursed by the County for allowable costs, in accordance with 24 CFR Part 92 and in accordance with SECTION V. of this Contract.
  3. The City shall submit to the County during the performance hereof the following:
    1. A cumulative expenditure statement of all costs of the project(s), program income and recaptured funds, for the period from commencement through the end of the report period for which the reimbursement is being requested;
    2. This information shall be submitted in a format which meets the County’s requirements for documentation used during audits and monitoring visits. Forms provided by the

County shall be used when requested. Each request shall contain a cover sheet substantially equivalent to the *Payment Request Forms* attached as Exhibit F and Exhibit G.

4. Upon receipt of the above enumerated acceptable documentation, County shall initiate the reimbursement process. Upon determination by the HOME Administrator that the services or material have been invoiced pursuant to the terms of this Contract, the HOME Administrator shall authorize the County Finance Department to make payment to the City in the amount it determines to be payable.
  5. In the event a question or dispute arises regarding a request for reimbursement, the County shall withhold payment to the City for only that part of an invoice in dispute.
  6. Pursuant to Section 218.74, Florida Statutes, the County Finance Department shall issue payment within 45 days after receipt of an acceptable invoice, and approval by the Housing and Human Services Department accepting the goods and/or services provided in accordance with the terms and conditions of this Contract.
  7. If a payment request is disputed, the City shall provide adequate documentation within ten business days from receipt of a request which details the disputed charges.
  8. Payment requests shall be made no less than quarterly, with the final draw for the federal fiscal year submitted no later than October 10, 2022. Payment requests submitted later than October 10, 2022 shall be credited to the following fiscal year.
- B. The City shall take financial responsibility for any and all funds expended by the City on ineligible HOME Program activities, and shall reimburse the U.S. Department of Housing and Urban Development as mandated. The County shall take financial responsibility for any and all funds expended by the County on ineligible HOME Program activities.

**SECTION XIV. RECAPTURE:** In the event of noncompliance of this Contract, recapture of all or part of the allocation may be administered by the County. Any recaptured funds shall be utilized on eligible HOME Program activities within the County or another City within the Consortium. The City understands that HOME Program Community Housing Development Organization funds shall be reduced or recaptured by the federal government if not encumbered and/or expended as outlined under 24 CFR 92.500(d) and further detailed under Section V. Use of Funds.

**SECTION XV. RECORDS AND REPORTS:** Reimbursement is contingent upon the receipt and satisfactory evaluation by the Lead Entity, of the following reports:

- A. **Project Set-Up Report:** The City shall initiate each proposed HOME Program activity by completing a Set-Up Report as required by HUD. The Set-Up Report shall be retained by the City and a copy submitted to the County with the initial reimbursement request.
- B. **Reimbursement/Expenditure Report:** The City shall submit reimbursement requests along with an expenditure statement as outlined in SECTION XIII. of this Contract.

- C. **Quarterly Progress Report**: The City shall complete and submit to the County Exhibit E, by the 15th day of January, April, July and October of the agreement period.
- D. **Project Completion Report**: At the time a project has been completed, the City shall complete a Project Completion Report and Quarterly Progress Report, within 120 days of the final draw down request for the project. The Completion Report shall be retained by the City and a copy may be submitted to the County with the final reimbursement request.
- E. **Substantial Amendments**: The City shall confirm the necessity of a substantial amendment with the County. If necessary, the City shall complete all applicable advertisement(s) and hearing(s). The City shall forward the substantial amendment documentation to the County for submission to the United States Department of Housing and Urban Development.

**SECTION XVI. AUDITS AND INSPECTIONS:** All records and contracts of whatever nature required by this Contract shall be available for audit, inspection or copying at any time during normal business hours and as often as the Lead Entity, the Consortium, HUD or Comptroller General of the United States, or other federal agency may deem necessary. Brevard County shall have the right to obtain and inspect any audit pertaining to the performance of this Contract made by any local, state or federal agency. The HOME Consortium shall have the right to inspect any of the County's records of whatever nature required by this Contract any time during normal business hours. The City shall retain all of its records and supporting documentation applicable to this Contract for five years after either the resolution of the final audit or the United States Department of Housing and Urban Development approval of the Close-out Report, whichever is later.

**SECTION XVII. MONITORING:** 2 CFR 200.93 defines a sub-recipient as a non-federal entity that receives a sub-award from a pass-through entity to carry out part of a Federal program. The City is required to monitor each sub-recipient to ensure that sub-awards are used for authorized purposes in compliance with Federal statutes, regulations, and the terms and conditions of the sub-award; and that sub-award performance goals are achieved. The City shall adhere to their existing monitoring policy which shall include the monitoring of sub-recipients annually throughout the affordability period. If applicable, updates should be provided to the County annually. Failure to monitor or insufficient sub-recipient monitoring may result in a finding of non-compliance. The lead entity will be required to monitor the project throughout its affordability period.

**SECTION XVIII. SUBCONTRACTS:** All contracts entered into by the City to carry out approved HOME Program activities shall be made in accordance with all applicable laws, rules and regulations stipulated in this Contract. Any additional work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each Section set forth in this Contract. The City must notify the County before they enter into an agreement with a sub-recipient, and the County must approve the Memorandum of Understanding before execution. Joint projects must be advertised and made available to all jurisdictions involved.

**SECTION XIX. NON-ASSIGNABILITY:** The City may not assign this Contract without prior written consent of the County.

**SECTION XX. ENFORCEMENT (SUSPENSION/TERMINATION):**

A. In accordance with 24 CFR 85.43, suspension or termination may occur if the City materially fails to comply with any term of this Contract.

1. The City hereby agrees that the following events constitute a material failure sufficient to warrant suspension of payments:

- a. Improper use of HOME Program funds;
- b. Failure to commit or expend HOME Program funds according to this Contract (without written consent);
- c. Failure to comply with the work, Program or terms of this Contract; specifically, the Approved Activities indicated in the Consolidated Plan and Annual Action Plan;
- d. Failure to submit reports as required, including a favorable audit report, as well as documentation to complete HUD required reports, and
- e. Intentional submittal of incorrect or incomplete reports in any material respect.

2. This Contract may also be terminated for convenience in accordance with 24 CFR 85.44, which provides for termination for mutual convenience or partial termination for specified reasons.

B. If payments are withheld, the Lead Entity shall specify in writing, the actions that shall be taken by the City as a condition precedent to resumption of payments provided that such notification shall specify a reasonable date not to exceed 20 days for compliance.

**SECTION XXI. INDEMNIFICATION:** The City, to the extent allowed by law, shall at all times hereafter indemnify and hold harmless, the County, Brevard County HOME Consortium, its officers, agents and employees, against any and all claims, losses, liabilities, or expenditures of any kind including court costs, attorney's fees and expenses, occurring or resulting from any or all suits or damages of any kind resulting from injuries or damages sustained by any person or persons, corporation or property, by virtue of the performance of this Contract, except that the City shall not incur any liability for the negligence of the other parties named in this Section. Neither the County nor the City shall incur any liability for the negligence of the other.

The foregoing indemnification does not waive any defense of sovereign immunity and shall not waive the damage limits set forth in Section 768.28, Florida Statutes, nor shall it be construed to

constitute an agreement by any party to indemnify any other party for such other party's negligent, willful, or intentional acts or omissions.

**SECTION XXII. INSURANCE:** The City shall insure that either its insurance coverage or self-insurance program or the insurance coverage of its contracted agents is adequate and sufficient to cover the activities performed under this Contract, as the case may be as to the particular actions undertaken.

**SECTION XXIII. PROJECT PUBLICITY:** Any news release, project sign, or other type of publicity pertaining to the project as stated herein, shall recognize the funding provided by HOME Program funds. The parties shall conduct affirmative marketing in accordance with 24 CFR Part 92.351.

**SECTION XXIV. AMENDMENTS:** This Contract may be amended through completion of an Amendment to Disbursement Contract form. The City shall be required to handle any amendment/adjustment according to their City policies, but shall acknowledge and accept execution of this document by the authorized County staff person.

**SECTION XXV. NOTICES:** Formal notices under the terms of this Contract shall be sent, by U.S. mail, as follows:

Brevard County:  
Ian Golden, Director  
Housing and Human Services Department  
2725 Judge Fran Jamieson Way, Bldg. B  
Viera, Florida 32940

City of Palm Bay:  
Nancy Bunt, Director  
Community & Economic Development  
120 Malabar Road  
Palm Bay, Florida 32901

***[Signature Page to Follow]***



**IN WITNESS WHEREOF**, the parties have set their hand and seal the day and date first above written.

BOARD OF COUNTY COMMISSIONERS OF  
BREVARD COUNTY, FLORIDA

\_\_\_\_\_  
Frank Abbate, County Manager  
(As approved by the Board on, \_\_\_\_\_).

Reviewed for legal form and content:

\_\_\_\_\_  
Robin Rogers, Assistant County Attorney

ATTEST:

CITY OF PALM BAY

\_\_\_\_\_  
Terese Jones, City Clerk

\_\_\_\_\_  
Suzanne Sherman, City Manager  
(As approved by the Council on \_\_\_\_\_, 2021.)

**STATE OF FLORIDA  
COUNTY OF BREVARD**

ON THIS DAY personally appeared, by means of \_\_\_\_\_ physical presence or \_\_\_\_\_ online notarization, \_\_\_\_\_, known to me to be the person described in and who executed the foregoing instrument as the City Manager of the City of Palm Bay, Florida for its act and deed, for the uses and purposes therein expressed.

NOTARY SEAL

\_\_\_\_\_  
Notary Public - State of Florida

\_\_\_\_\_  
My Commission Expires

**EXHIBIT A**  
**AFFIRMATIVE MARKETING POLICY**

The HOME Consortium will use affirmative housing marketing practices in soliciting owners/renters, determining eligibility and concluding all transactions. The Consortium members shall further affirmative marketing and fair housing in accordance with 24 CFR Part 92.351. Rental and HOME Program buyer projects containing five or more HOME Program assisted units shall comply with the Affirmative Marketing Policy described below.

1. The Consortium will require the owner to solicit applications for vacant units from persons in the housing market who are least likely to apply for the rehabilitated housing without benefit of special outreach efforts. In general, persons who are not of the race/ethnicity of the residents of the neighborhoods in which the rehabilitated building is located shall be considered those least likely to apply.
2. Owner's advertising vacant units shall include the equal housing opportunity logo or statement. Advertising media shall include contacting the newspapers, radio, television, brochures, leaflets, and/or include a sign in a window. In an effort to reach applicants least likely to apply, the owner may also use community organizations, places of worship, employment centers, fair housing groups, housing counseling agencies, social service centers or medical service centers as resources for this outreach.
3. The owner shall maintain a file containing all affirmative marketing efforts (i.e. copies of newspaper ads, memos of phone calls, copies of letters, etc.) to be available for inspection at least annually by the HOME Consortium.
4. The owner shall maintain a listing of all tenants residing in each unit at the time of the application submittal through the end of the affordability period.
5. The participating entity shall provide the HOME Consortium with an annual assessment of the affirmative marketing program of the development. The assessment shall include:
  - a. Method used to inform the public and potential tenants about federal fair housing laws and affirmative marketing policy (i.e. the use of Equal Housing Opportunity logo type or slogan in print advertising);
  - b. Method used to inform and solicit applications from persons in the housing market area who are not likely to apply without special outreach (i.e., use of community organizations, places of worship, employment centers, etc.); and
  - c. Records describing actions taken by the participating entity and/or owner to affirmatively market units and records to assess the results of these actions.
6. The HOME Consortium will assess the affirmative marketing efforts of the owner by comparing predetermined occupancy goals to actual occupancy data that the owner is required to

maintain. Outreach efforts on the part of the owner will also be evaluated by reviewing marketing efforts.

7. The HOME Consortium will assess the efforts of the owners receiving loans during the rent-up and marketing of the units by use of a compliance certification or personal monitoring visits to the project at least annually.

8. Where an owner fails to follow the affirmative marketing requirements, corrective actions shall include extensive outreach efforts to appropriate contacts to achieve the occupancy goals or other sanctions which the HOME Consortium may deem necessary, up to and including the full repayment of the loan.

**EXHIBIT B**  
**BUDGET Fiscal Year 2020-2021**

<b>ACTIVITY</b>	<b>UP TO FISCAL YEAR 18/19 ALLOCATION</b>	<b>PROGRAM INCOME AMOUNT</b>	<b>TOTAL</b>
Program Administration	\$54,495.46	\$0	\$54,495.46
Community Housing Development Organization	\$73,970.12	\$0	\$73,970.12
Purchase Assistance	\$120,000.00	\$0	\$120,000.00
New Construction	\$364,143.44	\$299,213.00	\$663,356.44
<b>Total HOME Funded Projects</b>	<b>\$612,609.02</b>	<b>\$299,213.00</b>	<b>\$911,822.02</b>

This Budget includes the City of Palm Bay's Fiscal Year 18/19 HOME Program allocation of \$612,609.02 and \$299,213.00 program income as of September 30, 2020 (for a total of \$911,822.02). Any program income received throughout the year will be utilized in accordance with Section VI. Program Income.

**EXHIBIT C  
ENCUMBRANCE SCHEDULE**

<b>ACTIVITY</b>	<b>Beginning Balance</b>	<b>4<sup>th</sup> Quarter Goal (July- Sept.2021)</b>	<b>1st Quarter Goal (Oct.-Dec. 2021)</b>	<b>2nd Quarter Goal (January- March 2022)</b>	<b>3rd Quarter Goal (April-June 2022)</b>	<b>4th Quarter Goal (July-Sept. 2022)</b>	<b>Remaining Balance</b>
<b>HOME Admin</b>	\$54,495.46	\$54,495.46	\$0	\$0	\$0	\$0	\$0
<b>Community Housing Development Organization Set- Aside</b>	\$73,970.12	\$73,970.12	\$0	\$0	\$0	\$0	\$0
<b>Purchase Assistance</b>	\$120,000.00	\$120,000.00	\$0	\$0	\$0	\$0	\$0
<b>New Construction</b>	\$663,356.44	\$663,356.44	\$0	\$0	\$0	\$0	\$0

The encumbrance schedule is not based on total funding, but an estimated amount of funds to be encumbered this fiscal year.

**EXHIBIT D  
EXPENDITURE SCHEDULE**

<b>ACTIVITY</b>	<b>Beginning Balance</b>	<b>4<sup>th</sup> Quarter Goal (July-Sept. 2021)</b>	<b>1st Quarter Goal (Oct.-Dec. 2021)</b>	<b>2nd Quarter Goal (January- March 2022)</b>	<b>3rd Quarter Goal (April-June 2022)</b>	<b>4th Quarter Goal (July-Sept. 2022)</b>	<b>Remaining Balance</b>
<b>HOME Admin</b>	\$54,495.46	\$10,899.00	\$10,899.00	\$10,899.00	\$10,899.00	\$10,899.46	\$0
<b>Community Housing Development Organization Set- Aside</b>	\$73,970.12	\$0	\$0	\$24,656.00	\$24,656.00	\$24,658.12	\$0
<b>Purchase Assistance</b>	\$120,000.00	\$0	\$40,000.00	\$40,000.00	\$40,000.00	\$0	\$0
<b>New Construction</b>	\$663,356.44	\$0	\$95,000.00	\$95,000.00	\$380,000.00	\$93,356.44	\$0

The expenditure schedule is not based on total funding, but estimated amount of funds to be expended this fiscal year.

**EXHIBIT E**  
**QUARTERLY PROGRESS REPORT**

Period Covered: \_\_\_\_\_ to \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**A. Project Information**

Agency: City of Palm Bay

Person Preparing the Report: \_\_\_\_\_

**B. Project Cost**

Activity	Estimated Expenditure	Actual Expenditure	% Expended	% Project Completion	Compliant with Encumbrance Schedule (Y/N)	Compliant with Expenditure Schedule (Y/N)

**\*If non-compliant with Encumbrance Schedule or Expenditure Schedule, please provide an explanation for corrective action.**

**C. Program Income (Attach your current program income log).**

Program Income/Recapture: \_\_\_\_\_

Source of Program Income/Recapture: \_\_\_\_\_

**D. Describe success or problems with meeting Goals (Attach Additional Sheets if Necessary):**

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**E. Please specify total number of persons or households (as applicable) assisted/served this quarter.**

Households	Persons	Low to Moderate Income	Low Income	White/Non-Hispanic	American Indian or Alaskan Native	Hispanic	Asian Pacific Islander	Female Headed Household

**EXHIBIT F**  
**HOME PROGRAM REIMBURSEMENT REQUEST**

City of Palm Bay

Date: \_\_\_\_\_

Request #: \_\_\_\_\_

Attached is documentation for \_\_\_\_\_ request number \_\_\_\_\_ for the reimbursement of HOME Program  
Expenditures described below:

**Administrative Expenses:**

YEAR	ACTIVITY	ACTIVITY DESCRIPTION	TOTAL AMOUNT EXPENDED	LESS PROGRAM INCOME	REIMBURSEMENT DUE FROM THE COUNTY
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

*Please provide a copy of the signed contract for each new subrecipient agreement.*

\_\_\_\_\_  
**Signature/Date**

**HOME Disbursement Contract**  
**between Brevard County and City of Palm Bay**



**EXHIBIT G  
HOME DRAW REQUEST**

City of Palm Bay

Date: \_\_\_\_\_

Request #: \_\_\_\_\_

HUD Activity Year	HUD Activity Number	Activity Description	Activity Address	Revised Activity Funding Amount	Activity Total of Prior Draw	Activity Balance	Final Draw Y/N	IDIS Adjustment Requirement	Program Income Used	Comments

**HOME Disbursement Contract  
between Brevard County and City of Palm Bay**

**EXHIBIT H  
PROGRAM INCOME LOG**

**Period Covered:** \_\_\_\_\_

**Agency Name:** \_\_\_\_\_

**Balance Forward:** \_\_\_\_\_

Date Received	Date Deposited	Amount Received	Amount Used	Amount Available

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



## LEGISLATIVE MEMORANDUM

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

**FROM:** Suzanne Sherman, City Manager

**THRU:** Juliet Misconi, Acting Public Works Director

**DATE:** 7/15/2021

**RE:** Consideration of appropriating funds from the Stormwater Utility Fund Undesignated Fund balance for construction funding of the Port Malabar Unit 48 culvert pipe replacement (estimated \$631,666).

Staff is requesting to appropriate funds for the Port Malabar Unit 48 Culvert Pipe Replacement so that the construction services can be issued as a competitive solicitation. This project is comprised of the replacement and restoration of culvert crossings along the Port Malabar (PMU) Unit 48. Construction of this project is turn-key and will include all aspects of work. The culvert replacement must occur prior to the road paving as part of the Phase 3 GO Road Bond paving project. In Port Malabar Unit 48, sixty-five drainage crossings locations are proposed for culvert replacements or installation as identified by the culvert inspection process and City unit paving and drainage plans.

The City's engineer's estimate for this project is \$586,348. Staff is also requesting a 5% contingency to cover any unforeseen change orders which is typical with construction projects, as well as \$1,000 for advertisement, \$5,000 for geotechnical, \$5,000 for survey, and \$5,000 engineering design, for a total project budget of \$631,666. Public Works staff has reviewed the summary of pay items, construction plans, utility conflict locations matrix and is satisfied with the construction cost funding requested for the project. The consideration of award of the competitive solicitation will be brought before Council upon completion of the Procurement process. Any funds remaining once the project has been completed and closed will be transferred back to the Stormwater Fund account.

**REQUESTING DEPARTMENT:**  
Public Works

**FISCAL IMPACT:**

The estimated budget for this project is \$631,666. Funds are available in Stormwater Utility Fund Undesignated Fund Balance 461-0000-392-3006 and will be appropriated to 461-7084-541-6309 Project #21SU16 on the next scheduled Budget Amendment.

**RECOMMENDATION:**

Motion to approve Construction Funding for Project #21SU16 - Port Malabar Unit 48 Culvert Pipe Replacement.



## LEGISLATIVE MEMORANDUM

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

**FROM:** Suzanne Sherman, City Manager

**THRU:** Patrick Murphy, Growth Management Assistant Director

**DATE:** 7/15/2021

**RE:** Consideration of a Budget Amendment to transfer funds from the Code Compliance Nuisance Revenue Account into the Code Compliance Nuisance Operating Account to cover the increase in nuisance vegetation cases (\$25,000).

Pursuant to Section 93 of the Code of Ordinances the Code Compliance Division of the Growth Management Department engages contractors to complete mowing of nuisance vegetation and property clean-ups based upon cases which have been found in violation by the Code Compliance Board. On average, this cost runs approximately \$12,500 per month. Due to a recent increase in nuisance vegetation complaints additional funds need to be transferred from the Code Compliance Nuisance Revenue account into the Code Compliance Nuisance Fund Operating account. Because these funds are moving from a revenue account to an expense account this must be approved by budget amendment. The revenue for the Nuisance Fund comes from code liens and fines which are paid to the City and can only be used for Code Compliance, there is no impact to the General Fund.

**REQUESTING DEPARTMENT:**

Growth Management

**FISCAL IMPACT:**

Transfer of \$25,000 from Code Compliance Nuisance Revenue Account (105-0000-392.20-01) to Code Compliance Nuisance Expense Account (105-3330-529.34-03). There is no impact to the General Fund

**RECOMMENDATION:**

Motion to approve Budget Amendment to move \$25,000 from the Code Compliance Nuisance Revenue Account to the Code Compliance Nuisance Expense Account.

**ATTACHMENTS:**

**Description**

**Budget Amendment Form**

City Council Approval Date

### Justification for Budget Amendment Request

--

Justification, if "No" →

Budget Office Representative

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



## LEGISLATIVE MEMORANDUM

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

**FROM:** Suzanne Sherman, City Manager

**THRU:** Leslie Hoog, Fire Chief

**DATE:** 7/15/2021

**RE:** Consideration of utilizing Fire Impact Fees for a fire training center facility at Station 5 (\$516,000).

Palm Bay Fire Rescue is requesting the use of Fire Impact Fees to fund the purchase of a Fire Training Center (Facility) at Fire Station #5. Chapter 171 of the Palm Bay Code of Ordinances provides that Fire Impact fees, and all interest accrued on such funds, shall only be used for capital fire facilities within the City. Capital fire facilities are defined as: "fire facilities planning and any land, land improvements, building and fire equipment (vehicles and manpower equipment) and associated costs." The fees may be expended on these items from time to time when deemed necessary to provide fire protection to areas of new construction.

The impact of the continual and future growth of Nexus 32909 in the City of Palm Bay justifies the need and usage of Fire Impact fees. The Training Center would provide a benefit to new development and future residents and businesses of Nexus 32909. The facility would also allow the Fire Department to acquire Insurance Services Office (ISO) points reducing the Fire Suppression Rating within the boundaries of Nexus 32909 and the City as a whole. This addition will provide improved fire protection services to new residents and commercial growth in this area of the City as well as citywide. Palm Bay has experienced a 2.8% growth since March 2020, and with growth being focused on Nexus 32909 for the foreseeable future, this growth impacts the services provided by the Fire Department, particularly from Fire Station #5. As Palm Bay continues to be developed, the need increases for proper training to ensure skills are retained and improved to accommodate efficient and safe operations on an emergency scene. The training facility will be constructed on the additional vacant land at Station 5, completing the build out at the new facility for Palm Bay Fire Rescue.

The estimate for the facility acquisition and installation is \$516,000, and includes the purchase of the training facility, foundation testing and installation, and a contingency to cover potential construction cost inflation.

**REQUESTING DEPARTMENT:**  
Fire Department

**FISCAL IMPACT:**

The estimated costs for building purchase and installation of \$516,000.00 will be appropriated to GL account 190-6050-522-6201 Buildings, from Impact Fee Funds Fund Balance (Nexus 32909) account 190-0000-392-1001. A budget amendment for this project will occur on the next quarterly budget amendment.

**RECOMMENDATION:**

Motion to approve a budget appropriation of \$516,000.00 utilizing Fire Impact Fees for the purchase and installation of a training facility at Fire Station 5.

**ATTACHMENTS:**

**Description**

**Potential Increase in Construction Costs**

**BA fire training facility**

**Palm Bay Fire Rescue – Fire Training Facility**  
**Fire Impact Fee Request**

**Estimates (Based on Cost Increase in Construction Market):**

Research Quote based on department training needs:	\$475,247.00
Preliminary Foundation Testing:	\$6,722.00
Foundation Estimate:	\$30,000.00
Market Cost Increase (12.8%):	\$3,840.00

This reflects construction cost inflation projections sent out by Juliet in an email on 6/10/2021.

<b>Total Project Estimated Cost:</b>	<b>\$515,809.00</b>
--------------------------------------	---------------------



City Council Approval Date

### Justification for Budget Amendment Request

--

Justification, if "No" →

Budget Office Representative

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



## LEGISLATIVE MEMORANDUM

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

**FROM:** Suzanne Sherman, City Manager

**THRU:** Leslie Hoog, Fire Chief

**DATE:** 7/15/2021

**RE:** Consideration of appropriating funds from the Undesignated Fund Balance to hire three (3) previously unfunded Firefighter Positions (\$53,817.15).

Fire Rescue had five firefighter positions frozen in during the FY 2020-2021 budget cycle. These unfilled positions have contributed to an increase in overtime in the fire rescue budget due to staffing needs. Fire Rescue is requesting to fund three (3) of the five (5) unfunded Firefighter positions for the remainder of this current FY 2020-2021.

The FY 2021-2022 proposed budget for Fire Rescue fully funds all five (5) positions. These unfunded positions have a large impact on overtime due to staffing methods, which typically authorizing overtime using the lowest rank personnel. This prevents paying out overtime for personnel at a higher rank. Without enough firefighters to accomplish this staffing profile, Fire Rescue is obligated to fill open positions with traditional overtime. Fire Rescue has three (3) personnel available on the hiring list. These personnel would be able to start work within two weeks since their background and testing is already completed.

### REQUESTING DEPARTMENT:

Fire Department

### FISCAL IMPACT:

The total cost to fully fund all three (3) Firefighter positions, with a start date of July 26, 2021, salary of \$21,809.40 and benefits of \$32,007.75 for a total of \$53,817.15, to be appropriated from undesignated fund balance 001-0000-392-1001.

### RECOMMENDATION:

Motion to approve appropriation of \$ 53,817.15, from undesignated fund balance 001-0000-392-1001, to hire three re-funded firefighter positions of the five fully funded positions in the 2022 fiscal budget.



## LEGISLATIVE MEMORANDUM

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

**FROM:** Suzanne Sherman, City Manager

**DATE:** 7/15/2021

**RE:** Consideration of travel and training for specified City employees (City Manager's Office).

The City Managers Office would like to request approval for City Manager Suzanne Sherman, Deputy City Manager Joan Junkala-Brown, and Special Projects Manager Britta Kellner to attend the Florida League of Cities (FLC) 2021 Annual Conference on August 12th through August 14th, 2021 in Orlando, Florida. This conference offers municipal officials and senior staff an opportunity to enhance leadership skills, learn from municipal experts, share ideas with peers, discuss strategies for Florida's future and hear about the latest in products and services for municipal governments. The agenda also offers discussions of the 2022 Legislative Action Agenda.

All three employees are members of the FLC Policy Committees as follows:  
Suzanne Sherman, City Manager - Utilities, Natural Resources & Public Works Committee;  
Joan Junkala-Brown, Deputy City Manager - Land Use & Economic Development Committee;  
Britta Kellner, Special Projects Manager - Municipal Administration Committee.

The registration for each attendee is \$550. As the conference is in Orlando, no hotel stay is needed. The total estimated cost is \$1,650 for registration and \$102 for per diems, for an estimated total of \$1,752.

### REQUESTING DEPARTMENT:

City Manager's Office

### FISCAL IMPACT:

The total estimated cost is \$1,752.00, and will be paid through the Travel and Per Diem account 001-1210-512-4001 (\$102) and Training & Education account 001-1210-512-5501 (\$1,650).

### RECOMMENDATION:

Motion to approve travel as noted above.

### ATTACHMENTS:

**Description**

Travel Request backup



# CITY OF PALM BAY, FLORIDA

Travel Request/Advance Request

Contact/Ext Angela 3207

Control #

Request Date: 6/29/2021

<b>Name:</b> Suzanne Sherman		<b>Destination:</b> FLC Annual Conf.			
<b>Department/Division:</b> CMO		<b>Depart/Return</b> Date of: 8/12/2021 Time of: 6:15am/5pm		<b>Depart/Return</b> 8/13/2021 6:15am/7pm	
<b>Account To Be Charged:</b> 001-1210-512-4001 & 5501		<b>Estimated Cost:</b> before mileage reimbursement <b>\$584.00</b>			
<b>Purpose of Travel</b> (Specify Conference, School or Other Reason) - ATTACH ITINERARY Attendance at the FLC 2021 Annual Conference - day travel only					
Date approved by Council: 7/15/21					
<b>Transportation:</b> boldface or circle choice(s) <b>Personal Employee Vehicle</b> City Vehicle <b>Common Carrier (complete below)</b>					
<b>PREPAID EXPENSES</b>	<b>VENDOR/ADDRESS</b>	<b>EXPLANATION</b>	<b>AMOUNT</b>	<b>FINANCE USE ONLY</b>	
Registration	FLC Annual Conference Orlando World Center Marriott	FLC Annual Conference		Vendor #	Check #
Due Date		Registration: \$ 550.00 Ethics Class: \$ 0.00			Date
Hand Carry Y N	Acct#5501		\$550.00		
Lodging		Rate		Vendor #	Check #
Due Date		# Nights			Date
Hand Carry Y N	Acct#4001				
Common Carrier (if applicable)				Vendor #	Check #
Due Date					Date
Hand Carry Y N	Acct#4001				
Other Expenses				Vendor #	Check #
Due Date					Date
Hand Carry Y N	Acct#4001				
Other Expenses				Vendor #	Check #
Due Date					Date
Hand Carry Y N	Acct#4001				
<b>PER DIEM ADVANCE Acct#4001</b>				Vendor #	Check #
Refer to <a href="http://www.gsa.gov">www.gsa.gov</a> for rates - attach proof of rate (Lodging prepaid - receipt required)					
Breakfast	@	\$16.00	=	\$0.00	Date
Lunch	@	\$17.00	=	\$34.00	
Dinner	@	\$28.00	=	\$0.00	
Incidentals	@		=	\$0.00	
				\$34.00	

## 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: 6/29/2021

Contact/Ext Angela 3207

Name: Joan Junkala-Brown		Destination: FLC Annual Conf.			
Department/Division: CMO		Date of: 8/12/2021		Depart/Return 8/13/2021	
Account To Be Charged: 001-1210-512-4001 & 5501		Time of: 6:30am/5pm		Depart/Return 6:30am/7pm	
		Estimated Cost: before mileage reimbursement \$584.00			
Purpose of Travel (Specify Conference, School or Other Reason) - ATTACH ITINERARY					
Attendance at the FLC 2021 Annual Conference - day travel only					
Date approved by Council:					
Transportation: <b>Personal Employee Vehicle</b> City Vehicle					
Common Carrier (complete below)					
PREPAID EXPENSES	VENDOR/ADDRESS	EXPLANATION	AMOUNT	FINANCE USE ONLY	
Registration	FLC Annual Conference	FLC Annual Conference		Vendor #	Check #
Due Date	Orlando World Center Marriott	Registration: \$ 550.00			Date
Hand Carry Y N	Acct#5501	Ethics Class:\$ 0.00	\$550.00		
Lodging		Rate		Vendor #	Check #
Due Date		# Nights			Date
Hand Carry Y N	Acct#4001				
Common Carrier (if applicable)				Vendor #	Check #
Due Date					Date
Hand Carry Y N	Acct#4001				
Other Expenses				Vendor #	Check #
Due Date					Date
Hand Carry Y N	Acct#4001				
Other Expenses				Vendor #	Check #
Due Date					Date
Hand Carry Y N	Acct#4001				
PER DIEM ADVANCE Acct#4001				Vendor #	Check #
Refer to <a href="http://www.gsa.gov">www.gsa.gov</a> for rates - attach proof of rate					
(Lodging prepaid - receipt required)					
Breakfast	@	\$16.00	=	\$0.00	Date
Lunch	@	\$17.00	=	\$34.00	
Dinner	@	\$28.00	=	\$0.00	
Incidentals	@		=	\$0.00	
				\$34.00	

### 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

Contact/Ext

Control #

Request Date:

6/29/2021

Angela 3207

<b>Name:</b> Britta Kellner		<b>Destination:</b> FLC Annual Conf.			
<b>Department/Division:</b> CMO		<b>Depart/Return</b> Date of: 8/12/2021 Time of: 6:30am/5pm		<b>Depart/Return</b> 8/13/2021 6:30am/7pm	
<b>Account To Be Charged:</b> 001-1210-512-4001 & 5501		<b>Estimated Cost:</b> before mileage reimbursement <b>\$584.00</b>			
<b>Purpose of Travel</b> (Specify Conference, School or Other Reason) - ATTACH ITINERARY Attendance at the FLC 2021 Annual Conference - day travel only					
Date approved by Council:					
<b>Transportation:</b> boldface or circle choice(s) <div style="display: inline-block; border: 1px solid red; border-radius: 50%; padding: 2px; margin: 0 10px;">Personal Employee Vehicle</div> City Vehicle <b>Common Carrier (complete below)</b>					
PREPAID EXPENSES	VENDOR/ADDRESS	EXPLANATION	AMOUNT	FINANCE USE ONLY	
Registration	FLC Annual Conference Orlando World Center Marriott	FLC Annual Conference		Vendor #	Check #
Due Date		Registration: \$ 550.00 Ethics Class: \$ 0.00			Date
Hand Carry Y N	Acct#5501		\$550.00		
Lodging		Rate		Vendor #	Check #
Due Date		# Nights			Date
Hand Carry Y N	Acct#4001				
Common Carrier (if applicable)				Vendor #	Check #
Due Date					Date
Hand Carry Y N	Acct#4001				
Other Expenses				Vendor #	Check #
Due Date					Date
Hand Carry Y N	Acct#4001				
Other Expenses				Vendor #	Check #
Due Date					Date
Hand Carry Y N	Acct#4001				
<b>PER DIEM ADVANCE</b> Acct#4001 <b>Refer to www.gsa.gov for rates - attach proof of rate</b> (Lodging prepaid - receipt required)				Vendor #	Check #
Breakfast	@	\$16.00	=		Date
Lunch	@	\$17.00	=		
Dinner	@	\$28.00	=		
Incidentals	@		=		
			\$34.00		

### TRAVEL APPROVALS

Department Head

Date

Finance

Date

(if applicable)

City Manager

Date

(ATTACH TO EXPENSE REPORT UPON RETURN)



U.S. General Services Administration

## FY 2021 Per Diem Rates for ZIP 32821

Meals & Incidentals (M&IE) Breakdown

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



#FLCities2021



FLORIDA LEAGUE OF CITIES

# 2021 ANNUAL CONFERENCE

## REGISTRATION INFORMATION

August 12-14, 2021 • Orlando World Center Marriott

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

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

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

See page 6  
for details.



# GENERAL INFORMATION



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

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

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

## LOCATION/DATES

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

## REGISTRATION HOURS

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

## REGISTRATION FEES

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

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

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

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

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

## REGISTRATION PROCEDURES

### Online Registration – Credit Cards Only

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

### Mail Registration – Checks Only

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

# GENERAL INFORMATION



## DEADLINES

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

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

## CANCELLATION POLICY

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

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

## SPECIAL NEEDS

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

## CONTINUING EDUCATION CREDIT

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

## LIVE FEEDS VIA SOCIAL MEDIA

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



## THURSDAY IS CITY SHIRT DAY!

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

## CONTACT INFORMATION

For additional information, please contact Melanie Howe at [mhowe@flcities.com](mailto:mhowe@flcities.com) or **850.222.9684**.

# TENTATIVE PROGRAM



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

## WEDNESDAY, AUGUST 11, 2021

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

### Research Symposium

*Additional registration required through the League's Center for Municipal Research; contact Wade Burkley at [wburkley@flcities.com](mailto:wburkley@flcities.com).*

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

### Candid Conversation with Mayors

*Additional registration required through the Florida League of Mayors; contact Rachel Embleton at [rembleton@flcities.com](mailto:rembleton@flcities.com).*

## THURSDAY, AUGUST 12, 2021

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

### Registration Desk Open

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

### Continuing Education in Ethics: Have You Completed Your Hours?

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

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

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

### Florida League of Mayors Nominating Committee Meeting

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

### Florida League of Mayors Business Meeting

*For more information, contact Rachel Embleton at [rembleton@flcities.com](mailto:rembleton@flcities.com).*

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

### Florida League of Mayors Board of Directors Meeting

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

### Municipal Marketplace Open

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

### "Cities 101" Workshop

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

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

### Legislative Policy Committee Meetings

Finance, Taxation and Personnel

Land Use and Economic Development

Municipal Administration

Transportation and Intergovernmental Relations

Utilities, Natural Resources and Public Works

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

### Workshops

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

### Federal Action Strike Team Meeting

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

### First-Time Attendees' Orientation

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

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

### President's Welcome Reception in Municipal Marketplace



# TENTATIVE PROGRAM



## FRIDAY, AUGUST 13, 2021

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

### 5K Fun Run

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

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

### Florida Black Caucus of Local Elected Officials Breakfast

*Additional registration required through the Florida Black Caucus of Local Elected Officials; contact Nykierama Cooper at [ncooper@flcities.com](mailto:ncooper@flcities.com).*

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

### Continental Breakfast in Municipal Marketplace

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

### Municipal Marketplace Open

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

### Registration Desk Open

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

### Workshops

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

### Resolutions and Legislative Committee Meetings

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

### Workshops

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

### Opening General Session

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



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

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

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

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

# TENTATIVE PROGRAM



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

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

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

**Workshops**

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

**Workshops**

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

**Workshops**

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

**2021 Home Rule Heroes Reception**

*(All delegates welcome.)*

**Evening Open**

**SATURDAY, AUGUST 14, 2021**

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

**Various Local/Regional League Breakfast  
Meetings**

*Contact your local League for more information.*

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

**Registration Desk Open**

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

**Annual Business Meeting**

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

**Second General Session**

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

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

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

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

**Workshops**

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

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

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

*Schedule and speakers subject to change.*



**KENNETH W.  
GRONBACH**

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

# CONFERENCE HOUSING INFORMATION



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

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

**NOTE: The Marriott is a smoke-free property.**

## ROOM RESERVATIONS - IMPORTANT - PLEASE READ

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

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

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

# 2021 FLC Annual Conference Registration Form

August 12-14, 2021 | Orlando World Center Marriott

Florida League of Cities | P.O. Box 1757 | Tallahassee, FL 32302 | 850.222.9684 | Fax 850.222.3806 | [mhowe@flcities.com](mailto:mhowe@flcities.com)

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

## DELEGATE INFORMATION

Name: \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_  
First M.I. Last

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

Title: \_\_\_\_\_ Affiliation: \_\_\_\_\_  
City, County, Government or Company

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

First-Time Attendee? ☐ Yes ☐ No Contact Person: \_\_\_\_\_

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

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

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

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

### REGISTRATION FEES

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

### OPTIONAL ACTIVITIES

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

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

### SPECIAL NEEDS

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

### REGISTRATION

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

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

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

### CANCELLATION POLICY

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





## LEGISLATIVE MEMORANDUM

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

**FROM:** Suzanne Sherman, City Manager

**THRU:** Nelson Moya, Chief of Police

**DATE:** 7/15/2021

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

Officer Shane Bucklin, Officer Derek Hollcroft, and Officer Robert Witte will be traveling to Orlando, FL August 1, 2021 – August 6, 2021, to attend the Florida Gang Investigator's Associations (FGIA) Training Workshop and Gang Specialist Courses. This training course and workshop focuses specifically on intervention, prevention, and suppression enforcement of gang activity. The Registration Cost is estimated at \$1,500.00, the Lodging Cost is estimated at \$1,935.00, and the per diem is estimated at \$825.00 with an approximate total of \$4,260.00. This will be paid out of the Investigations Divisions Account (5013).

**REQUESTING DEPARTMENT:**

Police Department

**FISCAL IMPACT:**

The total cost of travel is estimated at \$4,260.00 and is available in 001-5013-512-5501 (\$1,500); 001-5013-521-4001 (\$2,760).

**RECOMMENDATION:**

Motion to acknowledge and approve travel as mentioned above.

**ATTACHMENTS:**

**Description**

Travel Authorization





# CITY OF PALM BAY, FLORIDA

Travel Request/Advance Request

Control # \_\_\_\_\_  
Request Date: \_\_\_\_\_  
Contact/Ext 1465 - Tanya Seibert

<b>Name:</b> <u>Shane Bucklin</u>		<b>Destination:</b> <u>Orlando, FL</u>	
<b>Department/Division:</b> <u>POLICE/INVESTIGATIONS</u>		<b>Departure</b> <u>8/1/2021</u>	<b>Return</b> <u>8/6/2021</u>
<u>001-5013-521-5501- \$ 500.00</u>		<b>Date of:</b> <u>2:00 PM</u>	<b>Time of:</b> <u>8:00 PM</u>
<b>Account To Be Charged:</b> <u>001-5013-521-4001- \$ 920</u>		<b>Estimated Cost:</b> before mileage reimbursement <b>\$1,420.00</b>	
<b>Purpose of Travel</b> (Specify Conference, School or Other Reason) - <b>ATTACH ITINERARY</b>			
To attend the 2020 Annual FGIA Training Workshop and the FGIA Basic Gang Specialist Course in Orlando, FL 8/1/21-8/6/21			
<b>Date Approved By Council</b> _____			
<b>Transportation:</b> boldface or circle choice(s)		POV - Estimated Mileage _____ City Vehicle Common Carrier (complete below)	
<b>PREPAID EXPENSES</b>	<b>VENDOR/ADDRESS</b>	<b>EXPLANATION</b>	<b>AMOUNT</b>
Registration	FGIA	Will be Paid by Training	
Due Date _____	2220 CR 210 West, STE 108	375.00 Workshop & 125.00	
Hand Carry Y N	Suite 108, PMB 329	Basic Gang Specialist course	
	St. Johns, FL 32359		\$500.00
	850-606-3438		
Lodging	Omni Orlando Championsgate	Paid by Training	
Due Date _____	1500 Masters Blvd	Rate <u>\$129.00</u>	
Hand Carry Y N	Championsgate, FL 33896	# Nights <u>5</u>	
	407-390-6664		\$645.00
	Conf #		
Common Carrier (if applicable)			
Due Date _____			
Hand Carry Y N			\$0.00
Other Expenses			
Due Date _____			
Hand Carry Y N			\$0.00
Other Expenses			
Due Date _____			
Hand Carry Y N			\$0.00
<b>PER DIEM ADVANCE</b>			
<b>Refer to <a href="http://www.gsa.gov">www.gsa.gov</a> for rates - attach proof of rate</b>			
<b>(Lodging prepaid - receipt required)</b>			
Breakfast <u>5</u>	@ <u>\$13.00</u>	= <u>\$65.00</u>	
Lunch <u>5</u>	@ <u>\$14.00</u>	= <u>\$70.00</u>	
Dinner <u>5</u>	@ <u>\$23.00</u>	= <u>\$115.00</u>	
Incidentals <u>5</u>	@ <u>\$5.00</u>	= <u>\$25.00</u>	
			\$275.00

## TRAVEL APPROVALS

Shane Bucklin 6/22/21  
Department Head Date

\_\_\_\_\_  
Finance Date

(if applicable)

\_\_\_\_\_  
City Manager Date

(ATTACH TO EXPENSE REPORT UPON RETURN)

# 2021 F.G.I.A. TRAINING WORKSHOP

Omni-Championsgate

(407) 390-6664 | 1500 Masters Blvd | ChampionsGate, FL 33896

## AUGUST 3-6, 2021

The Florida Gang Investigator's Association (FGIA) was formed in 1993, by criminal justice professionals, FGIA provides a professional organization for all those within the criminal justice system who share a common goal of intervening, preventing and enforcing suppression against criminal gang activity. This mission will be carried out through enhanced inter-agency intelligence exchange, legislative activism, citizen awareness, innovative anti-gang awareness operational tactics and by providing professional education and training.

## THE VENUE

The 27th annual training is being held at the Omni Resort at ChampionsGate, Florida, August 2, 2021, through August 6, 2021. This year's Workshop will provide the most professional atmosphere for maximum exposure to current gang trends and gang-related activity from around the state, and country.

Omni Resort at ChampionsGate is a Four Diamond resort and one of the nation's premier golf, meeting and leisure destinations. In addition to world-class golf, the resort offers a signature full-service spa, sparkling pools, and a lazy river, making it the perfect getaway hotel for adults and children alike. With easy access to area attractions like Walt Disney World® Resort, Universal Studios, and SeaWorld, enjoy all that Orlando has to offer. **Conference seats and certification courses are limited.** The waitlist will be enabled. Registration limits will be strictly enforced.

## TENTATIVE TRAINING TOPICS

Tentative training topics include- United Blood, Human Trafficking, OMG Investigations, Officer Wellness, Gang Validation, MS-13, Unforgiven Prison Gang, Latin Kings, Gangster Disciples/Folk Nation, Black Hebrew Israelite, Hezbollah

Additional training topics forthcoming.

\*\*\*\*\**Training topics subject to change.*\*\*\*\*\*

## KEYNOTE SPEAKER



JASON  
SCHECHTERLE

Growing up, Jason had one dream – to serve as a Phoenix Police Officer. Inspired by his brother and the tragic loss of a local law enforcement hero, Jason worked persistently towards his dream. After serving four years in the Air Force, at the age of 26, Jason achieved his goal to work on the streets of Phoenix as a rookie police officer. Then, only 14 months into what was supposed to be a life-long career, Jason's life took an unexpected, dramatic and, at the time, tragic turn.



## LODGING AND ASSOCIATED FEES

Standard Room \$129/night

- Resort Fee is Waived Self Parking is Waived for Overnight Guest
- Daily Drivers - Self Parking \$14.00 (Please include in your training request for your agency)

There are no complimentary meals provided by the hotel or the association. Beverages and light refreshments may be provided during the training. The hotel deadline is July 09, 2021, - the hotel will not guarantee this rate after this date. A dedicated website is now available for your attendees to book their hotel rooms online. All reservations must be guaranteed with a valid major credit card. Reservations can be made starting February 15, 2021, at this web address:

<https://www.omnihotels.com/hotels/orlando-championsgate/meetings/florida-gang-investigators-association-07302021>

## REGISTRATION FEES

The Training registration fees are:  
**Gang Specialist Course -August 2, 2021**

Basic, Intermediate or Advanced \$125/person

Workshop-August 3-6, 2021 (Pre-Registration Required)

Member \$350/person

Non-Member \$375/person

Onsite Registration is not available To register online click [here](#).

You may register online or complete the attached registration form and mail it in. FGIA will offer one (1) complimentary conference registration for every three (3) workshop registrations per agency. This does not apply to Specialist Courses. To receive the workshop registration gift bags, attendees must be registered by June 15, 2021. Workshop registration gift bags apply to workshop attendees ONLY. Specialist Course attendees, solely, are not eligible for these items.

## PAYMENTS AND CANCELLATIONS

FGIA accepts cash, check credit card,s and purchase orders. All payments should be made payable to the Florida Gang Investigators Association and remitted to FGIA - Conference Registration 2220 CR 210 West, Suite 108, PMB 329, Saint Johns, FL 32359. Cancellations must be submitted in writing to [membership@fgia.com](mailto:membership@fgia.com) by **July 30, 2021**, to receive a full refund. All cancellations are subject to a \$25.00 cancellation fee. Refunds after this date will be determined on a case-by-case basis. Substitutions may be made at any time. In the event of a substitution, please email [membership@fgia.com](mailto:membership@fgia.com). Please include the registrant's name you are canceling and the new registrant's full name and agency email address.

## QUESTIONS

Questions concerning registration, cancellations or substitutions should be directed via email to [membership@fgia.org](mailto:membership@fgia.org).

For general questions or questions concerning W9's, billing, payments, and refunds, please contact Leslie Rabon at [leslie@fgia.com](mailto:leslie@fgia.com) or 850-606-3438. For all email correspondence, please include 2021 FGIA Conference in the subject line.





# FGIA

## Florida Gang Investigators Association

### 2021 Gang Workshop Registration



Please complete the registration form below and email to [membership@fgia.org](mailto:membership@fgia.org) or register online at [www.fgia.org](http://www.fgia.org). To receive the workshop registration gift bags, attendees must be registered by **June 15, 2021**. Workshop registration gift bags apply to workshop attendees ONLY. Specialist Course attendees, solely, are not eligible for these items.

#### NAME AND AGENCY INFORMATION

Title/Rank:

First Name:

Last Name:

Agency:

Unit:

#### CONTACT INFORMATION

Agency

Email

Phone:

Mailing

Address:

City:

State:

Zip Code:

Shirt Size:

#### REGISTRATION TYPE

The Training registration fees are:  
Gang Specialist Course -August 2, 2021

\$125/person

Basic, Intermediate, or Advanced

Workshop-August 3-6, 2021 (Pre-  
Registration Required)

Member \$350/person

Non-Member \$375/person

Onsite Registration is not available

This includes specialist courses and workshops. For every three (3) workshop registrations per agency, FGIA will offer one (1) free conference registration. This does not apply to Specialist Courses.

Conference registrations received after June 15, 2021, will not receive conference registration gift bags.



U.S. General Services Administration

## FY 2021 Per Diem Rates for ZIP 33896

Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Standard Rate	Applies for all locations without specified rates	\$55	\$13	\$14	\$23	\$5	\$41.25



# CITY OF PALM BAY, FLORIDA

Travel Request/Advance Request

Control # \_\_\_\_\_  
Request Date: \_\_\_\_\_  
Contact/Ext 1465 - Tanya Seibert

<b>Name:</b> <u>Derek Hollcroft</u>		<b>Destination:</b> <u>Orlando, FL</u>		
<b>Department/Division:</b> <u>POLICE/INVESTIGATIONS</u>		<b>Departure</b> <u>8/1/2021</u>	<b>Return</b> <u>8/6/2021</u>	
<u>001-5013-521-5501- \$ 500.00</u>		<b>Date of:</b> <u>8/1/2021</u>	<b>Time of:</b> <u>2:00 PM</u>	
<b>Account To Be Charged:</b> <u>001-5013-521-4001- \$ 920.00</u>		<b>Estimated Cost:</b> before mileage reimbursement <b>\$1,420.00</b>		
<b>Purpose of Travel</b> (Specify Conference, School or Other Reason) - <b>ATTACH ITINERARY</b> To attend the 2020 Annual FGIA Training Workshop and the FGIA Intermediate Gang Specialist Course in Orlando, FL 8/1/21 - 8/6/21.				
<b>Date Approved By Council</b> _____				
<b>Transportation:</b> boldface or circle choice(s)		POV - Estimated Mileage _____ City Vehicle Common Carrier (complete below)		
PREPAID EXPENSES	VENDOR/ADDRESS	EXPLANATION	AMOUNT	FINANCE USE ONLY
Registration	FGIA 2220 CR 210 West, STE 108 Suite 108, PMB 329 St. Johns, FL 32359 850-606-3438	Will be Paid by Training 375.00 Workshop & 125.00 Intermediate Gang Specialist course	\$500.00	Vendor #  Check #  Date
Due Date _____				
Hand Carry Y N				
Lodging	Omni Orlando Championsgate 1500 Masters Blvd Championsgate, FL 33896 407-390-6664 Conf #	Paid by Training Rate <u>\$129.00</u>  # Nights <u>5</u>	\$645.00	Vendor #  Check #  Date
Due Date _____				
Hand Carry Y N				
Common Carrier (if applicable)			\$0.00	Vendor #  Check #  Date
Due Date _____				
Hand Carry Y N				
Other Expenses			\$0.00	Vendor #  Check #  Date
Due Date _____				
Hand Carry Y N				
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Due Date _____				
Hand Carry Y N				
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			\$275.00	

## TRAVEL APPROVALS

[Signature] 6/22/21  
Department Head Date

\_\_\_\_\_  
Finance Date

(if applicable) \_\_\_\_\_  
City Manager Date

(ATTACH TO EXPENSE REPORT UPON RETURN)



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## AUGUST 3-6, 2021

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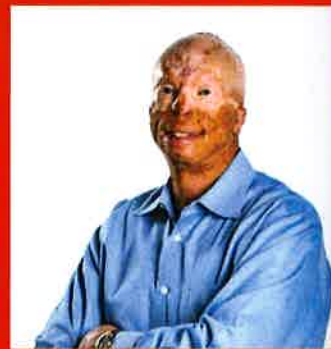
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# FGIA

## Florida Gang Investigators Association

### 2021Gang Workshop Registration



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#### NAME AND AGENCY INFORMATION

Title/Rank:

First Name:

Last Name:

Agency:

Unit:

#### CONTACT INFORMATION

Agency

Email

Phone:

Mailing

Address:

City:

State:

Zip Code:

Shirt Size:

#### REGISTRATION TYPE

The Training registration fees are:  
Gang Specialist Course -August 2, 2021

\$125/person

Basic, Intermediate, or Advanced

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U.S. General Services Administration

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# CITY OF PALM BAY, FLORIDA

Travel Request/Advance Request

Control # \_\_\_\_\_  
Request Date: \_\_\_\_\_  
Contact/Ext 1465 - Tanya Seibert

<b>Name:</b> Robert Witte		<b>Destination:</b> Orlando, FL	
<b>Department/Division:</b> POLICE/INVESTIGATIONS		<b>Departure</b>	<b>Return</b>
001-5013-521-5501- \$ 500.00		8/1/2021	8/6/2021
<b>Account To Be Charged:</b> 001-5013-521-4001- \$920.00		<b>Time of:</b> 2:00 PM	8:00 PM
		<b>Estimated Cost:</b> before mileage reimbursement <b>\$1,420.00</b>	
<b>Purpose of Travel:</b> (Specify Conference, School or Other Reason) - ATTACH ITINERARY			
To attend the 2020 Annual FGIA Training Workshop and the FGIA Basic Gang Specialist Course in Orlando, FL 8/1/21-8/6/21			
<b>Date Approved By Council</b> _____			
<b>Transportation:</b> boldface or circle choice(s)		POV - Estimated Mileage _____ City Vehicle _____ Common Carrier (complete below)	
<b>PREPAID EXPENSES</b>	<b>VENDOR/ADDRESS</b>	<b>EXPLANATION</b>	<b>AMOUNT</b>
Registration	FGIA	Will be Paid by Training	
Due Date _____	2220 CR 210 West, STE 108	375.00 Workshop & 125.00	
Hand Carry Y N	Suite 108, PMB 329	Basic Gang Specialist course	
	St. Johns, FL 32359		
	850-606-3438		\$500.00
Lodging	Omni Orlando Championsgate	Paid by Training	
Due Date _____	1500 Masters Blvd	Rate \$129.00	
Hand Carry Y N	Championsgate, FL 33896	# Nights 5	
	407-390-6664		\$645.00
	Conf #		
Common Carrier (if applicable)			
Due Date _____			
Hand Carry Y N			\$0.00
Other Expenses			
Due Date _____			
Hand Carry Y N			\$0.00
Other Expenses			
Due Date _____			
Hand Carry Y N			\$0.00
<b>PER DIEM ADVANCE</b>			
Refer to <a href="http://www.gsa.gov">www.gsa.gov</a> for rates - attach proof of rate			
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Breakfast 5	@ \$13.00 =	\$65.00	
Lunch 5	@ \$14.00 =	\$70.00	
Dinner 5	@ \$23.00 =	\$115.00	
Incidentals 5	@ \$5.00 =	\$25.00	
			\$275.00

## TRAVEL APPROVALS

6/02/21  
Department Head Date

\_\_\_\_\_  
Finance Date

(if applicable)

\_\_\_\_\_  
City Manager Date

(ATTACH TO EXPENSE REPORT UPON RETURN)

# 2021 F.G.I.A. TRAINING WORKSHOP

Omni-Championsgate

(407) 390-6664 | 1500 Masters Blvd | ChampionsGate, FL 33896

## AUGUST 3-6, 2021

The Florida Gang Investigator's Association (FGIA) was formed in 1993, by criminal justice professionals, FGIA provides a professional organization for all those within the criminal justice system who share a common goal of intervening, preventing and enforcing suppression against criminal gang activity. This mission will be carried out through enhanced inter-agency intelligence exchange, legislative activism, citizen awareness, innovative anti-gang awareness operational tactics and by providing professional education and training.

## THE VENUE

The 27th annual training is being held at the Omni Resort at ChampionsGate, Florida, August 2, 2021, through August 6, 2021. This year's Workshop will provide the most professional atmosphere for maximum exposure to current gang trends and gang-related activity from around the state, and country.

Omni Resort at ChampionsGate is a Four Diamond resort and one of the nation's premier golf, meeting and leisure destinations. In addition to world-class golf, the resort offers a signature full-service spa, sparkling pools, and a lazy river, making it the perfect getaway hotel for adults and children alike. With easy access to area attractions like Walt Disney World® Resort, Universal Studios, and SeaWorld, enjoy all that Orlando has to offer. **Conference seats and certification courses are limited.** The waitlist will be enabled. Registration limits will be strictly enforced.

## TENTATIVE TRAINING TOPICS

Tentative training topics include- United Blood, Human Trafficking, OMG Investigations, Officer Wellness, Gang Validation, MS-13, Unforgiven Prison Gang, Latin Kings, Gangster Disciples/Folk Nation, Black Hebrew Israelite, Hezbollah

Additional training topics forthcoming.

*\*\*\*\*\*Training topics subject to change.\*\*\*\*\**

## KEYNOTE SPEAKER



JASON  
SCHECHTERLE

Growing up, Jason had one dream – to serve as a Phoenix Police Officer. Inspired by his brother and the tragic loss of a local law enforcement hero, Jason worked persistently towards his dream. After serving four years in the Air Force, at the age of 26, Jason achieved his goal to work on the streets of Phoenix as a rookie police officer. Then, only 14 months into what was supposed to be a life-long career, Jason's life took an unexpected, dramatic and, at the time, tragic turn.



## LODGING AND ASSOCIATED FEES

Standard Room \$129/night

- Resort Fee is Waived Self Parking is Waived for Overnight Guest
- Daily Drivers - Self Parking \$14.00 (Please include in your training request for your agency)

There are no complimentary meals provided by the hotel or the association. Beverages and light refreshments may be provided during the training. The hotel deadline is July 09, 2021, - the hotel will not guarantee this rate after this date. A dedicated website is now available for your attendees to book their hotel rooms online. All reservations must be guaranteed with a valid major credit card. Reservations can be made starting February 15, 2021, at this web address:

<https://www.omnihotels.com/hotels/orlando-championsgate/meetings/florida-gang-investigators-association-07302021>

## REGISTRATION FEES

The Training registration fees are:

**Gang Specialist Course -August 2, 2021**

Basic, Intermediate or Advanced \$125/person

Workshop-August 3-6, 2021 (Pre-Registration Required)

Member \$350/person

Non-Member \$375/person

Onsite Registration is not available To register online click here.

You may register online or complete the attached registration form and mail it in. FGIA will offer one (1) complimentary conference registration for every three (3) workshop registrations per agency. This does not apply to Specialist Courses. To receive the workshop registration gift bags, attendees must be registered by June 15, 2021. Workshop registration gift bags apply to workshop attendees ONLY. Specialist Course attendees, solely, are not eligible for these items.

## PAYMENTS AND CANCELLATIONS

FGIA accepts cash, check credit card,s and purchase orders. All payments should be made payable to the Florida Gang Investigators Association and remitted to FGIA - Conference Registration 2220 CR 210 West, Suite 108, PMB 329, Saint Johns, FL 32359. Cancellations must be submitted in writing to [membership@fgia.com](mailto:membership@fgia.com) by **July 30, 2021**, to receive a full refund. All cancellations are subject to a \$25.00 cancellation fee. Refunds after this date will be determined on a case-by-case basis. Substitutions may be made at any time. In the event of a substitution, please email [membership@fgia.com](mailto:membership@fgia.com). Please include the registrant's name you are canceling and the new registrant's full name and agency email address.

## QUESTIONS

Questions concerning registration, cancellations or substitutions should be directed via email to [membership@fgia.org](mailto:membership@fgia.org).

For general questions or questions concerning W9's, billing, payments, and refunds, please contact Leslie Rabon at [leslie@fgia.com](mailto:leslie@fgia.com) or 850-606-3438. For all email correspondence, please include 2021 FGIA Conference in the subject line.





# FGIA

## Florida Gang Investigators Association

### 2021Gang Workshop Registration



Please complete the registration form below and email to [membership@fgia.org](mailto:membership@fgia.org) or register online at [www.fgia.org](http://www.fgia.org). To receive the workshop registration gift bags, attendees must be registered by **June 15, 2021**. Workshop registration gift bags apply to workshop attendees ONLY. Specialist Course attendees, solely, are not eligible for these items.

#### NAME AND AGENCY INFORMATION

Title/Rank:

First Name:

Last Name:

Agency:

Unit:

#### CONTACT INFORMATION

Agency

Email

Phone:

Mailing

Address:

City:

State:

Zip Code:

Shirt Size:

#### REGISTRATION TYPE

The Training registration fees are:  
Gang Specialist Course -August 2, 2021

\$125/person

Basic, Intermediate, or Advanced

Workshop-August 3-6, 2021 (Pre-  
Registration Required)

Member \$350/person

Non-Member \$375/person

Onsite Registration is not available

This includes specialist courses and workshops. For every three (3) workshop registrations per agency, FGIA will offer one (1) free conference registration. This does not apply to Specialist Courses. Conference registrations received after June 15, 2021, will not receive conference registration gift bags.



U.S. General Services Administration

## FY 2021 Per Diem Rates for ZIP 33896

Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Standard Rate	Applies for all locations without specified rates	\$55	\$13	\$14	\$23	\$5	\$41.25



## **LEGISLATIVE MEMORANDUM**

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

**FROM:** Suzanne Sherman, City Manager

**THRU:** Juliet Misconi, Acting Public Works Director

**DATE:** 7/15/2021

**RE:** Consideration of travel and training for specified City employees (Public Works Department).

The IMSA Traffic Signal Inspector Certification Program is designed to ensure public safety by helping individuals to understand fundamental concepts associated with the inspection for construction of traffic signal installations. Traffic Signals are a key element in the City's transportation system and the proper operation of these signals is of paramount importance in maintaining reasonable levels of mobility. Knowledgeable traffic signal inspection is required to ensure that proper/specified construction practices are followed during signal installation resulting in signals that operate as intended. Knowledgeable inspection is also a key element in limiting the liability exposure of governmental agencies associated with malfunctioning traffic signals. As the City grows and additional signals are warranted Traffic Operations staff needs to be able to perform the signal inspections in-house and make sure the contractors that are installing signals follow industry and City standards during the installation process.

The Florida Safety Council is offering the International Municipal Signal Association's Signal Inspection Level 1 certification 2-day class on August 26 and 27 in Orlando at their facility located at 1505 East Colonial Dr. and Traffic Operations would like to send Sign and Traffic Technician to attend the class to attain his certification.

### **REQUESTING DEPARTMENT:**

Public Works

### **FISCAL IMPACT:**

The cost for the certification class is \$780.00 plus \$95.00 for the cost of the textbook which will be funded from account # 001-7026-541-5501. Attending the class would also require a 2-day hotel stay in the area close to the training facility with an estimated cost of \$316.00 and per diem for two days at an estimated cost of \$182.00 which will be funded from account # 001-7026-541-4001.

### **RECOMMENDATION:**

Motion to approve the travel to attend IMSA Signal Inspector Level 1 certification class.



**ATTACHMENTS:**

**Description**

Class Invoice

Class Description

Hotel Cost Estimate

Per Diem Rates Orlando 2021



## INVOICE

1505 E. Colonial Drive  
Orlando, FL 32803  
(800) 372-3335

**Date:** 6/21/2021  
**Invoice No.:** 08272021  
**PO#:**

**Billing Address**

CITY OF PALM BAY PUBLIC WORKS  
TRAFFIC OPERATIONS  
ALAN DONE  
1050 MALABAR RD SW  
PALM BAY, FL 32907

**Service Address**

CITY OF PALM BAY PUBLIC WORKS  
TRAFFIC OPERATIONS  
ALAN DONE  
1750 MAIN STREET NE  
PALM BAY, FL 32905

Traffic Signal Inspector Level 1 course for one to be named later for August 26-27, 2021

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Charge Date	Description	Quantity	Unit Price	Amount
06/21/2021	Traffic Signal Inspector Level 1	1	\$780.00	\$780.00
06/21/2021	Student manual	1	\$95.00	\$95.00

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Due upon receipt

**Total Due**

**\$875.00**

## IMSA-Traffic Signal Inspector Level 1 FL Edition

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**Date:** 6/22/2021 — 6/23/2021

**Time:** 9:00 AM — 5:00 PM

**Class Description:**

IMSA's Traffic Signal Inspector Certification Program is designed to ensure public safety by teaching individuals fundamental concepts associated with inspection for construction of traffic signal installations. Knowledgeable traffic signal inspection is required to ensure proper/specified construction practices are followed during signal installation & limiting the liability exposure of malfunctioning traffic signals so that they may operate as intended. This certification is recommended for individuals involved in the inspection of traffic signal construction as well as contractor personnel since it provides an inspector's viewpoint. Some topics covered include: safety requirements, inspection of underground facilities, inspection of traffic signal supports, inspection of overhead equipment, inspection of the vehicular & pedestrian detection systems & inspection of the controller assembly.

Prereqs effective 8/1/2018: Traffic Signal Level I & MOT/TTC

Books are not included

**Member Cost:** \$735.00

**Non-Member Cost:** \$780.00

*Carol Freeman*



Carol Freeman, SS

Director of Occupational Safety

1505 E. Colonial Dr.

Orlando, FL 32803

407-897-4443

[cfreeman@floridasafety.org](mailto:cfreeman@floridasafety.org)

<https://www.floridasafetycouncil.org/>

Lauren Buras

---

**From:** Alan Done  
**Sent:** Wednesday, June 16, 2021 12:05 PM  
**To:** Lauren Buras  
**Subject:** FW: Traffic Signal Technician Level 1 and Inspector Level 1

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

I have the new dates for Jeff's training it is on Aug 26<sup>th</sup> and 27<sup>th</sup>

**From:** Carol Freeman <cfreeman@floridasafety.org>  
**Sent:** Wednesday, June 16, 2021 10:00 AM  
**To:** Alan Done <Alan.Done@palmbayflorida.org>  
**Subject:** Traffic Signal Technician Level 1 and Inspector Level 1

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

Good day Alan,

I am emailing you to advise that we have set a date for the Traffic Signal Technician Level 1 course for August 24<sup>th</sup>-25<sup>th</sup> and the Inspector Level 1 the 26<sup>th</sup>-27<sup>th</sup>. As a reminder, you have to have the Traffic Signal Technician Level 1 and MOT certification to take the Inspector course. I apologize for the June cancellation, but because the instructor comes from 4 hours away, we have to know as soon as possible as well as for ordering materials too. Thank you for your patience. Please let me know if you are still interested in having a person or so join us. Carol

*Carol Freeman*



Carol Freeman, SS  
Director of Occupational Safety  
1505 E. Colonial Dr.  
Orlando, FL 32803  
407-897-4443  
[cfreeman@floridasafety.org](mailto:cfreeman@floridasafety.org)

<https://www.floridasafetycouncil.org/>

## DAILY PARKING PKG

- FREE Cancellation until 4:00 PM local hotel time on Wed 25 Aug 2021
- No Deposit Required

### Description

PACKAGE INCLUDES ROOM ACCOMMODATIONS AND PARKING FOR ONE VEHICLE EACH NIGHT BOOKED AT THIS RATE.  
UNUSED PACKAGE COMPONENTS ARE NON REFUNDABLE.

### Description of Taxes and Additional Charges

Taxes:  
12.5% per night not included in rate effective 25 August, 2021 thru 27 August, 2021

### Maximum # of Persons per Room Allowed

4 person max.

### Rate Rules

Check-in time: 3:00 PM  
Check-out time: 11:00 AM

### Cancellation Policy

Canceling your reservation before 4:00 PM (local hotel time) on Wednesday, 25 August, 2021 will result in no charge. Canceling your reservation after 4:00 PM (local hotel time) on 25 August, 2021, or failing to show, will result in a charge equal to the first night's stay per room to your credit card or other guaranteed payment method. Taxes may apply. Failing to call or show before check-out time after the first night of a reservation will result in cancellation of the remainder of your reservation.



### Rate Per Night

(Includes taxes and fees)

177.75 USD

### Itemized nightly rates, taxes, and fees for 1 Room

Wed 25 Aug 2021 - Fri 27 Aug 2021	158.00 <u>USD</u>
Price for 1 room(s) and 2 night(s):	316.00 <u>USD</u>
Taxes:	39.50 <u>USD</u>
<b>Estimated Total Price:</b>	<b>355.50 <u>USD</u></b>

 An official website of the United States government

**GSA** U.S. General Services Administration

## FY 2021 Per Diem Rates for ZIP 32803

I'm interested in:

### Lodging by month (excluding taxes) | October 2020 - September 2021

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 \(a non-federal website\)](#).

Primary Destination ⓘ	County ⓘ	2020 Oct	Nov	Dec	2021 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Orlando	Orange	\$129	\$129	\$129	\$153	\$153	\$153	\$129	\$129	\$129	\$129	\$129	\$129

### 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 ⓘ
Orlando	Orange	\$66	\$16	\$17	\$28	\$5	\$49.50

I'm interested in:

Last Reviewed: 2020-01-10



## LEGISLATIVE MEMORANDUM

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

**FROM:** Suzanne Sherman, City Manager

**THRU:** Fred Poppe, Recreation Director; Greg Minor, Parks and Facilities Director

**DATE:** 7/15/2021

**RE:** Consideration of travel and training for specified City employees (Recreation Department; Parks and Facilities Department).

Each year the Parks and Recreation Department sends several members of staff to the FRPA Annual Conference and Expo. Attendance to this venue is required for staff to maintain professional certifications. It also provides the opportunity to learn about new innovations available and to network with fellow Parks and Recreation Professionals. This year the conference is August 30 – September 2, 2021, in Orlando, FL. The Department would like to send 18 staff members to the conference consisting of six (6) full-day registrations and 12 single-day registrations. Staff will be attending 56 classes for a total of 112 hours of education. The six (6) full-day registrations would be \$1,835.00. The daily registrations would be \$1,600.00. Lodging for five (5) staff members would be approximately \$1,639.00. Estimated per diems for all attending would be \$2,016.00. The approximate total cost for all attendees would be \$7,090.00.

### REQUESTING DEPARTMENT:

Recreation, Parks and Facilities

### FISCAL IMPACT:

The approximate cost of attending the FRPA 2021 Annual Conference is \$7,090.00. Funds for this conference have been specifically budgeted, are identified as such, and have been approved through the FY21 Budget Process in the Department's Travel Account #001-4010-572-4001 and Training Account #001-4010-572-5501.

### RECOMMENDATION:

Motion to approve Parks and Recreation staff members attending the FRPA 2021 Annual Conference.

### ATTACHMENTS:

#### Description

Conference Brochure

Aquatics Institute Brochure

attendees/costs for FRPA 2021 travel





AUGUST 30 - SEPTEMBER 2, 2021

FLORIDA RECREATION AND PARK ASSOCIATION  
ANNUAL CONFERENCE AND EXHIBIT HALL

**CARIBE ROYALE ORLANDO**

8101 World Center Dr, Orlando, FL 32821

FRPA plans to host an in-person event only. Safety precautions will be put in place as necessary to reduce the risk of the spread of COVID19. These measures will be communicated with you before the Conference.

**FRPA**  
FLORIDA RECREATION  
& PARK ASSOCIATION

This brochure is  
fully interactive!  
Click on helpful  
buttons and links

# QUICK LINKS

CLICK THE TITLE TO BE TAKEN TO THAT SECTION.

- 3 CONFERENCE LOCATION/HOUSING
- 4 GOOD TO KNOW
- 6 VOLUNTEER
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- 7 AQUATICS INSTITUTE | TR INSTITUTE
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- 34 REGISTRATION INFORMATION AND FORMS

## DATES TO REMEMBER

### JULY 28\*

Last day for FRPA room block rates at host hotel

\*or until room block is full

### JULY 31

Early Registration Deadline

Last day to request refund (minus \$50 admin fee)

### AUG 10

Last day to mail in registration paperwork  
Final day to request refund (minus \$75 admin fee)

# CONFERENCE HOUSING



## CARIBE ROYALE ORLANDO

**8101 World Center Dr.  
Orlando, Florida 32821**  
Nestled on 53 lush, tropical acres, the Caribe Royale offers its guests spacious, well-appointed one-bedroom suites, luxurious two-bedroom lakeside villas and a wealth of desirable hotel amenities all conveniently located near Orlando's most popular attractions.



In addition:  
NEW Meeting Space!  
Connected Suites | Onsite  
Dining | Three Outdoor  
Swimming Pools | Two Hot  
Tubs | Private Pool for Villa  
Guests | Luxurious Cabanas  
Gift Shop | Tennis and  
Basketball Courts  
Fishing | Fitness Room



## ROOM RATES

(+ taxes) per night.

\$149 - single/double room

The Resort fee is waived.

Rates are available until  
**July 28, 2021.** Self Parking  
is \$10 for those not staying  
onsite. Valet parking is \$20/  
night.

## RESERVATIONS

All attendees are responsible for making their own reservations by calling Caribe Royale Reservations (1-800-823-8300 or 407-238-8000 - mention FRPA) or online at: <https://be.synxis.com/?adult=1&arrive=2021-08-27&chain=27883&child=0&currency=USD&depart=2021-09-04&group=FRP21&hotel=34844&level=hotel&locale=en-US&rooms=1>

Please beware of housing scams. Only book your hotel through the number or website that have been provided. Third party providers do not have access to discounted or waived fees. The rates we've negotiated include all fees.

**MAKE RESERVATIONS NOW!**

BACK TO QUICK LINKS

# GOOD TO KNOW

The Annual FRPA Conference is a gathering of recreation and park professionals for a time of learning, connecting, and creating memories. Conference serves as a concentrated period of time to get away from the office or field and immerse yourself in all things relating to parks and recreation. This year the theme is “Reignite Your Potential”. Life, personally and professionally, has changed as we know it. This year’s Conference aims to bring you fresh ideas and inspiration through education and connection to reignite the flame you felt when you began your career or spark something new in an area you’ve not yet discovered.

The Conference Committee reserves the right to re-schedule, cancel and add courses to the Conference Program. Every effort is made to minimize changes. In the event of a change, those who have pre-registered for sessions affected will be notified. You are strongly encouraged to pre-register in order to assure you are contacted with program changes. Once on-site you will receive an up-to-date conference program, which you should utilize to confirm your selected activities. You can also download the FRPA Event app to always have the most updated schedule at your fingertips.

## WHO SHOULD ATTEND

Delegate registration is for personnel employed by public or private agencies providing recreation, park, or leisure services; persons employed as educators at universities and colleges; fully retired park and recreation professionals; citizens serving on Recreation, Parks, or Leisure Services Advisory Boards; or citizens interested in or involved in the promotion of the parks, recreation, and leisure services profession. Individuals employed by a company offering support services, equipment, consulting, etc. to park and recreation departments are considered commercial vendors. Commercial vendors must have an exhibit booth or be a major conference sponsor to attend any conference event, education session or social activity. For more information about sponsorships, contact us at 850-878-3221.

## REFUNDS/CANCELLATIONS

All requests for refunds must be submitted in writing to the FRPA Executive Office and must be received no later than July 31, 2021 in order to receive a refund less a \$50 administrative fee. All refund requests received between August 1 and August 10 will be assessed a \$75 administrative fee. No refunds will be made after August 11, 2021. No exceptions including but not limited to: no shows, traffic delays, weather, other natural disasters, last minute changes in agency travel policies, and budget restrictions resulting in limitations on travel. Please be aware that where there is buffet food service, such as the opening of the exhibit hall, you are encouraged to attend early. While we attempt to project the amount of food needed, we cannot project the amount of food consumed by delegates.

If you travel within two weeks of Conference outside the United States or in an area that is a “hot spot” for any communicable disease, please do not register for the FRPA Conference. FRPA reserves the right to inquire about and impose restrictions based on travel and COVID-related symptoms leading up to Conference.

# GOOD TO KNOW

## MEALS

Full Registration package includes:

- **Monday Grand Opening of the Exhibit Hall:** light evening hors d'oeuvres
- **Tuesday Exhibit Hall:** light breakfast items
- **Wednesday Awards and Installation Ceremony:** full lunch

All events that include food require a ticket. Tickets to all events are included in full registration. Lost tickets will not be replaced.

If you desire to purchase a ticket to the Exhibit Hall or Awards Banquet, you may do so in Section 4 of the Registration Form. Return it by the stated deadline. Please be aware that Awards and Installation Ceremony tickets will only be available for purchase through August 10. For more information see page 6.

## ATTIRE

Conference activities take place indoors. As some rooms tend to be chilly, you may want to be prepared with a sweater or jacket. Attendees are expected to dress in business casual clothing with the exception of the Awards Banquet on Wednesday. This particular event is business attire. (No jeans, please!)

## CHILDREN

Conference events are not intended for children. No one under 18 will be permitted entry to socials or exhibit hall functions.

## NURSING MOTHERS

The FRPA Conference is breastfeeding friendly! Please let us know if you are a nursing mother in need of a private room.

## FIRST TIMERS

If this is your first conference, we are so glad to have you join us! Be sure to check out the class [Conference GPS](#) on Monday morning to help you get oriented to all that conference has to offer, as well as meet some key leadership with FRPA.

Below are some helpful tips:

- watch for pre-conference emails coming to your Inbox leading up to conference
- download the [FRPA Events App](#)
- make use of the [Conference Planner](#) to plan out what you will be attending
- respond to the email we send you confirming your Banquet attendance
- connect with us on social media ([see page 14](#))
- go to [frpa.org/conference/confgeneral/first-time](http://frpa.org/conference/confgeneral/first-time) for more tips!



BACK TO QUICK LINKS



# VOLUNTEER

Volunteers make conference happen. Without you we wouldn't have Verification Officers, Socials, Registration, Check-In and more. Volunteering is also a great way to connect to your professional association. You meet new people, network and learn first-hand what goes on behind the scenes. You will be in charge of your volunteer schedule through the FRPA SignUp.com website. You can preview and sign up for volunteer spots by clicking the "volunteer" button below. The Conference could not come to fruition without hundreds of hours of volunteer time. We truly appreciate your giving back to FRPA.

## VOLUNTEER HERE

<https://signup.com/go/KvmMaeW>

## AWARDS AND INSTALLATION BANQUET

WEDNESDAY, SEPTEMBER 1ST @ 11:45 A.M.

The Annual Awards and Installation Banquet is a time to come together as a professional group and recognize those who are excelling in the field. It is also an opportunity to acknowledge and meet the incoming Board of Directors. This luncheon is included in full registration and Wednesday daily registration. Additional tickets are available for purchase through August 10. See Section 4 on the Registration Form. You will receive an email confirming your attendance before conference. **You MUST respond to the email to obtain a banquet ticket upon check in at the conference.** Dress for the luncheon is business dress-no jeans or shorts.

The FRPA Award Nomination cycle takes place during the months of March and April each year.

## FRPA AWARDS WEBPAGE

BACK TO QUICK LINKS



# AQUATICS INSTITUTE

In cooperation with the Florida Aquatics Council, FRPA presents the first ever Aquatics Institute. The Aquatics Institute has been designed to bring education and collaboration to aquatics professionals. Sessions on Monday, August 31 will overlap with the annual FRPA State Conference and therefore Aquatics Institute attendees are invited to take advantage of additional CEU opportunities being offered Monday afternoon. You are also invited to attend the Opening General Session. Registration fees include all educational sessions and CEU transcripts. Register before August 1st for the \$200 early bird registration rate.



## SESSIONS INCLUDE

**EXPLODING REVENUES! RENOVATION OPTIONS FOR YOUR OUTDATED POOL**  
**EMERGENCIES ARE STRESSFUL: WILL THE LIFEGUARD FREEZE?**  
**HEY LIFEGUARD! A YOUNG AQUATIC PROFESSIONALS GUIDE TO SUCCESS**  
**AQUATICS MANAGEMENT & PROGRAMMING CHANGING WORLD OF AQUATICS**

**KEEPING IT BALANCED - COMMUNITY POOL MEETS WATER PARK**  
**OH BUOY! LIFESAVING TIPS FOR WATER SAFETY EDUCATORS**  
**SINK OR SWIM STRATEGIES FOR BUDGETING AND DEVELOPING**  
**A PERIODIC MAINTENANCE PLAN FOR MUNICIPAL SWIMMING POOLS**

## MORE INFORMATION

<http://www.frpa.org/conference/aquatics>

# THERAPEUTIC RECREATION INSTITUTE

The Florida Recreation and Park Association is pleased to host the Annual Therapeutic Recreation Institute. The 2021 Institute will bring together professionals from across TR/RT service delivery areas for two and a half days of education and networking. Share best practices, generate new programming and treatment ideas, and explore ways we can work together to strengthen our profession. Presenters with a wide variety of expertise in mental health, physical rehab and community-based programming will provide a solid offering of CEUs that will inspire all attendees to return to their jobs with new ideas and tools for success. Sessions on Monday, August 30 will overlap with the annual FRPA State Conference and therefore TR Institute attendees are invited to take advantage of additional CEU opportunities being offered Monday afternoon. You are also invited to attend the Opening General Session. Registration fees include all educational sessions and CEU transcripts. Register before August 1st for the \$200 early bird registration rate.

SPONSORED BY **strive**  
RECREATIONAL THERAPY  
[www.StriveRTS.com](http://www.StriveRTS.com)

## SESSIONS INCLUDE

**MEDICAL DOCUMENTATION - INDIVIDUALIZED TREATMENT GOALS**  
**CHOREOGRAPHED REHAB - ADDING FUN TO YOUR THERAPY SESSIONS**  
**INCLUSIVE PLAY FOR THE WHOLE FAMILY**  
**QI GONG FOR HEALING**  
**ENGAGING VETERANS REINTEGRATED INTO THE COMMUNITY: IT TAKES A PLATOON!**  
**OUR MENTAL HEALTH - STRESS REDUCTION TECHNIQUES**  
**THERAPEUTIC RECREATION: BECOMING RELEVANT DURING TIMES OF UNCERTAINTY**  
**TECHNIQUES IN TRAINING STAFF - HIGH EXPECTATIONS**  
**BACKHAB - THE WATER WAY TO MOBILITY AND PAIN-FREE LIVING**  
**TAI CHI: THE MOVING MEDITATION**  
**AI CHI - A POPULAR TREND IN AQUATICS**  
**TOOT YOUR HORN, AND BE HEARD!**  
**AUGMENTED REALITY: REDEFINING PLAY, WORLDWIDE**

## MORE INFORMATION

<http://www.frpa.org/conference/tr>

BACK TO QUICK LINKS

# SCHEDULE

## SUNDAY, AUGUST 29

4:00 p.m. - 7:00 p.m.  
3:00 p.m. - 6:00 p.m.

Registration Open  
FRPA Board Meeting

## MONDAY, AUGUST 30

7:00 a.m. - 10:15 a.m.  
8:00 a.m. - 10:15 a.m.  
10:30 a.m. - 12:00 p.m.  
1:00 p.m. - 7:00 p.m.  
1:00 p.m. - 4:00 p.m.  
4:00 p.m. - 7:00 p.m.  
7:00 p.m. - 10:00 p.m.

Registration Open  
Breakout Sessions  
Opening General Session  
Registration Open  
Breakout Sessions  
Exhibit Hall Grand Opening  
Connect 4 Success Social

## TUESDAY, AUGUST 31

7:00 a.m. - 12:00 p.m.  
8:00 a.m. - 9:00 a.m.  
9:00 a.m. - 12:30 p.m.  
11:15 a.m. - 1:15 p.m.  
1:00 p.m. - 4:00 p.m.  
1:15 p.m. - 5:00 p.m.

Registration Open  
Breakout Sessions  
Exhibit Hall Open  
Director's Luncheon\*  
Registration Open  
Breakout Sessions

## WEDNESDAY, SEPTEMBER 1

7:00 a.m. - 11:00 a.m.  
8:00 a.m. - 11:30 a.m.  
11:45 a.m. - 2:30 p.m.  
2:45 p.m. - 5:45 p.m.  
2:45 p.m. - 5:00 p.m.  
5:30 p.m. - 7:30 p.m.  
8:00 p.m. - 11:00 p.m.

Registration Open  
Breakout Sessions  
Awards and Installation Banquet  
Breakout Sessions  
Registration Open  
FRPA Board Meeting  
Campfire Stories Social

## THURSDAY, SEPTEMBER 2

7:00 a.m. - 9:00 a.m.  
8:00 a.m. - 10:15 a.m.  
10:30 a.m. - 12:30 p.m.

Registration Open  
Breakout Sessions  
Closing General Session

\*extra registration required

BACK TO QUICK LINKS



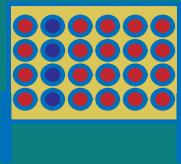
## SOCIALS

MONDAY



### CONNECT 4 SUCCESS

Let's connect! Get to know each other with a few rounds of speed networking then enjoy the night with a DJ and games! Bring your business cards!



WEDNESDAY



### CAMPFIRE STORIES

Gather 'round the campfire with your fellow conference delegates to share stories, songs, and more!



## SERVICE PROJECT

Our service project this year will help with the donation of items to the unhoused. The Central Florida Homeless Coalition will accept the donations given and supply unhoused people in the Central Florida area with them. Consider coordinating a drive for these items in your own organization and bring them to Conference to donate them. There are three types of packets to make, outlined below. These items should be placed in gallon sealable bags. Everything hygienic should be sealed in original packaging.

### ADULT PACKET

toothpaste	toothbrush
shampoo	conditioner
lotion	razor
shaving cream	bar soaps
adult poncho	a bottle of water
hand sanitizer	shower cap
cleaning wipes	

### BABY PACKET

baby wipes  
five diapers (sizes  
4,5,& 6)

### OFFICE PACKET

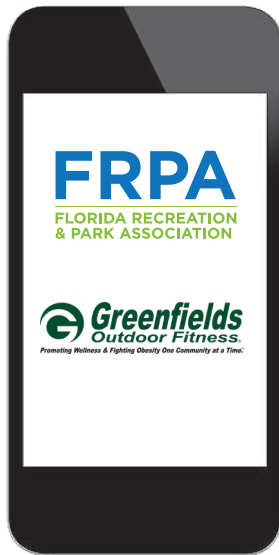
notebook  
folder  
pen



[CENTRALFLORIDAHOMELESS.ORG](http://CENTRALFLORIDAHOMELESS.ORG)

BACK TO QUICK LINKS

# FRPA EVENTS APP



Available on iOS and Android devices for free For in-depth instruction visit <https://bit.ly/2PX0f2y>

1. Search 'EVENTSENTIAL' in your app or play store
2. Download to your phone or tablet
3. Search for "FRPA" and add the event to your phone
4. Enter the email address you used to register for conference
5. Begin enjoying all the features!

## App Features

- Build your own schedule from the classes that have been pre-loaded for you to choose from
- Receive up-to-date news and information right on your device
- Access maps to help you get around
- Explore the exhibit hall map and make a plan of who to visit
- Access information about speakers and presenters
- Never miss an event with notifications on your device
- Connect with other delegates
- Become familiar with the sponsors that help make conference a success



WE ARE THANKFUL TO GREENFIELDS FOR THEIR  
SUPPORT OF THE FRPA APP!

# ANNUAL TRADESHOW & EXHIBIT HALL

FRPA is able to offer this high quality conference at such an affordable price because of the support of the commercial companies who exhibit in the Trade Show. For more information about Exhibiting at the FRPA Annual Conference please visit [frpa.org/conference/confexhibitor](http://frpa.org/conference/confexhibitor).



## CONNECT WITH VENDORS REPRESENTING PRODUCTS AND SERVICES IN THESE AREAS:

Landscape Architects Recreation Equipment Recreation Software Weather Monitors Ticketing Shade and Awnings Event Supplies Hardscapes Prefabricated Structures Conservation Playgrounds Consultants Non-Profits Aquatics Supplies Construction Sports Equipment Entertainment Fireworks Sports Lighting and more!

# GENERAL SESSION SPEAKERS

## OPENING GENERAL SESSION



10:30 AM - 12:00 PM | 0.1 CEUs

### RUBBER BAND RESILIENCE: HOW TO STRETCH WITHOUT SNAPPING

**Kathy Parry**

*Owner, Corporate Energy, LLC*

You are disrupted. Your teams are stretched. Not only has the COVID19 crisis transformed the way you work, but changes from technology, regulations, and staffing/retention, are all affecting park and recreation professionals. The ability to apply a disruption-friendly mindset to transitional shifts will be necessary to serve residents, retain personnel and meet budgets. Equipping conference participants with the skill set to move through transitions while continuing to stay productive and engaged is imperative to successful organizations.

#### Learning Objectives

- Understand the different reactions to adversity and how to use them to develop a positive outcome.
- Discover the five best methods to reframe disruptions to move towards new best practices.
- Learn to escalate both personal and organizational energy levels to decrease absenteeism and increase retention and productivity.



## CLOSING GENERAL SESSION

10:30 AM - 12:00 PM | 0.1 CEUs

### UNSTOPPABLE RESILIENCE - THE KEYS TO STAYING STRONG DURING ANY CRISIS

**Shola Richards**

*Founder & CEO, Go Together™ Global*

2020 was a uniquely difficult time for leaders and staff in workplaces all over America. A deadly pandemic barreled through the world, deep civil unrest existed within our country, parents were being asked to balance working and homeschooling their kids simultaneously, and according to recent studies, Americans are the unhappiest they have been in the past 50 years. Needless to say, navigating all of the aforementioned challenges can have a significant impact on one's overall resilience and mental health. This keynote will provide highly practical strategies to build unshakable strength within yourself and your team.

#### Learning Objectives

- Identify keys to creating a resilient mindset, regardless of the circumstances.
- Understand the strategy to apply the aforementioned keys to any challenge, personally or professionally.
- Develop three personalized commitments that you will use to build your resilience, and a strategy to stay accountable to those new commitments.



BACK TO QUICK LINKS

# 2021 HIGHLIGHTS

## DIVERSITY, EQUITY & INCLUSION

MONDAY | 1:30 PM - 4:30 PM | 0.3 CEUs

### **RESPECTING DIFFERENCES FOR CULTURAL COMPETENCE**

Darrell Butler | Butler Consulting Group - BC Innovations

TUESDAY | 1:30 PM - 3:30 PM | 0.2 CEUs

### **LGBTQIA & THE CONVERSATION**

Jim Barnes | Village Manager, Village of Wellington

WEDNESDAY | 8:30 AM - 9:45 AM | 0.15 CEUs

### **DEVELOP AND IMPLEMENT YOUR EQUITY PLAN**

Joshua Green | Principal, JAG Consulting

WEDNESDAY | 10:00 AM - 11:15 AM | 0.15 CEUs

### **REVOLUTIONIZE YOUR HIRING PROCESS**

Joshua Green | Principal, JAG Consulting

WEDNESDAY | 2:45 PM - 3:45 PM | 0.1 CEUs

### **ENVIRONMENTAL EQUITY, ACCESS AND JUSTICE PANEL DISCUSSION**

Panel discussion led by Jennifer Cirillo, CPRE | Assistant Director, Palm Beach County Parks and Recreation

WEDNESDAY | 4:00 PM - 5:00 PM | 0.1 CEUs

### **MY PEOPLE? YOUR PEOPLE? NOPE...OUR PEOPLE!**

Jo Burns, MS, CTRS | Chief Connection and Collaboration Officer, Jo Burns Connects

THURSDAY | 8:15 AM - 10:15 AM | 0.2 CEUs

### **UNCOMFORTABLE CONVERSATIONS: GETTING COMFORTABLE WITH THE UNCOMFORTABLE**

Jim Barnes | Village Manager, Village of Wellington  
Brenton Rolle | Recreation Supervisor, Boynton Beach Parks and Recreation



BARNES



BURNS



BUTLER



CIRILLO



GREEN



ROLLE

BACK TO QUICK LINKS

## YOUNG PROFESSIONALS

The Young Professionals group will be hosting the Monday evening social and the “Hey Young Professional” session on Monday at 8:15am. Don’t miss out on these opportunities to connect with others!

**FRPA**  
youngprofessionals



# 2021 CONFERENCE SPONSORS

 <p>AWARDS VIDEO</p>	 <p>OPENING SESSION</p>	 <p>MONDAY SOCIAL</p>	 <p>GENERAL SESSION</p>
 <p>DIRECTORS LUNCHEON</p>	 <p>NAME BADGES</p>	 <p>DELEGATE BAGS</p>	 <p>AWARDS PROGRAM</p>
 <p>TR INSTITUTE</p>	 <p>EVENT APP</p>	 <p>WEDNESDAY SOCIAL</p>	

## DIRECTOR'S LUNCHEON



**TUESDAY, AUGUST 31 | 11:15 AM - 1:15 PM**

The Director's Luncheon is a time set aside just for Directors of Park and Recreation Departments to come together and discuss trends, share new ideas, and network. An extra fee is required to participate in this luncheon ([see section 4 on the registration forms](#)).



BACK TO QUICK LINKS

## WELLNESS OPPORTUNITIES

### FITNESS ON YOUR OWN

The Caribe Royale has a complimentary, full-service fitness center, a spa, pool, and jogging trail. Everything you need to keep up with your health goals.

## CONNECT WITH FRPA



[@ItStartsInParks](#)  
[@FloridaRecreation](#)  
[andParkAssociation](#)



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## VERY IMPORTANT PARTNERS

FRPA extends our sincere appreciation to our Very Important Partners. Because of the continued generosity of these companies, we are able to bring you enhanced member services throughout the year. Thank you to Dominica Recreation Products, Greenfields Outdoor Fitness, Musco Lighting, and REP Services.



[BACK TO QUICK LINKS](#)

# EDUCATION SESSIONS

Due to frequent changes in the availability of speakers and space available in the Conference Center in relation to measures being taken to ensure the safety of attendees, education sessions may be withdrawn from the agenda or taken to a virtual format.

**CEU POLICY:** To earn Continuing Education Units (CEUs), delegates must attend the entire session. There is no exception for late arrivals. Plan your travel to arrive at the session at least 10 minutes prior to its beginning. FRPA maintains records for members who participate in FRPA CEU courses. **YOU MUST SIGN IN AND COMPLETE THE EVALUATION TO RECEIVE CREDIT.** Non-Members desiring proof of attendance will need to pay the transcript fee noted on the Registration Form in Section 3.

## MONDAY, AUGUST 30



8:00 AM - 9:00 AM | 0.1 CEUs  
**ARE YOU PREPARED FOR LITIGATION?**  
**Shawn DeRosa, Esquire**  
Owner, DeRosa Aquatic Consulting

The litigation process is an intimidating one, both for "professional" staff and for part-time or seasonal staff. Understanding the process and how common records will be used in the course of litigation will help you better prepare yourself, your staff and your employer for the inevitable lawsuit following a catastrophic injury or death.

### Learning Objectives

- Discuss the stages of a lawsuit. What happens at each stage of the process?
- Identify the types of records that you will be asked to produce and review how these records will be used by both attorneys and experts alike.
- Discuss pros and cons of witness statements v. witness interviews.

8:00 AM - 9:00 AM | 0.1 CEUs

### AUGMENTED REALITY: REDEFINING PLAY, WORLDWIDE

**Ericka Kofkin**

Special Populations Coordinator, Coral Gables Community Recreation

Come to this session ready to run. Discover a world where playgrounds are invisible, unicorns exist, and dolphins swim on land. Explore leisure and learning using different types of augmented reality technology. Traverse time and space. Transcend physical constraints. Count without fingers. Race without legs. Play together while physically apart.

### Learning Objectives

- Define Augmented Reality and how it can enhance play among and between populations with and without disabilities.
- Play active, outdoor, games that incorporate augmented reality.

- List strategies for marketing and promoting invisible play spaces.

8:00 AM - 9:00 AM | 0.1 CEUs

### CONFERENCE GPS

**Danielle Pearson**

Recreation Supervisor III, Delray Beach Parks and Recreation

Welcome to FRPA Conference 2021! During this session you will receive tips on planning your educational sessions, navigating around the conference area, networking at the socials & other classified information to get you through your first conference successfully.

### Learning Objectives

- Discuss acceptable conference etiquette and practices.
- Identify ways you can maximize the conference week with education, networking and resource sharing.
- Learn your way around the conference and answer some frequently asked questions.



### 8:00 AM - 10:00 AM | 0.2 CEUs CREATING AND ENSURING A RELEVANT PARKS AND RECREATION AGENCY

**Chris Nunes**

Director of Parks and Recreation, The Woodlands Township

The challenges of today are multi-faceted and can range from social ills to business models. Do we attempt to solve them all or identify what problems our agency can effectively address? What is most important is to understand how to be relevant, thus making sports and recreation agencies a critical factor to the success of a community. Along the way identification and development of critical advocates to ensure your success is necessary. This session will address how to evaluate where you are and how to implement a plan for relevance.

### Learning Objectives

- Define relevance as related to your own agency and department.
- Identify and understand the process

of implementing change in regards to relevance across an organization.

- Develop a program for relevance within your agency, division, and/or unit.



8:00 AM - 9:00 AM | 0.1 CEUs

### OUR MENTAL HEALTH - STRESS REDUCTION TECHNIQUES

**Dawn Lewellyn**

Recreation Therapist, Bay Pines VA Healthcare System

Therapeutic recreation is a field in which we are taking care of and aiding others with a variety of challenges. We are passionate or maybe we just cannot say "No", we take on the stresses physically, mentally, and emotionally. We will review the stress reduction techniques that will allow us to be the best therapists possible for our clientele.

### Learning Objectives

- Identify physical, psychological, and emotional symptoms of stress.
- Identify and reproduce six stress reduction techniques for one's mental health.
- Identify minimum of three breathing techniques for stress reduction.

8:00 AM - 9:00 AM | 0.1 CEUs

### TEST KIT ALTERNATIVES AND NEW TECHNOLOGIES

**Alvaro Mendoza**

President, Commercial Energy Specialists Inc.

For decades, DOH guidelines have required that all pools be manually tested daily, but many sites don't comply. The DOH has renewed their enforcement of this code and in some areas has put pool owners and service companies on notice. Learn what the alternatives and solutions are to water testing 7 days a week.

### Learning Objectives

- Recognize the short and long terms benefits of water testing.
- Identify newer DOH code requirements.
- Review the newer and innovative test kit technologies.

## EDUCATION SESSIONS

8:15 AM - 10:15 AM | 0.2 CEUs

### HEY YOUNG PROFESSIONAL...THIS ONE'S FOR YOU!

**Lyndsey Marsh**

*Athletics Supervisor, Palm Beach Gardens Recreation*

Young Professionals! Come one, come all. This panel discussion will provide you the opportunity to talk to leaders in the field and hear the advice on steps to take to advance your career. Members from our young professional committee will be sharing upcoming goals and objectives for the year as well as looking for your feedback on ways to help you on your parks and recreation journey!

#### Learning Objectives

- Identify skills needed to excel in the field of parks and recreation.
- Learn about the upcoming activities and goals of the FRPA Young Professionals workgroup, while providing input on the direction of the FRPA Young Professionals workgroup.
- Participate in a discussion about the challenges/opportunities facing young professionals in the field of recreation and parks.



9:15 AM - 10:15 AM | 0.1 CEUs

### ACHIEVING AGENCY EXCELLENCE THROUGH ACCREDITATION

**Fred Couceyro**

*Director, Coral Gables*

*Community Recreation*

**Carolina Vester**

*Assistant Director, Coral Gables Community Recreation*

Are you considering Accreditation? This session is designed to provide you with a brief snapshot of what it takes to get your agency CAPRA Accredited. We will highlight the top agency and public benefits to accreditation, identify the ten standards, dive into some examples, and provide you with some tips for success and the resources to get you started.

#### Learning Objectives

- Identify the ten CAPRA standards.
- Discuss the benefits of becoming accredited.
- Identify the tips for success and have access to the necessary resources to get started.

9:15 AM - 10:15 AM | 0.1 CEUs

### GETTING THE MOST OUT OF YOUR POOL CONTROLLER

**Bobby Stecher**

*Water Quality Manager, Commercial Energy Specialists Inc.*

Automated control is one of the baselines of pool operations, protecting bathers and the pool equipment from the effects of over and under-Chlorination. But modern systems do much more, and are the hub of the equipment room. The course is a review of controller operations and capabilities.

#### Learning Objectives

- Gain increased understanding of controller capabilities.
- Recognize the various types of automated controller communication options.
- Identify the importance of maintaining ORP.

9:15 AM - 10:15 AM | 0.1 CEUs

### HEALTHY COMMUNITIES, PARKS AND SPLASHPADS

**Eduardo Cruz**

*Business Development Manager, Vortex Aquatic Structures Intl.*

As demographics, inclusiveness and health concerns evolve, aging facilities need to step up their game to keep communities engaged and active. This presentation will explore effective community infrastructure through the lens of aquatic play. We'll discover how Splashpads increase park usage, promote inclusion and build social capital that help communities grow and flourish.

#### Learning Objectives

- Analyze through different academic studies the factors that contribute to park's attractiveness and usage.
- Understand Accessibility, Universal Design and Inclusive Design approaches to Splashpad design.
- Understand how Splashpads build social capital and contribute to the welfare of communities.

9:15 AM - 10:15 AM | 0.1 CEUs

### HOW TO ADD UNIQUE PROGRAMS WITHOUT ADDING STAFF

**Kelly Ussia**

*Parks Naturalist, St. Johns Co Parks and Recreation*

Would you like to add fun exciting new programs, but don't have the staff or expertise to offer them? Creating strong community partners may be the answer. Learn tips on how to seek out beneficial partners, how to make a partnership mutually beneficial, and examples of partnership program successes.

#### Learning Objectives

- Identify potential community partners for future programming.
- Understand what goes in to having a beneficial community partnership.
- Leave with tangible examples of unique programs that could be offered in your community.

9:15 AM - 10:15 AM | 0.1 CEUs

### LED SPORTS LIGHTING - THE FIRST 5 YEARS

**Bob DeCouto**

*Central Florida Representative, Musco Sports Lighting*

**Tim Imhoff**

*South Florida Representative, Musco Sports Lighting*

This session will take a look back at the first 5 years in LED Sports Lighting ... What have we learned? We will also look forward. As technology develops, what's ahead in sports lighting? What other emerging technologies are available to create or improve fan/spectator/player experience in your parks? What are the questions you need to be asking when looking at technologies? With Metal Halide phasing out, when should you be developing a lighting replacement plan? What are some of the considerations?

#### Learning Objectives

- Identify areas of strengths and weaknesses in sports lighting technologies.
- Understand other emerging technologies and how they can add to fan/player experience.
- Understand the details of sports lighting replacement and be able to develop specifications for sports lighting replacements.

9:15 AM - 10:15 AM | 0.1 CEUs

### NETWORKING FOR INTROVERTS

**Jennifer Guerrant**

*Recreation Supervisor, Sunrise Leisure Services*

Is this your first conference and you aren't sure how to get started with networking? Are you a seasoned conference-goer but never talk to new people? Learn ways to get out of your comfort zone, meet new people, and network effectively. Because that is the secret to long-term professional success.

#### Learning Objectives

- Discuss what prevents introverts from "putting ourselves out there".
- Recognize new networking opportunities and learn how to take advantage of them.
- Learn three ways to improve your networking at conferences and in other professional settings



9:15 AM - 10:15 AM | 0.1 CEUs

## PLAN, ENGAGE, UPDATE: GETTING YOUR COMMUNITY TO BUY-IN

**Vianca Peron-Sellan**

*Administrative Services Manager, City of Miami Beach*

**Erin Weislow**

*Director, Doral Parks and Recreation*

Each community has a different approach when it comes to involving their stakeholders in the decision-making process. Whether this is something your community has been doing for years or you want to find new ways to strengthen your department's community engagement, this session is for you. The session will review different ideas surrounding planning your approach, actively engaging your stakeholders and best ways to showing them you listened and implemented. Also learn the benefits of gathering public input and how far it can take your project or program in the long run.

### Learning Objectives

- Discuss the importance of engaging your community in your projects and programs.
- Identify the steps to successfully planning your community buy-in.
- List examples on how to have your stakeholders communicate their input to you.

9:15 AM - 10:15 AM | 0.1 CEUs

## PLAYGROUND SURFACING MAINTENANCE: BEST PRACTICES FOR COMPLIANT SURFACING

**Richard Hawley**

*VP Sales, PlayCore Surfacing, Robertson Recreational Surfaces*

Playground safety continues to be a trend in park development and innovation. Surfacing maintenance and repairs are critical to longevity and compliance. This session reviews what can be done to ensure safer play through best practices in assessing your surface and the actions to take to when fixes are required.

### Learning Objectives

- Describe and understand the importance of playground surfacing maintenance and how it positively impacts surfacing longevity and is an important factor in reducing the likelihood of life-threatening injuries on playgrounds.
- Outline best practices, considerations, and strategies when preventatively protecting your surfacing investment.
- Summarize how surfacing maintenance and repairs can be utilized to increase the overall play value and experiences

for children, families, and communities in local parks.

9:15 AM - 10:15 AM | 0.1 CEUs

## SURVIVING THE DREADED DEPOSITION

**Shawn DeRosa, Esquire**

*Owner, DeRosa Aquatic Consulting*

An injury occurs at your facility. You've interviewed staff, provided counseling, and completed all necessary records and reports. Within a few weeks, you receive a Freedom of Information Act Request. What should you do now? Do you know what to expect as you prepare this case for trial? Are you ready to be a witness for your department? Have you prepared yourself for the deposition? While most cases will settle out of court, you must prepare yourself for trial. This session will get you underway.

### Learning Objectives

- Identify the purpose of depositions and their importance in trial preparation.
- Review the format of a deposition and discuss tips for deponents/witnesses.
- Discuss the Golden Rules of Depositions.

9:15 AM - 10:15 AM | 0.1 CEUs

## TECHNIQUES IN TRAINING STAFF - HIGH EXPECTATIONS

**Lynn Clarke, CTRS, CPRP**

*Recreation Supervisor, Naples Community Services*

This session will provide an inside look into a training program that has seen years of success. Many people have a FT staff of 1 and need to train folks that may not have experience on how to be a great TR assistant. Bring at least one of your training tips to the session and the speaker will compile a "tips" list and send it out after conference.

### Learning Objectives

- Set expectations for yourself on how to be a better trainer.
- Give at least one example of something you do well when training staff.
- Name at least one tip you can use for your next staff training.

## OPENING GENERAL SESSION



10:30 AM - 12:00 PM | 0.1 CEUs

## RUBBER BAND RESILIENCE: HOW TO STRETCH WITHOUT SNAPPING

**Kathy Parry**

*Owner, Corporate Energy, LLC*

You are disrupted. Your teams are stretched. Not only has the COVID19 crisis transformed the way you work, but changes from technology, regulations, and staffing/retention, are all affecting park and recreation

professionals. The ability to apply a disruption-friendly mindset to transitional shifts will be necessary to serve residents, retain personnel and meet budgets. Equipping conference participants with the skill set to move through transitions while continuing to stay productive and engaged is imperative to successful organizations.

### Learning Objectives

- Understand the different reactions to adversity and how to use them to develop a positive outcome.
- Discover the five best methods to reframe disruptions to move towards new best practices.
- Learn to escalate both personal and organizational energy levels to decrease absenteeism and increase retention and productivity.

1:15 PM - 3:15 PM | 0.2 CEUs

## GREAT EXPECTATIONS: CAN REVENUE GOALS AND SOCIAL EQUITY CO-EXIST

**Chris Nunes**

*Director of Parks and Recreation, The Woodlands Township*

The roots of the recreation profession lie in the Playground Movement of the 1880s. We were a social service created to keep children safe, but today we are asked to be a service that recovers its cost - can both of these co-exist? In this session, two unique communities - one small and rural, and one suburban, will review how to identify and address community need, address cost recovery goals and meet the mandate for equity in services. These two mandates can co-exist if a relevant service is provided based on planning, market segmentation, competition analysis and financial performance monitoring.

### Learning Objectives

- Develop an approach and plan to producing recreation programs that meet cost recovery goals while addressing social equity.
- Identify market conditions impacting the consumption of recreation services.
- Identify how to manage constraints to participation, including change, through developing relevant recreation programs



1:30 PM - 2:30 PM | 0.1 CEUs

## ALL AGES, ALL ABILITIES, ALL THE TIME

**Jill Moore White**

*Inclusive Play Specialist, Landscape Structures*

Parks today face the challenge of providing environments where all visitors can feel safe, secure and fully engaged. Universal design increases usability, safety, health and social

## EDUCATION SESSIONS

participation. In this presentation, participants will discover how applying the principles of universal design ultimately contribute to social equity and social sustainability in parks.

### Learning Objectives

- Understand current definitions of disability as defined by environmental conditions, and how the concepts of social equity contribute to social sustainability and can be supported by universal design.
- Illustrate each principle of universal design and how they contribute to a park design that goes beyond accessibility and encourages inclusion.
- Explain why incorporating the concepts of social equity and social sustainability is important to the long term success of parks and recreation environments.

1:30 PM - 2:30 PM | 0.1 CEUs

### CAPRA - PUBLIC SAFETY, LAW ENFORCEMENT AND SECURITY

**Amy Blackman, CPRP**

Recreation Centers Manager, Boca Raton Recreation Services

**Fred Couceyro**

Director, Coral Gables Community Recreation

This session will provide an overview of CAPRA accreditation compliance requirements in the area of Public Safety, Law Enforcement and Security. This session will introduce participants to the documentation necessary to comply with this standard.

### Learning Objectives

- Review the standards for Chapter 8 of the Agency Accreditation process.
- Understand thoroughly the suggested evidence of compliance for CAPRA accreditation
- Identify your agency's potential weaknesses in this CAPRA standard.
- Review resources available to assist you in achieving compliance, or in implementing best practices in your agency.



1:30 PM - 2:30 PM | 0.1 CEUs

### OH BUOY! LIFESAVING TIPS FOR WATER SAFETY EDUCATORS

**Anna Stewart**

Manager, Drowning Prevention Coalition of Palm

Beach County

**Bambi Fanto**

Coordinator, Drowning Prevention Coalition of Palm Beach County

Using the ABCD's of water safety audience

members will learn tips and tricks to engage audiences of all ages about drowning prevention. Ideas learned can be directly implemented when attendees return to work!

### Learning Objectives

- Learn specific techniques on how to make teaching water safety fun for all ages.
- Learn how to reproduce water safety accessories to assist with program delivery.
- Define public/private partnership opportunities in your area to help with water safety endeavors.

1:30PM - 2:30 PM | 0.1 CEUs

### POST-PANDEMIC PARKS...THE NEW P3 PROJECT!

**Ryan Cambridge, PLA**

Planning Practice Leader, Browning Day

The COVID-19 Pandemic has forever changed the world around us, including our parks! During this session, we will spend time analyzing the different quantifiable impacts that parks departments and park programmers/operators have experienced as a result of COVID-19. Using both local and national examples, we will then peer into our crystal ball to envision how the design, programming, operations, and funding of post-pandemic parks will change forever and be better prepared for the next pandemic.

### Learning Objectives

- Recall the various quantifiable impacts to the operation, programming, management, and design of parks resulting from the COVID-19 pandemic.
- List multiple types of interventions and strategies that park professionals have since implemented to mitigate the concerns and risks associated with recreation during a pandemic.
- Identify which changes brought on by COVID-19 are here to stay, even after the pandemic has passed.

1:30 PM - 2:30 PM | 0.1 CEUs

### PRACTICAL MANAGEMENT TECHNIQUES FOR TODAY'S PARKS PROFESSIONAL

**Donald Forgione**

Owner, Tailgate Talks

**Gina Peebles**

Assistant County Manager - Chief of Staff, Alachua County

Managing can be challenging, especially in an ever-changing work environment. Participants will learn practical, hands-on, management techniques useful for today's parks professionals. Be the manager you wish you had by participating in a variety of role play activities to learn what (not) to do in

management scenarios.

### Learning Objectives

- Learn practical, hands-on, management techniques useful for today's parks professionals.
- Participate in a variety of role play activities to learn what (not) to do in management scenarios.
- Learn nine tips for handling difficult conversations in the workplace.



1:30 PM - 3:30 PM | 0.2 CEUs

### PROS AND CONS: OFFERING TR AND INCLUSION

**John McGovern**

Partner, Principal in Charge, The WT Group, Accessibility

Practice

**Mary Palacios, CTRS**

Special Populations Manager, Broward Co Parks and Recreation

The ADA requires that Florida parks and recreation agencies provide services in the "most integrated setting" for people with disabilities. However, not all do. Many provide separate special or adaptive recreation programs, but not all do. Explore the pros and cons of both, and review the risks of not providing these services.

### Learning Objectives

- Identify the resources necessary to conduct a therapeutic recreation program and to provide inclusion support.
- Identify, discuss, and understand the pros and cons for the development of therapeutic recreation programs.
- Discuss the risk management aspects of doing nothing with regard to inclusion and therapeutic recreation programs.



1:30 PM - 4:30 PM | 0.3 CEUs

### RESPECTING DIFFERENCES FOR CULTURAL COMPETENCE

**Darrell Butler**

Butler Consulting Group - BC Innovations

Diversity and Cultural Competence have become critical components for the effective and profitable operation of organizations. This session will provide an overview of individual skills needed for building productive relations with coworkers, clients, patrons, and community members. The overall objective of this interactive presentation is to create a culturally competent organization consisting of culturally competent employees operating within a culturally inclusive environment.

### Learning Objectives

- Define and understand cultural competence.

- Understand implicit bias and learn techniques to merge it into your workplace.
- Identify your role in contributing to and managing diversity tension.



## 1:30 PM - 3:30 PM | 0.2 CEUs **STRATEGIES FOR MANAGING CHALLENGING PARTICIPANTS**

**Brad Lympny**

*Naturalist / Rec Program Specialist, Hillsborough County Parks and Recreation*  
**Melinda Wheatley**  
*Recreation Program Specialist, Hillsborough County Parks and Recreation*  
Effective program

management has the single largest impact on its success. Yet the process of managing behavior and expectations by teachers and coaches is often overlooked. This 2-part program investigates the root of behavioral issues through the eyes of participants with learning disabilities and presents effective management strategies to mitigate obstacles.

### Learning Objectives

- Identify internal and external triggers of undesirable behaviors.
- Learn strategies to prevent small issues from becoming large scale problems and how to de-escalate them when it does happen.
- Learn general behavioral modification techniques.



## 1:30 PM - 3:30 PM | 0.1 CEUs **THEY JUST DON'T UNDERSTAND ME!**

**Becky Gunter, CPRP**

*Director, Seminole Recreation*

How many times have we heard "They Just Don't Understand Me" and wonder whose responsibility it is to "understand". The short answer is it is everyone's responsibility to try to understand. This interactive session will allow you to walk away better understanding of communication challenges between generations. Based on the 1962 game show "Match Game", young professionals and seasoned veterans will be asked to fill in the blank of questions. Fun and laughs will definitely be part of the session, as we explore the real life differences between generations that impact our responses, reactions and communications. Once we become familiar with each other's life experiences, references, and mind spaces, we can better understand the intent of the response. Come have fun with us as we

explore the differences that bring us together.

### Learning Objectives

- Better understand the impact that life experience has on our reactions and communications.
- Learn why different generations respond the way they do and require different messaging when communicating effectively.
- Identify challenges that both supervisor and young professional have in your organizations.



## 1:30 PM - 3:30 PM | 0.2 CEUs **UNDERSTANDING TITLE II OF THE AMERICANS WITH DISABILITIES ACT AND WHAT IT MEANS FOR PARKS & RECREATION**

**Jody Cox, CTRS, ADAC**

*Recreation Therapist II, Miami Dade Parks, Recreation and Opens Spaces*

Over 30 years have passed since the signing of the ADA yet many parks and recreation departments still struggle with compliance. This session will address common issues of non-compliance still occurring and how professionals can support equity for those with disabilities through the thoughtful planning of programs and facilities.

### Learning Objectives

- Demonstrate a basic understanding of The Americans with Disabilities Act and how Title II impacts parks and recreation programming and services.
- Identify three areas that parks and recreation professionals need to consider providing accommodations for.
- Give examples of common situations in parks and recreation where there may be non-compliance with the ADA and develop progressive solutions to address non-compliance.

1:30 PM - 2:30 PM | 0.1 CEUs

## **WIN-WIN: OPERATING AN EFFICIENT AND EFFECTIVE YOUTH SPORTS COUNCIL AS AN EXTENSION OF COUNTY SERVICES**

**Mike Massoglia**

*Recreation Supervisor, Charlotte County Community Services*

**Lonne Moore**

*Recreation Supervisor, Charlotte County Community Services*

Now more than ever, working with partners in the form of Youth Sports organizations is vital to a vibrant community. These organizations can help with promotion, marketing, mentoring and other ways to ensure the survival of the youth sports opportunities for the community.

### Learning Objectives

- Define advantages and opportunities of working with youth sports organizations within the community in a council format.
- Identify ideas on how to foster ongoing symbiotic relationships with community partners as much as possible.
- Identify trends in the economy, health concerns, and social aspects of the population that effect youth sports organizations and how partnerships can help.

2:45 PM - 3:45 PM | 0.1 CEUs

## **CAPRA - EVALUATION, ASSESSMENT, AND RESEARCH**

**Amy Blackman, CPRP**

*Recreation Centers Manager, Boca Raton Recreation Services*

**Fred Couceyro**

*Director, Coral Gables Community Recreation*

This session will provide an overview of CAPRA accreditation compliance requirements in the area of Evaluation, Assessment and Research and introduce participants to the documentation necessary to comply with this standard.

### Learning Objectives

- Review the standards for Chapter 10 of the Agency Accreditation process.
- Understand thoroughly the suggested evidence of compliance for CAPRA accreditation
- Identify your agency's potential weaknesses in this CAPRA standard.
- Review resources available to assist you in achieving compliance, or in implementing best practices in your agency.



## 2:45 PM - 3:45 PM | 0.1 CEUs **KEEPING IT BALANCED - COMMUNITY POOL MEETS WATER PARK**

**Devon Poulos**

*Assistant Aquatic Supervisor,*

*North Port Parks and Recreation*

**Trish Sturgess**

*Aquatic Supervisor, North Port Parks and Recreation*

Running a seasonal water park is challenging, but add in a year round community pool at the same facility and it can be pure chaos. This topic will discuss the best practices for managing both a seasonal and year round facility on the same footprint.

### Learning Objectives

- Learn some of the challenges with opening a new multi-use facility.
- Share in recruitment and training of seasonal and year-round staff, keeping the balance when 50 new Lifeguards come in.



## EDUCATION SESSIONS

- Understanding the roles and responsibilities of leadership and how they change seasonally.



### 2:45 PM - 3:45 PM | 0.1 CEUs **PARTNERSHIPS BRIDGE THE GAP ON INCLUSION AND EQUITY PROGRAMMING**

**Lynn Clarke, CTRS, CPRP**  
Recreation Supervisor, Naples Community Services

**Ashley Shipman**  
Recreation Supervisor, Palm Beach Gardens Recreation

Each community includes a wonderfully diverse group of members, all with varying abilities. Focusing on inclusion and equity within programming can be challenging. Through community partnerships with local and neighboring organizations, recreation facilities looking to start or expand their inclusion and equitable programs, can more efficiently provide meaningful opportunities for those with varying abilities.

#### Learning Objectives

- Discuss ways to engage outside organizations to create partnerships.
- Be provided examples of partnership opportunities.
- Identify possible roadblocks in partnerships and one way to overcome those roadblocks.

2:45 PM - 3:45 PM | 0.1 CEUs

### **RUNNING ON EMPTY: A "ROAD TRIP" TO REFUEL, REPAIR AND RE-ENERGIZE**

**Kathy Parry**

Owner, Corporate Energy, LLC

Work must get done. But while your team is meeting deadlines, plowing through reports and meeting the needs of residents, they are also exhausting their personal resources. In this powerful session, Kathy takes your group on a virtual road trip to help them understand how refueling, routine maintenance and a good old pleasure ride can increase utilization, engagement, and productivity.

#### Learning Objectives

- Boost engagement at all levels in your organization by employing a 3-step system for personal productivity.
- Consistently increase employee utilization to have a positive impact on bottom line.
- Supercharge your professional service team to keep them on track and engaged during high-stress periods.

2:45 PM - 3:45 PM | 0.1 CEUs

### **THE IMPORTANCE OF CLEAR COMMUNICATION**

**Megan Mathews**

Youth and Family Supervisor, Mount Dora Parks and Recreation

Communication is the ultimate key towards success and I am not just talking about business results! It is the key towards successful relationships with staff, guests and peers. Together, we will go over the pillars of communication.

#### Learning Objectives

- Participate in improv games to emphasize the points made.
- Understand the importance of communicating three ways.
- Understand communicating to your specific audience.



### 2:45 PM - 3:45 PM | 0.1 CEUs **TRENDS IN PLAY SPACE DESIGN**

**Michael Fingerroth**

East Coast Regional Manager, Landscape Structures

Parks today face the challenge of providing environments that will attract children and families to engage, play and stay. To compete with indoor, more sedentary activities. In this session, we will examine playground trends that create kid magnets, that facilitate multi-generational interaction, or signature playgrounds that tell a community story.

#### Learning Objectives

- Identify leading trends in play space design and the external influences driving these trends.
- Evaluate how innovative concepts can be applied to play space design.
- Site ways to specify new concepts and material choices.

3:30 PM - 4:30 PM | 0.1 CEUs

### **BUILDING PYRAMIDS NOT SILOS**

**Chris Nunes**

Director of Parks and Recreation, The Woodlands Township

The goal of any parks and recreation department is to service the community thus it is imperative to bring people to the table rather than exclude them. This session will detail the nature and challenges of partnerships in furthering the goals of a parks and recreation agency. Additionally, this session will review multiple examples of partnerships, the needed structure in a partnership agreement, and how to get out of a bad partnership when the time arises.

#### Learning Objectives

- Identify the different types of

partnerships that a park and recreation agency can use to support its mission.

- Review the challenges and obstacles with partner organizations and identify needed contractual documents.
- Develop a plan for contacting potential partners with resources and how to move from initial contact to contract execution.

## TUESDAY, AUGUST 31

8:00 AM - 9:00 AM | 0.1 CEUs

### **ALTERNATIVE INFILLS FOR SYNTHETIC TURF FIELDS**

**Peter Spanos, P.E., CFM, LEED AP®**

Project Manager, Gale Associates

In recent years, more communities have requested the use of alternative infill materials for their synthetic turf fields. This presentation will discuss the available alternatives and detail their particular pros and cons.

#### Learning Objectives

- Understand the differences between natural grass and artificial turf fields (e.g. cost, performance, maintenance, etc.).
- Learn about the various alternative infill options with a focus on the pros and cons of each of the materials.
- Knowledge of the installation requirements of alternative infill materials that are different from the traditional crumb rubber installations (e.g. possibly needing to install a shock pad).



8:00 AM - 9:00 AM | 0.1 CEUs

### **BOND, PARKS BOND...**

**Ryan Cambridge, PLA**

Planning Practice Leader, Browning Day

**Pegeen Hanrahan**

Southeast Conservation

Finance Director and Nationwide Parks Initiative Lead, The Trust for Public Land

**Barbie Hernandez**  
Division Director - Park Development and Special Projects, Miami Beach Parks and Recreation

It is no secret that in 2021 and the years to come, parks departments will need to find alternative funding sources in order to thrive! This session will explore the ins and outs of various ballot-based funding measures, including the \$150M parks-specific bond measure approved by Doral residents in 2018. This session will explore - through multiple lenses - what factors and strategies help make ballot-based funding mechanisms successful and how communities of all sizes and contexts can apply them.

## Learning Objectives

- Recall and distinguish the differences between different alternative funding mechanisms available to municipal parks departments, including bonding.
- Describe which principles and strategies increase the potential of success for park specific bond referendum and how they could be applied within your community context.
- List multiple technical and thought-based resources available to municipal agencies considering pursuing your own bond measure.

8:00 AM - 9:00 AM | 0.1 CEUs

## HISTORY TAKES SHAPE IN INCLUSIVE PLAY & FITNESS SPACES FOR COMMUNITIES

**Franky Lazo**

*Parks Superintendent, Boynton Beach Recreation and Parks*

**Suzanne Quinn, PhD, FHEA, CPSI**

*Manager, KOMPAN Play Institute*

**Kacy Young**

*Director, Boynton Beach Recreation and Parks*

In this session we will discuss trends in active outdoor play & adult fitness installations. We will share research that informs successful design of equipment and park layouts, and a case study from Boynton Beach, Florida that illustrates how historical aspects of the location were used to design for a community play and fitness space.

## Learning Objectives

- Learn how to design a play and fitness site that incorporates local history.
- Identify issues in play & fitness design related to supporting play and health.
- Apply Universal design criteria to plans for outdoor play and fitness sites.

8:00 AM - 9:00 AM | 0.1 CEUs

## LIGHTNING PREDICTION, SEVERE WEATHER & HEAT INDEX

**Robert Dugan**

*President, Thor Guard Inc.*

This extensive presentation delves into new technology proven to create a total package of weather, turf, and heat safety for your customers and outdoor staff. This platform will be fun and interactive.

## Learning Objectives

- Increase your understanding of the dangerous nature of lightning and how to provide the most efficient method of mitigation education distribution.
- Learn about the similarities and differences between lightning events, severe storms and tornadoes in a unique data-driven presentation.

- Become even more educated on the true dangers of heat related issues for all ages of park and pool attendees.



8:00 AM - 9:00 AM | 0.1 CEUs

## PARKS BUILDING RESILIENT COMMUNITIES

**Heather Tedlow**

*Interpretive Programs Manager, Miami Dade*

*Parks, Recreation and Opens Spaces*

This presentation will discuss the critical roles that parks play in building resilient communities including the roles parks play in emergencies, how proper park planning can help build sustainable communities, and how conserving green spaces aids in combating the effects of climate change.

## Learning Objectives

- Outline the critical role parks play in helping rebuild communities in emergency situations.
- Summarize the effects of climate change on your community.
- Describe how natural areas play a role in combating the negative effects of climate change and how conserving green spaces keeps communities safe and resilient.



8:00 AM - 9:00 AM | 0.1 CEUs

## REDEVELOPING SHUTTERED GOLF COURSES INTO PUBLIC PARKS

**Rick Durr, CPRP, PLA, AICP**

*Director, Seminole County Leisure Services*  
The transformation of the Rolling Hills Golf Course located in Seminole County, FL into a public park includes years of due diligence, community planning and forging partnerships. This session illustrates the roles local agencies can play in the preservation of open space through the redevelopment of shuttered golf courses.

## Learning Objectives

- Recognize the pros and cons to be weighed by a local government when investigating this kind of park development opportunity.
- Understand the financial realities of converting a former golf course into use by the public as a community park.
- Identify and understand the roles and impacts of environmental contamination, remediation and infrastructure assessment & redevelopment for a project of this type.

8:00 AM - 9:00 AM | 0.1 CEUs

## THEY CAN'T ALL BE WINNERS, LEARNING FROM THE MISTAKES I HAVE MADE IN SOCIAL MEDIA.

**Erin Murphy**

*Recreation Superintendent, Charlotte County Community Services*

**Ashley Turner**

*Graphics, Marketing & Social Media Specialist, Charlotte County Community Services*

Now more than ever, digital marketing is at the forefront of communications for government and communities alike. Digital Marketing is no longer optional - it is the industry standard. When dealing with social media mistakes are a fact of life, it is the response to error that counts.

## Learning Objectives

- Define advantages and disadvantages of live and virtual programming.
- Discuss creative and innovative ways to utilize social networks to share or market information and ideas.
- Understand the importance of monitoring and responding to the community that forms around your message or lack of message.



8:00 AM - 9:00 AM | 0.1 CEUs

## TIMELESS PRINCIPLES + INNOVATIVE TECHNIQUES

**Regina Ramos**

*Project Manager - Planning & Development, Orange County Parks & Recreation*

**Drew Crumpton**

*Park Planning + Design Studio Manager, AECOM*

**Joseph Webb, RLA**

*Director of Park Planning, AECOM Technical Services*

**Phil Thornburg**

*Director, Fort Lauderdale Parks and Recreation*

COVID-19 presented challenges for public engagement, but also provided an opportunity for innovation. This session will describe innovative public engagement techniques used in Orange County and Fort Lauderdale, that maintain the timeless principles of great planning and design while increasing effective public engagement. This may be the new normal.



## Learning Objectives

- Describe a new normal of park public engagement that reduces costs and time while greatly increasing effective,



## EDUCATION SESSIONS

- safe public engagement.
- Identify alternative methods of virtual public engagement that provide safe access for participants and broaden the reach of engagement efforts.
- Outline engagement strategies to connect residents to virtual platforms using both traditional, on-the-ground methods, and online connections.

8:00 AM - 9:00 AM | 0.1 CEUs

### TIPS & TRICKS TO PLANNING SUCCESSFUL PROGRAMS & EVENTS

**Vianca Peron-Sellan**

*Administrative Services Manager, City of Miami Beach*

**Erin Weislow**

*Director, Doral Parks and Recreation*

As a new parks and recreation professional you may only have had the opportunity to work during an event and/or program. Ready to take the plunge and take on the new role? During this session, geared towards new parks and recreation professionals, we will show you tips and tricks for proposing and executing successful programs and events for your municipality or county. Topics will range from your initial proposal, budgeting, staffing, marketing, day-of-tips, challenges/obstacles, post event/program action as well as adapting programs/events to virtual platforms and COVID-19 safety procedures. This session is great for conference first-timers or conference alumni looking for fresh ideas.

#### Learning Objectives

- Identify new strategies to plan successful programs and events.
- List day-of-tips for event/program execution.
- Discuss challenges/obstacles that may occur before, during and after your program/event.

8:00 AM - 9:00 AM | 0.1 CEUs

### WHAT IS GEOTHERMAL POOL HEATING?

**Dave Ballard**

*Sales Manager, Symbiont Service Corporation*

Looking for an energy-efficient, environmentally friendly way to keep your pool at a comfortable temperature? A geothermal heating and cooling system may be the way to go. Geothermal systems are named by Energy Star's most efficient heating and cooling technologies on the market. Geothermal pool heaters work like gas heaters at a fraction of the cost of gas. They also have a 15 to 20 year serviceable life even on the coast.

#### Learning Objectives

- Understand what Geothermal is.
- Identify how geothermal is applied to pool or spa heating.
- Recognize applications for geothermal technology for their properties.



BROWN

### 8:00 AM - 9:00 AM | 0.1 CEUs YOUR PARK'S UNKNOWN FACEBOOK PAGE

**Greg Brown**

*Parks, Planning and Athletics Manager, Hillsborough County Parks and Recreation*



VALDEZ

**Rick Valdez**

*Director, Hillsborough County Parks and Recreation*

Unbeknownst to most park professionals each one of your parks has its own "Facebook" Page known as Google Maps. The powerful combination of Google Maps and Google MY Business will allow park professionals to get instant and frank feedback, expose your parks to a greater market, increase safety, solve crimes, drive park use, rank parks relative to each other, distribute funds among parks judiciously and get overall facts to use as your organization needs.

#### Learning Objectives

- Learn how to set up a Google Maps page for each of your parks to start marketing and getting feedback.
- Learn how to use Google Maps and Google My Business to unlock park secrets, feedback, and use to make important future decisions on park safety, operation, improvements and budgeting.
- Hear real life case studies of crimes solved and action taken using one of Florida's largest park systems.

1:15 PM - 2:15 PM | 0.1 CEUs

### A HIGHER LEVEL OF INCLUSIVE PLAY

**Jill Moore White**

*Inclusive Play Specialist, Landscape Structures*

The playground should be a place for everyone to experience laughter, friends, and fun- however traditional design focuses on minimal physical access, not necessarily quality engagement for children with physical or cognitive disorders. Sensory rich play environments develop functional skills, imagination, and social opportunity providing a higher level of inclusive play for all.

#### Learning Objectives

- Identify the facts about play for people with and without disabilities and why play is important to all people.
- Discuss the differences between a play environment that simply meets minimum

- federal accessibility requirements and one that is fully inclusive.
- Articulate the best practice design elements for inclusive play environments.



JOHNSON

1:15 PM - 2:15 PM | 0.2 CEUs

### ASKING VOTERS TO FUND YOUR PARKS AND GREENSPACE

**Peggen Hanrahan**

*Southeast Conservation*

*Finance Director and*

*Nationwide Parks Initiative*

*Lead, The Trust for Public Land*

**Christine Johnson**

*Executive Director,*

*Conservation Foundation of the Gulf Coast*



MADDOX

**Nancy Maddox, MPA**

*Director, Daytona Beach Shores Recreation*

Despite 2020's challenges, in Florida and across America, nearly every parks and conservation funding measure passed. We'll describe campaigns for 2020's reauthorized Volusia Forever and ECHO programs, Manatee Land and Water, and 2018's New Smyrna Beach's Turnbull Creek Bonds. Come learn about passing funding for your own parks vision!

#### Learning Objectives

- Understand the legal options in Florida for funding capital and O&M for parks, recreation, trails, open space and related priorities in Florida, and some pros and cons of each.
- Learn recommended best practices for how to fund priorities at the ballot box including community engagement, priority setting, polling, ballot language development and communications.
- Participate in hands-on community self-assessments to consider whether one's one community might consider voter-approved funding, develop allies, develop elected and community leadership, and build citizen support and private sector leadership.



FUHRMANN

1:15 PM - 2:15 PM | 0.1 CEUs

### CAPRA - ORGANIZATION AND ADMINISTRATION

**Amy Burns**

*Class System Support*

*Specialist, St. Petersburg*

*Parks and Recreation*

**Lara Khoury**

*Management Analyst, Largo Recreation,*

*Parks and Arts*

**Kari Fuhrmann**

*Information Specialist, St. Petersburg Parks and Recreation*

This session will provide an overview of CAPRA accreditation compliance requirements in the area of Organization and Administration and introduce participants to the documentation necessary to comply with this standard.

## Learning Objectives

- Review the standards for Chapter 3 of the Agency Accreditation process.
- Understand thoroughly the suggested evidence of compliance for CAPRA accreditation
- Identify your agency's potential weaknesses in this CAPRA standard.
- Review resources available to assist you in achieving compliance, or in implementing best practices in your agency.

1:15 PM - 2:15 PM | 0.1 CEUs

## ESPORTS: GETTING STARTED

**Pete Bartosik**

*Recreation Program Coordinator, Seminole Recreation*

**CJ Keester**

*Recreation Manager, Port St Lucie Parks and Recreation*

**Alex Koagel**

*Recreation Program Coordinator, Seminole Recreation*

Esports has been growing at an exponential rate over the last few years. We are now beginning to see more and more Esports introduced into the recreational environment. This session focuses on what esports is and how to introduce it into your recreational programming.

## Learning Objectives

- Identify what Esports is and how to incorporate it into your programming.
- Discuss the benefits of Esports programming.
- Discuss examples of how to get started with Esports.



1:15 PM - 2:15 PM | 0.1 CEUs

## OPTIMIZING ECONOMIC & FINANCIAL OUTCOMES IN YOUR PARKS & RECREATION ASSETS

**Evan Eleff**

*Partner, Sports Facilities Advisory LLC*

Parks and recreation assets produce significant economic, social, and community benefits. Understanding these benefits – including parks' impact on property values, health care costs, crime rate, and community engagement – is the first step in evaluating the value of your parks and recreation assets. The second step is to understand where you have opportunities to optimize your assets utilizing creative financing, program development, new

facilities development, and cost containment strategies to improve parks and recreation revenue results.

## Learning Objectives

- Identify insights into the various economic benefits of parks.
- Apply proven strategies for optimizing the impact of parks and recreation facilities.
- Describe the current state of your assets.

1:15 PM - 2:15 PM | 0.1 CEUs

## PLAYGROUND SURFACE ADA ISSUES: ARE YOU AT RISK?

**John McGovern**

*Partner, Principal in Charge, The WT Group, Accessibility Practice*

Many Florida playground surfaces are engineered wood fiber. It is safe, cheaper than unitary surfaces, and if maintained properly, can be ADA compliant. A 2020 Settlement between the United States and an Iowa school district show all playground owners what is required for playground access. This session reviews and applies that Settlement.

## Learning Objectives

- Identify the key accessibility deficits at playgrounds in the Settlement Agreement.
- Define and discuss the four recommended means of maintenance of EWF surfaces to assure ADA compliance.
- Discuss how the Settlement Agreement applies to home agency operations and EWF playground surfaces.



1:15 PM - 2:15 PM | 0.1 CEUs

## VISION FOR PROMOTING OUTDOOR RECREATION AND HEALTH

**Britney Moore**

*Outdoor Recreation Program Manager, FL Park Service - Office of Greenways & Trails*

Because of Florida's climate, diversity of natural landscapes, and award-winning state parks and trails, the state offers a tremendous selection of recreational experiences for residents as well as visitors. Linking these individual opportunities to a larger recreation and conservation system is essential to maximizing the value of individually planned and managed public lands. The Florida Greenways and Trails System is the foundation for connecting and providing access to recreational hubs ranging from sizeable state and national forests to small community parks. Florida is positioned at the forefront of an exciting period that will result

in improved health and wellness, economic growth, increased alternative transportation methods and outdoor recreation opportunities, more livable communities and increased conservation efforts, all of which all contribute to an improved quality of life.

## Learning Objectives

- Discuss the health benefits for spending time outdoors in nature.
- Learn how to use the tools and resources to promote resource based Outdoor Recreation and Health materials to your networks.
- Learn how to markedly increase your resource based Outdoor Recreation community presence through programming and special events.

1:30 PM - 3:30 PM | 0.2 CEUs

## ACHIEVING SUSTAINABILITY ACTION PLAN GOALS IN PARKS

**Jeff Benavides**

*Chief Sustainability and Resilience Officer, Orange County Government*

This interactive session will examine best practices for bringing Sustainability Action Plans to life in the park and recreation system through a discussion about engaging the community in sustainability, resiliency, and environmental action goals. Brainstorm environmental action opportunities for department programming to energize teams toward achievement of action plan goals.

## Learning Objectives

- Discuss engaging ways to realize sustainability action plan goals in the park system.
- Identify local sustainability and resiliency goals that pertain to their department.
- State three environmental action activities to incorporate into community programming.



1:30 PM - 3:30 PM | 0.2 CEUs

## LGBTQIA & THE CONVERSATION

**Jim Barnes**

*Village Manager, Village of Wellington*

Park and recreation programs have played a historic role in community struggles toward social justice and equality. To our credit, many of us truly want to plan for all members of our communities. However, without even knowing it, we might not be as welcoming or inclusive as we aspire to be. This session trains parks and recreation professionals to be comfortable, capable, and mindful facilitators of diverse, interactive, and respectful community programs that seeks benefits for all. Explore how we might reach some of our lofty NRPA, FRPA, and CAPRA aspirations;

## EDUCATION SESSIONS

figure out what an inclusive community might look and feel like; and learn how to create safer, more civil communities for all individuals, particularly those of diverse sexualities and/or gender identities (such as lesbian, gay, bisexual, transgender, queer, intersex, and asexual). This session is based on the "Safe Zone" training curriculum and proposed to reduce homophobia, transphobia, and heterosexism and thereby create safer and freer environments for all members of our communities, regardless of sexual orientation, gender identity, or gender expression.

### Learning Objectives

- Learn about the ethics of inclusion and how to create safer, more civil communities, particularly for those of diverse sexualities and/or gender identities.
- Understand what each of the terms included in "LGBTQIA" means along with the meaning of attraction, sex assigned at birth, gender identity, gender expression, and cisgender.
- Explore what an inclusive community might look and feel like.

1:30 PM - 3:30 PM | 0.2 CEUs

### NATURE-BASED AND OUTDOOR PROGRAMMING FOR VETERANS

**Jody Cox, CTRS, ADAC**

Recreation Therapist II, Miami Dade Parks, Recreation and Open Spaces

Veterans represent a unique segment of almost every community. This session will discuss the benefits of creating programs unique to the veteran community as well as some of the considerations professionals need to consider in the program planning process. There will be a special focus on veterans who have visible or invisible disabilities.

### Learning Objectives

- Identify at least three benefits or advantages to creating veteran-unique programs.
- Identify at least three considerations to take into account when programming for veterans.
- Identify at least three resources professionals can utilize to assist with planning or recruiting for programs for veterans.



1:30 PM - 3:30 PM | 0.2 CEUs

### SPECIAL EVENTS: COORDINATING THE CHAOS THROUGH PLANNING

**Mark Abdo**

Community Outreach Liaison,

Largo Recreation, Parks and Arts

**Kara Piehl**

Special Events Coordinator, Largo Recreation, Parks and Arts

**Greg Wright**

Assistant Parks Superintendent, Largo Recreation, Parks and Arts

There are many logistical and budgetary details to consider when event planning including other stakeholders. In this session, one will realize that planning is the key to a successful event of any size. All areas of event planning will be discussed including park sustainability.

### Learning Objectives

- Recognize the importance of checklists to successfully coordinate a large, safe event.
- Managing environmental impacts of special event use zones while balancing turf and plant maintenance for sustainability.
- Recognize the importance of event sponsors and why they should be treated as VIP's.



1:30 PM - 3:30 PM | 0.2 CEUs

### WHEN DISASTER STRIKES: PLANNING FOR EMERGENCY SITUATIONS

**Ryan Murphy, CPRE**

Emergency Management Officer, Sarasota County

Emergency situations come in many forms and may have several days warning or none. Having a plan is crucial to successful outcomes. This session will review tools to become prepared. Topics will include establishing a Department Operations Center, Continuity of Operations Plan, and a Department Disaster Preparedness Plan.

### Learning Objectives

- Describe best practices when establishing a Department Operations Center.
- Describe the steps in establishing a Department Disaster Preparedness Plan.
- Define what a Continuity of Operations Plan (COOP) and outline steps towards creating one.

2:30 PM - 3:30 PM | 0.1 CEUs

### CAPRA - FACILITY AND LAND USE MANAGEMENT

**Rick Durr, CPRP, PLA, AICP**

Director, Seminole County Leisure Services

**Michael Wirsing, CPRP**

Parks & Recreation Division Manager,

Seminole County Leisure Services

This session will provide an overview of CAPRA accreditation compliance requirements in the area of Maintenance and Resource Management, introducing participants to the documentation necessary to comply with this standard.

### Learning Objectives

- Review the standards for Chapter 7 of the Agency Accreditation process.

- Understand thoroughly the suggested evidence of compliance for CAPRA accreditation.
- Identify your agency's potential weaknesses in this CAPRA standard.
- Review resources available to assist you in achieving compliance, or in implementing best practices in your agency.



2:30 PM - 3:30 PM | 0.1 CEUs

### CRITICAL THINKING FOR EVERYDAY LIFE

**Amy Blackman, CPRP**

Recreation Centers Manager, Boca Raton Recreation

### Services

Becoming an outstanding critical thinker has more to do with a state-of-mind rather than a specific set of tools, techniques, or strategies you have at your disposal. It is this state-of-mind that will help you to overcome the obstacles and challenges you face daily.

### Learning Objectives

- Discuss and recognize the importance of critical thinking.
- Identify and practice exercises to help develop critical thinking skills.
- Learn to ask the right kinds of critical questions that will aid in proper decision making.

2:30 PM - 3:30 PM | 0.1 CEUs

### ESPORTS: THE NEXT LEVEL

**Pete Bartosik**

Recreation Program Coordinator, Seminole Recreation

**Alex Koagel**

Recreation Program Coordinator, Seminole Recreation

You've gotten started with your Esports programming, where do you go from here? With Esports being such a vast scene, we take a look at different opportunities to explore. In this round table session, we look at teams, leagues, successes and obstacles faced. We also introduce the Florida Recreation Esports Council.

### Learning Objectives

- Outline elements to running successful tournaments and leagues as well obstacles you may face.
- Explore the vast environment of Esports and how that can be implemented in a recreational setting including streams, commenting and other opportunities.
- Learn techniques for developing teams and leagues as well as collaborating with other agencies for local and regional recreational competition.

2:30 PM - 3:30 PM | 0.1 CEUs

### STATE OF THE INDUSTRY AND DISPARITY IN YOUTH SPORT

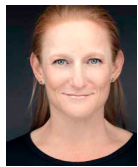
**Evan Eleff**



Partner, Sports Facilities Advisory LLC  
The State of the Industry session provides a comprehensive look at every aspect of the youth sports and recreation industry, from what's being programmed to new and innovative facility design. This session delivers incredible value for attendees who would like to understand the past and current market dynamics and are seeking insight into the market trends that will define the year ahead.

## Learning Objectives

- Identify current and future market trends.
- Understand the data behind the benefits of recreation.
- Identify strategies for parks and recreation to create free and reduced play.



## 2:30 PM - 3:30 PM | 0.1 CEUs **TRIUMPH AFTER TRAGEDY**

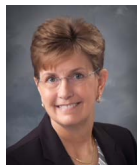
**Gayle Vasile**

*Communications Manager, City of Parkland*

Transitioning from crisis mode to your new normal can be challenging after a tragedy, learn what it takes to be triumphant. This session will chronicle the aftermath of the Parkland High School shooting. Journey through our emotional experience and lessons learned to aid in preventing future tragedies.

## Learning Objectives

- Identify resources that will help you move through your recovery efforts.
- Learn and discuss ways to introduce programs and events back into your community.
- Recognize ways to include community partners as you move forward.



## 2:30 PM - 3:30 PM | 0.1 CEUs **WINNING A BOND CAMPAIGN**

**Kerry Runyon, CPRP**

*Director, Cape Coral Parks and Recreation*

**Joseph Webb, RLA**

*Director of Park Planning,*

*AECOM Technical Services*

**Phil Thornburg**

*Director, Fort Lauderdale Parks and Recreation*

This session will explore strategies for winning a voter approved referendum for a parks and recreation bond funding program. Presenters will describe the approach and methodologies employed in the City of Fort Lauderdale and City of Cape Coral to educate decision makers and win public support.

## Learning Objectives

- Discuss funding challenges for park facility improvements.
- Describe strategies for winning voter approval for park bond funding referendums.
- Identify lessons learned from recent,

successful campaigns.

3:45 PM - 4:45 PM | 0.1 CEUs

## **CANNONBALL! SUMMER OPERATION INS AND OUTS**

**Ali Bill**

*Recreation Program Supervisor, Largo Recreation Parks and Arts*

Planning for, recruiting, and retaining aquatics staff is never an easy task and there is never an "off season" when multiple operations are involved. We will discuss ways to recruit staff, train and orientate staff before the summer begins, and also retain them during and post season. This will be an interactive session where everyone will share and learn.

## Learning Objectives

- Create a successful work plan/timeline for your division to kick off summer hiring and operations.
- Discuss ways that orientation and recruitment have successfully worked for your organization.
- Learn how to keep the morale going throughout the summer heat to get through the operational season.

3:45 PM - 4:45 PM | 0.1 CEUs

## **CAPRA - PLANNING**

**Rick Durr, CPRP, PLA, AICP**

*Director, Seminole County Leisure Services*

**Michael Wirsing, CPRP**

*Parks & Recreation Division Manager, Seminole County Leisure Services*

This session will provide an overview of CAPRA accreditation compliance requirements in the area of Planning, introducing participants to the documentation necessary to comply with this standard.

## Learning Objectives

- Review the standards for Chapter 2 of the Agency Accreditation process.
- Understand thoroughly the suggested evidence of compliance for CAPRA accreditation
- Identify your agency's potential weaknesses in this CAPRA standard.
- Review resources available to assist you in achieving compliance, or in implementing best practices in your agency.



3:45 PM - 4:45 PM | 0.1 CEUs

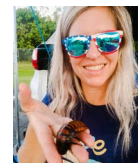
## **MOSQUITO CONTROL PRACTICES FOR PARKS & OUTDOOR RECREATIONAL SPACES**

**Andrea Miller**

*Education Coordinator, Lee County Mosquito and Hyacinth Control Districts*

**Wendy Samz**

*Environmental Education Specialist, Lee County*



## *Mosquito Education*

Do you know what the world's deadliest animal is? It is actually the MOSQUITO! Discover mosquito control best practices to help make your parks and outdoor recreational spaces more enjoyable year round. During this interactive session, you will also acquire a general overview of mosquito biology and ecology, the effects mosquitoes have on human health and development, why Florida is the perfect habitat for mosquitoes, how applied research affects control efforts, the history of mosquito control in Florida, and innovative practices to develop partnerships in your community to create a similar education program. Join us to learn how to "Fight the Bite!"

## Learning Objectives

- List mosquito control best practices for parks and outdoor recreational spaces.
- Understand basic mosquito biology and ecology as well as the effects on human health.
- Identify innovative practices to develop partnerships in your community.

3:45 PM - 4:45 PM | 0.1 CEUs

## **NEED HELP? YOUTH VOLUNTEERS ARE AT YOUR SERVICE**

**Paula Daniel**

*4-H Extension Agent, UF/IFAS Extension - Okeechobee County*

**Daniel Gonzalez**

*4-H Extension Agent, UF/IFAS Extension - Palm Beach County*

This session will share ways you can teach youth volunteers to be a better camp counselor by using activities and hands-on learning models. We will also review scenarios that counselors in training can learn how to solve problems before they actually occur.

## Learning Objectives

- Recognize appropriate scenario solutions for different camp counselor situations.
- Discuss different ways to utilize youth volunteers in camp situations.
- Describe potential problems in scenarios and discuss ways to resolve or prevent them from happening.



3:45 PM - 4:45 PM | 0.1 CEUs

## **ONBOARDING - ARE YOU PREPARING YOUR NEW EMPLOYEE FOR SUCCESS?**

**Mike Norton**

*Recreation Supervisor, Charlotte County Community Services*

**Marc Solomon**

*Recreation Superintendent, Charlotte County Community Services*



A key component to the successful orientation of a newly hired employee is a

# EDUCATION SESSIONS

thorough onboarding process that covers all aspects of the position they have been hired to fill. Join us as we review successful onboarding programs used for all levels of FT staff and mid-management.

## Learning Objectives

- Identify common and job specific functions to be reviewed in an onboarding process.
- Prepare an onboarding schedule which allows the new employee adequate time to understand the position's role in the organization.
- Define key players in the organization involved in the onboarding process.

3:45 PM - 4:45 PM | 0.1 CEUs

## PLAY OF YESTERDAY, TODAY AND OUR FUTURE

**Autumn Reich**

*Recreation Supervisor, Safety Harbor Leisure Services*

Embark on a journey through the past and look at how as a society we PLAYED; understand the value and need of PLAY. Stopping along our journey to assess how and why PLAY has changed; peer in to the future of PLAY and view how we can and will effect it.

## Learning Objectives

- Identify how we played in the past; recall the benefits of play and why it is important to our social, mental and physical health.
- Recognize how play has changed and why; describe the impact on health due to these changes.
- Predict and discuss where "PLAY" is going and how we will impact and effect that change.



ZENGOTITA

**Amy Zengotita**

*Director, South Daytona Parks and Recreation*

This session will focus on Social Media. Understanding the need for engaging, shareable content that is mobile first, is key. Embracing the fact that social media is evolving from a communications-centric platform to an experience portal is essential. How do you personalize the experience and reach your target audiences? What do you do better than anyone else and who cares? Find out "what's next" in social media and how it can work for you.

## Learning Objectives

- Discuss best practices and challenges of social media.
- Understand the need for engaging

shareable content that is mobile.

- List examples of how to effectively manage new social practices online.

## WEDNESDAY, SEPTEMBER 1

8:00 AM - 9:00 AM | 0.1 CEUs

## BEST CULTURAL PRACTICES FOR NATURAL TURF SPORTS FIELDS

**Boyd Montgomery, CSFM**

*Regional Business Manager Sports Fields & Grounds, The Toro Company*

Discuss the best management practices for providing safe, playable, natural turfgrass sports fields. Included will be aerification, topdressing, over-seeding, fertility, and more. Participants will take away best management practices that you can apply to your current maintenance practices and help improve your surfaces.

## Learning Objectives

- Discuss the best management practices for providing safe playable natural turfgrass sports fields.
- Discuss aerification, topdressing, over-seeding, fertility, and more.
- Understand best management practices that you can apply to current maintenance practices and help improve your surfaces.



## 8:00 AM - 11:15 AM | 0.3 CEUs BUT IT HAS ALWAYS BEEN DONE THIS WAY

**Ronnie Glotzbach**

*President/Owner, Bach Training and Development Corp.*

As you are asked to do more with less every day, there is no more 'business as usual'. With the need to impact economic development, each of us needs to continuously improve our services. This session will help you discover creative techniques for solving problems and new ways to mistake-proof your job. Get out of "the way it has always been done"!

## Learning Objectives

- Describe creative problem-solving techniques.
- Apply techniques to real world problems.
- Use mistake-proofing methods to resolve customer problems.



NIPE

## 8:00 AM - 9:00 AM | 0.1 CEUs CAPITALIZING ON PARTNERSHIPS WITH NOT-FOR-PROFIT GROUPS TO BUILD YOUR CAPITAL PROJECTS

**Bryan Nipe, CPRP**

*Director, Lake Mary Parks and Recreation*

**Radley Williams, CPRP**

*Assistant Director, Lake Mary Parks and Recreation*

This session will provide firsthand experience on how to build relationships with not-for-profits who are like-minded in your community to enhance existing parks and facilities and build new ones by leveraging your funding.

## Learning Objectives

- Learn where to find and how to identify like-minded not-for-profits for potential partnerships.
- Describe methods that can be implemented to build relationships for strategic planning.
- Identify techniques that allow you to leverage funding for long term planning.

8:00 AM - 9:00 AM | 0.1 CEUs

## CAPRA - AGENCY AUTHORITY, ROLE AND RESPONSIBILITIES

**Lara Khoury**

*Recreation Business Manager, Largo Recreation, Parks and Arts*

This session will provide an overview of CAPRA accreditation compliance requirements in the area of Agency Authority, Role and Responsibility and introduce participants to the documentation necessary to comply with this standard.

## Learning Objectives

- Review the standards for Chapter 1 of the Agency Accreditation process.
- Understand thoroughly the suggested evidence of compliance for CAPRA accreditation
- Identify your agency's potential weaknesses in this CAPRA standard.
- Review resources available to assist you in achieving compliance, or in implementing best practices in your agency.



8:00 AM - 11:15 AM | 0.3 CEUs

## COMMUNICATING FOR SUCCESS...THE OLD-FASHIONED WAY

**Jennifer Pustizzi**

*Consultant, Master Trainer,*

*Bach Training and Development Corp.*

ALL day, EVERY day, we have to communicate on the field, in the office, or at an event. Doing it effectively is the challenge! Technology helps us communicate faster but has it made us more effective communicators? This session teaches you how to communicate "the old fashion way" by interacting one-on-one with professionalism, confidence, and positive assertiveness.

## Learning Objectives

- Use the power of assertiveness to obtain positive results.
- Discover the importance of reacting positively during challenging interactions.
- Experience how verbal and nonverbal communication affects your professional image.



8:00 AM - 9:00 AM | 0.1 CEUs

## COMMUNITIES AND COVID RECOVERY: HOW TO ADAPT

**Tom Schaefer**

*Technical Sales Director, Clear Comfort Water*

After facilities shut down, communities are on high alert from public health risks. Closing over Cryptosporidium or another Recreational Water Illness (RWI) outbreak gathers more attention than ever. Aquatics facilities can install secondary sanitation to reduce risk, protect swimmers and provide additional patron assurances.

### Learning Objectives

- Understand why secondary sanitation is needed to reduce potential health risks for swimmers and facilities that can cause short and long-term effects.
- Generate organizational leadership support for proactive approaches to air and water quality and have a checklist for selecting a solution that will help prevent unexpected events and potential closures.
- Recognize the capital, installation, operational and performance considerations of aquatic facility secondary and supplemental sanitation options.



## 8:00 AM - 9:00 AM | 0.1 CEUs DE-ESCALATION TOOLS FOR INTERACTIONS WITH THE PUBLIC

**Charlotte Presensky**

*Leisure Services Administrator,  
City of Palm Beach Gardens*

De-escalation tools are verbal and non-verbal techniques that can be utilized to prevent conflict when dealing with the public. This session will share non-physical tactics that you can utilize to prevent or de-escalate a situation. Also discussed during the session will be when to remove yourself from a situation and seek assistance from the authorities.

### Learning Objectives

- Learn de-escalation tactics that are non-physical to prevent conflict with another person.
- Learn to recognize when a situation is escalating and when to remove yourself if the conflict grows.
- Identify positive verbal and appropriate body language techniques to demonstrate that you are empathic to their situation.



8:00 AM - 9:00 AM | 0.1 CEUs

## DEVELOPING A LEGACY TRAIL

**Doug Hattaway, AICP**

*Senior Project Manager, The Trust for Public Land*

**Nicole Rissler, MBA, CPRP**

*Director, Sarasota County Parks, Recreation & Natural Resources*

**Jon Robinson**

*Division Manager Natural Areas and Trails, Sarasota County Parks, Recreation & Natural Resources*



Sarasota County and The Trust for Public Land will share their experience with the developing of the Legacy Trail Extension including the voter approved referendum, the acquisition of railroad corridor, the design and engineering of the project and now construction.

### Learning Objectives

- Identify the planning components associated with development of a rails to trails project.
- Summarize a case study overview of a county wide rails to trails project from Referendum to the Race to Completion.
- Recognize the vision to transform a rail corridor from a simple trail to a linear park.



## 8:00 AM - 10:00 AM | 0.2 CEUs INTERNAL CONTROLS IN A PARKS AND RECREATION ENVIRONMENT

**Rebecca Schnirman**

*Director, Financial & Support Services, Palm Beach County Parks and Recreation*

This session will cover the concepts you need to consider when designing and implementing effective internal controls in a parks and recreation environment. Session will explore how and why fraud occurs, cover internal control standards (COSO Model), and explore different techniques to help mitigate risks within your organization.

### Learning Objectives

- Recognize the importance of implementing effective internal controls.
- Identify risk and where it originates.
- Understand best practices on different internal control related concepts.



## 8:30 AM - 9:45 AM | 0.15 CEUs DEVELOP AND IMPLEMENT YOUR EQUITY PLAN

**Joshua Green**

*Principal, JAG Consulting*

Do you aspire to be a more engaged, inclusive, community-focused organization? Not sure how to get started... lean in! Learn to develop your Equity Plan to

begin your journey into being a more effective, inclusive, and equitable organization. Course includes examples you can implement now, to make an impact.

### Learning Objectives

- Describe the steps in developing a successful equity plan.
- Write a personal and/or organizational equity statement.
- Identify solutions to enhance engagement of underserved communities.

9:15 AM - 10:15 AM | 0.1 CEUs

## ASSURANCES: THE POST-COVID WORLD OF AQUATICS

**Tom Schaefer**

*Technical Sales Director, Clear Comfort Water*

This session will discuss how aquatics operators can make facilities safe, inviting and better sources of revenue by taking actions that improve operations and assure patrons. Recreational facilities must put systems in place and communicate those systems' benefits so patrons can feel assured and trust the facility and operators.

### Learning Objectives

- Learn what it takes to prepare an action plan for building and maintaining a safe and healthy aquatics environment.
- Understand how to make patrons feel assured with protection against illnesses and other risks.
- Identify today's most efficient methods and technologies for improving aquatics facility operations.



9:15 AM - 10:15 AM | 0.1 CEUs

## CAPRA - FINANCIAL MANAGEMENT

**Lisa Grizzle**

*Administrative Manager, Tampa Parks and Recreation*

**Nicole Rissler, MBA, CPRP**

*Director, Sarasota County*

*Parks, Recreation and Natural Resources*

**Shelia Roberson**

*Business Operations Manager, Sarasota County Parks, Recreation and Natural Resources*

This session will provide an overview of CAPRA accreditation compliance requirements in the area of Financial Management and introduce participants to the documentation necessary to comply with this standard.

### Learning Objectives

- Review the standards for Chapter 5 of the Agency Accreditation process.
- Understand thoroughly the suggested evidence of compliance for CAPRA accreditation
- Identify your agency's potential weaknesses in this CAPRA standard.
- Review resources available to assist

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you in achieving compliance, or in implementing best practices in your agency.

## 9:15 AM - 10:15 AM | 0.1 CEUs FWC UPLANDS INVASIVE PLANT MANAGEMENT

**John Kunzer**

*Fisheries & Wildlife Biological Scientist IV, Florida Fish and Wildlife Conservation Commission*

This session will discuss Florida's invasive plants. Invasive plants can cause harm and headaches in parks. Participants will better understand the impacts of those invasive plants, why they need to be controlled, and how the Florida Fish and Wildlife Conservation Commission's Invasive Plant Management program can help you achieve your invasive plant control goals.

### Learning Objectives

- Identify invasive species and their harm to parks.
- Identify reasons invasive species need to be controlled
- Understand what services the FWC/IPM Uplands Program can provide to assist in your invasive species program.



## 9:15 AM - 10:15 AM | 0.1 CEUs PLANNING TO BE GREAT

**Branden Miller**

*Parks Planner, Village of Wellington*

**Joseph Webb, RLA**

*Director of Park Planning,*

*AECOM Technical Services*

**Carolina Vester, AFO, CPSI**

*Assistant Director, Coral Gables Community Recreation*

What is the difference between very good and great? This session will explore the unique challenges and strategies for delivering parks and recreation services in communities that expect to be the best. To meet these expectations obviously requires adequate funding, but also necessitates different approaches to planning, design, marketing, communication and program delivery.

### Learning Objectives

- Discuss the unique challenges of working in communities that expect perfection.
- Describe different approaches to planning, design, marketing, communication and program delivery.
- Identify strategies for delivering great services.



## 9:15 AM - 10:15 AM | 0.1 CEUs RECREATION, RESILIENCY & RETURN ON INVESTMENT, ALL IN ONE!

**Sherri Marie French, PLA, ISA**

*Director of Landscape Architecture/Team Leader, Halff Associates, Inc.*



**Echo Kidd Gates, PE, LEED AP**

*Senior Project Manager, Civil Engineer, Halff Associates, Inc.*

Resilience is a critical factor in our cities today. Many parks provide exceptional opportunities to combine resilience and sustainability with unique recreation opportunities. Cascades Park in Tallahassee provides a great case study in how to create a floodable park that can become a centerpiece of a new green urban corridor and a model for others to emulate.

### Learning Objectives

- Recognize opportunities to incorporate resiliency features, especially related to stormwater management in their park systems in ways that benefit their residents and communities.
- Identify issues and challenges to developing and managing parks that combine stormwater management and recreation features.
- Discuss potential funding opportunities for resilient park projects.

## 9:15 AM - 11:15 AM | 0.2 CEUs SPEED ROUND - THE ART OF ATHLETICS

**Jeff Pon**

*Recreation & Leisure Services Supervisor, Kissimmee Parks and Recreation*

### PANEL

This speed round will provide participants the opportunity to share ideas with others involved with sports leagues, sports field rentals and athletics. Your topics, questions and challenges will drive this discussion! So come prepared to share and learn some of the best practices in youth, senior and adult athletics.

### Learning Objectives

- Recognize trends in youth, senior and adult athletics and how those trends impact your programming.
- Identify different tactics that can enhance your athletic programming.
- Discuss best practices in youth, adult and senior athletics.



## 9:15 AM - 11:15 AM | 0.2 CEUs WELL BEING THRIVING PLAN AND TOOL BOX

**Regina Novak**

*Health Educator and Financial Coach, RCM Financial*

*Coaching*

Recognizing our WHY and living in our values

allows us to create goals in all areas of our life. Achieve your ideal level of health in all 8 areas of wellness: physical, financial, intellectual, occupational, emotional, environmental, spiritual and social. This class is for your wellbeing AND will provide insight on impactful programming for your community.

### Learning Objectives

- Identify how to develop a plan of thriving for themselves, and how to assist others with the same process.
- Recognize and understand how mindset and mental "blocks" get in the way of success and thriving.
- Outline and understand ways to grow and course correct when it comes to behavior change, including how setting boundaries is critical to thriving.

## 10:00 AM - 11:15 AM | 0.15 CEUs REVOLUTIONIZE YOUR HIRING PROCESS

**Joshua Green**

*Principal, JAG Consulting*

Do you have an out-of-touch hiring process that isn't yielding the results that you want? Learn how to update your process to be more equitable, increase diversity, and hire better candidates. This course introduces thought provoking concepts that anyone can use to enhance their organization.

### Learning Objectives

- Describe common challenges with "traditional" hiring process, including bias, stereotyping, and how future success is measured.
- Describe the competencies required for specific positions, as well as be able to develop strategies to measure those competencies, including using behavior as a past predictor of future success.
- Identify updates and process improvements to implement to increase equity, diversity, inclusion throughout the process and hire better candidates.

## 10:30 AM - 11:30 AM | 0.1 CEUs CAPRA - HUMAN RESOURCES

**Lisa Grizzle**

*Administrative Manager, Tampa Parks and Recreation*

**Kim Heuberger**

*Senior Manager Park Development, Planning & Maintenance, Sarasota County Parks, Recreation and Natural Resources*

This session will provide an overview of CAPRA accreditation compliance requirements in the area of Human Resources and introduce participants to the documentation necessary to comply with this standard.

### Learning Objectives

- Review the standards for Chapter 4 of the Agency Accreditation process.
- Understand thoroughly the suggested evidence of compliance for CAPRA



- accreditation.
- Identify your agency's potential weaknesses in this CAPRA standard.
- Review resources available to assist you in achieving compliance, or in implementing best practices in your agency.



## 10:30 AM - 11:30 AM | 0.1 CEUs **DECODING THE AGES AND STAGES OF YOUTH**

**Kristie Popa**

UF/IFAS Extension Charlotte County 4-H, University of Florida / IFAS 4-H



**Tyce Prevatt**

UF/IFAS Extension Glades County 4-H/CED, University of Florida / IFAS 4-H

**Vanessa Spero**

Regional Specialized 4-H

Extension Agent, University of Florida / IFAS 4-H

Positive Youth Development incorporates an understanding of how youth develop with age appropriate practices to ensure youth benefit from the opportunities presented to them. Join UF/IFAS 4-H to learn about the "ages and stages" youth go through and learn new techniques and practices to help engage them in activities.

### Learning Objectives

- Learn what Positive Youth Development is and how that related to the programming needs of youth.
- Learn how the developmental stages and ages of youth effect their ability to engage, think, and react to situations and activities.
- Gain knowledge on how to plan age appropriate activities for youth through hands-on examples,



## 10:30 AM - 11:30 AM | 0.1 CEUs **GOT WEEDS? UNDERSTANDING THE BASICS OF HERBICIDE APPLICATION**

**Dr. Morgan Pinkerton**

Sustainable Ag and Food

Systems Agent, UF/IFAS Extension - Seminole County

Do you want to apply pesticides for weed control? How are herbicides applied? What happens to herbicides after they are applied? Why aren't all plants effected by herbicides? This session will cover the basics of weed control, herbicide application, the answers to these questions and more!

### Learning Objectives

- Recall the basics of weed control using integrated pest management.
- Identify tips and techniques for how to properly apply herbicides in a sustainable

way.

- Recognize the environmental concerns with applying herbicides.

10:30 AM - 11:30 AM | 0.1 CEUs

## **SAFE OUTDOOR STAGING & STRUCTURAL INTEGRITY**

**Tony Beresford**

Senior Account Executive, Stageline Mobile Stages Inc.

**Pierre-Luc Rompre'**

Operations Director, Stageline Mobile Stages Inc.

**Felix Boulianne**

Engineer - Project Director, Stageline Mobile Stages Inc.

Heavy winds and extreme weather conditions are challenges outdoor events organizers such as municipalities must face on a regular basis. Join a group of specialists from the outdoor event industry sharing their experience and best practices to make sure your events are done in total safety for your crowds, employees and artists.

### Learning Objectives

- Identify key factors to assure structural integrity of an outdoor stage.
- Recognize trigger points in outdoor staging weather management.
- Understand the basics of stage rigging.

10:30 AM - 11:30 AM | 0.1 CEUs

## **STATE OF AFTERSCHOOL & SUMMER LEARNING IN FLORIDA**

**Brian Hickey**

Director, Florida Afterschool Network

Through data and research, the Florida Afterschool Network (FAN) equips communities with the tools to convene conversations surrounding the importance of quality afterschool and summer learning. FAN's research aims to show that access to quality programming plays a vital role as communities work to address the challenges of today's youth.

### Learning Objectives

- Identify opportunities for increasing quality in afterschool and summer programing.
- Identify opportunities for connection to increase engagement through community resources. (Including, but not limited to chamber of commerce, higher ed, vocational ed, literacy and STEM).
- Discuss connections to economic growth, strengthening community workforce, strengthening mental health, reducing risky behavior among youth.

10:30 AM - 11:30 AM | 0.1 CEUs

## **TIME / TASK ANALYSIS FOR MAINTENANCE ACTIVITIES**

**Rick Durr, CPRP, PLA, AICP**

Director, Seminole County Leisure Services

**Michael Wirsing, CPRP**

Parks & Recreation Division Manager, Seminole County Leisure Services

How do you know if current maintenance staffing levels are sufficient for your park or agency? And how does this relate to level of service (LOS)? This session explores one approach to answering those questions.

### Learning Objectives

- Understand how to develop a time/task analysis specific to your agency.
- Understand how to make a business case for evaluating staffing levels.
- Identify and understand the importance of Levels of Service measurements and standards in the analysis.

2:45 PM - 3:45 PM | 0.1 CEUs

## **CAPRA - PROGRAMS AND SERVICES MANAGEMENT**

**Lara Khoury**

Recreation Business Manager, Largo Recreation, Parks and Arts

This session will provide an overview of CAPRA accreditation compliance requirements in the area of Programs and Services Management, introducing participants to the documentation necessary to comply with this standard.

### Learning Objectives

- Review the standards for Chapter 6 of the Agency Accreditation process.
- Understand thoroughly the suggested evidence of compliance for CAPRA accreditation
- Identify your agency's potential weaknesses in this CAPRA standard.
- Review resources available to assist you in achieving compliance, or in implementing best practices in your agency.

2:45 PM - 3:45 PM | 0.1 CEUs

## **CONNECTING THE DOTS FOR HEALTH**

**Jo Burns, MS, CTRS**

Chief Connection and Collaboration Officer, Jo Burns Connects

Parks and recreation is an essential "dot" in the picture of health. Who are the other "dots" we can collaborate with? What makes us the best dot in the picture of health for our citizens and communities? Together we can complete the picture of health by connecting the dots!

### Learning Objectives

- Articulate your own definition of health for self and/or community encompassing 6 realms of health.
- Identify at least 3 "dots" essential for connecting for health in our communities.
- Identify at least 1 statistic from a national

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research project related to parks, recreation and health.

2:45 PM - 3:45 PM | 0.1 CEUs

## CRISIS MANAGEMENT TRAINING FOR WHEN NOT IF!

**Carolina Vester**

*Assistant Director, Coral Gables Community Recreation*

Is your team ready to take on a crisis? Do you have an established Emergency Plan? This session is designed to assist you and your team in identifying possible threats, provide basic tools for crisis intervention, guide you on proper debrief management following a crisis and developing an Emergency Plan that your entire team will buy into. We will also dive into the basic leadership skills required for those managing critical incidents.

### Learning Objectives

- Identify possible threats than can lead to crisis in the organization and community.
- Learn a three phased approach on managing crisis.
- Discuss the different types of emergency plans used in the private and public sectors.

2:45 PM - 4:45 PM | 0.2 CEUs

## DEVELOP, DOCUMENT, AND DISCIPLINE CONSISTENTLY

**Ronnie Glotzbach**

*President/Owner, Bach Training and Development Corp.*

Progressive discipline is one process supervisors need to follow when employee performance doesn't meet expectations. If done well, it will minimize grievances or employee complaints. This session will describe the factors to consider when determining appropriate disciplinary action, share best practices for documenting, and help supervisors conduct difficult discussions when dealing with performance issues or policy violations.

### Learning Objectives

- Explain the progressive discipline model.
- Describe factors that are contribute to formal and informal disciplinary actions.
- Conduct an informal disciplinary discussion.



## ENVIRONMENTAL EQUITY, ACCESS AND JUSTICE PANEL DISCUSSION

**Jennifer Cirillo, CPRE**

*Assistant Director, Palm Beach*

*County Parks and Recreation*

A moderated panel discussion of the topics of environmental equity, the historic context of environmental racism, injustices in funding, urban planning resources, water quality and

access, equity efforts without displacement, health outcomes based on access to quality programs, parks and green/blue spaces, environmental intersectionality, and the work being done here in Florida to achieve environmental equity, access and justice.

### Learning Objectives

- Identify historic and current environmental equity, access and justice issues.
- Explore the complexity, intersectionality and impacts of environmental inequity on health, economic well-being and community building.
- Understand actionable ways to further engage in this topic and with people and organizations working toward environmental equity, access and justice solutions.

2:45 PM - 4:45 PM | 0.2 CEUs

## EVERYTHING'S GONNA BE ALRIGHT

**Jennifer Pustizzi**

*Consultant, Master Trainer, Bach Training and Development Corp.*

Have you found yourself saying out loud, "If one more thing goes wrong today I don't know what I'll do?" After this session you will be saying, "Bring it on!" This engaging session will introduce strategies to manage that never-ending workload and tough challenges you face in your professional and personal lives.

### Learning Objectives

- Increase personal effectiveness by changing perceptions.
- Explore ways to manage emotions, behavior, and attitudes when facing challenges.
- Identify positive coping skills and behaviors.



2:45 PM - 3:45 PM | 0.1 CEUs

## HEALTHY U: A SERIES OF CONVERSATIONS - PARKS & RECREATION SUPPORTS LOCAL COMMUNITIES

**Patricia Roberts**

*Deputy Director, Port St. Lucie Parks and Recreation*

The series of conversations, entitled Healthy U: A Series of Conversations, brings subject matter expert mental health professionals together with parks and recreation staff to share messages on critical issues taking place within the community, i.e., anxiety, depression, domestic violence, trauma-informed care, suicide prevention and substance/opioid use disorder.

### Learning Objectives

- Learn how one parks and recreation agency created and nurtured a program to share wellness messages with their community.
- Learn to recognize signs within your communities of mental health first aid

needed and how to offer support to those in need of services.

- Name techniques which you can use to develop a healing atmosphere from which we can all benefit.



2:45 PM - 3:45 PM | 0.1 CEUs

## LESSONS IN LEADERSHIP

**Joe Abel, CPRP**

*Deputy County Manager, Seminole County*

Spend an hour with a 32+ year veteran as he explains his climb up the leadership ladder. Joe will share his "Lessons Learned" through success and failures. And most importantly, learn the difference between being a leader and being a boss.

### Learning Objectives

- Learn and discuss the difference between being a boss and being a leader.
- Explore lessons in leadership through examples provided.
- Understand that leading comes from sharing successes and owning failures; understanding empathy, collaboration, and mentorship.

2:45 PM - 4:45 PM | 0.2 CEUs

## LIVE FINANCIALLY WELL: YOUR PROSPERITY ROADMAP

**Regina Novak**

*Health Educator and Financial Coach, RCM Financial Coaching*

Financial strain is linked to low productivity at work, turnover, poor health outcomes, anxiety, depression and broken relationships. Knowledge alone doesn't change reality; it's all about our mindset and behaviors. With intention, focus and a plan of action, you can change your financial future and get on the path towards achieving your dreams.

### Learning Objectives

- Identify the psychology of money and how our mindset affects our behaviors and outcomes.
- Outline the elements of a solid financial foundation and apply this to their own budget and lifestyle.
- Discuss and summarize the actionable steps and roadmap to financial prosperity and how to overcome the obstacles along the way.

2:45 PM - 4:45:00 PM | 0.2 CEUs

## THE CHILD NATURE CONNECTION

**Autumn Reich**

*Recreation Supervisor, Safety Harbor Leisure Services*

Nature programs do not require a degree in biology—just a desire to share what you know. We fear what we do not know or understand. We will overcome this is through knowledge and experience by getting OUTSIDE! You



will learn the benefits of outdoor play, discover ways to implement programs and experience the wonder of the great outdoors.

## Learning Objectives

- Identify the benefits of outdoor play to a child's physical, mental and emotional health.
- Recall how to connect children to outdoor play and review planning techniques and resources.
- Create an outdoor experience to gain a greater understanding of the outdoors/ natural world around us.

2:45 PM - 4:45 PM | 0.2 CEUs

## THE SKINNY ON CLOTHING OPTIONAL BEACHES IN FLORIDA

**Shirley Mason**

Executive Director, BEACHES Foundation Institute, Inc.

**Erich Schuttauf**

Executive Director, American Association for Nude Recreation

**Ramon Maury**

President & CEO, Maury Management Group

**John Waldron (Moderator)**

Consultant, All Rec Solutions, LLC

Florida's beaches attract millions of visitors annually. In recent years several beaches have been managed successfully as clothing optional. A panel of experts will discuss issues on public opinion, domestic and foreign tourism markets, state and local policies, revenue generation and successful management practices for future possible designations.

## Learning Objectives

- Define terms including, but not limited to, naturism, nude recreation, clothing optional, free beaches, beach ambassador program.
- Discuss the history and growth in popularity of clothing optional activities in Florida, as well discuss current laws and ordinances governing public nudity, and public opinions on public clothing optional areas.
- Identify successful management techniques and practices used in two case studies involving existing clothing beaches (Haulover Beach and Blind Creek Beach).



BREW

4:00 PM - 5:00 PM | 0.1 CEUs  
**CAPRA - RISK MANAGEMENT**

**Katie Brew**

Safety & Training Officer, St. Petersburg Parks and Recreation

**Lara Khoury**

Recreation Business Manager, Largo Recreation, Parks and Arts

**Lynn Gordon**

Parks and Recreation Manager,



GORDON

## St. Petersburg Parks and Recreation

This session will provide an overview of CAPRA accreditation compliance requirements in the area of Risk Management and introduce participants to the documentation necessary to comply with this standard.

## Learning Objectives

- Review the standards for Chapter 9 of the Agency Accreditation process.
- Understand thoroughly the suggested evidence of compliance for CAPRA accreditation
- Identify your agency's potential weaknesses in this CAPRA standard.

Review resources available to assist you in achieving compliance, or in implementing best practices in your agency.



4:00 PM - 5:00 PM | 0.1 CEUs  
**MY PEOPLE? YOUR PEOPLE? NOPE...OUR PEOPLE!**

**Jo Burns, MS, CTRS**

Chief Connection and Collaboration Officer, Jo Burns Connects

Every moment a customer walks through our door or appears on our screen we have an opportunity to welcome and connect. They are ALL our people regardless of age, ability, race, gender, sexual orientation, income or home status. Join us for this thought-provoking look at how our bias effects experience.

## Learning Objectives

- Define health and social equity.
- Define bias.
- Identify 2 ways to reframe assumptions, biases and fears related to connections with customers.



DUBY

4:00 PM - 5:00 PM | 0.1 CEUs  
**PRESERVING THE LEGACY OF A NATURAL LANDMARK**

**Jim DUBY**

Natural Lands Program Manager, Seminole County

Greenways and Natural Lands

**Rick Durr**

Director, Seminole County Leisure Services

This program will take participants on a journey through the unfortunate and uncharted course of commemorating the loss of a local, natural landmark. In 2012 Seminole County lost "The Senator" a Florida State Champion Bald Cypress Tree. What would you do? What did we do? What else could be done?

## Learning Objectives

- Identify local natural resources and discuss possible plans to mitigate loss.
- Recognize how to turn a tragedy into something that can bring the community together and live on.
- Understand how to utilize tools in your toolkit that you may not have even known were there.



BROADUS

4:00 PM - 5:00 PM | 0.1 CEUs  
**START YOUR YOUTH ON THEIR ENTREPRENEURIAL JOURNEY**

**Brent Broadus**

Regional Specialized 4-H

Extension Agent, University of Florida / IFAS 4-H

**Vanessa Spero**

Regional Specialized 4-H Extension Agent, University of Florida / IFAS 4-H

**Brian Hickey**

Director, Florida Afterschool Network

Entrepreneurship programming engages youth in developing life skills. Learn about Gator Pit, an entrepreneurship program that encourages youth to turn their business ideas into reality. This session will also discuss partnerships to assist in developing an entrepreneurship ecosystem in your community.

## Learning Objectives

- Learn how and why entrepreneurship programming is important for youth.
- Be introduced to the program Gator Pit and learn how it can benefit youth in recreation and parks programming.
- Learn how partnerships can enhance the entrepreneurship ecosystem in your community.

4:00 PM - 5:00 PM | 0.1 CEUs

## THE SUCCESS FORMULA... IT DOESN'T JUST HAPPEN!

**Joe Abel, CPRP**

Deputy County Manager, Seminole County

Success really doesn't just happen! Take it from someone that literally started from the ground up, without a clue. Joe will share his thoughts on success and his "Success Formula". It doesn't take perfection, but it does take effort!

## Learning Objectives

- Discuss the definition and create an understanding of the term and meaning of success.
- Learn and discuss Joe's Formula for Success.
- Discuss the detailed efforts that need to be executed to reach success.

## THURSDAY, SEPTEMBER 2

8:00 AM - 9:00 AM | 0.1 CEUs

## LEADING WITH HEALTH IN MIND

**Jo Burns, MS, CTRS**

Chief Connection and Collaboration Officer, Jo Burns Connects

How does health manifest itself in your interactions with participants? Does it look different now? Borrowing methodology from Therapeutic Recreation and Public Health, you can make the healthy choice the easy choice. In this session we'll talk about ways to incorporate health into your organization and

# EDUCATION SESSIONS

how to lead with intention.

## Learning Objectives

- Identify at least 3 health statistics related to and influenced by parks, recreation and outdoors.
- Define health, wellness and quality of life from a group perspective for the state you are in.
- Identify at least 2 ways to lead with health in mind in your organization.

8:00 AM - 9:00 AM | 0.1 CEUs

## PROGRAMMING WITH A PURPOSE

**Lisa Weaver**

*Supervisor, Lee County Parks & Recreation*

Have you ever wondered WHY you offer certain programs and events at your park or recreation center? Have you wanted to start something new but don't know where to begin? This session will provide the tools necessary to program with intention. We will take a look at examples of previous programs, events and classes that are offered and break down what is needed to bring these to the next level. We will discuss how to develop program outcomes and evaluations as well as offer some best practices for planning special events.

## Learning Objectives

- Evaluate your previous years' programs, classes and events to determine their continuation.
- Identify ways to survey patrons for additional programming needs.
- Produce a special event report.

8:15 AM - 10:15 AM | 0.2 CEUs

## DREAM TEAM...OR DYSFUNCTIONAL DISASTER

**Regina Novak**

*Health Educator and Financial Coach, RCM Financial Coaching*

Successful, productive and sustainable organizations are great because of the people. Great teams achieve great results for the community. Without good team dynamics however, a bad team can destroy an organization. This session will look at the elements of teams that must be present to create a thriving organization.

## Learning Objectives

- Identify the layers of dysfunction that can exist within teams and the disastrous results that can occur within the organization.
- Describe the elements of team dynamics that build and sustain a healthy team.
- Create a plan of action to help your team thrive.

8:15 AM - 10:15 AM | 0.2 CEUs

## SPEED ROUND - SUMMER CAMPS

**Jeff Pon**

*Recreation & Leisure Services Supervisor, Kissimmee Parks and Recreation*

This session will focus on everything SUMMER CAMP! We will provide participants an opportunity to share ideas and strategies with others involved with Summer Camps. Your questions and challenges will drive this discussion! So come prepared to share and learn.

## Learning Objectives

- Discuss best practices and challenges of summer camp.
- Participate in the production of creative ideas and strategies.
- Identify different tactics that can enhance your summer camp programming



HUNTER



WALSH

8:15 AM - 10:15 AM | 0.2 CEUs

## SYSTEMIC CHANGE IS NECESSARY: LEARN, RECHARGE, AND PIVOT

**Andrew Schwartz**

*Studio Director, Environmental Planning & Design*

**Robert Hunter**

*Director, Coral Springs Parks and Recreation*

**Jay Walsh**

*Aquatics Administrator, Coral Springs Parks and Recreation*

Communities invest in amenities aiming that improvements will serve generations. Coral Springs' parks/recreation professionals overhauled their planning approach to realize fresh responses to their local and world-wide audiences' needs. When is it time to and how do you re-think your park and recreation system's effectiveness? Come discover how.

## Learning Objectives

- Identify how short- and long-term planning can help your community stay relevant to residents' needs and desires.
- Outline why it's critical and how to learn your community.
- Recognize the relationship of Department attitudes on the impacts on the effective delivery of services.

8:15 AM - 10:15 AM | 0.2 CEUs

## THE PUBLIC SAFETY INTERSECTION

**Moderators:**

**Ryan Murphy**

*Emergency Management Officer, Sarasota County Emergency Management*

**Chip Potts**

*Director, Oldsmar Leisure Services*

Learn about how different communities are working with varying public safety agencies to build community through programs, partnerships, and more. Dig into how these partnerships work and what the public safety agency needs from you to impact your community in a fulfilling way.

## Learning Objectives

- Hear different ideas about ways to partner

with public safety agencies.

- Learn how these partnerships can help build community.
- Explore safety agencies you never considered partnering with before.

8:15 AM - 10:15 AM | 0.2 CEUs

## UNCOMFORTABLE CONVERSATIONS: GETTING COMFORTABLE WITH THE UNCOMFORTABLE

**Jim Barnes**

*Village Manager, Village of Wellington*

**Brenton Rolle**

*Recreation Supervisor, Boynton Beach Parks and Recreation*

Racism is not a virus of the body; it is a virus of the mind, and unfortunately, it can be lethal. You cannot fix a problem that you do not know you have, and if "ignorance is bliss", in this case, bliss has caused bondage and pain for others. We can all access the cure for the world's most ailing, long-lasting pandemic. In order to access it, however, we're going to have to have some uncomfortable conversations. This session is a safe place to have the uncomfortable conversations about race that many people have never been able to have and remove the barriers for why we've never had these conversations. The cure for what ails us — all of us — lies in getting comfortable with the uncomfortable and having these uncomfortable conversations.

## Learning Objectives

- Develop strategies to deal with the awkward nature of conversations about privilege and the feelings of defensiveness or guilt that come with understanding the role of privilege in our society.
- Understand the role of race and class in daily life and the crisscrossing systems of discrimination or disadvantage.
- Discover activities that you can use in your organizations or communities to further the discussion of privilege.

9:15 AM - 10:15 AM | 0.1 CEUs

## 10 TOOLS TO PROVIDING EXCEPTIONAL CUSTOMER SERVICE

**Carolina Vester**

*Assistant Director, Coral Gables Community Recreation*

This session will focus on some of the top 10 tools and industry strategies to providing exceptional customer service. There will also be a focus on early recognition of potentially disastrous customer complaints and de-escalation techniques. Be prepared to put yourself in the shoes of your customer as we run through a few group scenarios and exercises.

## Learning Objectives

- Identify the top 10 tools and techniques to providing exceptional customer service.
- Recognize and de-escalate customer



- complaints.
- Take your customer service quiz!



9:15 AM - 10:15 AM | 0.1 CEUs  
**HOW ARTS & WELLNESS  
 COLLABORATION CAN  
 BENEFIT YOUR COMMUNITY**  
**Eve Payor**

*Director of Community Programs, Atlantic Center for the Arts*

Atlantic Center for the Arts partners with the City of New Smyrna Beach Parks & Recreation by connecting community health to the arts. These programs improve mental and physical health, offer creative solutions to overcome age and disability discrimination, prevent loneliness, and support healthy living from a holistic perspective. This session will review how you can partner with your local arts organizations to foster and encourage programs that benefit your community.

#### Learning Objectives

- List two benefits of establishing an Arts & Wellness program in your community.
- List two area resources that would align with the goals of your program.
- Identify one step in the process of creating a successful partnership.

9:15 AM - 10:15 AM | 0.1 CEUs

**USING SOCIAL MEDIA TO YOUR ADVANTAGE**  
**Amy Zengotita**

*Director, South Daytona Parks and Recreation*

Algorithms are complicated and seem overwhelming. Learn the algorithms for Facebook and Twitter, which will provide the background information to create effective posts. Find out about easy to use applications that help your social media posts. Finally, show and tell your most successful post.

#### Learning Objectives

- Learn the algorithms for Facebook and Twitter.
- Identify tools that will assist you in the creations of posts.
- Hear about successful posts from other agencies to assist you in creating high performing posts.

## CLOSING GENERAL SESSION



10:30 AM - 12:00 PM | 0.1 CEUs  
**UNSTOPPABLE RESILIENCE  
 - THE KEYS TO STAYING  
 STRONG DURING ANY CRISIS**  
**Shola Richards**  
*Founder & CEO, Go*

*TogetherTM Global*

2020 was a uniquely difficult time for leaders and staff in workplaces all over America. A deadly pandemic barreled through the world, deep civil unrest existed within our country, parents were being asked to balance working and homeschooling their kids simultaneously, and according to recent studies, Americans are the unhappiest they have been in the past 50 years. Needless to say, navigating all of the aforementioned challenges can have a significant impact on one's overall resilience and mental health. This keynote will provide highly practical strategies to build unshakable strength within yourself and your team.

#### Learning Objectives

- Identify keys to creating a resilient mindset, regardless of the circumstances.
- Understand the strategy to apply the aforementioned keys to any challenge, personally or professionally.
- Develop three personalized commitments that you will use to build your resilience, and a strategy to stay accountable to those new commitments.



## REGISTRATION FORMS

Please be sure to read through the entire registration packet to be sure you have completed everything. Limited on-site registration is available. We encourage you to take advantage of the opportunity to register early. Three ways to register:

Register at the FRPA website with your credit card. Be sure to select which sessions to attend!

REGISTER NOW

ONLINE

Mail complete payment and forms:  
**411 Office Plaza Drive  
Tallahassee, FL 32301**  
Registrations will not be processed without full payment. Purchase orders are not accepted.  
**DO NOT SEND CASH!**

MAIL

**Fax complete forms:  
(850)942-0712**

Credit Card information must accompany the faxed form.

FAX

## REFUNDS / CANCELLATIONS

All requests for refunds must be submitted in writing to the FRPA Executive Office and must be received no later than July 31, 2021 in order to receive a refund less a \$50 administrative fee. All refund requests received between August 1 and August 10 will be assessed a \$75 administrative fee. No refunds will be made after August 11, 2021. No exceptions including but not limited to: no shows, traffic delays, weather, other natural disasters, last minute changes in agency travel policies, and budget restrictions resulting in limitations on travel. Please be aware that where there is buffet food service, such as the opening of the exhibit hall, you are encouraged to attend early. While we attempt to project the amount of food needed, we cannot project the amount of food consumed by delegates.

If you have recently traveled (within two weeks) outside the United States or in an area that is a "hot spot" for any communicable disease, please do not register for the FRPA Conference.

## REGISTRATION FEES

You are strongly encouraged to pre-register for all events. Payment must be made with your pre-registration form. Please review the refund policy above. Do not pay for a meal ticket for yourself or check them off in Section 4 if you have selected a registration package that includes those tickets. Refer to the Registration Package Section 3 for more information on what is included in each registration package.

## BALANCES

Balances are due at the time registration packets are picked up on-site. Balances not paid at this time will be assessed a 10% processing fee. Receipts are emailed when registrations are processed. If you have not received a receipt, we suggest you phone the FRPA Executive Office to verify that your payment has been received.

## COMMERCIAL PROFESSIONALS

Delegate registration is for personnel employed by public or private agencies providing Recreation, Park, or Leisure Services and persons employed as educators at universities and colleges, retired park and recreation professionals, citizens serving on Recreation, Parks or Leisure Services Advisory Boards or citizens interested in or involved in the promotion of the parks, recreation and leisure services profession. Individuals employed as commercial vendors, consultants, or suppliers must have an exhibit booth to attend any conference event, education session or social activity.

BACK TO QUICK LINKS

# REGISTER ONLINE

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printing purposes.

## INSTRUCTIONS

### Section 1

#### **Personal Registration and Payment Information**

Remember to complete a separate registration form for each individual attending.

### Section 2

#### **Choose Your Classes**

Check off the activities and courses you wish to attend. This helps us prepare for how many people would like to attend each session.

### Section 3

#### **Select Registration Package**

Remember that in order to participate in conference events/activities, you must be registered as a daily or full package delegate, or pay a fee equivalent to or higher than a daily registration fee.

### Section 4

#### **Select Extra Activities/ Additional Meal Tickets**

Remember that one banquet ticket is included in full registration and Wednesday daily registration.

### Section 5

#### **Acknowledgement of Policies**

Take the time to familiarize yourself with the cancellation policies, code of conduct, conference attendee, CEU procedures, etc. and sign that you acknowledge receipt of these.

### Section 6

#### **Total all Conference Fees by adding Sections 3 and 4**

Mail or fax the entire registration form to the FRPA Executive Office (information below) so it is received by July 31, 2021, in order to qualify for the early bird registration rate. Do not mail registration forms after August 10, 2021.

**MAKE CHECKS PAYABLE TO FRPA.** PLEASE BE SURE TO INCLUDE ALL EIGHT PAGES OF THE REGISTRATION FORM WHETHER USED OR NOT. REGISTRATIONS WILL NOT BE PROCESSED WITHOUT ALL PAGES BEING RETURNED.

## SECTION ONE

### Your Information (print legibly)

LAST NAME FIRST NAME

FIRST NAME FOR CONFERENCE BADGE

AGENCY/EMPLOYER

JOB TITLE

MAILING ADDRESS

CITY STATE ZIP

COUNTY

OFFICE PHONE CELL PHONE

PARTICIPANT'S EMAIL

EMERGENCY CONTACT NAME AND PHONE NUMBER

ALLERGIES OR OTHER DIETARY RESTRICTIONS (WILL BE USED FOR BANQUET ONLY)

### Method of Payment

CIRCLE ONE  
 MASTERCARD VISA AMEX DISCOVER PERSONAL CHECK AGENCY CHECK

CREDIT CARD NUMBER

SECURITY NUMBER (3 OR 4 DIGITS) EXPIRATION DATE

PRINTED NAME ON CARD

SIGNATURE OF CARDHOLDER

FULL BILLING ADDRESS

## SECTION TWO

NAME: \_\_\_\_\_

### CHOOSE ACTIVITIES AND CLASSES YOU ARE PLANNING TO ATTEND

In an effort to maximize our scheduling ability, please indicate which sessions you plan to attend. This will allow us to schedule heavily requested courses in large rooms, thus improving the comfort level for you and the presenters. Please be aware that this only guarantees a seat for courses in which attendance is limited. You should always plan on arriving at the assigned meeting room prior to the time the course is scheduled to begin. CEU approval subject to change. Courses are listed in order by time they begin. Times are subject to change. The most up-to-date schedule will be provided onsite.

 Session Title	CEUs	Start	End
<b>MONDAY</b>			
Are You Prepared for Litigation?	0.1	8:00 AM	9:00 AM
Augmented Reality: Redefining PLAY, Worldwide	0.1	8:00 AM	9:00 AM
Conference GPS	0.1	8:00 AM	9:00 AM
Our Mental Health – Stress Reduction Techniques	0.1	8:00 AM	9:00 AM
Test Kit Alternatives and New Technologies	0.1	8:00 AM	9:00 AM
Creating and Ensuring a Relevant Parks and Recreation Agency	0.2	8:00 AM	10:00 AM
Hey Young Professional...This One's For You!	0.2	8:15 AM	10:15 AM
Achieving Agency Excellence through Accreditation	0.1	9:15 AM	10:15 AM
Getting the Most Out of Your Pool Controller	0.1	9:15 AM	10:15 AM
Healthy Communities, Parks and Splashpads	0.1	9:15 AM	10:15 AM
LED Sports Lighting - the first 5 years	0.1	9:15 AM	10:15 AM
Networking For Introverts	0.1	9:15 AM	10:15 AM
Plan, Engage, Update: Getting Your Community to Buy-In	0.1	9:15 AM	10:15 AM
Playground Surfacing Maintenance: Best Practices for Compliant Surfacing	0.1	9:15 AM	10:15 AM
Surviving the Dreaded Deposition	0.1	9:15 AM	10:15 AM
Techniques in Training Staff – High Expectations	0.1	9:15 AM	10:15 AM
How to Add Unique Programs Without Adding Staff	0.1	9:15 AM	10:15 AM
Opening General Session: Rubber Band Resilience: How to Stretch without Snapping	0.1	10:30 AM	12:00 PM
Great Expectations: Can Revenue Goals and Social Equity Co-Exist	0.2	1:15 PM	3:15 PM
All Ages, All Abilities, All the Time	0.1	1:30 PM	2:30 PM
CAPRA - Public Safety, Law Enforcement and Security	0.1	1:30 PM	2:30 PM
Oh Buoy! Lifesaving Tips for Water Safety Educators	0.1	1:30 PM	2:30 PM
Post-Pandemic Parks...The New P3 Project!	0.1	1:30 PM	2:30 PM
Practical Management Techniques for Today's Parks Professional	0.1	1:30 PM	2:30 PM
Win-Win: Operating an Efficient and Effective Youth Sports Council as an Extension of County Services	0.1	1:30 PM	2:30 PM

NAME: \_\_\_\_\_

Pros and Cons: Offering TR and Inclusion	0.2	1:30 PM	3:30 PM
Strategies for Managing Challenging Participants	0.2	1:30 PM	3:30 PM
They Just Don't Understand Me!	0.1	1:30 PM	3:30 PM
Understanding Title II of the Americans with Disabilities Act and what it means for Parks & Recreation	0.2	1:30 PM	3:30 PM
Respecting Differences for Cultural Competence	0.3	1:30 PM	4:30 PM
CAPRA - Evaluation, Assessment, and Research	0.1	2:45 PM	3:45 PM
Keeping it Balanced – Community Pool Meets Water Park	0.1	2:45 PM	3:45 PM
Partnerships Bridge the Gap on Inclusion and Equity Programming	0.1	2:45 PM	3:45 PM
Running on Empty: A "Road Trip" to Refuel, Repair and Re-Energize	0.1	2:45 PM	3:45 PM
The Importance of Clear Communication	0.1	2:45 PM	3:45 PM
Trends in Play Space Design	0.1	2:45 PM	3:45 PM
Building Pyramids Not Silos	0.1	3:30 PM	4:30 PM
Monday Evening Social		7:00 PM	10:00 PM

## TUESDAY

Alternative Infills for Synthetic Turf Fields	0.1	8:00 AM	9:00 AM
Bond, Parks Bond...	0.1	8:00 AM	9:00 AM
History Takes Shape in Inclusive Play & Fitness Spaces for Communities	0.1	8:00 AM	9:00 AM
Lightning Prediction, Severe Weather & Heat Index	0.1	8:00 AM	9:00 AM
Parks Building Resilient Communities	0.1	8:00 AM	9:00 AM
Redeveloping Shuttered Golf Courses Into Public Parks	0.1	8:00 AM	9:00 AM
They Can't All Be Winners, learning from the mistakes I have made in social media.	0.1	8:00 AM	9:00 AM
Timeless Principles + Innovative Techniques	0.1	8:00 AM	9:00 AM
Tips & Tricks to Planning Successful Programs & Events	0.1	8:00 AM	9:00 AM
What is Geothermal Pool Heating?	0.1	8:00 AM	9:00 AM
Your Park's Unknown Facebook Page	0.1	8:00 AM	9:00 AM
Director's Luncheon	\$\$	11:15 AM	1:15 PM
A Higher Level of Inclusive Play	0.1	1:15 PM	2:15 PM
Asking Voters to Fund Your Parks and Greenspace	0.2	1:15 PM	2:15 PM
CAPRA - Organization and Administration	0.1	1:15 PM	2:15 PM
Esports: Getting Started	0.1	1:15 PM	2:15 PM
Optimizing Economic & Financial Outcomes in Your Parks & Recreation Assets	0.1	1:15 PM	2:15 PM



NAME: \_\_\_\_\_

Playground Surface ADA Issues: Are You at Risk?	0.1	1:15 PM	2:15 PM
Vision - for Promoting Outdoor Recreation and Health	0.1	1:15 PM	2:15 PM
Achieving Sustainability Action Plan Goals in Parks	0.2	1:30 PM	3:30 PM
LGBTQIA & The Conversation	0.2	1:30 PM	3:30 PM
Nature-based and outdoor programming for veterans	0.2	1:30 PM	3:30 PM
Special Events: Coordinating the Chaos Through Planning	0.2	1:30 PM	3:30 PM
When Disaster Strikes: Planning for Emergency Situations	0.2	1:30 PM	3:30 PM
CAPRA - Facility and Land Use Management	0.1	2:30 PM	3:30 PM
Critical Thinking for Everyday Life	0.1	2:30 PM	3:30 PM
Esports: The Next Level	0.1	2:30 PM	3:30 PM
State of the Industry and Disparity in Youth Sport	0.1	2:30 PM	3:30 PM
Triumph After Tragedy	0.1	2:30 PM	3:30 PM
Winning a Bond Campaign	0.1	2:30 PM	3:30 PM
Cannonball! Summer Operation Ins and Outs	0.1	3:45 PM	4:45 PM
CAPRA - Planning	0.1	3:45 PM	4:45 PM
Mosquito Control Practices for Parks & Outdoor Recreational Spaces	0.1	3:45 PM	4:45 PM
Need Help? Youth Volunteers Are At Your Service	0.1	3:45 PM	4:45 PM
Onboarding – Are You Preparing Your New Employee for Success?	0.1	3:45 PM	4:45 PM
PLAY of Yesterday, Today and our Future	0.1	3:45 PM	4:45 PM
Speed Round - Social Media	0.1	3:45 PM	4:45 PM

## WEDNESDAY

Best Cultural Practices for Natural Turf Sports Fields	0.1	8:00 AM	9:00 AM
Capitalizing on Partnerships With Not-for-Profit Groups to Build Your Capital Projects	0.1	8:00 AM	9:00 AM
CAPRA - Agency Authority, Role and Responsibilities	0.1	8:00 AM	9:00 AM
Communities and COVID Recovery: How to Adapt	0.1	8:00 AM	9:00 AM
De-Escalation Tools for Interactions with the Public	0.1	8:00 AM	9:00 AM
Developing a Legacy Trail	0.1	8:00 AM	9:00 AM
Internal Controls in a Parks and Recreation Environment	0.2	8:00 AM	10:00 AM
But It Has Always Been Done This Way	0.3	8:00 AM	11:15 AM
Communicating for Success...the old-fashion way	0.3	8:00 AM	11:15 AM
Develop and Implement Your Equity Plan	0.15	8:30 AM	9:45 AM
Assurances: The Post-COVID World of Aquatics	0.1	9:15 AM	10:15 AM
CAPRA - Financial Management	0.1	9:15 AM	10:15 AM

NAME: \_\_\_\_\_

	FWC Uplands Invasive Plant Management	0.1	9:15 AM	10:15 AM
	Planning to be Great	0.1	9:15 AM	10:15 AM
	Recreation, Resiliency & Return on Investment, All in One!	0.1	9:15 AM	10:15 AM
	Speed Round - The Art of Athletics	0.2	9:15 AM	11:15 AM
	Well Being Thriving Plan and Tool Box	0.2	9:15 AM	11:15 AM
	Revolutionize Your Hiring Process	0.15	10:00 AM	11:15 AM
	CAPRA - Human Resources	0.1	10:30 AM	11:30 AM
	Decoding the Ages and Stages of Youth	0.1	10:30 AM	11:30 AM
	Got Weeds? Understanding the Basics of Herbicide Application	0.1	10:30 AM	11:30 AM
	Safe Outdoor Staging & Structural Integrity	0.1	10:30 AM	11:30 AM
	State of Afterschool & Summer Learning in Florida	0.1	10:30 AM	11:30 AM
	Time / Task Analysis for Maintenance Activities	0.1	10:30 AM	11:30 AM
	Awards and Installation Ceremony		11:45 AM	2:30 PM
	CAPRA - Programs and Services Management	0.1	2:45 PM	3:45 PM
	Connecting the Dots for Health	0.1	2:45 PM	3:45 PM
	Crisis Management Training for When Not If!	0.1	2:45 PM	3:45 PM
	Environmental Equity, Access and Justice Panel Discussion	0.1	2:45 PM	3:45 PM
	Healthy U: A Series of Conversations – Parks & Recreation Supports Local Communities	0.1	2:45 PM	3:45 PM
	Lessons In Leadership	0.1	2:45 PM	3:45 PM
	Everything's Gonna Be Alright	0.2	2:45 PM	4:45 PM
	Live Financially Well: Your Prosperity Roadmap	0.2	2:45 PM	4:45 PM
	The Child Nature Connection	0.2	2:45 PM	4:45 PM
	Develop, Document, and Discipline Consistently	0.2	2:45 PM	4:45 PM
	The Skinny on Clothing Optional Beaches in Florida	0.2	2:45 PM	4:45 PM
	CAPRA - Risk Management	0.1	4:00 PM	5:00 PM
	My People? Your People? Nope...OUR People!	0.1	4:00 PM	5:00 PM
	Preserving the Legacy of a Natural Landmark	0.1	4:00 PM	5:00 PM
	Start Your Youth on Their Entrepreneurial Journey	0.1	4:00 PM	5:00 PM
	The Success Formula... It Doesn't Just Happen!	0.1	4:00 PM	5:00 PM
	Wednesday Evening Social		8:00 PM	11:00 PM
<b>THURSDAY</b>				
	Leading with Health in Mind	0.1	8:00 AM	9:00 AM



NAME: \_\_\_\_\_

	Programming With a Purpose	0.1	8:00 AM	9:00 AM
	Think Different, Be Innovative	0.1	8:00 AM	9:00 AM
	Dream Team...or Dysfunctional Disaster	0.2	8:15 AM	10:15 AM
	Speed Round - Summer Camps	0.2	8:15 AM	10:15 AM
	Systemic Change is Necessary: Learn, Recharge, and Pivot	0.2	8:15 AM	10:15 AM
	The Public Safety Intersection	0.2	8:15 AM	10:15 AM
	Uncomfortable Conversations: Getting Comfortable With The Uncomfortable	0.2	8:15 AM	10:15 AM
	10 Tools to Providing Exceptional Customer Service	0.1	9:15 AM	10:15 AM
	How Arts & Wellness Collaboration Can Benefit Your Community	0.1	9:15 AM	10:15 AM
	Using Social Media to Your Advantage	0.1	9:15 AM	10:15 AM
	Closing General Session: Unstoppable Resilience - The Keys to Staying Strong During Any Crisis	0.1	10:30 AM	12:00 PM



## SECTION THREE

NAME: \_\_\_\_\_

### COMPLETE ALL INFORMATION

Select registration package preference and any extra tickets. Subtotal at the bottom of the page.

Registration for the Florida Recreation and Park Association Annual Conference is ONLY available to individuals employed full-time by public or private agencies providing Recreation, Park, or Leisure Services in Florida, persons employed as an educator of Recreation, Park, and/or Leisure Services by universities and colleges, full-time students, citizens interested in advancing the mission of parks and recreation, and individuals who are working in a clinical or community based therapeutic recreation facility. Registration is not available to individuals employed by commercial companies. Commercial professionals must purchase an exhibit booth in order to attend the Conference, or must pay a registration fee equal to the cost of an exhibit booth. Call the FRPA Executive Office to facilitate this registration.

### FULL REGISTRATION

Full registration package includes Monday Evening Exhibit Hall Opening (light refreshments), Tuesday Exhibit Hall (light breakfast), and Wednesday Awards and Installation Ceremony (full lunch), badge, packet and entrance to all educational sessions for which a separate registration fee is not required. Awards and Installation tickets are only available with registration packages received by August 10, 2021.

	EARLY BIRD RATE PAYMENT RECEIVED ON OR BEFORE JULY 31, 2021	REGULAR RATE PAYMENT RECEIVED ON OR AFTER AUGUST 1, 2021	AMOUNT DUE
FRPA Member	\$300	\$350	_____
Non-FRPA Member	\$400	\$450	_____
			_____

### DAILY REGISTRATION

<b>MONDAY</b> INCLUDES EXHIBIT HALL OPENING	FRPA Member	\$110	\$130	_____
	Non-FRPA Member	\$130	\$150	_____
<b>TUESDAY</b> INCLUDES EXHIBIT HALL CLOSING	FRPA Member	\$110	\$130	_____
	Non-FRPA Member	\$130	\$150	_____
<b>WEDNESDAY</b> INCLUDES AWARDS & INSTALLATION CEREMONY	FRPA Member	\$125	\$145	_____
	Non-FRPA Member	\$145	\$165	_____
<b>THURSDAY</b>	FRPA Member	\$65	\$85	_____
	Non-FRPA Member	\$85	\$105	_____

### NON-MEMBER TRANSCRIPT FEE

Only add this if you are a non member and will need a copy of your CEU transcript

\$20 \_\_\_\_\_  
\$35 \_\_\_\_\_  
\_\_\_\_\_

### GUEST PASS

Guest Pass is for entrance into socials only and is ONLY for spouses of registered delegates and retired park and recreation professionals. Ticketed functions (pg 43) require the purchase of an extra ticket. Education sessions require full or daily registration.

GUEST NAME: \_\_\_\_\_

**SECTION 3 SUBTOTAL**

## SECTION FOUR

NAME: \_\_\_\_\_

Select extra activities and optional meal tickets and subtotal below

	EARLY BIRD RATE <small>PAYMENT RECEIVED ON OR BEFORE JUNE 30, 2021</small>	REGULAR RATE <small>PAYMENT RECEIVED ON OR AFTER JULY 1, 2021</small>	AMOUNT DUE
<b>MONDAY</b>			
<b>Grand Opening of the Exhibit Hall \$30</b>		<b>\$40</b>	_____
<small>4:00 PM - 7:00 PM Included in Full Registration Package and Monday Daily Registration</small>			
<b>TUESDAY</b>			
<b>Exhibit Hall Closing \$30</b>		<b>\$40</b>	_____
<small>9:00 AM - 12:00 PM Included in Full Registration Package and Tuesday Daily Registration</small>			
<b>Director's Luncheon \$35</b>		<b>\$45</b>	_____
<small>11:15 AM - 1:15 PM</small>			
<b>WEDNESDAY</b>			
<b>Awards &amp; Installation Ceremony \$60</b>		<b>\$70</b>	_____
<small>11:45 AM - 2:30 PM Included in Full Registration Package and Wednesday Daily Registration Tickets available through August 10.</small>			
			<b>SECTION 4 SUBTOTAL</b>
			_____

## SECTION FIVE

The Florida Recreation and Park Association recognizes the diversity that exists within our profession, our membership, and those attending FRPA events. As a participant, we want you to enjoy your time at this event. We ask that you join us in encouraging and maintaining the highest professional standards possible at all functions within this event. Attendees, presenters, vendors, and staff at FRPA events are expected to conduct themselves at all times in a courteous, professional, and respectful manner. Attendees are required to abstain from behavior that reflects poorly on their agency, the Florida Recreation and Park Association, and the membership. Such conduct includes, but is not limited to, actions disrupting the businesslike atmosphere, harassment, discrimination, inappropriate language, failing to comply with all local, state, and federal laws, and activities that endanger self and others. While we do not anticipate these challenges, we do want to be transparent regarding our commitment to assuring a safe and enjoyable environment for all event participants and let you know that misconduct will be addressed with you individually and/or with your employer. Attendees, presenters, vendors, and staff who do not comply with this code of conduct at any event may be removed from said event and barred from attending all future FRPA sponsored or co-sponsored events. FRPA reserves the right to inquire about and impose restrictions based on travel and COVID-related symptoms leading up to Conference.

I have read and agree to the policies regarding the 2021 FRPA Annual Conference and Institutes.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

## SECTION SIX

Total Sections 3 & 4

<b>SECTION 3 SUBTOTAL</b>	<b>+</b>	<b>SECTION 4 SUBTOTAL</b>
_____		_____
<b>TOTAL DUE</b>		
_____		

# REIGNITE YOUR POTENTIAL

FRPA | 2021

# AQUATICS INSTITUTE

PRESENTED BY:



## AUGUST 28-30, 2021

This brochure is fully interactive! Click on helpful buttons and links

The 2021 Aquatics Institute features classes curated for the parks and recreation aquatics professional. Join us for this first gathering of aquatics professionals at the annual FRPA Conference.

## HOTEL & HOUSING

### CARIBE ROYALE ORLANDO

8101 World Center Drive | Orlando, FL 32821



CARIBE ROYALE  
ORLANDO

Nestled on 53 lush, tropical acres, the Caribe Royale offers its guests spacious, well-appointed one-bedroom suites, luxurious two-bedroom lakeside villas and a wealth of desirable hotel amenities all conveniently located near Orlando's most popular attractions.

## RESERVATIONS

All attendees are responsible for making their own reservations by calling Caribe Royal Reservations (1-800-823-8300 or 407-238-8000 - mention FRPA) or online at: <https://be.synxis.com/?adult=1&arrive=2021-08-27&chain=27883&child=0&currency=USD&depart=2021-09-04&group=FRP21&hotel=34844&level=hotel&locale=en-US&rooms=1>

Please beware of housing scams. Only book your hotel through the number or website that have been provided. Third party providers do not have access to discounted or waived fees. The rates we've negotiated include all fees.

**MAKE RESERVATIONS NOW!**

## ROOM RATES

(+ taxes) per night.  
\$149 - single/double room

The Resort fee is waived. Rates are available until **July 28, 2021**. Self Parking is \$10 for those not staying onsite. Valet parking is \$20/night.

## DATES TO REMEMBER

### JULY 28\*

Last day for FRPA room block rates at host hotel  
\*or until room block is full

### JULY 31

Early Registration Deadline  
Last day to request refund (minus \$50 admin fee)

### AUG 10

Last day to mail in registration paperwork  
Final day to request refund (minus \$75 admin fee)

## VOLUNTEER WITH US!

# EDUCATION SESSIONS

**CEU POLICY:** To earn Continuing Education Units (CEUs), delegates must sign in, attend the entire session and submit an evaluation form. There is no exception for late arrivals. Plan your travel to arrive at the session at least 10 minutes prior to the beginning of class. FRPA maintains records for members who participate in FRPA CEU courses.

● CEUs that will be accepted for Group A-AFO RENEWAL

● CEUs that will be accepted for Group B-AFO RENEWAL

You are responsible for your AFO Renewal process. [Here is a link to the form.](#)

## SATURDAY, AUGUST 28

1:00 PM - 2:00 PM | 0.1 CEUs  
**WELCOME & OPENING SESSION -MORE  
INFORMATION TBA**



SCHILFFARTH

2:15 PM - 3:15 PM | 0.1 CEUs  
**EXPLODING REVENUES!  
RENOVATION OPTIONS FOR YOUR  
OUTDATED POOL ●**

**Philip Schilffarth, AIA, AFO**  
*Aquatics Architect, Brandstetter  
Carroll, Inc.*



SCHNEIDER

**Charles Schneider, P.E., CPO**  
*Aquatics Engineer,  
Brandstetter Carroll, Inc.*

Communities are experiencing  
decreased revenues from their  
old, outdated municipal pools.

See case studies illustrating

how several communities have turned  
their operating deficits into break even or  
positive cash flow through reconstruction,  
renovation, and rebranding of their old  
pools into family oriented aquatic centers  
and community pools.

### Learning Objectives

- Understand the methods used in several communities to renovate and turn their fiscal operating deficits into break-even or positive cash flow.
- Understand the varying options to renovation or replacement and their financial impacts.
- Understand the methods used in these communities to fund their aquatics renovations in a tight economy.



ABDO

2:15 PM - 3:15 PM | 0.1 CEUs  
**SELECTING, OPERATING, AND  
MAINTAINING RECREATIONAL  
WATER FEATURES ●**

**Mark Abdo**

*Recreation Program*

*Supervisor and Community Outreach  
Liaison, Largo Recreation, Parks and Arts*

**Alex Fletcher**

*Regional Business Development Manager,  
AquaWorx USA*

The attendee will learn about the benefits  
and challenges of the different types of  
water features including splash pads,  
waterslides, interactive water playsets, and  
lazy rivers. This course will also cover all  
the necessary requirements to operate such  
water features including filtration and safety.  
Attendees will learn about the appropriate  
upkeep of such water features and be able  
to determine when a new water feature is  
needed to replace an existing structure.

### Learning Objectives

- Identify the benefits and challenges of various water features including but not limited to; splash pads, waterslides, interactive water playsets, and lazy rivers.
- Recognize the filtration and operational requirements for specific water features.
- Be able to distinguish which water feature is best for their recreational facility and/ or park based on budget, bather load, available area, water supply, and meteorological / topographical concerns.

3:30 PM - 4:30 PM | 0.1 CEUs  
**EMERGENCIES ARE STRESSFUL: WILL THE  
LIFEGUARD FREEZE? ●**

**Kelly Martinez**

*Aquatics Coordinator, City of Phoenix*

We hope our lifeguards never have to give  
care in a critical emergency; however, if  
they do, how well are we preparing them?  
In this session, participants will evaluate the  
steps associated with a drowning incident  
and the standard of care that should be  
provided. Not only will we discuss agonal  
breathing and the presence of foam, but we  
will also question the methods of training  
manikins versus real. Although manikins  
provide an opportunity for skill practice, is it  
enough to ensure lifeguards will not freeze?

### Learning Objectives

- Gain specific knowledge related to the factors that may negatively impact standard of care provided by lifeguards in critical emergency situations.
- Analyze video footage of lifeguard audits to identify transfer of skill sets from in-service training to actual simulated emergencies.
- Discuss the benefits of integrating live victim practice in training and drills to better prepare lifeguards for a critical incident.

4:45 PM - 5:45 PM | 0.1 CEUs  
**OPPORTUNITIES IN AQUATICS FOR THE  
MINORITY POPULATION ●**

**Jorge Olaves Hernandez**

*Director/Faculty Administrator, Florida A&M  
University*

In the area of career opportunities in  
aquatics, there are disparities between the

## VERY IMPORTANT PARTNERS





general population and minorities. Minorities are losing the opportunity to advance in the field of aquatics. The reasons for not pursuing a career in aquatics are many. **Learning Objectives**  
Identify opportunities to pursue in the aquatic field.  
Identify some of the requirements for entering the profession of aquatics.  
Share your experience in your aquatic career.

## SUNDAY, AUGUST 29



**8:30 AM - 9:30 AM | 0.1 CEUs**  
**CHANGING WORLD OF AQUATICS**  
**Shawn DeRosa, Esquire** ●

*Owner, DeRosa Aquatic Consulting*

The world of aquatic recreation is ever-changing. Gone are competitive rectangular pools and "in" are free-form family leisure centers with interactive features. Stoic lifeguards poised upon tall perches are a thing of the past. Today lifeguards are walking and talking. Floatation devices, long banned at aquatic venues, are now offered free of charge to help prevent drowning. Come remember the past and explore the future of aquatics as we adapt to our changing environment: new budgets, new demographics, new ideas.

### Learning Objectives

- Discuss how aquatics has changed over the years, comparing lifeguards today to lifeguards of years gone by. What is different?
- Identify new standards of care applicable to lifeguards and pool operations. Learn what new tools you need in your toolbox to be successful as an aquatic supervisor.
- Identify design trends and issues affecting aquatic facilities

**8:30 AM - 9:30 AM | 0.1 CEUs**  
**HEY LIFEGUARD! A YOUNG AQUATIC PROFESSIONALS GUIDE TO SUCCESS**

**Keith Tickner**

*Recreation Program Manager, Pinellas Park Recreation Services*

**Jack Whittaker**

*Senior Recreation Manager, Oviedo Recreation & Parks*

This round table discussion is designed for the young aquatics professional to see that they are more than just the pool person. We will discuss how the skills an aquatics professional possess are sometimes overlooked and how those skills can help benefit a Recreation organization.

### Learning Objectives

- Identify your long term professional plans for five years down the road and beyond.
- Define your roles as Aquatics

Professionals and list the skills required of your position.

- Identify ways Aquatics Professionals can further their role in their organization with the skills they possess.

**9:45 AM - 10:45 AM | 0.1 CEUs**  
**EVERY SECOND COUNTS: ANALYZING AQUATIC EAPS FOR BEST OUTCOME** ●

**Kelly Martinez**

*Aquatics Coordinator, City of Phoenix*

This session will breakdown Aquatic Facilities' Emergency Action Plans and evaluate their ability to quickly interrupt the drowning process and provide the best chance for the victim. We will analyze video footage of two different Emergency Action Plans and identify delays. With "4-6 minutes until brain damage" as the timeline, we will find that most Emergency Action Plans are operating in the danger zone by the time the victim begins to receive the care they need.

### Learning Objectives

- Breakdown a typical Emergency Action Plan and associate a time to complete each step.
- Analyze several EAP videos and evaluate their sense of urgency and effectiveness.
- Collaborate in small groups to discuss methods to eliminate delays that naturally occur in EAPs.

**9:45 AM - 10:45 AM | 0.1 CEUs**  
**THE DANGERS OF SHALLOW WATER** ●

**Wess Long**

*President, StarGuard ELITE*

Most aquatic facility operators have pools that lifeguards and patrons perceive as safe as the water is "shallow". This mindset presents many inherent risks, particularly to children 12 and under using the pools. In this session we will address how pools ranging 3 to 5 feet are often lifeguarded and operated the same despite the varied depths, and the dangers this presents with poor operational practices, complacency, and parental supervision.

### Learning Objectives

- Understand child height/age charts and how it applies to water depths.
- Combat the perspective of what shallow water is.
- Better prepare the guests and operational procedures for these environments.

**11:00 AM - 12:00 PM | 0.1 CEUs**  
**AQUATIC RISK MANAGEMENT BASICS** ●

**Shawn DeRosa, Esquire**

*Owner, DeRosa Aquatic Consulting*

Managing an aquatic facility, whether a pool or beach, requires special knowledge and an attention to issues that do not arise in other recreational programming arenas. Whether you are a seasoned

risk manager or have been just assigned the responsibility of overseeing a pool or beach, this session will highlight a practical approach to key concepts designed to minimize risks at your facility.

### Learning Objectives

- Discuss risk management strategies vital to the safe operation of beaches and pools.
- Identify strategies used to manage operations at aquatic facilities in today's dynamic environment.
- Summarize key safety standards often cited in litigation.



**1:30 PM - 2:30 PM | 0.1 CEUs**  
**SINK OR SWIM STRATEGIES FOR BUDGETING AND DEVELOPING A PERIODIC MAINTENANCE PLAN FOR MUNICIPAL SWIMMING POOLS** ●

**Marc Solomon**

*Recreation Superintendent, Charlotte County Community Services*

Have you ever wished you had a way to prepare your facility budget accurately and easy to defend? Are repair and maintenance costs keeping you up at night as you approach the end of the fiscal year? Have you ever experienced the "joy" of an equipment failure on a Friday afternoon at 4:00PM resulting in a weekend facility closure? If you answered yes to any of these questions, this session might be just what you are looking for!

### Learning Objectives

- Explore three ways to better plan future expenditures relating to the care, repair and replacement of swimming pool facility equipment.
- Learn the fundamentals of developing a periodic maintenance plan to extend equipment longevity and reduce facility down time resulting from equipment failure.
- Gain an appreciation of the importance of being prepared to perform basic maintenance and repairs with the proper tools, materials and equipment.

**2:45 PM - 4:45 PM | 0.2 CEUs**  
**AQUATICS MANAGEMENT & PROGRAMMING** ●

**Mark Abdo**

*Community Outreach Liaison, Largo Recreation, Parks and Arts*

This session will focus on aquatic management and programming along with limitations and impacts on aquatic operations. There will be time for questions and deeper discussion as well as solutions offered by other professionals. Bring business cards for networking and follow-up.

### Learning Objectives

- Identify three management tools that can be incorporated into any aquatic operation.

- Discuss why community events are important program elements.
- Identify two individuals with similar facilities, backgrounds or situations to follow-up with during or post conference.

## MONDAY, AUGUST 30

8:00 AM - 9:00 AM | 0.1 CEUs

### ARE YOU PREPARED FOR LITIGATION? ●

**Shawn DeRosa, Esquire**

*Owner, DeRosa Aquatic Consulting*

The litigation process is an intimidating one, both for "professional" staff and for part-time or seasonal staff. Understanding the process and how common records will be used in the course of litigation will help you better prepare yourself, your staff and your employer for the inevitable lawsuit following a catastrophic injury or death.

#### Learning Objectives

- Discuss the stages of a lawsuit. What happens at each stage of the process?
- Identify the types of records that you will be asked to produce and review how these records will be used by both attorneys and experts alike.
- Discuss pros and cons of witness statements v. witness interviews.

8:00 AM - 9:00 AM | 0.1 CEUs

### TEST KIT ALTERNATIVES AND NEW TECHNOLOGIES ●

**Alvaro Mendoza**

*President, Commercial Energy Specialists Inc.*

For decades, DOH guidelines have required that all pools be manually tested daily, but many sites don't comply. The DOH has renewed their enforcement of this code and in some areas has put pool owners and service companies on notice. Learn what the alternatives and solutions are to water testing 7 days a week.

#### Learning Objectives

- Recognize the short and long term benefits of water testing.
- Identify newer DOH code requirements.
- Review the newer and innovative test kit technologies.

9:15 AM - 10:15 AM | 0.1 CEUs

### SURVIVING THE DREADED DEPOSITION ●

**Shawn DeRosa, Esquire**

*Owner, DeRosa Aquatic Consulting*

An injury occurs at your facility. You've interviewed staff, provided counseling, and completed all necessary records and reports. Within a few weeks, you receive a Freedom of Information Act Request. What should you do now? Do you know what to expect as you prepare this case for trial? Are you ready to be a witness for your department? Have you prepared yourself for the deposition? While most cases will settle out of court, you must prepare

yourself for trial. This session will get you underway.

#### Learning Objectives

- Identify the purpose of depositions and their importance in trial preparation.
- Review the format of a deposition and discuss tips for deponents/witnesses.
- Discuss the Golden Rules of Depositions.

### OPENING GENERAL SESSION



10:30 AM - 12:00 PM | 0.1

CEUs

### RUBBER BAND RESILIENCE: HOW TO STRETCH WITHOUT SNAPPING ●

**Kathy Parry**

*Owner, Corporate Energy, LLC*

You are disrupted. Your teams are stretched. Not only has the COVID19 crisis transformed the way you work, but changes from technology, regulations, and staffing/retention, are all affecting FRPA professionals. The ability to apply a disruption-friendly mindset to transitional shifts will be necessary to serve residents, retain personnel and meet budgets. Equipping conference participants with the skill set to move through transitions while continuing to stay productive and engaged is imperative to successful organizations.

#### Learning Objectives

- Understand the different reactions to adversity and how to use them to develop a positive outcome.
- Discover the five best methods to reframe disruptions to move towards new best practices.
- Learn to escalate both personal and organizational energy levels to decrease absenteeism and increase retention and productivity.

1:30 PM - 2:30 PM | 0.1 CEUs



### OH BUOY! LIFESAVING TIPS FOR WATER SAFETY EDUCATORS

**Anna Stewart**

*Manager, Drowning Prevention Coalition of Palm Beach County*

**Bambi Fanto**

*Coordinator, Drowning Prevention Coalition of Palm Beach County*

Using the ABCD's of water safety, audience members will learn tips and tricks to engage audiences of all ages about drowning prevention. Ideas learned can be directly implemented when attendees return to work!

#### Learning Objectives

- Learn specific techniques on how to make teaching water safety fun for all ages.
- Learn how to reproduce water safety accessories to assist with program delivery.
- Define public/private partnership opportunities in your area to help with water safety endeavors.

2:45 PM - 3:45 PM | 0.1 CEUs

### KEEPING IT BALANCED - COMMUNITY POOL MEETS WATER PARK ●

**Devon Poulos**

*Assistant Aquatic Supervisor, North Port Parks and Recreation*

**Trish Sturgess**

*Aquatic Supervisor, North Port Parks and Recreation*

Running a seasonal water park is challenging, but add in a year round community pool at the same facility and it can be pure chaos. This topic will discuss the best practices for managing both a seasonal and year round facility on the same footprint.

#### Learning Objectives

- Learn some of the challenges with opening a new multi-use facility.
- Share in recruitment and training of seasonal and year-round staff, keeping the balance when 50 new Lifeguards come in.
- Understanding the roles and responsibilities of leadership and how they change seasonally.

### CONNECT WITH FRPA



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[@FloridaRecreation](#)  
[andParkAssociation](#)



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[@ISIParks](#)  
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# REGISTRATION FORM

PAGE 1 OF 2

Register at the FRPA website with your credit card. Be sure to select which sessions to attend!

REGISTER NOW

ONLINE

Mail complete payment and forms:  
**411 Office Plaza Drive  
Tallahassee, FL 32301**  
Registrations will not be processed without full payment. Purchase orders are not accepted.  
**DO NOT SEND CASH!**

MAIL

**Fax complete forms:  
(850)942-0712**  
Credit Card information must accompany the faxed form.

FAX

## AQUATICS INSTITUTE

### YOUR INFORMATION (PRINT LEGIBLY)

LAST NAME		FIRST NAME	FIRST NAME FOR CONFERENCE BADGE	
JOB TITLE		AGENCY/EMPLOYER		
MAILING ADDRESS				
CITY	STATE	ZIP	COUNTY	
OFFICE PHONE	FAX	CELL PHONE		
PARTICIPANT'S EMAIL		ADDITIONAL EMAIL TO RECEIVE RECEIPT (OPTIONAL)		
IS THIS YOUR FIRST TIME ATTENDING?				
<input type="radio"/> YES <input type="radio"/> NO				

### No Registrations will be accepted via fax or mail after August 10, 2021.

**Registration Policy-** A Registration form must be completed for each individual registrant. A Meeting Receipt will be emailed to each individual registrant. Please print the receipt for your records and return to your finance department if required to do so. FRPA Members can log onto [www.frpa.org](http://www.frpa.org) and generate receipts under their profile. We are unable to generate receipts after the meeting has occurred.

**Cancellation Policy-** All requests for refunds must be submitted in writing to the FRPA Executive Office and must be received no later than July 31, 2021 in order to receive a refund less a \$50 administrative fee. All refund requests received between August 1 and August 10 will be assessed a \$75 administrative fee. No refunds will be made after August 11, 2021. No exceptions include but not limited to: no shows, traffic delays, weather, other natural disasters, last minute changes in agency travel policies, and budget restrictions resulting in limitations on travel.

**CEU Transcripts:** CEU Transcripts will be available by October 1, 2021.

**Photographs:** By registering for this event/activity/workshop, I give permission and consent to allow photographs and video to be taken during activities sponsored by the Florida Recreation and Park Association (FRPA). I further give permission and consent that any such media may be published and used by FRPA and its agents, to illustrate and promote the association and its programs. I understand that it is my responsibility to communicate with FRPA if I do not wish to be photographed or videoed.

(Continued on next page)

### CHECK WHICH SESSIONS YOU WILL ATTEND BELOW

#### SATURDAY

\_\_\_ 2:15 PM - 3:15 PM | **Exploding Revenues! Renovation Options for Your Outdated Pool**

\_\_\_ 2:15 PM - 3:15 PM | **Selecting, Operating, and Maintaining Recreational Water Features**

\_\_\_ 3:30 PM - 4:30 PM | **Emergencies are Stressful: Will the Lifeguard Freeze?**

\_\_\_ 4:45 PM - 5:45 PM | **Opportunities in Aquatics for the Minority Population**

#### SUNDAY

\_\_\_ 8:30 AM - 9:30 AM | **Changing World of Aquatics**

\_\_\_ 8:30 AM - 9:30 AM | **Hey LIFEGUARD! A Young Aquatic Professionals Guide to Success**

\_\_\_ 9:45 AM - 10:45 AM | **Every Second Counts: Analyzing Aquatic EAPs for Best Outcome**

\_\_\_ 9:45 AM - 10:45 AM | **The Dangers of Shallow Water**

\_\_\_ 11:00 AM - 12:00 PM | **Aquatic Risk Management Basics**

\_\_\_ 1:30 PM - 2:30 PM | **Sink or Swim Strategies for Budgeting and Developing a Periodic Maintenance Plan for Municipal Swimming Pools**

\_\_\_ 2:45 PM - 4:45 PM | **Aquatics Management & Programming**

#### MONDAY

\_\_\_ 8:00 AM - 9:00 AM | **Are You Prepared for Litigation?**

\_\_\_ 8:00 AM - 9:00 AM | **Test Kit Alternatives and New Technologies**

\_\_\_ 9:15 AM - 10:15 AM | **Surviving the Dreaded Deposition**

\_\_\_ 10:30 AM - 12:00 PM | **Rubber Band Resilience: How to Stretch without Snapping**

\_\_\_ 1:30 PM - 2:30 PM | **Oh Buoy! Lifesaving Tips for Water Safety Educators**

\_\_\_ 2:45 PM - 3:45 PM | **Keeping it Balanced – Community Pool Meets Water Park**



## CHECK YOUR REGISTRATION TYPE

### FULL REGISTRATION

\_\_\_\_\_ \$200 (ON OR BEFORE JULY 31)

\_\_\_\_\_ \$250 (ON OR AFTER AUG 1)

### DAILY REGISTRATION

\_\_\_\_\_ \$90 (ON OR BEFORE JULY 31)

\_\_\_\_\_ \$115 (ON OR AFTER AUG 1)

IF YOU ARE DOING DAILY REGISTRATION, WHICH DAY(S) WILL YOU BE ATTENDING?

☐ SATURDAY ☐ SUNDAY ☐ MONDAY

### STUDENT REGISTRATION (MUST BE FULL TIME)

\_\_\_\_\_ \$100 (ON OR BEFORE JULY 31)

\_\_\_\_\_ \$125 (ON OR AFTER AUG 1)

### FULL REGISTRATION + FRPA CONFERENCE

FRPA Member

\_\_\_\_\_ \$450 (ON OR BEFORE JULY 31)

\_\_\_\_\_ \$500 (ON OR AFTER AUG 1)

Non-Member

\_\_\_\_\_ \$500 (ON OR BEFORE JULY 31)

\_\_\_\_\_ \$550 (ON OR AFTER AUG 1)

**[ If you will be staying onsite on Monday evening and would like to attend the Exhibit Hall Grand Opening, please contact the FRPA office at 850-878-3221. ]**

## METHOD OF PAYMENT

### MAKE CHECKS PAYABLE TO FRPA

☐ MASTERCARD ☐ VISA ☐ DISCOVER ☐ AMEX ☐ CHECK

\_\_\_\_\_  
PARTICIPANT NAME

\_\_\_\_\_  
CREDIT CARD NUMBER

\_\_\_\_\_  
SECURITY NUMBER (3 OR 4 DIGITS)

\_\_\_\_\_  
EXPIRATION DATE

\_\_\_\_\_  
PRINTED NAME ON CARD

\_\_\_\_\_  
SIGNATURE OF CARDHOLDER

\_\_\_\_\_  
FULL BILLING ADDRESS

\_\_\_\_\_  
EMERGENCY CONTACT NAME

\_\_\_\_\_  
EMERGENCY CONTACT NUMBER

The Florida Recreation and Park Association recognizes the diversity that exists within our profession, our membership, and those attending FRPA events. As a participant, we want you to enjoy your time at this event. We ask that you join us in encouraging and maintaining the highest professional standards possible at all functions within this event. Attendees, presenters, vendors, and staff at FRPA events are expected to conduct themselves at all times in a courteous, professional, and respectful manner. Attendees are required to abstain from behavior that reflects poorly on their agency, the Florida Recreation and Park Association, and the membership. Such conduct includes, but is not limited to, actions disrupting the businesslike atmosphere, harassment, discrimination, inappropriate language, failing to comply with all local, state, and federal laws, and activities that endanger self and others. While we do not anticipate these challenges, we do want to be transparent regarding our commitment to assuring a safe and enjoyable environment for all event participants and let you know that misconduct will be addressed with you individually and/or with your employer. Attendees, presenters, vendors, and staff who do not comply with this code of conduct at any event may be removed from said event and barred from attending all future FRPA sponsored or co-sponsored events.

I have read and agree to the policies regarding the 2021 FRPA Annual Conference and Institutes.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

FRPA Conference 2021

Attending											Staying Overnight?						Driving Back and Forth?		
Who	Dept	Position	Are they a Member?	Saturday	Sunday	Mon	Tues	Wed	Thu	Registration Cost	Sat / Sun	Sun / Mon	Mon / Tues	Tues/Wed	Wed/Thu	Lodging Cost	POV	City Veh	
Andrew Orndorf	PF	Construction Project Manager	NO			\$ 130.00				\$ 130.00	NA							x	
Andy Dimmig	Rec	Community Outreach Coordinator	Member			\$ 300.00				\$ 300.00			\$ 149.00	\$ 149.00	\$ 149.00	\$ 447.00	x (to get there)		
Brett Baschnagel	PF	Maintenance Worker II	NO			\$ 130.00				\$ 130.00	NA								x
Dave McGovern	Rec	Recreation Supervisor	Member			\$ 300.00				\$ 300.00			Rooming with Andy					x (to get there)	
Dave Tuttle	PF	Maintenance Worker II	NO			\$ 130.00				\$ 130.00	NA								x
Fred Poppe	Rec	Director, Recreation	Member			\$ 300.00	\$ 35.00			\$ 335.00			\$ 149.00	\$ 149.00	\$ 149.00	\$ 447.00	x (to get there)		
Gary Deabay	PF	Small Equipment Technician	NO			\$ 130.00				\$ 130.00	NA								x
Josh Bruner	PF	Maintenance Worker II	NO			\$ 130.00				\$ 130.00	NA								x
Josh Hudak	PF	Parks Foreman	Member			\$ 300.00				\$ 300.00			\$ 149.00	\$ 149.00	\$ 149.00	\$ 447.00	x (to get there)		
Katie Stewart	Rec	Recreation Supervisor	Member	\$ 90.00	\$ 90.00	\$ 90.00				\$ 270.00	\$ 149.00	\$ 149.00				\$ 298.00	x (to get there)		
Mike Hardymon	PF	Maintenance Worker II	Member			\$ 110.00				\$ 110.00	NA								x
Peter Burghardt	PF	Facilities Division Manager	Member			\$ 110.00				\$ 110.00	NA							x	
Randy Detwiler	Rec	Recreation Supervisor	Member			\$ 300.00				\$ 300.00			Rooming with Fred					x (to get there)	
Ron Bult	PF	Small Equipment Technician	NO			\$ 130.00				\$ 130.00	NA								x
Troy Cox	Rec	Recreation Division Manager	Member			\$ 300.00				\$ 300.00	Paying for his own stay							x (to get there)	
Tom Evans	PF	Parks Division Manager	Member			\$ 110.00				\$ 110.00	NA							x	
Billy Damms	PF	Inventory Control Coordinator	Member			\$ 110.00				\$ 110.00	NA								x
Kevin Leakakos	PF	Parks Foreman	Member			\$ 110.00				\$ 110.00	NA								x
						Full Reg	6		\$ 1,835.00	\$ 3,435.00						Total	\$ 1,639.00		
						Daily Reg	12		\$ 1,600.00										
						Totals	18		\$ 3,435.00										

For figuring per diems

Andrew Orndorf	PF	Construction Project Manager	NO			\$ 130.00			
Andy Dimmig	Rec	Community Outreach Coordinator	Member			\$ 300.00			
Brett Baschnagel	PF	Maintenance Worker II	NO			\$ 130.00			
Dave McGovern	Rec	Recreation Supervisor	Member			\$ 300.00			
Dave Tuttle	PF	Maintenance Worker II	NO			\$ 130.00			
Fred Poppe	Rec	Director, Recreation	Member			\$ 300.00	\$ 35.00		
Gary Deabay	PF	Small Equipment Technician	NO			\$ 130.00			
Josh Bruner	PF	Maintenance Worker II	NO			\$ 130.00			
Josh Hudak	PF	Parks Foreman	Member			\$ 300.00			
Katie Stewart	Rec	Recreation Supervisor	Member	\$ 90.00	\$ 90.00	\$ 90.00			
Mike Hardymon	PF	Maintenance Worker II	Member			\$ 110.00			
Peter Burghardt	PF	Facilities Division Manager	Member			\$ 110.00			
Randy Detwiler	Rec	Recreation Supervisor	Member			\$ 300.00			
Ron Bult	PF	Small Equipment Technician	NO			\$ 130.00			
Troy Cox	Rec	Recreation Division Manager	Member			\$ 300.00			
Tom Evans	PF	Parks Division Manager	Member			\$ 110.00			
Billy Damms	PF	Inventory Control Coordinator	Member			\$ 110.00			
Kevin Leakakos	PF	Parks Foreman	Member			\$ 110.00			

Breakfast	Lunch	Dinner	Incidentals
1	1		1
4	4	3	4
1	1		1
4	4	3	4
1	1		1
3	4	3	4
1	1		1
1	1		1
4	4	3	4
3	3	3	3
1	1		1
1	1		1
4	4	3	4
1	1		1
4	4	3	4
1	1		1
1	1		1
1	1		1
1	1		1
37	38	21	38

\$ 16	\$ 17	\$ 28	\$ 5	
\$ 592	\$ 646	\$ 588	\$ 190	\$ 2,016

Registration	\$ 3,435.00
Lodging	\$ 1,639.00
Per Diems	\$ 2,016
TOTAL	\$ 7,090.00



## LEGISLATIVE MEMORANDUM

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

**FROM:** Suzanne Sherman, City Manager

**THRU:** Larry Wojciechowski, Finance Director

**DATE:** 7/15/2021

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

Attached for your information is the monthly financial report which provides an overview of the City's financial activities for May 2021. May is the eighth month of the fiscal year and represents 67% of the annual budget year.

Citywide cash and investments increased by \$22.9 million or 11.9% in comparison to the prior year. This is primarily due to the receipt of the proceeds from the General Obligation Bonds, Series 2021. This also contributed to the increase in Citywide revenues.

The General Fund is the City's primary operating fund. General Fund revenues received through May were \$57.8 million and are 70.4% of the annual budget. General Fund expenditures through the end of May were \$50.0 million and are 60.8% of the annual budget. General Fund total cash & investments on May 31, 2021 was \$32.5 million, which is \$4.4 million or 15.5 percent higher than one year ago.

General Fund revenues collected through May 31, 2021, overall were 5.4 percent higher than the revenues collected during the same period last year. The overall increase was mainly attributable to an increase in revenue collections from Ad Valorem Taxes compared to the same period last year.

General Fund expenditures through May 31, 2021, overall were 5.0 percent higher than expenditures incurred during the same period last year.

### REQUESTING DEPARTMENT:

Finance

### FISCAL IMPACT:

There is no fiscal impact.

### RECOMMENDATION:

Motion to acknowledge receipt of the May 2021 Financial Report.

### ATTACHMENTS:

#### Description

May 2021 Monthly Financial Report (Unaudited)



# MONTHLY FINANCIAL REPORT (UNAUDITED)

## MAY 2021

### City of Palm Bay, Florida

#### Report Summary



<b>Financial Report Summary</b>	Page 1
<b>General Fund</b>	
➤ Year-to-Date Revenue	Page 2
➤ Year-to-Date Expenditures	Page 3
➤ Cash & Investments	Page 4
➤ Operating Statement & Change in Fund Balance	Page 5
➤ Fund Balance History	Page 6
<b>Impact Fee Funds</b>	
➤ Cash & Investments	Page 7
➤ Fund Equity	Page 8
<b>Utilities Fund</b>	
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<b>Stormwater Fund</b>	
➤ Cash & Fund Equity	Page 10
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➤ Cash & Fund Equity	Page 11
<b>General Obligation Road Program Funds</b>	
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<b>Financial Activity by Fund</b>	
➤ General Fund, Special Revenue Funds, and Impact Fee Funds	Page 14
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➤ Enterprise Funds and Internal Service Funds	Page 16

## MONTHLY FINANCIAL REPORT (UNAUDITED)

MAY 2021

CITY OF PALM BAY, FLORIDA



The City of Palm Bay, Florida's (the "City") monthly financial report presents an overview and analysis of the City's financial activities during the month of May 2021. May is the eighth month of the fiscal year and represents 67% of the annual budget.

### Financial Report Summary

- Citywide revenues<sup>1</sup> of \$215.6 million are at 53.0% of the annual budget. Citywide expenditures<sup>1</sup> of \$133.1 million are at 32.8% 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 \$74.0 million, or 40.5%, in comparison to the prior year.
- Most of the increased citywide revenues were a result of \$56 million in proceeds received from the General Obligation Bonds, Series 2021.

Citywide - Cash & Investments <sup>1</sup>		Citywide - Revenues <sup>1</sup>		Citywide - Expenditures <sup>1</sup>	
5/31/2021	\$ 256,659,344.65	5/31/2021	\$ 215,597,919.04	5/31/2021	\$ 133,146,621.73
5/31/2020	182,683,039.10	5/31/2020	192,677,164.82	5/31/2020	122,174,464.01
<b>Increase</b>	<b>40.5% \$ 73,976,305.55</b>	<b>Increase</b>	<b>11.9% \$ 22,920,754.22</b>	<b>Increase</b>	<b>9.0% \$ 10,972,157.72</b>

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

- General Fund revenues of \$57.8 million are at 70.4% of the annual budget. This is an increase of \$3.0 million, or 5.4%, in comparison to the prior year.
- General Fund expenditures of \$50.0 million are at 60.8% of the annual budget. This is an increase of \$2.4 million, or 5.0%, in comparison to the prior year.
- General Fund cash and investments increased by \$4.4 million, or 15.5%, 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	
5/31/2021	\$ 32,509,548.17	5/31/2021	\$ 57,846,330.01	5/31/2021	\$ 49,967,733.72
5/31/2020	28,139,734.26	5/31/2020	54,856,818.02	5/31/2020	47,598,666.49
<b>Increase</b>	<b>15.5% \$ 4,369,813.91</b>	<b>Increase</b>	<b>5.4% \$ 2,989,511.99</b>	<b>Increase</b>	<b>5.0% \$ 2,369,067.23</b>

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

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

City Website: <http://www.palmbayflorida.org/>  
Finance Website: [www.palmbayflorida.org/finance](http://www.palmbayflorida.org/finance)

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

CITY OF PALM BAY, FLORIDA

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

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

	<b>Prior YTD</b>	<b>Current YTD</b>	<b>% Variance</b>	<b>Annual Budget</b>
Ad Valorem Taxes	\$ 32,196,757	\$ 34,292,941	6.5%	\$ 35,353,784
Local Option Fuel Tax	2,067,747	1,936,246	-6.4%	3,842,728
Utility Service Taxes	4,493,008	4,877,720	8.6%	8,920,500
Communication Service Tax	1,309,150	1,282,455	-2.0%	2,454,678
Franchise Fees	2,577,986	2,716,318	5.4%	5,936,200
State Shared Revenues	2,060,507	2,068,801	0.4%	4,403,034
Half Cent Sales Tax	3,390,874	3,618,110	6.7%	6,511,107
Licenses and Permits	598,098	612,345	2.4%	692,810
Grants and Other Entitlements	827,764	818,746	-1.1%	649,486
Charges for Services (1)	2,933,613	3,616,303	23.3%	5,075,376
Fines and Forfeitures (2)	273,377	337,597	23.5%	437,600
Interest, Rents & Other Revenues	435,585	467,587	7.3%	1,206,817
Interfund Transfers & Other Sources (3)	1,692,352	1,201,160	-29.0%	1,784,529
Fund Balance	-	-	0.0%	4,957,682
	<b>\$ 54,856,818</b>	<b>\$ 57,846,330</b>	<b>5.4%</b>	<b>\$ 82,226,331</b>

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

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

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



# MONTHLY FINANCIAL REPORT (UNAUDITED)

MAY 2021

CITY OF PALM BAY, FLORIDA



## General Fund (GF) Expenditures - Summary

### ➤ FY 2021 YTD Expenditure Variance As Compared to Prior Year

	Prior YTD	Current YTD	% Variance	Annual Budget
Legislative	\$ 575,826	\$ 539,422	-6.3%	\$ 922,364
City Manager (1)	625,996	302,697	-51.6%	570,497
City Attorney (2)	226,620	185,771	-18.0%	521,928
Procurement	365,383	388,485	6.3%	663,138
Finance	1,096,058	1,051,080	-4.1%	1,743,697
Information Technology	1,551,416	1,699,239	9.5%	3,395,931
Human Resources (3)	427,353	339,863	-20.5%	617,124
Growth Management	991,054	1,049,893	5.9%	1,805,634
Economic Development (4)	259,894	637,619	145.3%	1,320,129
Parks and Recreation (5)	2,705,271	3,016,061	11.5%	6,020,967
Facilities	1,690,678	1,589,623	-6.0%	2,737,393
Police	14,165,074	14,004,640	-1.1%	23,272,316
Fire	10,470,846	10,904,588	4.1%	16,471,384
Public Works	3,542,370	3,691,005	4.2%	7,478,221
Non-Departmental	3,464,019	3,464,500	0.0%	5,147,546
Transfers (6)	5,440,810	7,103,246	30.6%	9,538,062
	<b>\$ 47,598,666</b>	<b>\$ 49,967,734</b>	<b>5.0%</b>	<b>\$ 82,226,331</b>

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

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

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

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

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

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

	YTD Actual	YTD Budget	Annual Budget	% Spent
Debt Service	\$ 4,199,151.37	\$ 4,271,809	\$ 6,407,713	65.5%
Personnel	34,443,194.67	36,517,078	54,775,617	62.9%
Operating	7,765,590.45	10,374,990	15,562,485	49.9%
Capital	655,702.23	1,566,778	2,350,167	27.9%
Contributions	-	-	-	0.0%
Transfers	2,904,095.00	2,086,899	3,130,349	92.8%
Reserves	-	-	-	0.0%
	<b>\$ 49,967,733.72</b>	<b>\$ 54,817,554</b>	<b>\$ 82,226,331</b>	<b>60.8%</b>

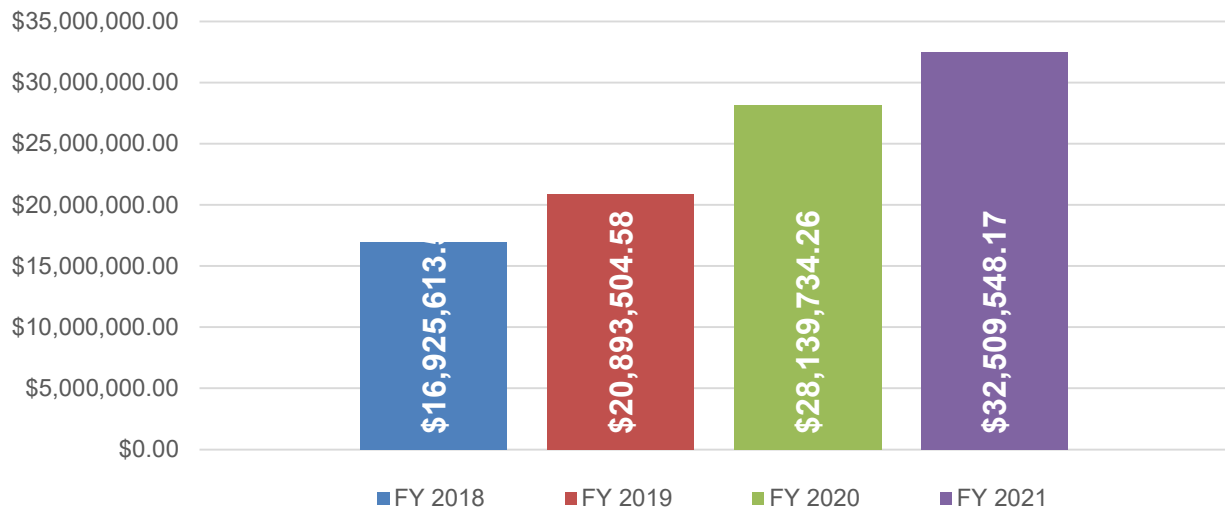
The total budgeted expenditures for 2021 are \$82,226,331 (including encumbrances from prior year and budget amendments). Of this amount, \$54,775,617, or 66.6%, is related to personnel costs.

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

CITY OF PALM BAY, FLORIDA

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

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



General Fund Cash & Investments		General Fund Cash & Investments	
Prior Month Ending Balance	\$ 33,886,884.40	May 2021 Ending Balance	\$ 32,509,548.17
Cash Increase (Decrease)	(1,377,336.23)	Cash Advanced to Other Funds:	
		CDBG	(160,407.49)
Ending Balance 5/31/2021	\$ 32,509,548.17	Total Available Cash & Investments	\$ 32,349,140.68



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

CITY OF PALM BAY, FLORIDA

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

**CITY OF PALM BAY, FLORIDA**  
**OPERATING STATEMENT AND CHANGES IN FUND BALANCES**  
**GENERAL FUND**  
 For the Month Ended May 31, 2021

	Prior YTD	Current YTD
<b><u>REVENUES</u></b>		
Ad Valorem Taxes	\$ 32,196,757	\$ 34,292,941
Local Option Fuel Tax	2,067,747	1,936,246
Utility Service Taxes	4,493,008	4,877,720
Communication Service Tax	1,309,150	1,282,455
Franchise Fees	2,577,986	2,716,318
State Shared Revenues	2,060,507	2,068,801
Half Cent Sales Tax	3,390,874	3,618,110
Licenses and Permits	598,098	612,345
Grants and Other Entitlements	827,764	818,746
Charges for Services	2,933,613	3,616,303
Fines and Forfeitures	273,377	337,597
Interest, Rents and Other Revenues	435,585	467,587
Interfund Transfers and Other Sources	1,692,352	1,201,160
<b>Total Revenues</b>	<b>54,856,818</b>	<b>57,846,330</b>
<b><u>EXPENDITURES</u></b>		
Legislative	575,826	539,422
City Manager	625,996	302,697
City Attorney	226,620	185,771
Procurement	365,383	388,485
Finance	1,096,058	1,051,080
Information Technology	1,551,416	1,699,239
Human Resources	427,353	339,863
Growth Management	991,054	1,049,893
Economic Development	259,894	637,619
Parks and Recreation	2,705,271	3,016,061
Facilities	1,690,678	1,589,623
Police	14,165,074	14,004,640
Fire	10,470,846	10,904,588
Public Works	3,542,370	3,691,005
Non-Departmental	3,464,019	3,464,500
Transfers	5,440,810	7,103,246
<b>Total Expenditures</b>	<b>47,598,666</b>	<b>49,967,734</b>
<b>Excess (Deficiency) of Revenues Over Expenditures</b>	<b>7,258,152</b>	<b>7,878,596</b>
<b>Fund Balance - Beginning</b>	<b>19,098,786</b>	<b>24,540,027</b>
<b>Fund Balance - Ending</b>	<b>\$ 26,356,938</b>	<b>32,418,623</b>

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

CITY OF PALM BAY, FLORIDA

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

The minimum General Fund unrestricted fund balance, as established by Resolution 2021-03, is two months of regular budgetary General Fund operating expenditures. The following is a history of the City's General Fund unrestricted fund balance.

General Fund Balance - History			
	Minimum Required	Unrestricted Fund Balance	Fund Balance Percentage
FY 2020	\$ 6,758,163	\$ 23,658,524	35.0%
FY 2019	6,784,007	18,205,817	26.8%
FY 2018	6,478,266	14,940,492	23.1%
FY 2017	6,107,113	8,610,875	14.1%
FY 2016	5,594,175	9,135,580	16.3%
FY 2015	5,311,438	8,236,016	15.5%

# MONTHLY FINANCIAL REPORT (UNAUDITED)

MAY 2021

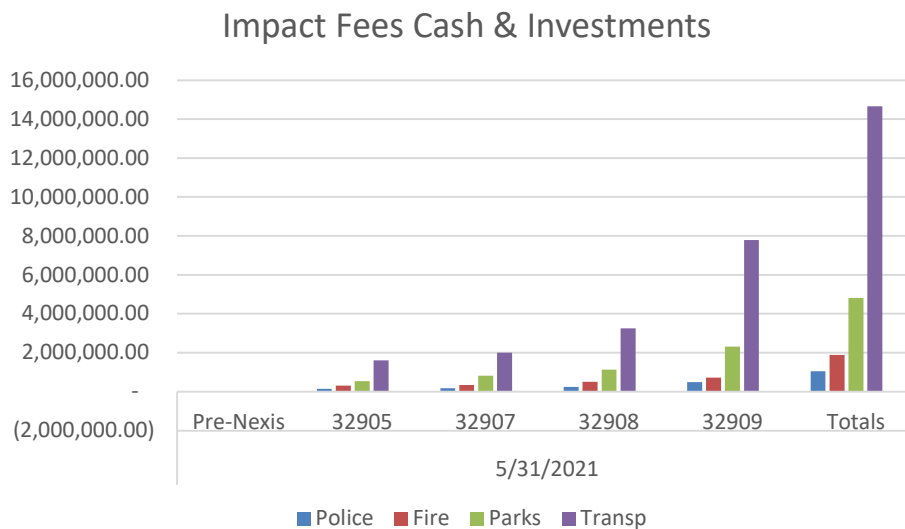
CITY OF PALM BAY, FLORIDA



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

		Zone 1	Zone 2	Zone 3	Zone 4	
	Pre-Nexis	32905	32907	32908	32909	Totals
Police	-	136,949.42	173,333.65	244,756.43	483,525.46	1,038,564.96
Fire	-	302,483.47	346,263.22	509,853.30	718,479.22	1,877,079.21
Parks	0.03	537,045.63	821,418.72	1,132,678.19	2,310,509.57	4,801,652.14
Transp	(0.45)	1,611,256.09	2,004,236.76	3,252,564.05	7,786,371.46	14,654,427.91
Totals	(0.42)	2,587,734.61	3,345,252.35	5,139,851.97	11,298,885.71	22,371,724.22

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



# MONTHLY FINANCIAL REPORT (UNAUDITED)

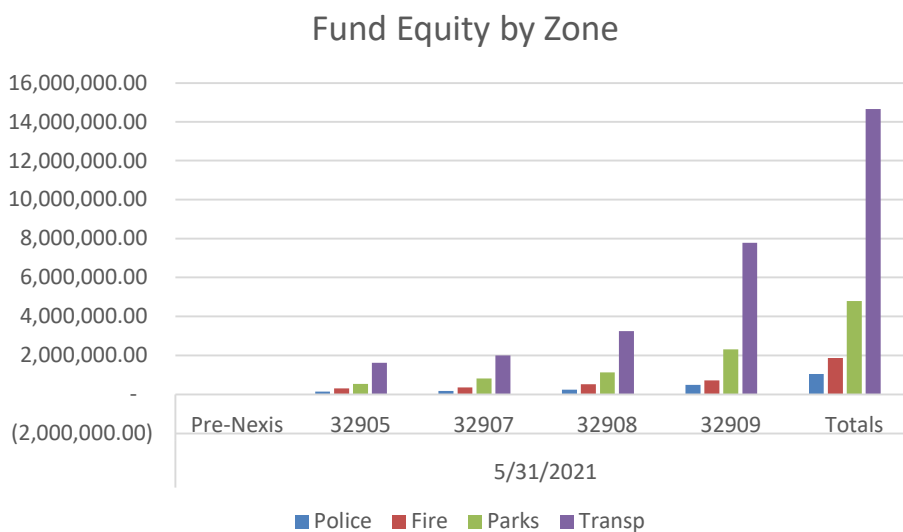
MAY 2021

CITY OF PALM BAY, FLORIDA



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

	Pre-Nexus	32905	32907	32908	32909	Totals
Police	-	136,949.42	173,333.65	244,756.43	483,525.46	1,038,564.96
Fire	-	302,483.47	346,263.22	509,853.30	713,054.07	1,871,654.06
Parks	0.03	537,045.63	818,203.12	1,132,678.19	2,310,509.57	4,798,436.54
Transp	(0.45)	1,611,256.09	2,004,236.76	3,252,564.05	7,787,501.36	14,655,557.81
Totals	(0.42)	2,587,734.61	3,342,036.75	5,139,851.97	11,294,590.46	22,364,213.37



# MONTHLY FINANCIAL REPORT (UNAUDITED)

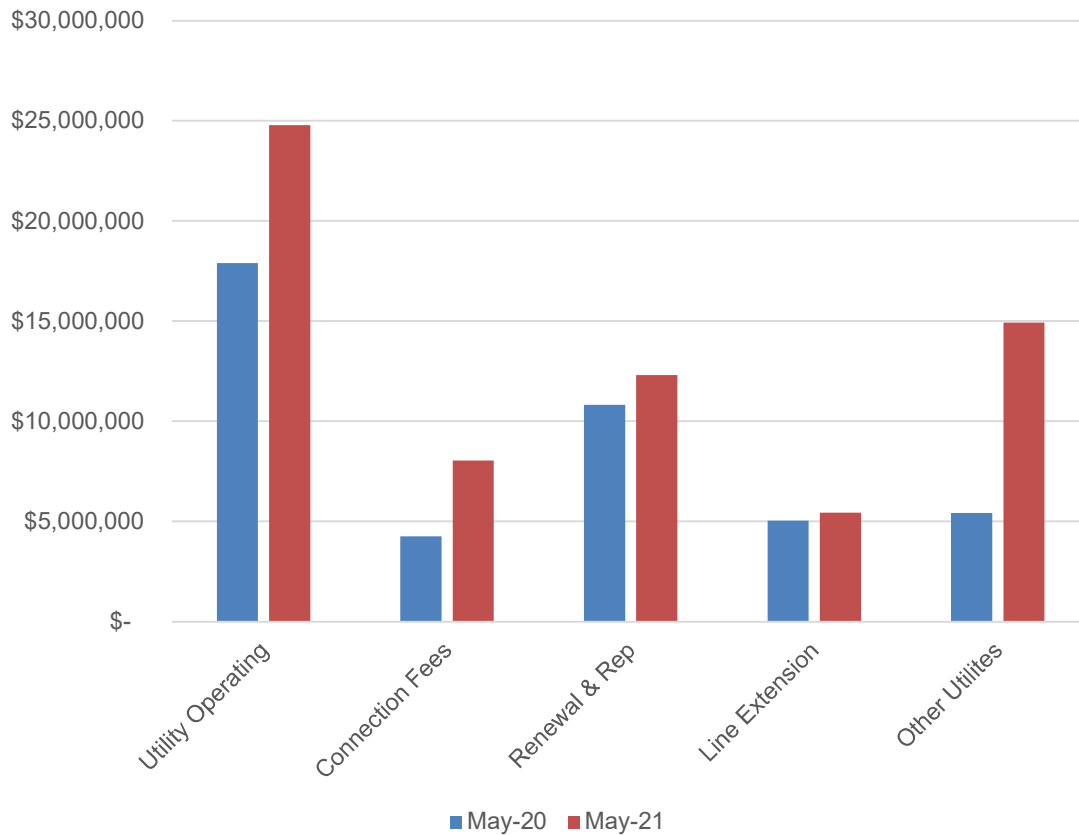
MAY 2021

CITY OF PALM BAY, FLORIDA



## Utilities Fund Cash & Investments - Summary

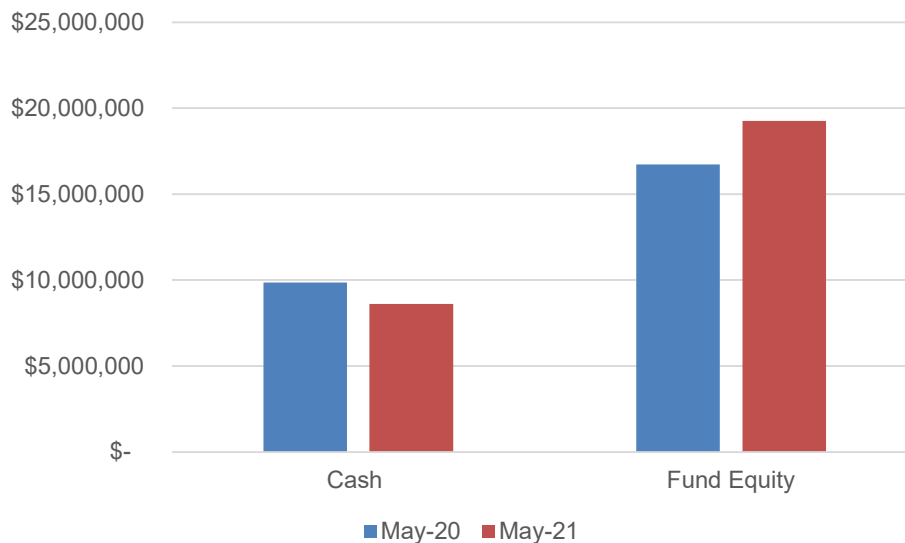
Year-to-Date (YTD) Comparison: Water & Sewer



Overall, the Water & Sewer Funds cash and investments were \$22.06 million, or 50.8%, more as of May 2021 as compared to May 2020.

### Stormwater Fund Cash & Equity - Summary

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

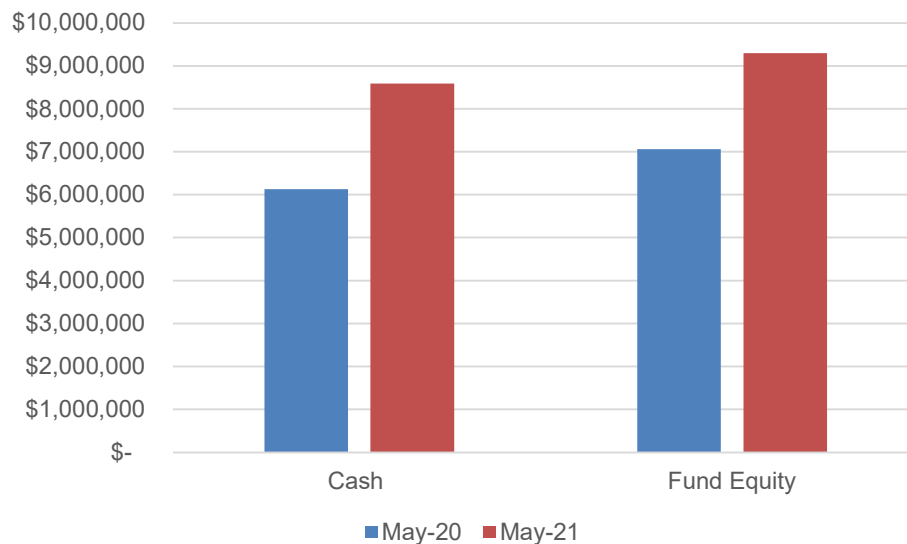


Overall, the Stormwater cash and investments were \$1,250,985, or 12.7%, less as of May 2021 as compared to May 2020.

Overall, the Stormwater fund equity was \$2,534,638, or 15.2%, more as of May 2021 as compared to May 2020.

### Building Fund Cash & Equity - Summary

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

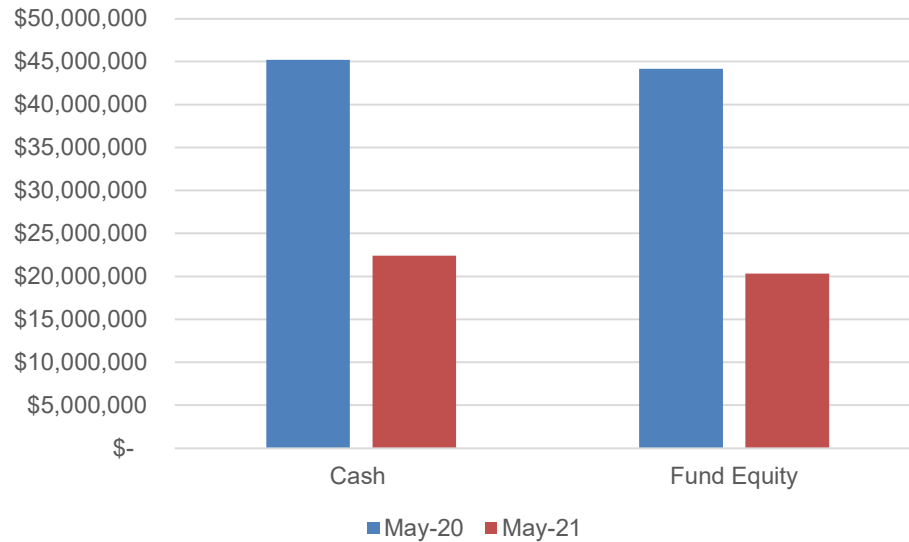


Overall, the Building cash and investments were \$2,464,782, or 40.2%, more as of May 2021 as compared to May 2020.

Overall, the Building fund equity was \$2,236,083, or 31.7%, more as of May 2021 as compared to May 2020.

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

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



The 2019 General Obligation Road Program cash and investment balance was \$22,394,143 as of May 2021, or 50.5% less than May 2020.

The 2019 G.O. Road Program Fund equity was \$20,318,539 as of May 2021, or 54.0% less than May 2020.



# MONTHLY FINANCIAL REPORT (UNAUDITED)

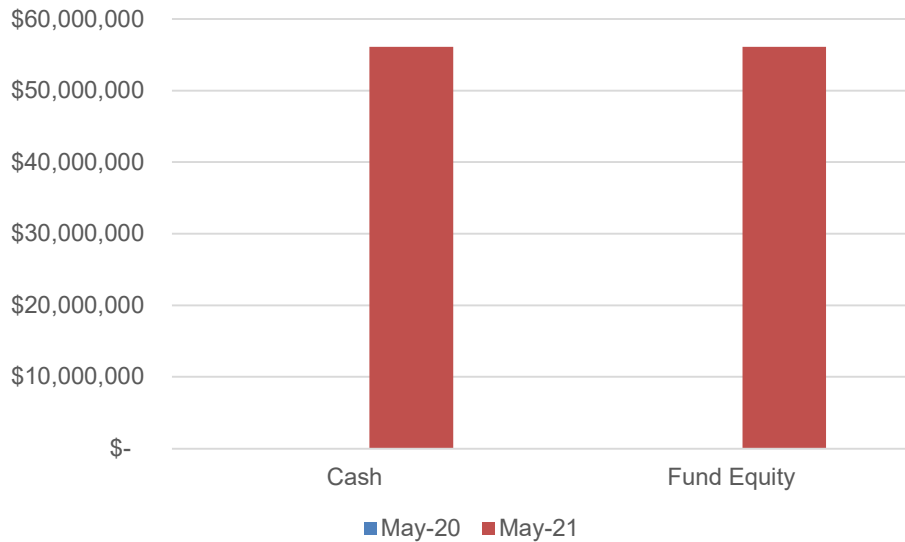
MAY 2021

CITY OF PALM BAY, FLORIDA



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

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



The 2021 General Obligation Road Program cash and investment balance was \$56,123,353 as of May 2021, and was zero at May 2020.

The 2021 G.O. Road Program Fund equity was \$56,123,353 as of May 2021, and did not exist at May 2020.

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

CITY OF PALM BAY, FLORIDA

**Unaudited Financial Activity - All Funds**

City of Palm Bay, Florida

As of May 31, 2021

67% of fiscal year completed

		Budget		Revenues		Expenditures	
Fund #	Description	Original Budget	Revised Budget	Current Year to Date	Percent of Revised	Current Year to Date	Percent of Revised
General Fund							
001	General Fund	\$75,291,296	\$82,226,331	\$57,846,330	70.4%	\$49,967,734	60.8%
Special Revenue Funds							
101	Law Enforcement Trust Fund	5,000	73,034	9,080	12.4%	77,937	106.7%
103	Palm Bay Municipal Foundation	30,000	30,000	266	0.9%	242	0.8%
105	Code Nuisance Fund	239,000	239,000	224,881	94.1%	189,030	79.1%
111	State Housing Grant Fund	4,500	741,433	56,844	7.7%	406,771	54.9%
112	Comm Devel Block Grant Fund	155,745	803,521	517,133	64.4%	332,638	41.4%
114	Home Invest Grant Fund	20,395	189,248	108,808	57.5%	60,000	31.7%
123	NSP Program Fund	0	7,072	125,276	1771.4%	2,519	35.6%
124	Coronavirus Relief Tr. Fund	0	233,094	225,515	96.7%	349,969	150.1%
126	CDBG Coronavirus Fund	0	0	0	0.0%	931	0.0%
127	Voluntary Home Buyout Fund	0	2,736,719	0	0.0%	-	0.0%
131	Donations Fund	0	280	14,737	5263.0%	6,793	2426.1%
161	Environmental Fee Fund	72,000	72,000	109,393	151.9%	-	0.0%
181	Bayfront Comm Redev Fund	1,410,370	1,471,801	1,468,402	99.8%	428,721	29.1%
Impact Fee Funds							
180	Police Impact Fees - 32905	25,000	25,000	111,352	445.4%	41	0.2%
183	Police Impact Fees - 32907	30,000	82,541	107,878	130.7%	2,786	3.4%
184	Police Impact Fees - 32908	40,000	92,541	145,019	156.7%	2,849	3.1%
186	Police Impact Fees - 32909	60,000	270,164	256,798	95.1%	11,018	4.1%
187	Fire Impact Fees - 32905	80,400	86,651	174,128	201.0%	175	0.2%
188	Fire Impact Fees - 32907	60,700	69,094	168,090	243.3%	251	0.4%
189	Fire Impact Fees - 32908	60,800	60,800	226,603	372.7%	408	0.7%
190	Fire Impact Fees - 32909	141,600	504,252	398,929	79.1%	102,922	20.4%
191	Parks Impact Fees - 32905	180,400	347,838	314,859	90.5%	307	0.1%
192	Parks Impact Fees - 32907	182,500	992,698	342,214	34.5%	10,328	1.0%
193	Parks Impact Fees - 32908	163,000	625,637	477,521	76.3%	785	0.1%
194	Parks Impact Fees - 32909	507,000	507,000	839,067	165.5%	1,728	0.3%
196	Trans Impact Fees - 32905	112,500	112,500	858,926	763.5%	1,041	0.9%
197	Trans Impact Fees - 32907	701,200	1,082,787	1,178,853	108.9%	949	0.1%
198	Trans Impact Fees - 32908	703,000	703,000	1,586,088	225.6%	1,718	0.2%
199	Trans Impact Fees - 32909	2,442,000	2,490,548	2,778,924	111.6%	998,180	40.1%

Yellow highlight indicates new fund.

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

CITY OF PALM BAY, FLORIDA

**Unaudited Financial Activity - All Funds**

City of Palm Bay, Florida

As of May 31, 2021

67% of fiscal year completed

		Budget		Revenues		Expenditures	
Fund #	Description	Original Budget	Revised Budget	Current Year to Date	Percent of Revised	Current Year to Date	Percent of Revised
Debt Service Funds							
201	Debt Service Fund	539,492	519,995	275,224	52.9%	275,224	52.9%
214	2004 Pension Bond Debt Svc Fd	175,000	175,000	116,702	66.7%	155,000	88.6%
219	2010 PST Revenue Bonds DS Fd	465,005	803,541	0	0.0%	803,542	100.0%
221	2013 Pension Bonds DS Fund	1,488,160	1,488,160	989,848	66.5%	810,404	54.5%
222	2014 LOGT Note DS Fd	628,025	628,025	0	0.0%	628,173	100.0%
223	2015 Franchise Fee Note DS Fd	533,595	533,595	353,701	66.3%	526,320	98.6%
224	2015 Sales Tax Bonds DS Fd	831,980	831,980	551,250	66.3%	816,315	98.1%
225	2015 Sales Tax Bonds DS Fd - TIF	231,752	231,752	227,902	98.3%	224,814	97.0%
226	2016 Franchise Fee Note DS Fd	333,746	333,746	221,223	66.3%	316,287	94.8%
227	2018 LOGT Note DS Fd	778,784	778,784	768,297	98.7%	760,128	97.6%
228	2019 GO Bonds DS Fd	3,541,750	3,541,750	3,435,159	97.0%	933,875	26.4%
229	2019 Pension Bonds DS Fund	2,211,085	2,211,085	1,473,479	66.6%	1,882,778	85.2%
230	2020 Special Oblig Ref Note	0	4,632,302	4,523,015	0.0%	4,343,329	0.0%
Capital Projects Funds							
301	Community Investment Fund	3,362,000	8,177,277	1,612,282	19.7%	1,495,847	18.3%
306	2015 FF Nt Procds I-95 Intchg Fd	0	197,644	4	0.0%	17,012	8.6%
307	Road Maintenance CIP Fd	1,198,235	1,520,147	752,681	49.5%	22,969	1.5%
308	'18 LOGT Nt Procds-Rd I-95 Fd	0	466,749	449	0.1%	133,102	28.5%
309	'19 GO Bond Proceeds-Road Fd	400,000	48,365,554	28,691	0.1%	8,720,253	18.0%
310	'21 GO Bond Proceeds-Road Fd	0	56,437,163	56,455,307	0.0%	331,954	0.0%

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

CITY OF PALM BAY, FLORIDA

**Unaudited Financial Activity - All Funds****City of Palm Bay, Florida****As of May 31, 2021****67% of fiscal year completed**

		Budget		Revenues		Expenditures	
Fund #	Description	Original Budget	Revised Budget	Current Year to Date	Percent of Revised	Current Year to Date	Percent of Revised
Proprietary Funds							
Utility Funds							
421	Utilities Operating Fund	34,451,426	44,585,366	22,393,831	50.2%	18,752,372	42.1%
423	Utility Connection Fee Fund	4,086,427	4,982,885	5,415,394	108.7%	2,493,193	50.0%
424	Utility Renewal / Replace Fd	6,238,478	14,222,738	3,947,847	27.8%	2,033,054	14.3%
425	Main Line Extension Fee Fund	2,152,993	2,871,056	1,218,076	42.4%	1,071,234	37.3%
426	2016 Utility Bond Fund	1,537,860	1,537,860	1,020,977	66.4%	93,005	6.0%
427	2001 Bond Fund	1,961,420	1,961,420	1,272,967	64.9%	0	0.0%
431	USA1 Assessment Fund	221,472	541,472	220,797	40.8%	16,267	3.0%
432	Unit 31 Assessment Fund	360,475	360,475	390,140	108.2%	21,719	6.0%
433	Utility SRF Loan Fund	18,938,800	31,972,953	43,920	0.1%	676,193	2.1%
434	2020 Utility Note Fund	0	12,269,221	491,870	0.0%	2,279,229	0.0%
Other Enterprise Funds							
451	Building Fund	4,323,000	4,968,722	4,178,476	84.1%	2,518,580	50.7%
461	Stormwater Fund	9,981,145	14,735,564	5,584,870	37.9%	4,332,425	29.4%
471	Solid Waste Fund	12,172,887	12,172,876	7,739,178	63.6%	7,132,097	58.6%
Internal Service Funds							
511	Employee Health Insurance Fd	14,106,326	14,109,466	9,241,114	65.5%	7,728,630	54.8%
512	Risk Management Fund	4,683,209	4,699,330	3,347,263	71.2%	2,669,478	56.8%
513	Other Employee Benefits Fd	4,582,696	4,606,643	3,062,396	66.5%	2,444,980	53.1%
521	Fleet Services Fund	4,228,983	7,178,485	3,571,943	49.8%	2,728,313	38.0%



## **LEGISLATIVE MEMORANDUM**

**DATE:** 7/15/2021

**RE:** Sunrise Consulting Group - 2021-2022 Legislative Session Review.

**ATTACHMENTS:**

**Description**

**Presentation**



**SUNRISE**  
CONSULTING GROUP



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**July 15, 2021**  
**Legislative Update**



# Florida Legislature 2021-2022 Final Budget

## \$101.5 Billion

### \$1.5 Billion **VETOED**

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- Community Substance Abuse and Mental Health Services: \$1.051 billion
- Homeless Programs Challenge Grants: \$3.2 million
- Resilient Florida Trust Fund and program: \$500 million
- Septic-to-Sewer/Stormwater Improvements: \$626 million
- State Housing Initiatives Partnership (SHIP): \$146.7 million
- Florida Job Growth Grant Fund: \$74 Million – **Emailed Information**
- Emergency Rental Assistance Program \$1.5 Billion [www.OurFlorida.com](http://www.OurFlorida.com)

# City of Palm Bay Appropriations

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HB 4107 City of  
Palm Bay Baffle Box

Senator Debbie  
Mayfield

Rep. Randy Fine

**\$300,000**





## **FAILED and OPPOSED**

- **Vacation Rentals (SB 522/HB 219)**
- **Public Funds for Lobbying by Local Governments (HB 215)**
- **Occupational Regulations Review Process (SB 344/HB 471)**

The regulation of any occupation repealed by this act is preempted to the state unless local regulation of such occupation is expressly authorized by law.

- **Building Design (HB 55/284)**

Prohibits local governments from adopting zoning and development regulations that require specific building design elements for residential dwelling.

## **SB 102/HB 1053: Matters of Great Governmental Concern–** **FAILED/OPPOSED -PREEMPTION**

- The bill gives the Attorney General the sole responsibility for the prosecution, management, and coordination of any civil proceeding brought by governmental entities in matters the Legislature has declared to be of great governmental concern.
- The House bill required local government to provide notice to the Attorney General of each civil action it files and provides 180 days for the Attorney General to declare the subject matter to be a matter of great government concern.



## **SB 2006: Emergency Management PASSED/OPPOSED**

- The bill amends the State Emergency Management Act to address the threat posed by a future pandemic or other public health emergency.
- The bill requires the political subdivision imposing an ordinance or other measure that deprives a person of a right, a liberty, or property, to prove that the measure is “narrowly tailored” and serves a “compelling public health or safety purpose.”
- **The Governor has the authority to invalidate an emergency order that “unnecessarily restricts individual rights or liberties**

## **HB 403 Home-based Businesses **PASSED/OPPOSED**/SB 266**

**Neutral**

**The bill provides that local governments may not enact or enforce any ordinance, regulation, or policy, or take any action to license or otherwise regulate a home-based business in a manner that is different from other businesses in a local government's jurisdiction.**

- Specifies conditions under which a business is considered a home-based business.
- Authorizes home-based businesses to operate in areas zoned for residential use.
- Specifies that home-based businesses are subject to certain business taxes



## **SB 50: Taxation (Gruters) – PASSED/SUPPORTED**

- SB 50 applies Florida's sales and use tax to online/e-commerce sales from out of state retailers regardless of whether the entity has a physical presence within the state
- The REC determined that in FY21-22 the bill would increase the General Revenue Fund by \$973.6 million and \$1.08 billion each year after and increase the state trust fund in FY 21-22 by \$.3 million and by \$3.3 million each year after
- As a long-term advocate of e-fairness, FAC celebrates this economic victory for our counties and our local brick and mortar businesses

## HB 35 – Legal Notices **SUPPORTED/PASSED**

The bill provides governmental agencies with the option of Internet-only publication of governmental agency notices with any newspaper of general circulation within the jurisdiction of the affected governmental agency and publication on the statewide legal notice's websites. Use of this notice option requires board approval based on a set of criteria, including a finding that is in the public interest and sufficient community access to the Internet by broadband service.



## **HB 337: Impact Fees – PASSED/OPPOSED - PREEMPTION**

The bill revises the limitations and requirements to impose impact fees by local governments.

**There are six provisions regarding impact fee increases within the bill In order to increase an impact fee beyond the cap amount, three requirements must be met:**

- A demonstrated need study justifying the increase that has been completed within 12 months prior to the adoption of the impact fee that expressly demonstrates the extraordinary circumstances necessitating the need to exceed the phase-in limitations;
  - Two publicly noticed workshops dedicated to the extraordinary circumstances creating the need to exceed the phase-in limitations; and Impact fee increase must be approved by no less than a two-thirds vote of the governing body. The cap language operates retroactively to January 1, 2021.
- Also provides a definition of "infrastructure" and establishes requirements for credits



## **HB 421: Governmental Actions Affecting Private Property Rights **PASSED/OPPOSED****

### **The bill modifies the Bert Harris Act by:**

- **Revising the term “action of a governmental entity” to include adopting or enforcing any ordinance, resolution, regulation, rule, or policy and clarifies the term “real property” to include surface, subsurface, and mineral estates and other land interest held by a property owner.**
- **Reducing the timeframe, from 150 days to 90 days, under which a property owner must notify the government before filing a court action.**
- Specifying that written settlement offers are presumed to protect the public interest.
- Allowing the property owner to have the court, rather than a jury, determine damages.
- Extending the point from which a prevailing property owner may recover attorney fees and costs – from the date of filing the circuit court action to the date the property owner presents the claim to the head of the governmental entity.
- Allowing a property owner, who files a Harris claim but later relinquishes title to the property, to continue pursuing the claim through final resolution including any appeals. Essentially reverses the Second DCA's recent opinion (April 7, 2021) in *Dean Wish, LLC v. Lee County*.

# HB 59 Growth Management

## Opposed- Mandate - Passed

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- **Requires a local government to include a private property rights element in its comprehensive plan the earlier of its next proposed plan amendment initiated after July 1, 2021, or its next scheduled evaluation and appraisal report.**
- **Allows parties to a development agreement to amend or cancel the agreement without the consent of all owners whose property originally subject to the agreement, unless the amendment or cancellation would directly modify the allowable uses or entitlements of those property owners.**
- Specifies that development agreements for a DRI entered on or before April 6, 2018, previously classified as "essentially built out" may be amended using a local government's processes for amending development orders; and the DRI developer may exchange land uses if the exchange will not increase impacts to existing public facilities.
- Requires FDOT, when selling property, to provide a right of first refusal to the property's prior owner and establishes a process for implementing that right of first refusal.



# HB 60 County and Municipal Code Enforcement Passed

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- Prohibits code enforcement officers from investigating and enforcing a potential code violation if the complaint is received anonymously.
- **The bill requires any person who reports a violation of a code or ordinance to provide their name and address to the local government before any enforcement proceedings occur.**
- The bill was **amended** to still allow for enforcement of anonymous complaints if they pose an **imminent threat to public health, safety or welfare or imminent destruction of habitat or sensitive resources.**
- **Nothing in the bills prohibit a code enforcement officer from proactively enforcing a code violation.**

# HB 487 Growth Management PASSED

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- The bill increases the maximum acreage of a small-scale comprehensive plan amendment from **10 acres to 50 acres** generally and increases the maximum acreage for a small-scale comprehensive plan amendment within a rural area of opportunity from **20 acres to 100 acres**.



## **HB 1059: Construction Permits – PASSED/WATCH**

- The bill sets timeframes for reviews of additional information requested by a county or municipality from a building permit applicant.
- **Requires local government to post on its website each type of building permit application and all required attachments; procedures for processing, reviewing, approving applications; and the status of each application.**
- Local governments must allow electronic submission of all applications, attachments and payments.
- **If a local government fails to meet established deadlines for reviewing and issuing a building permit for a single-family residential dwelling , it must reduce the original permit fee by 10% for each day its late.**
- Requires the local government to provide notice of the reason(s) why the permit application fails to meet the FBC or the agency's laws and provide the applicant 10 business days to correct the application. If corrected and submitted within 10 business days, local government must approve or deny the application within 10 business days; if not, the local government must reduce the original permit fee by 20% for the first day, and 10% for each additional day late afterwards up to 5 business days.

## **SB 64: Reclaimed Water (Albritton)- PASSED/OPPPSED - MANDATE**

- The bill creates a timeline to eliminate nonbeneficial surface water discharges by January 1st, 2032.
- The bill requires local governmental utilities to submit initial plans to DEP by 11/1/21.
- The bill provides exceptions for discharge and hardship conditions

Timelines and plans must be implemented by 1/1/32. The bill authorizes utilities to include conceptual plans for potable reuse projects or projects that provide direct ecological or public water supply, however, those plans cannot extend the timeline for implementation of the plan.

- Other provisions in the bill include:
  - Authorizes DEP to convene a technical advisory group to coordinate rulemaking and review of reviews for potable reuse;
  - Specifies that potable reuse is an alternative water supply, for purposes of making reuse projects eligible for alternative water supply funding;
  - Incentivizes the development of potable reuse projects;
  - Requires each county, municipality, and special district to promote the beneficial reuse of water by authorizing the use of residential graywater technologies within its jurisdiction, requiring such technologies to meet certain requirements, and providing incentives to developers to fully offset the capital costs of the technology;
  - Specifies the total dissolved solids allowable in aquifer storage and recovery in certain circumstances.



## **SB 2514: Resilient Florida Trust Fund PASSED/SUPPORTED**

- The bill creates the Resilient Florida Trust Fund within the Department of Environmental Protection as a funding source for the Resilient Florida Grant.
- Program and the Statewide Flooding and Sea Level Rise Resilience Plan, including the costs to operate and develop the plan, and grants to the regional resilience coalitions

The Resilient Florida Trust fund will be terminated on July 1, 2025, unless re-created by the Legislature

**Signed by the Governor**



## **HB 667: Building Inspections – PASSED/WATCH**

- The bill requires local enforcement agencies to allow requests for building code inspections to be submitted electronically.
- Accepted methods of electronic submission include but are not limited to: E-mail; Electronic fill-in form available on the building department's website or a third-party submission management software; or an application that can be downloaded on a mobile device.
- The bill also provides that a local enforcement agency must refund 10 percent of the permit and inspection fees, if the inspector or building official determines the work, which requires the permit, fails an inspection; and the inspector or building official fails to provide a reason that is based on compliance with the Florida Building Code, the Florida Fire Prevention Code, or local ordinance, indicating why the work failed the inspection within 5 business days of the inspection.
- The bill authorizes a state or local enforcement agency to perform virtual inspections, except structural inspections on a threshold building, and defines "virtual inspection" to mean a form of visual inspection using visual or electronic aids to allow a building code administrator, inspector, or team of inspectors, to perform an inspection without being physically present at the job site.

# Committee Weeks

**Start September 20, 2021**

## Revenue Estimates

General Revenue collections have been in positive territory against the lowered expectations of the post-pandemic environment for eight consecutive months. Marking the ninth month, April also gained to the estimate, but this time coming in **\$797.2 million (23.5 percent)** over the new estimates adopted by the General Revenue Estimating Conference on April 5, 2021.

**May 2021 \$574 Million Gained.**

This is, by far, the greatest overage since the pandemic began in the 2020 calendar year.



**THANK YOU** for  
allowing us to  
represent you!



**SUNRISE**  
CONSULTING GROUP



## LEGISLATIVE MEMORANDUM

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

**FROM:** Suzanne Sherman, City Manager

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

**DATE:** 7/15/2021

**RE:** Consideration of the Fiscal Year 2021-2022 Annual Action Plan and Recommendations of Programs and Activities to be funded by CDBG and HOME, final hearing.

The City of Palm Bay anticipates receiving \$768,354 in Community Development Block Grant (CDBG) funds and \$258,002.62 in HOME grant funds for Fiscal Year 2021/2022 from the U.S. Department of Housing and Urban Development (HUD). The City receives HOME funds from HUD as part of the Brevard County HOME Consortium, which is composed of the cities of Cocoa, Melbourne, Palm Bay, Titusville, and Brevard County.

The overall purpose of the CDBG Program is the development of viable urban communities by providing quality housing, a suitable living environment and expanding economic opportunities principally for persons of low- and moderate income. Eligible activities include public services, public facilities and improvements, housing, code enforcement, clearance and demolition, economic development, acquisition, and disposition. At least 70% of all CDBG funds must be expended on program activities benefiting low- and moderate-income persons. HOME Program funds can only be used for housing activities benefiting low- and moderate-income persons.

Based on priorities and goals identified in the FY 2016/2020 Five-Year Consolidated Plan, the City of Palm Bay developed a one-year Action Plan, which identifies community development projects that shall be undertaken between October 1, 2021 and September 30, 2022.

As required by HUD and the City's Citizen Participation Plan, an ad was placed in the Florida Today newspaper summarizing the proposed projects with a public comment period no less than 3 days. The public comment period began July 8, 2021 and ends on July 15, 2021.

Projects were advertised with funding amounts of \$768,354 for CDBG and \$258,002.62 for HOME in accordance with Council's approved recommendations on July 1, 2021.

### PROPOSED FINAL STATEMENT OF CDBG PROJECTS FOR FY 2021/2022

#### PUBLIC SERVICES:

**Aging Matters in Brevard** (*meals on wheels and seniors at lunch*) - \$20,000

**Conklin Davis Center for Visually Impaired** (*services for visually impaired*) - \$20,000

**Family Promise of Brevard** (*intake coordination for at-risk homeless families*) - \$20,000

**South Brevard Sharing Center** (bridge housing program) - \$20,000

**South Brevard Women's Center** (transitional housing for victims of violence) - \$35,253

**CDBG OTHER AND PUBLIC FACILITIES IMPROVEMENTS:**

**Palm Bay Public Works** (*land acquisition*) - \$499,431

**CDBG ADMINISTRATION:**

**CDBG Administration and Operational Funds** - \$149,670

**Fair Housing Education & Outreach** - \$4,000

**TOTAL CDBG FUNDS: \$768,354**

**PROPOSED FINAL STATEMENT OF HOME PROJECTS FOR FY 2021/2022**

**HOUSING: CHDO/Housing Activity** - \$232,202.36

**HOME Administration and Operational Funds** - \$19,169.59

**HOME Administration County** - \$6,630.67

**TOTAL HOME FUNDS: \$258,002.62**

Staff is requesting Council hold the second and final public hearing on the proposed FY2021/2022 Action Plan; approve the plan for submission to HUD; and authorize the Mayor to sign all subsequent certifications and agreements.

**REQUESTING DEPARTMENT:**

Community & Economic Development

**FISCAL IMPACT:**

There is no fiscal impact in the current FY (2020-2021). Funds shall be budgeted in FY 2021-2022.

The CDBG funding allocation of \$768,354 is unrealized grant revenue to CDBG Fund 112. This is a reimbursement grant to the awardees. Upon request for payment, staff will review and, upon approval, issue payment to the vendor (making the account negative) and subsequently process a drawdown request in HUD's IDIS online system to requesting funds be reimbursed to the City.

The HOME funding allocation of \$251,371.95 (\$258,002.62 minus \$6,630.67 for Brevard County's admin costs as lead agency) is unrealized grant revenue to HOME Fund 114. This is a reimbursement grant to the awardees. Upon request for payment, staff will review and, upon approval, issue payment to the vendor (making the account negative) and subsequently request reimbursement from Brevard County.

**RECOMMENDATION:**

Motion to approve the City of Palm Bay FY 2021/2022 CDBG & HOME Action Plan; authorize submission of the Plan to the U.S. Department of Housing and Urban Development (HUD); and authorize the Mayor to sign all subsequent certifications and agreements.

**ATTACHMENTS:****Description**

Final CDBG FY 21-22 Annual Action Plan

Final Statement of CDBG Projects for FY 21-22

PY 21-22 CDBG Public Services Staff Summary Report

Florida Today Ads

SF 424 and Certifications

## **Executive Summary**

### **AP-05 Executive Summary - 91.200(c), 91.220(b)**

#### **1. Introduction**

The City of Palm Bay, in conjunction with the other members of the Brevard County HOME Consortium, worked collaboratively with the community to develop a unified vision, resulting in the development of a 5-Year Consolidated Plan for fiscal years 2016-2020. The Plan includes goals and priorities, which shape various housing, public services, and community development programs into effective, coordinated neighborhood and community development strategies. It sets the standard for strategic planning and citizen participation in a county-wide context, which is intended to reduce duplication of effort at the local level.

The City of Palm Bay is a CDBG entitlement community and is solely responsible for the administration of CDBG funds. Through an interlocal agreement with Brevard County, the City of Palm Bay, as well as the other consortia cities of Cocoa, Melbourne, and Titusville, receive HOME Investment Partnership funds annually. Brevard County is the lead agency of the HOME Consortium; therefore, the City of Palm Bay's Annual Action Plan shall be submitted to U.S. Housing & Urban Development (HUD) by Brevard County.

The Annual Action Plan (AAP) for program year 2021-2022 provides information on programs and activities to be carried out from October 1, 2021 through September 30, 2022.

#### **2. Summarize the objectives and outcomes identified in the Plan**

The City's anticipated CDBG allocation for program year 2021-2022 is \$768,354 and its HOME funding allocation through the Brevard County HOME Consortium is \$258,002.62.

The City of Palm Bay has identified the follow programs and activities as priority needs contained in the 5-Year Consolidated Plan.

Priority Need 1 (Public Facility Improvements): Funding non-housing community development projects to improve public facilities and infrastructure, including youth and senior community centers, public parks, and other facilities as needed.

Priority Need 3 (Fair Housing): Enforcement of and education to residents regarding fair housing practices.



Priority Need 4 (Public Services): Allocation of funding to non-profits to provide services to low-and moderate-income persons with assistance in learning and education.

Priority Need 5 (Administration): Effective and efficient implementation of CDBG funding required adequate resources for program administration.

The City will also anticipates receiving approximately \$1,153,008 in State Housing Initiatives Partnership Program funding for FY 18-19, FY 19-20, and FY 21-22, which will be used to provide assistance with housing needs for very low, low- and moderate-income households.

### **3. Evaluation of past performance**

The City of Palm Bay relies on its partnerships with local non-profit service providers, which offer assistance to low- and moderate-income persons and vulnerable populations, as well as provide the City with real-time identification and assessment of the needs of such persons. The City publishes annually a housing needs assessment survey and regularly communicates with residents, property owners, business owners and community stakeholders regarding needs within Palm Bay.

### **4. Summary of Citizen Participation Process and consultation process**

The City adheres to its adopted Citizen Participation Plan, which requires two (2) public hearings providing for a public notice and public comment period. An advertisement was run in the local newspaper of general circulation identifying the date of said Public Hearings and their respective public comment periods.

Prior to the development of the FY 2016-2020 Consolidated Plan, an extensive community outreach program was conducted to ensure the plan responds to community needs. The outreach effort included a Housing and Community Development Needs Survey, which was developed and distributed to over 8,000 residents in low-income neighborhoods in Brevard County for input regarding community needs, as well as a Social Service Provider Survey which was developed and distributed to more than seventy (70) providers to help determine the capacity and gap of services being provided throughout Brevard County, including Palm Bay.

### **5. Summary of public comments**

The City of Palm Bay allows several opportunities for public comment. As required by the adopted Citizen Participation Plan, the City publicly notices the Public Hearing for development of the Annual Action Plan, which provides an opportunity for citizens to provide comments and inquiries to the City.

During the first public hearing, five (5) agencies spoke. The agencies were: Community Services Council of Brevard - Senior Nutrition Program; South Brevard Sharing Center; Promise of Brevard; South Brevard Women's Center; and Conklin Davis Center for Visually Impaired. Each agency discussed the need for

new and/or continued CDBG funding and the services their agency provides to the citizens of Palm Bay. They also spoke in support of the current recommendations for funding of public service agencies.

**6. Summary of comments or views not accepted and the reasons for not accepting them**

There were no public comments or views not accepted.

**7. Summary**

The City is involved with multiple agencies and community groups serving the needs of the low- and moderate-income persons and as such, there is much opportunity for the City to receive information about issues affecting the low-income community. The City also hears issues through monthly meetings of the Community Development Advisory Board and residents have the opportunity to attend these meetings and provide feedback on needs in the community.

## PR-05 Lead & Responsible Agencies - 91.200(b)

### 1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role		Name	Department/Agency
Lead Agency		PALM BAY	
CDBG Administrator	PALM BAY		Community & Economic Development Department
HOPWA Administrator			Florida Department of Health

Table 1 – Responsible Agencies

### Narrative

#### Consolidated Plan Public Contact Information

City of Palm Bay

Community and Economic Development

120 Malabar Rd. SE

Palm Bay, FL 32907

Contact: Sandra Urban, Housing Administrator

Phone: 321-726-5616

Email: [sandra.urban@palmbayflorida.org](mailto:sandra.urban@palmbayflorida.org)

## **AP-10 Consultation - 91.100, 91.200(b), 91.215(l)**

### **1. Introduction**

The City of Palm Bay consulted with several agencies, groups, and organizations serving low-moderate income individuals and families during the preparation of this Annual Action Plan. The following sections provide an overview of the City's consultation with these groups.

#### **Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).**

The City of Palm Bay will continue its efforts to enhance coordination and partnerships between public and private housing, health, and public service agencies throughout Palm Bay and all of Brevard County. In addition, the City will continue its efforts to work with private industry, businesses, developers, and social service agencies to enhance economic development coordination throughout Palm Bay. Efforts include meetings with the homelessness task force, affordable housing developers, and the chamber of commerce.

#### **Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

Palm Bay participates in the Brevard County Continuum of Care (CoC). This county-wide group develops policy and priorities for addressing homelessness in Brevard County. The CoC's Data Committee is currently creating standard data entry procedures with guidelines and best practices and is updating its Coordinated Assessment System. The City will continue to work with the CoC and other organizations serving the homeless, especially in light of preliminary county-wide Point-In-Time Count calculations which reflect a significant increase in the following homeless populations: unsheltered, domestic violence victims, and individuals with mental health and substance abuse conditions.

The City will use PY21 CDBG funds to support the following organizations serving homeless individuals and families as well as those at risk of becoming homeless:

- Family Promise of Brevard: \$20,000 to provide intake coordination to 285 at-risk homeless households.
- South Brevard Sharing Center: \$20,000 to provide supportive housing and case management through the bridge housing program to 3 households.

- South Brevard Women's Center: \$35,253 to support 9 homeless women and their children who are homeless or at imminent risk of homeless through a transitional housing program.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

The City of Palm Bay, as a partner in the Brevard HOME Consortium, will continue to work in collaboration with non-profit and for-profit partners to strengthen and build capacity for new programs.

**2. Agencies, groups, organizations and others who participated in the process and consultations**

**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	Aging Matters in Brevard
	<b>Agency/Group/Organization Type</b>	Services-Elderly Persons
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	As a currently funded agency of the City, the agency routinely has provided input regarding the needs within the elderly community and provides the city with monthly updates of their progress toward serving this population.
2	<b>Agency/Group/Organization</b>	Greater Melbourne Police Athletic League
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Education
	<b>What section of the Plan was addressed by Consultation?</b>	Non-homeless
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Through a Brevard County HOME Consortium Public Service Agency questionnaire, this agency provided incite and data regarding unmet needs, success of programs, etc.
3	<b>Agency/Group/Organization</b>	The Evans Center
	<b>Agency/Group/Organization Type</b>	Services-Health Services-Employment
	<b>What section of the Plan was addressed by Consultation?</b>	Non-homeless
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	This agency participated in the City public meetings concerning use of CDBG funds, this agency provided input on community needs.



4	<b>Agency/Group/Organization</b>	EARLY LEARNING COALITION OF BREVARD, INC.
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Education
	<b>What section of the Plan was addressed by Consultation?</b>	Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Through participation in the City's public meetings concerning use of CDBG funds, this agency provided input on community needs.
5	<b>Agency/Group/Organization</b>	Brevard County Legal Aid
	<b>Agency/Group/Organization Type</b>	Services - Victims Legal Counsel
	<b>What section of the Plan was addressed by Consultation?</b>	Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Through participation in the City's public meetings concerning use of CDBG funds, this agency provided input on community needs.
6	<b>Agency/Group/Organization</b>	South Brevard Women's Center, Inc.
	<b>Agency/Group/Organization Type</b>	Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization attended the public meeting/grant workshop held on May 21, 2020. The organization learned more about the CDBG program and provided input on community needs.
7	<b>Agency/Group/Organization</b>	Space Coast Cultural Arts & Business Organization Charities, Inc.
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Education
	<b>What section of the Plan was addressed by Consultation?</b>	Anti-poverty Strategy

<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Through participation in the City's public meetings concerning use of CDBG funds, this agency provided input on community needs.
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### Identify any Agency Types not consulted and provide rationale for not consulting

All entities were offered one-one-one consultation and technical assistance.

### Other local/regional/state/federal planning efforts considered when preparing the Plan

<b>Name of Plan</b>	<b>Lead Organization</b>	<b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>
Continuum of Care	Brevard Homeless Coalition (BHC)	The Strategic Plan's goals to address homelessness align with Continuum of Care's goals and strategies.
Analysis of Impediments to Fair Housing Choice, 20	The Brevard County HOME Consortium	Barriers to affordable housing opportunities from the Analysis of Impediments were included in this Consolidated Plan.

**Table 3 - Other local / regional / federal planning efforts**

### Narrative

## **AP-12 Participation - 91.401, 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

One public meeting was conducted in coordination with the City's Community Development Advisory Board meetings that was held on May 19, 2021, to discuss the CDBG and HOME programs and to accept recommendations for goals and activities. The draft Plan was displayed for public review and comment from July 7, 2021 through July 15, 2021. Two (2) public hearings were held, the first on July 1, 2021 and the second and final public hearing on July 15, 2021 to receive comments on the City's proposed Action Plan. All public meetings and hearings were held at Palm Bay City Hall Council Chambers, prior to adoption of Plan by City Council.

## Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish; Creole</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p>	Public service agency representatives who applied for funding were in attendance	Representatives from many public service agencies provided presentations in advance of the City's Community Development Advisory Board recommendations for allocations. No comments were received, other than discussion and proposed recommendations by the City's Community Development Advisory Board.	None	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Hearing	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish; Creole</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p>	<p>Notice was posted on June 23, 2021 in Florida Today of first public hearing on July 1, 2021 to receive comments on the City's FY21/22 Annual Action Plan.</p>	<p>During the first public hearing, five (5) agencies spoke. The agencies were: Community Services Council of Brevard - Senior Nutrition Program; South Brevard Sharing Center; Promise of Brevard; South Brevard Women's Center; and Conklin Davis Center for Visually Impaired. Each agency discussed the need for new and/or continued CDBG funding and the services their agency provides to the citizens of Palm Bay.</p>	<p>There were no comments not accepted.</p>	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Newspaper Ad	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish; Creole</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p>	<p>Notice was posted on July 8, 2021 in Florida Today of final public hearing on July 15, 2021 to receive comments on the City's FY21/22 Action Plan.</p>	<p>There were no comments received.</p>	<p>Not applicable</p>	

**Table 4 – Citizen Participation Outreach**

## Expected Resources

### AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

#### Introduction

See below for federal resources available for housing and non-housing community development in the City of Palm Bay.

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Public Improvements Public Services	768,354	885	0	769,239	0	CDBG funds for housing and non-housing community development. This is the sixth and final year/Annual Action Plan for the 5-Year Consolidated Plan. \$885.24 in program income is expected. Prior year resources cannot be determined at this time.



Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - state	Housing	1,153,008	0	0	1,153,008	1,153,008	Annual SHIP funds used for preservation and creation of new affordable housing. Following restoration of compliance of this state program the city anticipates receipt of approximately \$1,153,008 in SHIP funding currently allocated but held by Florida Housing Finance Corporation as well as FY 21-22 allocation.

**Table 5 - Expected Resources – Priority Table**

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

The City utilizes its SHIP funding for match requirements of the HOME program.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

Palm Bay is currently evaluating its inventory of public land for possible use in affordable housing development using HOME and SHIP funding.

## **Discussion**



## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Public Facility Improvements	2016	2022	Non-Housing Community Development	Citywide	Public Facility Improvements	CDBG: \$499,431	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1,790 Persons Assisted
4	Public Services	2016	2022	Public Services	Citywide	Public Services	CDBG: \$115,253	Public service activities other than Low/Moderate Income Housing Benefit: 387 Persons Assisted
7	Administration	2016	2022	Administration	Citywide	Administration	CDBG: \$149,670	Other: 1 Other
8	Fair Housing	2016	2022	Affordable Housing Fair Housing	Citywide	Fair Housing	CDBG: \$4,000	Other: 1 Other

Table 6 – Goals Summary

#### Goal Descriptions

1	Goal Name	Public Facility Improvements
	Goal Description	The City of Palm Bay will use CDBG funds for land acquisition to provide flood mitigation and water quality benefits
4	Goal Name	Public Services
	Goal Description	Public services activities other than Low/Mod Housing Benefit.

7	<b>Goal Name</b>	Administration
	<b>Goal Description</b>	Administration of CDBG.
8	<b>Goal Name</b>	Fair Housing
	<b>Goal Description</b>	Education and address fair housing issues citywide

## **AP-35 Projects - 91.420, 91.220(d)**

### **Introduction**

The PY 2020-2021 activities listed below will address priorities identified in the Palm Bay and Brevard County HOME Consortium Consolidated Plan.

#	Project Name
1	CDBG Administration
2	Fair Housing
3	Aging Matters in Brevard
4	Conklin Davis Center for the Visually Impaired
5	Family Promise of Brevard
6	South Brevard Sharing Center
7	South Brevard Women's Center
8	Public Facility Improvements: Public Works Land Acquisition

**Table 7 – Project Information**

### **Describe the reasons for allocation priorities and any obstacles to addressing underserved needs**

The allocation priorities are determined by the Community Development Advisory Board, which evaluates, ranks, and recommends for funding all eligible applications based upon the City's Consolidated Plan priorities needs.

**AP-38 Project Summary**  
**Project Summary Information**

1	<b>Project Name</b>	CDBG Administration
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Administration
	<b>Needs Addressed</b>	Administration
	<b>Funding</b>	CDBG: \$149,670
	<b>Description</b>	Administration of CDBG program. Eligible activity under 24 CFR 570.206. CDBG Matrix Code 21A.
	<b>Target Date</b>	9/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Not applicable
	<b>Location Description</b>	
	<b>Planned Activities</b>	Administration of CDBG program.
2	<b>Project Name</b>	Fair Housing
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Fair Housing
	<b>Needs Addressed</b>	Fair Housing
	<b>Funding</b>	CDBG: \$4,000
	<b>Description</b>	Provision of funding in partnership with Brevard HOME Consortium to update the Analysis of Impediments Plan. Eligible activity under 24 CFR 570.206. CDBG Matrix Code 21D.
	<b>Target Date</b>	9/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	Update to Analysis of Impediments Plan
3	<b>Project Name</b>	Aging Matters in Brevard
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Public Services



	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$20,000
	<b>Description</b>	Nutrition services for low-income seniors. Eligible activity under 24 CFR 570.201(e). CDBG Matrix Code 05A. National Objective LMC.
	<b>Target Date</b>	9/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Aging Matters intends to serve 44 Palm Bay senior residents
	<b>Location Description</b>	
	<b>Planned Activities</b>	Provision of Meals on Wheels and senior lunch services.
4	<b>Project Name</b>	Conklin Davis Center for Visually Impaired
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$20,000
	<b>Description</b>	Services of residents, primarily seniors ages 65 and older, who are blind or visually impaired. Eligible activity under 24 CFR 570.201(e). CDBG Matrix Code 05D. National Objective LMC.
	<b>Target Date</b>	9/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Estimated number of individuals to be served is 40.
	<b>Location Description</b>	
	<b>Planned Activities</b>	Provision of services to blind and visually impaired
5	<b>Project Name</b>	Family Promise of Brevard
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$20,000

	<b>Description</b>	Provide intake coordination to at-risk homeless families. Eligible activity under 24 CFR 570.201(e). CDBG Matrix Code 05X. National Objective LMC.
	<b>Target Date</b>	9/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	285 households will benefit from intake coordination
	<b>Location Description</b>	
	<b>Planned Activities</b>	Intake coordination services
<b>6</b>	<b>Project Name</b>	South Brevard Sharing Center
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$20,000
	<b>Description</b>	Supportive housing through the bridge housing program. Eligible activity under 24 CFR 570.201(e). CDBG Matrix Code 05Z. National Objective LMC.
	<b>Target Date</b>	9/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Estimated number of households to be served is 2 with bridge housing and case management services.
	<b>Location Description</b>	
<b>7</b>	<b>Planned Activities</b>	Bridge housing and case management services
	<b>Project Name</b>	South Brevard Women's Center
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$35,253

	<b>Description</b>	Transitional housing services provided by the South Brevard Women's Center for victims of domestic violence who are considered homeless. Eligible activity under 24 CFR 570.201(e). CDBG Matrix Code 05G. National Objective LMC.
	<b>Target Date</b>	9/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Estimated number of households to be served is 9 with transitional homeless services.
	<b>Location Description</b>	
	<b>Planned Activities</b>	Provision of transitional housing
<b>8</b>	<b>Project Name</b>	Public Facility Improvements: Public Works Land Acquisition
	<b>Target Area</b>	Northeast Palm Bay
	<b>Goals Supported</b>	Public Facility Improvements
	<b>Needs Addressed</b>	Public Facility Improvements
	<b>Funding</b>	CDBG: \$499,410
	<b>Description</b>	Land acquisition for drainage project. Eligible activity under 24 CFR 570.201(a). CDBG Matrix Code 01. National Objective LMC.
	<b>Target Date</b>	9/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1,790 residents in census tracts 065123:1 and 065123:2 will directly benefit from the land acquisition for the drainage project.
	<b>Location Description</b>	Northeast Palm Bay
	<b>Planned Activities</b>	Land acquisition

## **AP-50 Geographic Distribution - 91.420, 91.220(f)**

### **Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

The City of Palm Bay has block groups in two out of the four quadrants of the City that meet the definition of a low/mod area. Some are in heavily populated areas, like those block groups in the northeast section of the City, and others, like Block Group 3 of Census Tract 0652.02, in the southeast quadrant of the City, have high concentrations of low/mod persons, but are sparsely populated.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
Citywide	35
North East Palm Bay	65

**Table 8 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

All CDBG, HOME and NSP funding is directed toward low/moderate income households.

### **Discussion**

**AP-70 HOPWA Goals - 91.420, 91.220 (I)(3)**

One year goals for the number of households to be provided housing through the use of HOPWA for:	
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	0
Tenant-based rental assistance	0
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds	0
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	0
Total	0

## **AP-75 Barriers to affordable housing -91.420, 91.220(j)**

### **Introduction**

The City of Palm Bay will continue to work closely with the Land Development Division to review and improve planning and zoning policies so as to minimally affect the production of new affordable housing.

In FY 21/22, the City will continue to review its Comprehensive Plan to include Affordable Housing, Inclusionary Zoning and Tiny Homes.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

A regulatory requirement of the SHIP program is the ongoing evaluation of ordinances, resolutions, policies, and procedures that may adversely affect the production of new affordable housing. The City of Palm Bay complies with this regulation by routinely conducting meetings of its SHIP Advisory Committee to review all actions proposed by the City. The City works with its SHIP Advisory Committee, known as the Community Development Advisory Board, which is a citizen advisory group that does discuss barriers to affordable housing.

### **Discussion**

## **AP-85 Other Actions - 91.420, 91.220(k)**

### **Introduction**

Historically, the CDBG program receives more requests for funding than it can allocate, especially to public services that meet underserved needs. The City is also working to ensure that it maintains its inventory of affordable housing, continuing to evaluate and reduce lead based paint hazards, and works towards reducing the number of poverty-level families, develop institutional structure as feasible, and enhance coordination between public and private housing and social service agencies.

### **Actions planned to address obstacles to meeting underserved needs**

The City of Palm Bay is currently reviewing the American Rescue Plan Act (ARPA) funds to address needs in the community that exceed the funding currently available through annual allocations.

### **Actions planned to foster and maintain affordable housing**

The City of Palm Bay continues to grow. Financial resources from the City's HOME and SHIP allocations will continue to be dedicated toward preservation of and creation of affordable housing within the City.

### **Actions planned to reduce lead-based paint hazards**

All housing addressed by CDBG and/or HOME funds built prior to 1978 will however be evaluated for lead-based paint, regardless of whether or not any children are present in the household. Staff will take note of flaking or chipping paint. If lead-based paint is found, an external contractor specializing in lead-based paint abatement will be consulted. The amount of assistance for rehabilitation of the unit will be determined upon the extent of lead-based paint found on the premises.

### **Actions planned to reduce the number of poverty-level families**

The City and the Consortium will use CDBG and HOME funds to support a variety of activities that are specifically designed to help low- and moderate-income persons and families break the cycle of



poverty. These activities may include the following support programs such as:

- Emergency Food Program - Nutrition for seniors
- Educational Services – visually impaired children, adults, and seniors
- Homelessness Prevention – intake and case management services
- Transitional Housing – for victims of domestic violence

### **Actions planned to develop institutional structure**

The City and the Consortium will continue efforts to enhance coordination and partnerships between public and private housing, health, and social services agencies throughout Brevard County.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

The City and the Consortium will continue efforts to enhance coordination and partnerships between public and private housing, health, and social services agencies throughout Brevard County.

### **Discussion**

## Program Specific Requirements

### AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

#### Introduction

See below for program specific requirements.

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

## FINAL STATEMENT OF CDBG PROJECTS FOR FY 2021-2022

(Allocation consists of \$768,354)

### PUBLIC SERVICES:

Aging Matters in Brevard ( <i>meals on wheels and seniors at lunch</i> )	\$20,000
Conklin Davis Center for Visually Impaired ( <i>services for visually impaired</i> )	\$20,000
Family Promise of Brevard ( <i>intake coordination for at-risk homeless families</i> )	\$20,000
South Brevard Sharing Center (bridge housing program)	\$20,000
South Brevard Women's Center (transitional housing for victims of violence)	\$35,253

### CDBG OTHER AND PUBLIC FACILITIES IMPROVEMENTS:

Palm Bay Public Works ( <i>land acquisition</i> )	\$499,431
---------------------------------------------------	-----------

### CDBG ADMINISTRATION:

CDBG Administration and Operational Funds	\$149,670
Fair Housing Education & Outreach	\$4,000

**TOTAL CDBG FUNDS: \$768,354**

## FINAL STATEMENT OF HOME PROJECTS FOR PROGRAM YEAR 2021-2022

(Allocation consists of \$258,002.62)

HOUSING: CHDO/Housing Activity	\$232,202.36
HOME Administration and Operational Funds	\$19,169.59
HOME Administration County	\$6,630.67

**TOTAL HOME FUNDS: \$258,002.62**

## **Aging Matters in Brevard**

**Request:**       \$27,900

### **Summary of Program:**

Aging Matters in Brevard seeks funding for home delivery of nutrition for senior over 65 years of age.

### **Number of Persons/Households to be served:**

Aging Matters in Brevard intends to serve 62 seniors in Palm Bay. The cost per participant is \$450.00 for a total of \$27,900.00.

### **HUD CDBG National Objective:**

- Benefit low- and moderate-income persons (incomes below 80% median income)

### **City's 5-Year Consolidated Plan Consistency:**

Aging Matters in Brevard seeks to provide services covered under Priority Need #4, Public Services.

### **Leveraging (how much additional funding is being dedicated to this project):**

Aging Matters in Brevard states that they will leverage 10% of their funding from United Way.

### **Financial Capacity:**

Agency provided most recent IRS 990 files. Audit Report and Management Letter did not identify any material weaknesses.

### **Past Performance:**

Aging Matters in Brevard receives \$26,996.64 in FY 21 CDBG funding. The agency has submitted all invoices due and reports in a timely manner.

### **Staff Comments:**

This is an expansion of existing services.

### **Staff Recommendation:**

Staff recommends that this agency be considered for funding.

## **Conklin Davis Center for the Visually Impaired**

**Request:** \$20,000.00

### **Summary of Program:**

Conklin Davis Center for the Visually Impaired seeks funding for Palm Bay residents who are blind or visually impaired to participate in one or more of the following services: Blind Babies Program, Children's Program, Teen Transition Program, Assistive Technology Program, Orientation and Mobility Program, Independent Living Program, Vocational Rehabilitation Services, Adaptive Aids, and/or PALS (Persons Adjusting to Limited Sight). Agency states in application that funds will be used for direct program agency staff expenses; however, specific staff are not identified in application.

### **Number of Persons/Households to be served:**

Conklin Davis Center for the Visually Impaired intends to serve 40 individuals, primarily seniors ages 65 and older, in Palm Bay. The cost per participant is \$500 per individual.

### **HUD CDBG National Objective:**

- Benefit low- and moderate-income persons (incomes below 80% median income)

### **City's 5-Year Consolidated Plan Consistency:**

Conklin Davis Center for the Visually Impaired seeks to provide services covered under Priority Need #4, Public Services.

### **Leveraging (how much additional funding is being dedicated to this project):**

Conklin Davis Center for the Visually Impaired states that for every \$500 in provided through CDBG funding, Conklin Davis Center for the Visually Impaired will provide an additional \$2,500 through unrestricted general fund donations and funds received through the State of Florida Division of Blind Services.

### **Financial Capacity:**

Agency provided most recent IRS 990 files. Audit Report and Management Letter did not identify any material weaknesses.

### **Past Performance:**

Conklin Davis Center for the Visually Impaired states that they received CDBG funding in 2016 for \$15,000, served 24 Palm Bay residents, and fully expended all funds. However, this cannot be confirmed by staff.

### **Staff Comments:**

This is an existing program.

**Staff Recommendation:**

Staff recommends that this agency be considered for funding.

## **Family Promise of Brevard, Inc.**

**Request:** \$21,900.00

### **Summary of Program:**

Family Promise of Brevard seeks funding to provide intake coordination to assist Palm Bay families by expanding the agency's services to more efficiently process the intake of families and accommodate the increased volume of Palm Bay families needing services.

### **Number of Persons/Households to be served:**

Family Promise of Brevard intends to serve 313 families/1,253 individuals in Palm Bay. The cost per participant is \$70 per family.

### **HUD CDBG National Objective:**

- Benefit low- and moderate-income persons (incomes below 80% median income)

### **City's 5-Year Consolidated Plan Consistency:**

Family Promise of Brevard seeks to provide services covered under Priority Need #4, Public Services and Priority #8, Affordable Housing.

### **Leveraging (how much additional funding is being dedicated to this project):**

Family Promise of Brevard states \$10,000 in funds from Space Coast Association of Realtors Foundation, \$10,000 in funds from Family Promise Prevention Innovation Grant, and \$6,667 in funds from Health First Foundation will be used as leverage.

### **Financial Capacity:**

Agency provided most recent IRS 990 files. Audit Report and Management Letter did not identify any material weaknesses or deficiencies.

### **Past Performance:**

Family Promise of Brevard last received \$13,000 in FY 13 CDBG funding. However, staff does not have records going back that far to determine if there were any findings or concerns from previous monitoring reports.

### **Staff Comments:**

This is an expansion of a new program/position starting in June 2021.

### **Staff Recommendation:**

Staff recommends that this agency be considered for funding.



## **South Brevard Sharing Center, Inc.**

**Request:** \$115,253.10

### **Summary of Program:**

South Brevard Sharing Center seeks funding to provide supportive housing through its Bridge housing program and will provide bridge housing hotel stays, outreach and case management, permanent homelessness relocation, and homeless/eviction prevention.

### **Number of Persons/Households to be served:**

South Brevard Sharing Center intends to serve 125 households in Palm Bay. The cost per participant is \$2,107.46 per family.

### **HUD CDBG National Objective:**

- Benefit low- and moderate-income persons (incomes below 80% median income)

### **City's 5-Year Consolidated Plan Consistency:**

South Brevard Sharing Center seeks to provide services covered under Priority #8, Affordable Housing.

### **Leveraging (how much additional funding is being dedicated to this project):**

South Brevard Sharing Center states that they will leverage funding through support for the project with grants from Bank of America, PNC Bank, Publix and HUD funds through the Emergency Shelter Grant. Leveraged funds include salary, rental assistance, utilities, prescription copays, food, transportation, and records acquisition.

### **Financial Capacity:**

Agency provided most recent IRS 990 files. Audit Report and Management Letter did not identify any material weaknesses.

### **Past Performance:**

South Brevard Sharing Center was awarded \$21,115.20 FY 19 CDBG funding and expended \$20,924.62. The file shows the agency has submitted all invoices due and reports in a timely manner. The file does not show a monitoring review was conducted.

### **Staff Comments:**

This is an expansion of existing services. This application was originally submitted under "Other Eligible Activities" but is considered a "public service" per CDBG.

### **Staff Recommendation:**

Staff recommends that this agency be considered for funding.

## **South Brevard Women's Center, Inc.**

**Request:** \$36,905

### **Summary of Program:**

South Brevard Women's Center seeks funding to provide transitional housing for victims of violence for its Transitional Safe Housing program.

### **Number of Persons/Households to be served:**

South Brevard Women's Center intends to serve 9 households in Palm Bay. The cost per participant is \$4,100 per family.

### **HUD CDBG National Objective:**

- Benefit low- and moderate-income persons (incomes below 80% median income)

### **City's 5-Year Consolidated Plan Consistency:**

South Brevard Women's Center seeks to provide services covered under Priority Need #4, Public Services and Priority #8, Affordable Housing.

### **Leveraging (how much additional funding is being dedicated to this project):**

South Brevard Women's Center states that they will leverage \$2.12 for every dollar provided by the City.

### **Financial Capacity:**

Agency provided most recent IRS 990 files. Audit Report and Management Letter, regarding the agency's Crime Victim Assistance federal program, identified material weaknesses and significant deficiencies. South Brevard Women's Center provided responses to the Audit. There were no questioned costs submitted and the unallowable costs referenced were due to data entry errors. The agency has hired a staff member to assist in preparing grant invoices to allow for additional review.

### **Past Performance:**

South Brevard Women's Center receives \$27,400.64 in FY 21 CDBG funding. The agency has submitted all invoices due and reports in a timely manner and has expended over 50% of its funding.

### **Staff Comments:**

This is an expansion of existing services.

### **Staff Recommendation:**

Staff recommends that this agency be considered for funding.

## **City of Palm Bay – Public Works**

**Request:** \$400,000

### **Summary of Program:**

City of Palm Bay Public Works seeks funding for Phase 1 of the Basin 11 Infrastructure Improvements project. Funding is requested for site acquisition costs to acquire low-lying open lands to provide water quantity attenuation (flood mitigation) and water quality benefits to receiving waters, the Turkey Creek and the Indian River Lagoon that surround 'Old Palm Bay' to the east and south.

### **Number of Persons/Households to be served:**

City of Palm Bay Public Works, through these acquisition projects, will provide natural open inland areas and wildlife habitats for the residents of the low-income communities of Powell Subdivision aka Driskell Heights, the Shire, Southover, and the Palm Bay Colony subdivisions in NE Palm Bay.

### **HUD CDBG National Objective:**

- Benefit low- and moderate-income persons (incomes below 80% median income)

### **City's 5-Year Consolidated Plan Consistency:**

City of Palm Bay Public Works seeks to provide services covered under Priority #1, Public Facility Improvements.

### **Leveraging (how much additional funding is being dedicated to this project):**

City of Palm Bay Public Works states that they will leverage funding through in-kind contributions such as fair market value appraisals and acquisition services, engineering design and construction management, a \$160,000 grant from the Florida Department of Environmental Protection, and Stormwater Utility Fund fees.

### **Financial Capacity:**

Department provided most recent CAFR report for the City of Palm Bay.

### **Past Performance:**

City of Palm Bay Public Works has not received CDBG funding.

### **Staff Comments:**

This is a new project.

### **Staff Recommendation:**

Staff recommends that this department be considered for funding.



**Classified Ad Receipt**  
**(For Info Only - NOT A BILL)**

**Customer:** CITY OF PALM BAY  
**Address:** 120 MALABAR RD SE  
PALM BAY FL 32907  
USA

**Ad No.:** 0004788864  
**Pymt Method** Invoice  
**Net Amt:** \$116.88

**Run Times:** 1

**No. of Affidavits:** 1

**Run Dates:** 06/23/21

**Text of Ad:**

Ad#4788864 06/23/2021  
NOTICE OF PUBLIC HEARING  
CITY OF PALM BAY

The City of Palm Bay anticipates a CDBG funding allocation of \$757,196 in Community Development Block Grant (CDBG) funds and approximately \$258,002.62 in HOME Investment Partnership funds for Program Year 2021-2022. Fund may be used for eligible activities, such as housing rehabilitation, land acquisition, public services, or public facilities and improvements.

The City of Palm Bay Council will hold a public hearing on Thursday, July 1, 2021, at 7:00pm in the Council Chambers, located at 120 Malabar Rd. SE to obtain citizen input and comments on housing and community development needs and to approve recommendations on FY 2021-2022 CDBG and HOME program funding.

Persons with disabilities or non-English speaking persons requiring special accommodations to participate in the hearing should contact Sandra Urban, Housing Administrator at the City of Palm Bay at (321) 726-5616 within 48 week-day hours of the hearing. Written comments must be submitted in person or by mail. Oral comments will also be accepted at the public hearing.



**Classified Ad Receipt  
(For Info Only - NOT A BILL)**

**Customer:** CITY OF PALM BAY  
**Address:** 120 MALABAR RD SE  
PALM BAY FL 32907  
USA

**Ad No.:** 0004808401  
**Pymt Method:** Invoice  
**Net Amt:** \$328.69

**Run Times:** 1

**No. of Affidavits:** 1

**Run Dates:** 07/08/21

**Text of Ad:**

Ad#4808401 07/08/2021  
NOTICE OF PUBLIC HEARING  
CITY OF PALM BAY'S PROGRAM YEAR  
2021/2022  
CDBG & HOME ACTION PLAN PROPOSED  
FINAL STATEMENT OF OBJECTIVES AND  
USE OF FUNDS

The City of Palm Bay anticipates a CDBG funding allocation of \$768,354 in Community Development Block Grant (CDBG) Entitlement funds and approximately \$258,002.62 in HOME Investment Partnership funds for Program Year 2021-2022. Fund may be used for eligible activities, such as housing rehabilitation, land acquisition, public services, or public facilities and improvements. In addition, the Consolidated Plan allows jurisdictions to develop strategies for a five (5) year period using combined funding sources, to address housing and community needs. The City of Palm Bay City Council will hold a second and final public hearing on Thursday, July 15, 2021, at 7:00pm in the Council Chambers, located at 120 Malabar Rd. SE to make available for final comments on the final statement of objectives and projected use of funds for program year 2021-2022 Action Plan.

The purpose of the City's Community Development Block Grant Program is the development of viable urban communities by providing decent housing and a suitable living environment, principally for persons of low/moderate income. The HOME program funds support housing and housing-related services provided to low/moderate income households.

**PROPOSED FINAL STATEMENT OF CDBG  
PROJECTS FOR PROGRAM YEAR 2021-  
2022**

**PUBLIC SERVICES:**

Aging Matters in Brevard (meals on wheels and seniors at lunch) \$20,000  
Conklin Davis Center for the Visually Impaired (services for visually impaired) \$20,000  
Family Promise of Brevard (intake, coordination for at-risk homeless families) \$20,000  
South Brevard Sharing Center (bridge housing program) \$20,000  
South Brevard Women's Center (transitional housing for victims of violence) \$35,253

**CDBG OTHER AND PUBLIC FACILITIES IMPROVEMENTS:**

Palm Bay Public Works (land acquisition) \$499,431

**ADMINISTRATION**

CDBG Administration and Operational Funds \$149,670  
Fair Housing Education & Outreach \$4,000

**TOTAL CDBG FUNDS: \$768,354**

**PROPOSED FINAL STATEMENT OF HOME  
PROJECTS FOR PROGRAM YEAR 2021-  
2022**

**HOUSING:** CHDO/Housing Activity \$232,202.36  
HOME Administration and Operational Funds \$19,169.59  
HOME Administration County \$6,630.67  
**TOTAL HOME FUNDS: \$258,002.62**

Copies of the City of Palm Bay's 2021-2022 CDBG & HOME ACTION PLAN & PROPOSED PROJECTS are available via email request to Sandra.urban@palmbayflorida.org or by calling (321) 726-5616. All citizens are invited and encouraged to make written comments beginning Thursday July 8, 2021 through July 15, 2021 at 12pm. The final public hearing is scheduled for Thursday, July 15, 2021, located at 120 Malabar Rd. SE, Palm Bay, FL 32907. Persons with disabilities or non-English speaking persons requiring special accommodations to participate in the hearing should contact Sandra Urban at the City of Palm Bay at (321) 726-5616 within 72 weekday hours of the hearing.

## Application for Federal Assistance SF-424

**\* 1. Type of Submission:**

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

**\* 2. Type of Application:**

- ☒ New  
☐ Continuation  
☐ Revision

**\* If Revision, select appropriate letter(s):**

**\* Other (Specify):**

**\* 3. Date Received:**

07/16/2021

**4. Applicant Identifier:**

City of Palm Bay

**5a. Federal Entity Identifier:**

**5b. Federal Award Identifier:**

B-21-MC-12-0032

**State Use Only:**

**6. Date Received by State:**

**7. State Application Identifier:**

**8. APPLICANT INFORMATION:**

**\* a. Legal Name:**

City of Palm Bay

**\* b. Employer/Taxpayer Identification Number (EIN/TIN):**

59-6018984

**\* c. Organizational DUNS:**

0602362620000

**d. Address:**

**\* Street1:**

120 Malabar Road SE

**Street2:**

**\* City:**

Palm Bay

**County/Parish:**

**\* State:**

FL: Florida

**Province:**

**\* Country:**

USA: UNITED STATES

**\* Zip / Postal Code:**

32907-3009

**e. Organizational Unit:**

**Department Name:**

Community and Economic Develop

**Division Name:**

Housing Divison

**f. Name and contact information of person to be contacted on matters involving this application:**

**Prefix:**

Mrs.

**\* First Name:**

Sandra

**Middle Name:**

L

**\* Last Name:**

Urban

**Suffix:**

**Title:**

Housing Administrator

**Organizational Affiliation:**

City of Palm Bay

**\* Telephone Number:**

321-952-3400

**Fax Number:**

**\* Email:**

sandra.urban@palmbayflorida.org

## Application for Federal Assistance SF-424

### \* 9. Type of Applicant 1: Select Applicant Type:

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

### \* 10. Name of Federal Agency:

United States Department of Housing and Urban Development

### 11. Catalog of Federal Domestic Assistance Number:

14.218

CFDA Title:

Entitlement Grant - Community and Development Block Grant

### \* 12. Funding Opportunity Number:

CPD Letter May 13, 2021

\* Title:

Submission of FY 2021 Consolidated Plan/Action Plan to HUD

### 13. Competition Identification Number:

Title:

### 14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

### \* 15. Descriptive Title of Applicant's Project:

PY 21-22 CDBG Annual Action Plan

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments



**Application for Federal Assistance SF-424****16. Congressional Districts Of:**

\* a. Applicant

15

\* b. Program/Project

FL-15

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

10/01/2021

\* b. End Date:

09/30/2022

**18. Estimated Funding (\$):**

* a. Federal	768,354.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	768,354.00

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.☒ c. Program is not covered by E.O. 12372.**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:

Ms.

\* First Name:

Suzanne

Middle Name:

\* Last Name:

Sherman

Suffix:

\* Title:

City Manager

\* Telephone Number:

321-952-3411

Fax Number:

\* Email:

suzanne.sherman@palmbayflorida.org

\* Signature of Authorized Representative:

\* Date Signed:

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL <input type="text"/>	TITLE <input type="text" value="City Manager"/>
APPLICANT ORGANIZATION <input type="text" value="City of Palm Bay"/>	DATE SUBMITTED <input type="text"/>

## CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** --The jurisdiction will affirmatively further fair housing.

**Uniform Relocation Act and Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

**Anti-Lobbying** --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** --The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 135.

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Signature of Authorized Official

---

Date

City Manager

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Title

## Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

**Following a Plan** -- It is following a current consolidated plan that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

2. Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2019, 2020, 2021 . [a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

**Compliance with Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

**Compliance with Laws** -- It will comply with applicable laws.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

City Manager\_\_\_\_\_  
Title

## Specific HOME Certifications

The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** -- If it plans to provide tenant-based rental assistance, the tenant-based rental assistance is an essential element of its consolidated plan.

**Eligible Activities and Costs** -- It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR §§92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in §92.214.

**Subsidy layering** -- Before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

\_\_\_\_\_  
\_ Signature of Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager  
Title



## **APPENDIX TO CERTIFICATIONS**

### **INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:**

#### **Lobbying Certification**

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.



## LEGISLATIVE MEMORANDUM

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

**FROM:** Suzanne Sherman, City Manager

**THRU:** Larry Wojciechowski, Finance Director

**DATE:** 7/15/2021

**RE:** Ordinance 2021-46, amending the Fiscal Year 2020-2021 budget by appropriating and allocating certain monies (third budget amendment), final reading.

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

### **SUMMARY:**

Summary of the proposed budget amendment:

#### **General Fund (001)**

##### ***Revenues – Total \$161,008***

- Recognize revenue from the Brevard Emergency Medical Services (EMS) Trust Fund Grant Program; approved by Council 05/06/2021 – **\$21,700**.
- Recognize revenues for FEMA Public Assistance/PA Reimbursements - Federal portion of \$119,407 and State of portion \$19,901 related to Hurricane Dorian expenditures – **\$139,308**.

##### ***Expenditures – Total \$350,892***

- Appropriate additional funds to remove and replace the old slide infrastructure at the Palm Bay Aquatic Center (Project 20PR01) due to higher award of bid; approved by Council 04/15/2021 – **\$33,148**.
- Appropriate funds to cover the July Police Academy sponsorships program of non-certified recruits; approved by Council 04/15/2021 – **\$35,150**.
- Appropriate funds for Life Pack 15 awarded from Brevard Emergency Medical Services (EMS) Trust Fund for \$21,700 and City's portion of the grant match for \$9,205; approved by Council 05/06/2021 – **\$30,905**.
- Project Complete for 18FD01 in Facilities Department (Fire Station #5) and return funds to Fund Balance – **(\$861)**.
- Appropriate funds for an Administrative Secretary position in the IT Department to handle all administrative duties that other IT staff were tasked with; approved by Council 05/20/2021 – **\$32,348**.
- Appropriate funds for a Mobile Device Support Specialist position in the IT Department to handle City-wide mobile support functions; approved by Council 05/20/2021 – **\$36,705**.
- Appropriate funds to cover the cost of live streaming services from 142 Productions during Council

Chambers closure due to flood damage; approved by Council 05/20/2021 – **\$26,995.**

- Appropriate funds to unfreeze two (2) Communications Officer trainee positions in the Police Department due to increased workload demands with dispatching; approved by Council 05/20/2021 – **\$66,408.**
- Appropriate additional funds to replace Oakview and Pollak Park playgrounds and Knecht Park shade structure, project 21PR08 (FY 21 Playground Project); approved by Council 06/03/2021 – **\$65,094.**
- Transfer of Growth Management Department Training and Education (\$2,500) to Fleet Services Fund \$2,500 for the purchase of light bars for Code Compliance vehicles; approved by Council 04/15/2021 – Net Impact - **\$0.**
- Transfer funds from Community & Economic Development Department (\$7,115) to Parks Department for the purchase of tables and caddies for the Palm Bay Senior Center \$7,115; approved by Council 06/03/2021 – Net Impact - **\$0.**
- Reallocation of available funding, totaling \$45,948, within the Public Works Department and to the Information Technology Department for the following capital needs: Traffic Operations – Conflict Monitor Tester \$5,159; Engineering & Survey – Single Receiver Kit \$9,404; Operations/ROW Beautification – Mowing Equipment \$18,432; and Driveway & Lot Drainage Permitting – IT Hardware/Software & Services \$12,953; approved by Council 06/03/2021 – as this funding is available and is being transferred between General Fund Divisions and/or Departments, the Net Impact - **\$0.**
- Appropriate funds for off-site records storage due to mid-year transition to a new vendor. This includes increased costs for removal of boxes from previous vendor, processing all records, and increased monthly costs – **\$25,000.**

#### **Law Enforcement Trust Fund (101)**

##### ***Expenditures – Total \$35,100***

- LETF 21-03 – Appropriate funds for the Rotary Club to use towards community services for the Student Awards Program; approved by Council 04/15/2021 – **\$2,000.**
- LETF 21-04 – Appropriate funds for donation to Court Kingz, Inc. to use towards basketball program for Palm Bay Youth; approved by Council 05/06/2021 – **\$13,300.**
- LETF 21-05 – Appropriate funds for donation to Community Read & Feed and United Way to use towards Summer Programs; approved by Council 06/03/2021 – **\$19,800.**

#### **State Housing Grant (SHIP) Fund (111)**

##### ***Expenditures – Total \$0***

- Account clean-up for Housing to move budget from Growth Management Department (\$310,914) to Community and Economic Department \$310,914 – Net Impact - **\$0.**

#### **Community Development Block Grant (CDBG) Fund (112)**

##### ***Expenditures – Total \$0***

- Account clean-up for Housing to move budget from Growth Management Department (\$647,776) to Community and Economic Department \$647,776 – Net Impact - **\$0.**

#### **Home Investment Grant Fund (114)**

##### ***Expenditures – Total \$0***

- Account clean-up for Housing to move budget from Growth Management Department (\$73,232) to Community and Economic Department \$73,232– Net Impact - **\$0.**

#### **NSP Fund (123)**

***Expenditures – Total \$0***

- Account clean-up for Housing to move budget from Growth Management Department (\$7,072) to Community and Economic Department \$7,072– Net Impact - **\$0**.

**Coronavirus Relief Fund (124)*****Revenues – Total \$225,515***

- Recognize receipt of additional CARES Act funds under the Coronavirus Relief Fund to be disbursed under the Subsequent Agreement between the City and Florida Housing Finance Corporation (FHFC); approved by Council 08/06/20 – **\$225,515**.

***Expenditures – Total \$129,497***

- Appropriate funds from the Coronavirus Relief Fund for eligible and reimbursed activities including personnel service costs and operating expenditures for rental, mortgage, and utility payment assistance through December 30,2020 related to COVID-19 (Project 20CD11); approved by Council 8/06/20 – **\$129,497**.

**Fire Impact Fee Fund-32908 (189)*****Expenditures – Total \$180,000***

- Utilize Impact Fees for the purchase of a Brush Firefighting Apparatus essential for Fire Operations for Fire Station 6's response area; approved by Council 06/03/2021 – **\$180,000**.

**Park Impact Fee Fund-32907 (192)*****Expenditures – Total \$35,000***

- Utilize Impact Fees for the development and construction of a disc golf course near Fred Poppe Park, Project 21PR09 (FPRP Disc Golf Course); approved by Council 04/01/2021 – **\$35,000**.

**Transportation Impact Fees-Nexus 32909 Fund (199)*****Expenditures – Total \$19,000***

- Utilize Impact Fees to acquire additional Right of Way (ROW) on Babcock Street, Project 21PW06 (SJHP Intersection and Babcock); approved by Council 06/03/2021 – **\$19,000**.

**2019 GO Road Program Fund (309)*****Expenditures – Total \$2,090,077***

- Provide funding for Phase 2 Road Paving Program to include engineering estimate, advertisement, geotechnical, survey, and design, Project 21GO08 (Unit 26 Road Paving); approved by Council 02/06/2020 – **\$646,000**.
- Provide funding for Phase 2 Road Paving Program to include engineering estimate, advertisement, geotechnical, survey, and design, Project 21GO09 (Unit 38 Road Paving); approved by Council 02/06/2020 – **\$165,000**.
- Provide funding for Phase 2 Road Paving Program to include engineering estimate, geotechnical, survey, and design, Project 21GO10 (Unit 39 Road Paving); approved by Council 02/06/2020 – **\$695,000**.
- Provide funding for Phase 2 Road Paving Program to include engineering estimate, geotechnical, survey, and design, Project 21GO11 (Unit 40 Road Paving); approved by Council 02/06/2020 – **\$338,000**.
- Appropriate additional funds for Change Order 1 Road Paving Program for milling and paving, Project

21GO04 (Unit 35 Road Paving); approved by Council 02/06/2020 – **\$246,077.**

#### **Utilities Operating Fund (421)**

##### ***Revenues – Total \$35,306***

- Recognize revenues for FEMA Public Assistance/PA Reimbursements - Federal portion of \$30,262 and State of portion \$5,044 related to Hurricane Dorian expenditures – **\$35,306.**

##### ***Expenditures – Total (\$218,492)***

- Additional appropriation of funds for spent lime removal at the North Regional Water Treatment Plant (NRWTP); approved by Council 04/01/2021 – **\$50,000.**
- Appropriate funds for Lift Station Telemetry Project 21WS25 (Lift Station Solar Panels) that will provide environmental and/or economic impact to the centralized sewer system and avoid additional penalties from FDEP; approved by Council 05/20/2021 – **\$20,130.**
- Project Closeout for 19WS01 (Utility Land Needs) (\$100,000), 20WS04 (NRWTP SCADA) (\$160,000), 21WS01 (NRWTP Perimeter Lighting) (\$247), 21WS04 (Perimeter Fencing NR Aggr) (\$40,000), and return funds to Fund Balance – **(\$300,247).**
- Appropriate funds for the purchase of a replacement meter tester; approved by Council 06/03/2021 – **\$11,625.**

#### **Utility Renewal/Replacement Fund (424)**

##### ***Expenditures – Total (\$101,582)***

- Appropriate funds for Change Order 1 for the NRWRF Reclaimed Water High Service Pump Area Improvements, Project 18WS01(Reuse High Svc Pumps Repl); approved by Council 04/01/2021 – **\$26,871.**
- Appropriate additional funds for Cured-In-Place Pipe (CIPP) Rehabilitation Services for sewer main rehabilitation, Project 20WS11 (Sanitary Sewer Lining); approved by Council 06/03/2021 – **\$14,391.**
- Project Closeout for 19WS09 (Valve Replace – Country Club) (\$135,500), 21WS11 (NRWTP Polymer Skid Replc) (\$7,344) and return funds to Fund Balance – **(\$142,844).**

#### **Building Fund (451)**

##### ***Expenditures – Total \$508,764***

- Appropriate funds for Community Outreach Coordinator position for the Building Department; approved by Council 04/01/2021 – **\$69,066.**
- Appropriate funds for a portable generator for Building Department through the Florida Sheriff's Association Cooperative Purchasing Program; approved by Council 04/01/2021 – **\$139,698.**
- Appropriate funds for additional contracted outside building services for due to vacancies within the department and increased building activity within the City; approved by Council 05/20/2021 – **\$300,000.**

#### **Stormwater Utility Fund (461)**

##### ***Revenues – Total \$1,009***

- Recognize revenues for FEMA Public Assistance/PA Reimbursements - Federal portion of \$865 and State of portion \$144 related to Hurricane Dorian expenditures – **\$1,009.**

##### ***Expenditures – Total (\$2,644,235)***

- Project Closeout for 19SU09 (Unit 32 Pipe Replacement) (\$118,911), 19SU10 (Unit 42 Pipe Replacement) (\$17,770), 19SU11 (Unit 11 Pipe Replacement) (\$11,702), 19SU12 (Unit 15 Pipe

Replacement) (\$21,826), 19SU13 (Unit 23 Culvert Replacement) (\$347,920), 19SU14 (Unit 56 Culvert Replacement) (\$81,077), 20SU01 (FY 20 SWU Program) (\$971,749), 20SU02 (Unit 18 Pipe Replacement) (\$90,539), 20SU04 (Jacobin St @ C-60 Cul) (\$47,948), 20SU06 (Waterbury @ C-39 Pipe) (\$86,590), 20SU07 (Freehold @ C-41R Pipe) (\$32,209), 21SU03 (Unit 26 Pipe Lining) (\$360,501), 21SU04 (Unit 39 Pipe Lining) (\$360,493), 21SU05 (Unit 38 & 40 Pipe Sli) (\$329,000), and 21SU08 (Unit 47 Pipe Replacement) (\$51,000) and return funds to Fund Balance – **(\$2,929,235)**.

- Appropriate funds for replacement of the pipes/culverts that have deteriorated past their useful life in 2015, Project 21SU15 (Tranter @ C41 Pipe Replc); approved by Council 06/03/2021 – **\$285,000**.

## **Fleet Services Fund (521)**

### ***Revenues – Total \$3,731***

- Transfer in from the General Fund for light bars purchase for Code Compliance vehicles; approved by Council 04/15/2021 – **\$2,500**.
- Recognize revenues for FEMA Public Assistance/PA Reimbursements - Federal portion of \$1,055 and State of portion \$176 related to Hurricane Dorian expenditures – **\$1,231**.

### ***Expenditures – Total \$2,500***

- Transfer funds from Fleet Vehicle Parts (\$62,496) to Machinery & Equipment \$62,496 to procure a new forklift to replace unit/vehicle #6706, a 1985 TCM forklift; approved by Council 05/20/2021 – Net Impact - **\$0**.
- Appropriate funds for light bars for Code Compliance vehicles; approved by Council 04/15/2021 – **\$2,500**.
- Transfer funds from Fleet Plant and Facilities Project 21PW04 (\$40,000) and Computer Software Maintenance (\$55,000) to IS Related Projects \$95,000 to support FASTER web software upgrade; approved by Council 05/20/2021 – Net Impact - **\$0**.

## **FY 2021 Mid-Year True-ups**

A fiscal mid-year review of each fund, department, division by category and general ledger accounts reflecting a deficit of \$2,500 or greater was completed by the Finance Department. In addition to the previously stated summary of proposed budget amendments, revenue and expenditure appropriations are recorded to account for the following:

- Additional revenues generated exceeding the initially budgeted amount.
- Unbudgeted expenditures (personnel, operating, contributions, transfers and/or capital account line items) exceeding the initially budgeted amount not covered in the expenditure category total.

Please refer to the attached Exhibit B for a detailed breakdown of each department and fund mid-year true up appropriations.

## **REQUESTING DEPARTMENT:**

Community & Economic Development, Growth Management, Utilities, Public Works, Parks and Facilities, Finance, Police Department, Fire Department, Legislative, Information Technology, Building Department

## **FISCAL IMPACT:**

Please refer to Exhibit A – BA #3 Appropriations.

## **RECOMMENDATION:**

Motion to adopt, by Ordinance, the FY 2021 Third Budget Amendment.

**ATTACHMENTS:**

**Description**

Ordinance 2021-46

Ordinance 2021-46, Exhibit A

Ordinance 2021-46, Exhibit B

## **ORDINANCE 2021-46**

**AN ORDINANCE OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, AMENDING THE FISCAL YEAR 2021 BUDGET BY APPROPRIATING AND ALLOCATING FUNDS AS IDENTIFIED IN EXHIBIT 'A', CONSISTING OF FIVE (5) PAGES AND INCORPORATED IN ITS ENTIRETY HEREIN; RECOGNIZING THAT SUCH APPROPRIATIONS MUST BE MADE PURSUANT TO THE CODE OF ORDINANCES OF THE CITY OF PALM BAY, CHAPTER 35; ADOPTING, RATIFYING, CONFIRMING, AND VALIDATING THE ALLOCATIONS; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Palm Bay recognizes that non-budgeted items must be appropriated and that such appropriation must be allocated by Ordinance, and

**WHEREAS**, transfers between funds and departments must be approved by City Council, and

**WHEREAS**, Chapter 35, Finance, Budget, Section 35.035, of the City of Palm Bay Code of Ordinances, provides for the transfer of funds and appropriation of unbudgeted funds.

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

**SECTION 1.** The City Council, in accordance with the City of Palm Bay Code of Ordinances, Chapter 35, Finance, Budget, Section 35.035, hereby appropriates the funds as outlined in the attached Exhibit 'A'.

**SECTION 2.** The City Council adopts, ratifies, and approves the appropriations as identified in Exhibit 'A'.

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



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

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Robert Medina, MAYOR

ATTEST:

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Terese M. Jones, CITY CLERK

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

## Summary of the Proposed Budget Amendment

	Revenues	Expenditures
<b>General Fund (001)</b>		
Transfer funds from Growth Management Training and Education funds to Fleet Services for purchase of light bars for Code Compliance		(2,500)
Transfer funds to Fleet Services for purchase of light bars for Code Compliance		2,500
Appropriate additional funds for the slide infrastructure at the Palm Bay Aquatic Center due to higher award of bid		33,148
Appropriate funds to cover the July Police Academy cost for sponsorship of non-certified recruits		35,150
Brevard EMS Trust Grant awarded for Life Pack 15	21,700	
Appropriate funds for Life Pack 15 for the Fire Department		30,905
Project complete 18FD01 - return funds to fund balance for Facilities account		(861)
Record revenues for FEMA Public Assistance for Hurricane Dorian - Fed portion	119,407	
Record revenues for FEMA Public Assistance for Hurricane Dorian - State portion	19,901	
Appropriate funds for Administrative Secretary position in IT		32,348
Appropriate funds for Mobile Device Support Specialist position in IT		36,705
Appropriate funds to cover the cost of live streaming services from 142 Productions during Council Chambers closure due to flood damage		26,995
Appropriate funds to unfreeze two (2) Communications Officer trainee positions in the Police Department due to increased workload demands		66,408
Appropriate additional funds to replace Oakview & Pollak Park playgrounds and Knecht Park shade structure, Project 21PR08		65,094
Transfer funds from Public Works operating accounts for capital and IT needs		(45,948)
Transfer funds to Public Works capital account for monitor tester, single receiver kit and mower		32,995
Transfer funds to Public Works to IT hardware and software needs		12,953
Transfer funds from Community & Economic Development Department to Parks Department for the purchase of tables		(7,115)

Mayor and Council: FY 2021 Third Budget Amendment

July 01, 2021

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Exhibit A

Transfer funds to Parks department for the purchase of tables for the Greater Palm Bay Senior Center		7,115
Transfer funds to Parks department for the purchase of tables for the Greater Palm Bay Senior Center		25,000
Undesignated Fund Balance	189,884	
<b>Fund Subtotal</b>	<b>350,892</b>	<b>350,892</b>
<b>Law Enforcement Trust Fund (101)</b>		
Appropriate funds for the Rotary Club of Palm Bay for Student Awards Program		2,000
Appropriate funds for donation to Court Kingz, Inc. to use towards basketball program for Palm Bay Youth		13,300
Appropriate funds for donation to Community Read & Feed and United Way to use towards Summer Programs		19,800
Undesignated Fund Balance	35,100	
<b>Fund Subtotal</b>	<b>35,100</b>	<b>35,100</b>
<b>State Housing Grant Fund (111)</b>		
Clean-up Housing accounts from Growth Management to Community and Economic Development		(310,914)
Clean-up Housing accounts to Community and Economic Development from Growth Management		310,914
<b>Fund Subtotal</b>	<b>0</b>	<b>0</b>
<b>Community Development Block Grant (CDBG) Fund (112)</b>		
Clean-up Housing accounts from Growth Management to Community and Economic Development		(647,776)
Clean-up Housing accounts to Community and Economic Development from Growth Management		647,776
<b>Fund Subtotal</b>	<b>0</b>	<b>0</b>
<b>Home Investment Grant Fund (114)</b>		
Clean-up Housing accounts from Growth Management to Community and Economic Development		(73,232)
Clean-up Housing accounts to Community and Economic Development from Growth Management		73,232
<b>Fund Subtotal</b>	<b>0</b>	<b>0</b>
<b>NSP Fund (123)</b>		
Clean-up Housing accounts from Growth Management to Community and Economic Development		(7,072)

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Clean-up Housing accounts to Community and Economic Development from Growth Management		7,072
<b>Fund Subtotal</b>	<b>0</b>	<b>0</b>
<b>Coronavirus Relief Fund (124)</b>		
Recognize revenue for Coronavirus Relief grant in agreement with FHFC	225,515	
Appropriate funds from CRF for eligible reimbursed activities related to COVID-19, Project 20CD11		129,497
Reserves for remaining unexpended CRF funds received		96,018
<b>Fund Subtotal</b>	<b>225,515</b>	<b>225,515</b>
<b>Fire Impact Fees-32908 Fund (189)</b>		
Utilize Impact Fees for purchase of a brush truck for Fire Station #6		180,000
Undesignated Fund Balance	180,000	
<b>Fund Subtotal</b>	<b>180,000</b>	<b>180,000</b>
<b>Parks Impact Fee Fund - 32907 (192)</b>		
Utilize Impact Fees for Disc Golf Course Project 21PR09		35,000
Undesignated Fund Balance	35,000	
<b>Fund Subtotal</b>	<b>35,000</b>	<b>35,000</b>
<b>Transportation Impact Fee Fund - 32909 (199)</b>		
Utilize Impact Fees to acquire additional Right of Way (ROW) on Babcock Street, Project 21PW06		19,000
Undesignated Fund Balance	19,000	
<b>Fund Subtotal</b>	<b>19,000</b>	<b>19,000</b>
<b>2019 GO Road Program (309)</b>		
Funding for Phase 2 of Unit 26 Road Paving Project 21GO08		646,000
Funding for Phase 2 of Unit 38 Road Paving Project 21GO09		165,000
Funding for Phase 2 of Unit 39 Road Paving Project 21GO10		695,000
Funding for Phase 2 of Unit 40 Road Paving Project 21GO11		338,000
Funding for Change Order 1, Unit 35 Road Paving Project 21GO04		246,077
Undesignated Fund Balance	2,090,077	
<b>Fund Subtotal</b>	<b>2,090,077</b>	<b>2,090,077</b>
<b>Utilities Operating Fund (421)</b>		
Additional appropriation of funds for spent lime removal at the North Regional Water Treatment Plant (NRWTP)		50,000

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Record revenues for FEMA Public Assistance for Hurricane Dorian - Fed portion	30,262	
Record revenues for FEMA Public Assistance for Hurricane Dorian - State portion	5,044	
Appropriate funds for Lift Station Telemetry Project 21WS25 for centralized sewer system to avoid penalty from FDEP		20,130
Project Closeout 19WS01 and return funds to Fund Balance		(100,000)
Project Closeout 20WS04 and return funds to Fund Balance		(160,000)
Project Closeout 21WS01 and return funds to Fund Balance		(247)
Project Closeout 21WS04 and return funds to Fund Balance		(40,000)
Appropriate funds for the purchase of a replacement meter tester		11,625
Undesignated Fund Balance	(253,798)	
<b>Fund Subtotal</b>	<b>(218,492)</b>	<b>(218,492)</b>
<b>Utilities Renewal/Replacement Fund (424)</b>		
Appropriate funds for Change Order 1 for the NRWRF Reclaimed Water High Service Pump Area Improvements Project 18WS01		26,871
Appropriate additional funds for Cured-In-Place Pipe (CIPP) Rehabilitation Services, Project 20WS11		14,391
Project Closeout 19WS09 and return funds to Fund Balance		(135,500)
Project Closeout 21WS11 and return funds to Fund Balance		(7,344)
Undesignated Fund Balance	(101,582)	
<b>Fund Subtotal</b>	<b>(101,582)</b>	<b>(101,582)</b>
<b>Building Fund (451)</b>		
Appropriate funds for a Community Outreach Coordinator position in the Building Department		69,066
Appropriate funds for the purchase of a portable generator for the Building Department		139,698
Appropriate funds for additional Professional Services due to vacancies and increased building within the City		300,000
Undesignated Fund Balance	508,764	
<b>Fund Subtotal</b>	<b>508,764</b>	<b>508,764</b>
<b>Stormwater Utility Fund (461)</b>		
Project Closeout 19SU09 and return funds to Fund Balance		(118,911)
Project Closeout 19SU10 and return funds to Fund Balance		(17,770)
Project Closeout 19SU11 and return funds to Fund Balance		(11,702)
Project Closeout 19SU12 and return funds to Fund Balance		(21,826)
Project Closeout 19SU13 and return funds to Fund Balance		(347,920)
Project Closeout 19SU14 and return funds to Fund Balance		(81,077)

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Project Closeout 20SU01 and return funds to Fund Balance		(971,749)
Project Closeout 20SU02 and return funds to Fund Balance		(90,539)
Project Closeout 20SU04 and return funds to Fund Balance		(47,948)
Project Closeout 20SU06 and return funds to Fund Balance		(86,590)
Project Closeout 20SU07 and return funds to Fund Balance		(32,209)
Project Closeout 21SU03 and return funds to Fund Balance		(360,501)
Project Closeout 21SU04 and return funds to Fund Balance		(360,493)
Project Closeout 21SU05 and return funds to Fund Balance		(329,000)
Project Closeout 21SU08 and return funds to Fund Balance		(51,000)
Record revenues for FEMA Public Assistance for Hurricane Dorian - Fed portion	865	
Record revenues for FEMA Public Assistance for Hurricane Dorian - State portion	144	
Appropriate funds for the replacement of the pipes/culverts that have deteriorated past their useful life, Project 21SU15		285,000
Undesignated Fund Balance	(2,645,244)	
<b>Fund Subtotal</b>	<b>(2,644,235)</b>	<b>(2,644,235)</b>
<b>Fleet Services Fund (521)</b>		
Transfer in from General Fund for light bars purchase for Code Compliance vehicles	2,500	
Appropriate funds for light bars for Code Compliance vehicles		2,500
Record revenues for FEMA Public Assistance for Hurricane Dorian - Fed portion	1,055	
Record revenues for FEMA Public Assistance for Hurricane Dorian - State portion	176	
Reserves		1,231
Transfer funds within Fleet from Vehicle parts for a Forklift replacement		(62,496)
Transfer funds within Fleet to Machinery & Equipment for a Forklift replacement		62,496
Transfer funds within Fleet from Plant & Facilities project 21PW04 and Computer SW Maintenance for software upgrade		(95,000)
Transfer funds within Fleet to IS related projects account for software upgrade		95,000
<b>Fund Subtotal</b>	<b>3,731</b>	<b>3,731</b>
<b>Total</b>	<b>483,770</b>	<b>483,770</b>

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**FY 2021 Mid-Year Budget True-Ups**

<b>GENERAL FUND (001)</b>			<b>REVENUES</b>	<b>EXPENDITURES</b>
GENERAL FUND	FUND BALANCE	UNDESIGNATED FUND BALANCE	970	
GENERAL FUND	NON-DEPARTMENTAL	DEBT PAYMENTS - INTEREST		970
<b>FUND SUBTOTAL</b>			<b>970</b>	<b>970</b>
<b>DONATIONS FUND (131)</b>			<b>REVENUES</b>	<b>EXPENDITURES</b>
DONATIONS	POLICE	POLICE CONTRIBUTIONS	5,000	
DONATIONS	POLICE	OTHER CURRENT CHARGES		100
DONATIONS	POLICE	MISC. OPERATING SUPPLIES		2,400
DONATIONS	POLICE	OTHER CONTRIBUTIONS		2,500
DONATIONS	FIRE	FIRE CONTRIBUTIONS	1,400	
DONATIONS	FIRE	IN-HOUSE TRAINING		450
DONATIONS	FIRE	SPECIAL EVENTS		100
DONATIONS	FIRE	MISC. OPERATING SUPPLIES		200
DONATIONS	FIRE	CITY TRAINING/EVENTS FOOD		650
<b>FUND SUBTOTAL</b>			<b>6,400</b>	<b>6,400</b>
<b>FIRE IMPACT FEES FUND (187) - NEXUS 32905</b>			<b>REVENUES</b>	<b>EXPENDITURES</b>
IMPACT FEES	RESERVES	RESERVES		(500)
IMPACT FEES	FIRE	BANK SERVICE FEES		500
<b>FUND SUBTOTAL</b>			<b>0</b>	<b>0</b>

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<b>FIRE IMPACT FEES FUND (188) - NEXUS 32907</b>			<b>REVENUES</b>	<b>EXPENDITURES</b>
IMPACT FEES	RESERVES	RESERVES		(750)
IMPACT FEES	FIRE	BANK SERVICE FEES		750
<b>FUND SUBTOTAL</b>			<b>0</b>	<b>0</b>
<b>FIRE IMPACT FEES FUND (189) - NEXUS 32908</b>			<b>REVENUES</b>	<b>EXPENDITURES</b>
IMPACT FEES	RESERVES	RESERVES		(1,000)
IMPACT FEES	FIRE	BANK SERVICE FEES		1,000
<b>FUND SUBTOTAL</b>			<b>0</b>	<b>0</b>
<b>FIRE IMPACT FEES FUND (189) - NEXUS 32909</b>			<b>REVENUES</b>	<b>EXPENDITURES</b>
IMPACT FEES	RESERVES	RESERVES		(1,000)
IMPACT FEES	FIRE	BANK SERVICE FEES		1,000
<b>FUND SUBTOTAL</b>			<b>0</b>	<b>0</b>
<b>TRANSPORTATION IMPACT FEES FUND (196) - NEXUS 32905</b>			<b>REVENUES</b>	<b>EXPENDITURES</b>
IMPACT FEES	RESERVES	RESERVES		(2,000)
IMPACT FEES	PUBLIC WORKS	BANK SERVICE FEES		2,000
<b>FUND SUBTOTAL</b>			<b>0</b>	<b>0</b>
<b>TRANSPORTATION IMPACT FEES FUND (197) - NEXUS 32907</b>			<b>REVENUES</b>	<b>EXPENDITURES</b>
IMPACT FEES	RESERVES	RESERVES		(2,000)
IMPACT FEES	PUBLIC WORKS	BANK SERVICE FEES		2,000
<b>FUND SUBTOTAL</b>			<b>0</b>	<b>0</b>



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<b>TRANSPORTATION IMPACT FEES FUND (198) - NEXUS 32908</b>			<b>REVENUES</b>	<b>EXPENDITURES</b>
IMPACT FEES	RESERVES	RESERVES		(3,000)
IMPACT FEES	PUBLIC WORKS	BANK SERVICE FEES		3,000
<b>FUND SUBTOTAL</b>			<b>0</b>	<b>0</b>
<b>TRANSPORTATION IMPACT FEES FUND (199) - NEXUS 32909</b>			<b>REVENUES</b>	<b>EXPENDITURES</b>
199/IMPACT FEES	TRANSFERS	TRF FROM DEBT SERVICE FUND	148	
199/IMPACT FEES	RESERVES	RESERVES		(3,352)
199/IMPACT FEES	PUBLIC WORKS	BANK SERVICE FEES		3,500
<b>FUND SUBTOTAL</b>			<b>148</b>	<b>148</b>
<b>14 LOGT REFUNDING NOTE FUND (222)</b>			<b>REVENUES</b>	<b>EXPENDITURES</b>
222/DEBT '14 LOGT	FUND BALANCE	FUND BALANCE / UNDESIGNATED	148	
222/DEBT '14 LOGT	DEBT	TRF TO TRANSP IMPACT FUND		148
<b>FUND SUBTOTAL</b>			<b>148</b>	<b>148</b>
<b>10 PST REVENUE BONDS FUND (219)</b>			<b>REVENUES</b>	<b>EXPENDITURES</b>
219/DEBT '10 PST	FUND BALANCE	FUND BALANCE / UNDESIGNATED	1	
219/DEBT '10 PST	DEBT	TRF TO DEBT SERVICE FUND		1
<b>FUND SUBTOTAL</b>			<b>1</b>	<b>1</b>
<b>20 SPECIAL OBLIGATION REVENUE REFUNDING NOTE FUND (230)</b>			<b>REVENUES</b>	<b>EXPENDITURES</b>
230/DEBT '20 SPC. OBL.	DEBT	TRF FROM DEBT SERVICE FUND	1	
230/DEBT '20 SPC. OBL.	RESERVES	RESERVES		1
<b>FUND SUBTOTAL</b>			<b>1</b>	<b>1</b>

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<b>BUILDING FUND (451)</b>			<b>REVENUES</b>	<b>EXPENDITURES</b>
451/BUILDING	BUILDING	AUDIT COSTS		(49)
451/BUILDING	BUILDING	AUDIT COSTS		49
451/BUILDING	BUILDING	COPIER LEASE		(327)
451/BUILDING	BUILDING	COPIER LEASE		327
<b>FUND SUBTOTAL</b>			<b>0</b>	<b>0</b>
<b>STORMWATER UTILITY FUND (461)</b>			<b>REVENUES</b>	<b>EXPENDITURES</b>
461/SWU	FUND BALANCE	FUND BALANCE / UNDESIGNATED	51,000	
461/SWU	PUBLIC WORKS	BANK SERVICE FEES		1,000
461/SWU	PUBLIC WORKS	CREDIT CARD PROCESS FEES		50,000
<b>FUND SUBTOTAL</b>			<b>51,000</b>	<b>51,000</b>
<b>SOLID WASTE FUND (471)</b>			<b>REVENUES</b>	<b>EXPENDITURES</b>
471/SOLID WASTE	PUBLIC WORKS	AUDIT COSTS		11
471/SOLID WASTE	PUBLIC WORKS	AUDIT COSTS		(11)
471/SOLID WASTE	FUND BALANCE	FUND BALANCE / UNDESIGNATED	2,000	
471/SOLID WASTE	PUBLIC WORKS	BANK SERVICE FEES		2,000
<b>FUND SUBTOTAL</b>			<b>2,000</b>	<b>2,000</b>
<b>RISK MANAGEMENT FUND (512)</b>			<b>REVENUES</b>	<b>EXPENDITURES</b>
512/RISK	CITY ATTORNEY	WORKERS' COMP INDEMNITY	7,540	
512/RISK	CITY ATTORNEY	WORKERS COMP PAYMENTS		7,540
<b>FUND SUBTOTAL</b>			<b>7,540</b>	<b>7,540</b>
<b>TOTAL – ALL FUNDS</b>			<b>68,208</b>	<b>68,208</b>



## LEGISLATIVE MEMORANDUM

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

**FROM:** Suzanne Sherman, City Manager

**THRU:** Patrick Murphy, Growth Management Assistant Director

**DATE:** 7/15/2021

**RE:** Ordinance 2021-48, amending the Code of Ordinances, Chapter 179, Streets and Other Rights-of-Way, by creating a new subchapter titled 'Golf Carts' (Case T-19-2021, Emerald Investment Holdings, LLC), final reading.

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

Mr. Paul Paluzzi, Emerald Investment Holdings, LLC (Jake Wise, P.E., Rep.) has submitted for a textual amendment to create a new ordinance to authorize golf carts on roads, streets, and sidewalks within the City of Palm Bay (Sections 179.108 through 179.117 inclusive). The applicant, with assistance from City staff, has created the proposed Golf Cart Ordinance to support a future development known as Emerald Lakes, located adjacent to Interstate I-95, in the vicinity of Exit 166 and the St. John's Heritage Parkway. The ordinance does not authorize Emerald Lakes or any other community as a "Golf Cart Community" until such time as a written request with a map of the community is presented to City Council and subsequently approved to operate under this ordinance. Neighborhood Electric Vehicles (NEVs) are excluded from the proposal.

The ordinance will be applicable within approved Golf Cart Communities and State highway crossings that are granted the approval. Golf carts will only be allowed to operate on roads with a speed limit of 35 miles per hour or less, and permitted to cross over at fully signalized intersections on roadways where speed limits are above 35 miles per hour. There cannot be any crossings of the State Highway System unless granted permission by the appropriate state agencies. The Police Department will enforce the ordinance within City rights-of-way with penalties similar to those of motor vehicles. Declaration of restrictions and property owner or homeowner associations will govern golf carts operated along the private streets.

Any development that seeks to be considered a Golf Cart Community must obtain approval from the City Engineer and City Council.

### REQUESTING DEPARTMENT:

Growth Management

### RECOMMENDATION:

Motion to approve Case T-19-2021 as written.

**Planning and Zoning Board Recommendation:**

Unanimous approval of the request, with the modification that operation of golf carts will be prohibited by minors, unless accompanied by an adult or a licensed driver.

**ATTACHMENTS:**

**Description**

**Case T-19-2021**

**Board Minutes**

**Ordinance 2021-48**



# STAFF REPORT

## LAND DEVELOPMENT DIVISION

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

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

### Prepared by

Laurence Bradley, AICP, Growth Management Director

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#### CASE NUMBER

T-19-2021

#### PLANNING & ZONING BOARD HEARING DATE

June 2, 2021

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#### PROPERTY OWNER & APPLICANT

Emerald Investment Holdings, LLC (Paul Paluzzi), Represented by the Construction Engineering Group, LLC (Jake Wise, P.E.)

#### PROPERTY LOCATION/ADDRESS

Not Applicable

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#### SUMMARY OF REQUEST

Creation of a new Ordinance to authorize Golf Carts upon roads, streets, and sidewalks within the City of Palm Bay (Sections 179.108 through 179.117 inclusive).

##### Existing Zoning

Not Applicable

##### Existing Land Use

Not Applicable

##### Site Improvements

Not Applicable

##### Site Acreage

Not Applicable

#### APPLICABILITY

Not Applicable

#### COMPREHENSIVE PLAN COMPATIBILITY

Not Specifically Addressed

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**BACKGROUND:**

Textual amendments to the Code of Ordinances, Title XVII, Land Development Code, Chapter 179 Streets and Other Rights-of-Way, Sections 179.108 through 179.117 inclusive also known as the City of Palm Bay Golf Cart Ordinance.

The applicant with assistance from the City has created a proposed Golf Cart Ordinance to support a proposed future development known as Emerald Lakes, which is located in South East Palm Bay adjacent to Interstate I-95, in the vicinity of Exit 166 and the St. John's Heritage Parkway (the Parkway). The applicant, Emerald Investment Holdings, LLC. desires to have golf carts allowed within their development, and to travel along extra-wide (12 feet) multi-use paths on the north and south sides of the Parkway, and to be allowed to cross the Parkway at signalized intersections.

In order to operate golf carts on the multi-use paths and to cross the Parkway, an ordinance is necessary to establish how the golf carts will be permitted with the City's rights-of-way. The areas within the City right-of-way for golf cart operation shall be approved by the City Engineer. Enforcement of the ordinance within the City's rights-of-way will be by the Police Department. The operation of golf carts along the private streets within Emerald Lakes will be governed in the future by the Declaration of Restrictions, Property Owner and Home Owner Association documents to be prepared by the applicant and approved by the City. The POA/HOA will be responsible for enforcement on the private streets and properties.

The ordinance at present does not authorize the use of golf carts to travel on or cross over any streets or roadways which are within the jurisdiction of Brevard County or the State of Florida. Thus, the golf carts may not enter into or cross over the I-95 interchange. On May 10, 2021, the City of Palm staff, and the Florida Department of Transportation (FDOT) discussed via an on-line meeting that the ordinance may not authorize entering or crossing I-95 unless the ordinance is reviewed and approved by FDOT and the Federal Highway Administration (FHWA). Signs should be installed to alert golf cart operators of the area where golf carts are prohibited to enter.

Further, during the discussion on May 10, it was established that the ordinance does not authorize Emerald Lakes or any other community to be approved as a "Golf Cart Community" until such time as a written request, along with a map of the Golf Cart Community, is presented to City Council and subsequently approved to be operated under this ordinance.

Proposed language for this amendment is attached in legislative style with additions between >>arrow<< symbols and deletions in ~~strike through~~ format.

**ANALYSIS:**

The proposed Golf Cart Ordinance includes ten (10) subsections which are summarized below:

Section 179.108 Legislative Intent

This section articulates reasons and applicability of the ordinance. It also references enabling legislation in state statutes.

Section 179.109 Applicability

Indicates that the ordinance can only be applied in approved Golf Cart Communities and approved State Highway Crossings.

Section 179.110 Definitions

Provides for definitions of the terms used within the ordinance. Includes a number of references to state statutes.

Section 179.111 Operation of golf carts

This section provides the specific rules and conditions for the operation of golf carts. This section includes specific design standards and requirements. It should be noted that these can only be applied on roads with a speed limit of 35 miles per hour (MPH) or less.

Section 179.112 Golf cart crossings proposed for designated City streets or roads with a posted speed limit of greater than 35 MPH

Provides for design criteria and restrictions for the crossing of roadways with speed limits in excess of 35 MPH. It should be noted that the Parkway has a posted speed limit of 45 MPH. Based upon the criteria in this section the Parkway may only be crossed by golf carts at Fully Signalized Intersections.

Section 179.113 Golf cart crossings proposed at a location on the State Highway System.

This section provides the specifications for State Highway crossings. Based upon the May 10th discussion between the City and FDOT there cannot be any crossings of the State Highway System unless the applicant specifically applies for and is granted permission by FDOT and FHWA.

**Section 179.114 Other prohibited conduct**

Two additional provisions are included in this section, including that violators can be ticketed in a manner similar to other motor vehicles.

**Section 179.115 Signage**

Authorizes the City Manager and staff to post signage related to the operation of golf carts.

**Section 179.116 Inapplicable to NEVs**

This section excludes Neighborhood Electric Vehicles (NEVs) from the ordinance. Golf Carts are defined in State Statute (Section 320.01 (22)) as having a maximum speed of 20 MPH. Golf Carts are exempt from registration and licensing requirements per FS 320.105. NEVs also known as Low-Speed Vehicles (Section 320.01 (41)) have a maximum speed above 20 MPH and must be licensed and plated as motor vehicles. NEV must also be operated by people with valid drivers licenses.

**Section 179.117 Penalty and Enforcement**

Provides for enforcement by the Police Department of the ordinance within the City's right-of-way with penalties similar to those of motor vehicles. The operation of golf carts along the private streets will be governed in the future by the Declaration of Restrictions, Property Owner and Home Owner Associations.

**STAFF RECOMMENDATION:**

Staff recommends approval of the Golf Cart Ordinance. It should be noted that any development that seeks to be considered a Golf Cart Community must obtain approval from the City Engineer and City Council.



## TITLE XVII: LAND DEVELOPMENT CODE

### CHAPTER 179: STREETS AND OTHER RIGHTS-OF-WAY

#### >>GOLF CARTS

##### **SEC.179.108 LEGISLATIVE INTENT.**

It is the intent of this article to permit and regulate the use of golf carts upon roads, streets, and sidewalks within the City of Palm Bay. To maintain and protect the safety of residents of the City of Palm Bay. To abide by the restrictions of Florida Statutes §§316.008, 316.212 and §316.1995 (2020), as amended from time to time. To provide guidelines to be considered by the Florida Department of Transportation FDOT for the approval of State Highway crossings from City streets.

##### **SEC.179.109 APPLICABILITY.**

This Ordinance shall only be effective on streets and roads in a Golf Cart Community within the City of Palm Bay, Florida and approved State Highway crossings intersecting Palm Bay roads or streets only.

##### **SEC. 179.110 DEFINITIONS.**

**ALL-TERRAIN VEHICLES/OFF-ROAD VEHICLES (ATVS)** means any motorized off-highway vehicle 55 inches or less in width which has a dry weight of 1,500 pounds or less, is designed to travel on three or more nonhighway tires, and is manufactured for recreational use by one or more persons. For the purposes of this section, "all-terrain vehicle" also includes a "two-rider ATV" as defined in § [317.0003](#). F.S. 316.2074 (2020).

**CONTROLLED INTERSECTION** shall mean an intersection where pedestrian and/or vehicular traffic are controlled by any standard uniform traffic control device, as determined by the Florida Department of Transportation (FDOT).

**DESIGNATED PEDESTRIAN CROSSING** shall mean that portion of a roadway at a controlled intersection distinctly indicated as a crosswalk for pedestrian crossing by striping or signage or other markings on the road surface or along the roadway.

**DESIGNATED STREET OR DESIGNATED ROADS** shall mean all streets or roads or portions of roads or streets upon which golf carts shall be allowed to operate, under the conditions as provided for herein.

**GOLF CART** shall mean a motor vehicle designed and manufactured for operation on a golf course for sporting or recreational purposes and that is not capable of exceeding speeds of 20 miles per hour (reference §320.010(22) F.S. (2020)). "Golf cart" shall not be construed to mean low-speed or neighborhood electric vehicle.

**GOLF CART COMMUNITY** shall mean a residential, commercial, and/ or mixed-use subdivision or community within the City deemed safe and appropriate for the regulated use of Golf Carts as defined by the State of Florida Statutes. The application of this designation shall be reviewed by the City Engineer, and approved by the City Manager, and City Council. The Community shall regulate and enforce safe operation of golf carts within the community.

**GRADE SEPARATED CROSSING** shall mean a tunnel or overpass designed and constructed for the purpose of crossing a street or highway.

**LOW-SPEED VEHICLE** means any four-wheeled vehicle whose top speed is greater than 20 miles per hour but not greater than 25 miles per hour, including, but not limited to, neighborhood electric vehicles. Low-speed vehicles must be equipped with headlamps, stop lamps, turn signal lamps, taillamps, reflex reflectors, parking brakes, rearview mirrors, windshields, seat belts, and vehicle identification numbers §316.2122 F.S. (2020).

**SIDEWALK** shall mean that portion of a street between the curb line, or the lateral line, of a roadway and the adjacent property lines, intended for use by pedestrians §316.003 F.S. (2020).

**STATE ROADWAY** shall mean any roadway of the State Highway System under the jurisdiction of the State except limited access facilities.

#### **SEC. 179.111 OPERATION OF GOLF CARTS.**

(A) The operation of any golf cart on roads or streets outside a Golf Cart Community within the City of Palm Bay is prohibited under the following conditions:

(1) In violation of State, County, or City traffic regulations.

(2) On streets or roads with speed limits greater than 35 miles per hour unless the street or road is approved by the City Engineer for crossing only, and the golf cart crossing is located at an approved controlled intersection.

(3) Golf cart use on sidewalks, and bicycle paths within a Golf Cart Community is prohibited unless:

(a) The City Engineer or designee reviews the character, condition, and current use of the surrounding community, speed of roadway(s) being crossed, location(s) of golf cart crossings, and that golf carts, bicycles, disabled, and able-bodied pedestrians can safely share the sidewalk. The Florida Department of Transportation shall review the Ordinance before adoption.

(b) A minimum un-obstructed sidewalk width of 8 feet is required and separated from back of curb, or edge of shoulder by at least 5 feet is recommended, less may be considered on a case-by-case basis.

(c) A minimum width of 4 foot grassed or stabilized, relatively flat area should be provided beyond the outside edge of sidewalks for recovery or stalled golf carts.

(d) Sidewalks with existing adjacent drainage features or fencing shall not be considered.

(4) Golf cart use on streets or roadways without appropriate golf cart crossing signage (MUTCD W11-11) posted by the City of Palm Bay or within a Designated Golf Cart Community.

(5) Operation of golf carts that are not equipped with efficient brakes, reliable steering apparatus, safe tires, a rearview mirror, and red reflectorized warning devices in both the front and rear.

(6) Operation between the hours of sunset and sunrise unless the Florida Division of Motor Vehicles (DMV) certifies the golf cart is equipped with headlights, brake lights, turn signals, and a windshield.

(7) By minors, unless accompanied by an adult, and the golf cart is equipped with an operational horn.

(8) Transporting more passengers than the number of passengers for which the golf cart was designed to carry or transporting any passenger who is not seated in a position intended by the golf cart manufacturer to carry a passenger.

(B) Golf carts operated in compliance with subsection (A) above, shall be allowed to operate upon the streets, roads, State Highway System and sidewalks designated for operation as follows:

(1) Within Golf Cart Communities. Which are defined within Section 179.110. Definitions above, and on roads, and streets designated therein for golf cart usage. Each Golf Cart Community shall provide signage and regulations for the use of golf carts on designating streets within Golf Cart Communities where golf carts may be operated.

(2) To cross designated City roadways with a posted speed limit greater than 35 miles per hour.

(3) Speed modified or 'hybrid' golf carts not conforming to the definition set forth above in Sec. 179.110 Definitions above, are not authorized for streets within golf cart communities.

**SEC.179.112 GOLF CART CROSSINGS PROPOSED FOR DESIGNATED CITY STREETS OR ROADS WITH A POSTED SPEED LIMIT GREATER THAN 35 MILES PER HOUR.**

(A) Golf cart crossings shall be approved by the City Engineer or designee if each of the following criteria are met for each type of crossing:

(1) Mid-Block Crossings: To be considered for a golf cart crossing at a mid-block location along any state road where a golf course or a single mobile home park is constructed or located on both sides of the roadway, the proposed location and roadway characteristics shall meet the following criteria:

(a) Maximum vehicular volume of 15,000 Average Daily Traffic (ADT) or less along the roadway segment.

(b) Maximum Posted Speed Limit of 40 miles per hour or less.

(c) Maximum number of lanes is three (3) with or without bike lanes.

(d) Maximum allowable median width is 15 feet or less.

(e) Minimum distance to the nearest driveway, access point, or pedestrian crosswalk is 350 feet in each direction.

(f) Crossing along roadway tangents only with the nearest point of curvature at least 350 feet in each direction.

(g) A clear and unobstructed view of the roadside on the approach to the crossing.

(h) Mid-block crossing signing and pavement markings should be installed as shown in Figure 5.1-2.

(i) Golf carts are the only vehicle permitted to use the designated crossing or to traverse State right-of-way. Other vehicles such as Low Speed Vehicles are strictly prohibited. See 320.01(42) F.S.

(2) The crossing is a side street-controlled intersection meeting the following criteria

(a) Side street maximum vehicular volume 1,200 ADT and AM/PM Peak Hour not to exceed 110 vehicles per hour single direction.

(b) Main Street posted speed limit or 85th percentile intersection approach speed is 35 miles per hour or less.

(c) Maximum crossing distance for undivided roadways shall be equal to three (3) lanes or less not including any right turn lanes, bike lanes, and crosswalks. For divided roadways of four (4) lanes, a minimum of twenty-two feet median width is required.

(d) Side street approaches should have an exclusive left turn lane and a shared through-right turn lane. Other lane approach configurations will be considered on a case-by-case basis.

(e) Side street intersection alignment shall be at a 90-degree (not more than 105 degrees) angle to the mainline tangent. Skewed or offset intersections are not permitted for golf cart crossings.

(f) Approach stop signs and pavement marking shall be in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) and FDOT Standard Plans Index No. 711-001.

(3) Full Signalized Intersections: To be considered for a golf cart crossing at a roadway intersection with full signal control, the location along any City road shall meet the following criteria:

(a) Side street maximum vehicular volume 1,500 ADT and AM/PM Peak Hour not to exceed 200 vehicles per hour single direction.

(b) Side street posted speed limit or 85th percentile intersection approach speed is 35 miles per hour or less.

(c) Maximum crossing distance equal to five (5) lanes or less not including any right turn lanes, bike lanes and crosswalks.

(d) Side street approaches should have at least one (1) exclusive left turn lane and at least one (1) exclusive through or shared through-right turn lane. Other lane approach configurations will be considered on case-by-case basis.

(e) Side street intersection alignment shall be a 90-degree (not more than 105 degrees) angle to the mainline tangent. Skewed or offset intersections are not permitted for golf cart crossings.

### **SEC. 179.113 GOLF CART CROSSINGS PROPOSED AT A LOCATION ON THE STATE HIGHWAY SYSTEM.**

(A) All requests for State Highway golf cart crossings shall be submitted to the City's Growth Management Department and reviewed by the City Engineer or designee for submission to the appropriate Florida Department of Transportation (FDOT) District Traffic Operations Engineer (DTOE).

(1) Only grade separated facilities shall be considered.

(B) Shall meet each of the following mandatory criteria for the following types of crossings:

(1) Mid-Block Crossings: To be considered for a golf cart crossing at a mid-block location along any state road where a golf course or a single mobile home park is constructed or located on both sides of the roadway, the proposed location and roadway characteristics shall meet the following criteria:

(a) Maximum vehicular volume of 15,000 Average Daily Traffic (ADT) or less along the roadway segment.

(b) Maximum Posted Speed Limit of 40 miles per hour or less.

(c) Maximum number of lanes is three (3) with or without bike lanes.

(d) Maximum allowable median width is 15 feet or less.

(e) Minimum distance to the nearest driveway, access point, or pedestrian crosswalk is 350 feet in each direction.

(f) Crossing along roadway tangents only with the nearest point of curvature at least 350 feet in each direction.

(g) A clear and unobstructed view of the roadside on the approach to the crossing.

(h) Mid-block crossing signing and pavement markings should be installed as shown in Figure 5.1-2.

(i) Golf carts are the only vehicle permitted to use the designated crossing or to traverse State right-of-way. Other vehicles such as Low Speed Vehicles are strictly prohibited. See 320.01(42) F.S.

(2) Side Street Stop Controlled Intersections: To be considered for a golf cart crossing at a roadway intersection with side street stop control, the location along any state road shall meet the following criteria:

(a) Side street maximum vehicular volume 1,200 ADT and AM/PM Peak Hour not to exceed 110 vehicles per hour single direction.

(b) Main street posted speed limit or 85th percentile intersection approach speed is 35 miles per hour or less.

(c) Maximum crossing distance for undivided roadways shall be equal to three (3) lanes or less not including any right turn lanes, bike lanes and crosswalks. For divided roadways of four (4) lanes or less, a minimum of twenty-two (22) feet median width is required. See Figure 5.1-4.

(d) Side street approaches should have an exclusive left turn lane and a shared through-right turn lane. Other lane approach configurations will be considered on case-by-case basis.

(e) Side street intersection alignment shall be 90-degree (not more than 105 degrees) angle to the mainline tangent. Skewed or offset intersections are not permitted for golf cart crossings.

(f) Approach stop signs and pavement markings shall be in accordance with MUTCD and Department's Standard Plans, Index No.711-001.

(g) Golf Cart signs (W11-11) should be placed on the mainline approach.

(3) Full Signalized Intersections: To be considered for a golf cart crossing at a roadway intersection with full signal control, the location along any state road shall meet the following criteria:

(a) Side street maximum vehicular volume 1,500 ADT and AM/PM Peak Hour not to exceed 200 vehicles per hour single direction.

(b) Side street posted speed limit or 85th percentile intersection approach speed is 35 miles per hour or less.

(c) Maximum crossing distance equal to five (5) lanes or less not including any right turn lanes, bike lanes, and crosswalks.

(d) Side street approaches should have at least one (1) exclusive left turn lane and at least one (1) exclusive through or shared through-right turn lane. Other lane approach configurations will be considered on case-by-case basis.

(e) Side street intersection alignment shall be a 90-degree (not more than 105 degrees) angle to the mainline tangent. Skewed or offset intersections are not permitted for golf cart crossings.

(4) If available information reviewed by the FDOT supports a golf cart crossing. The FDOT would then require a full engineering study prepared by a State of Florida licensed engineer representing the requestor. The engineering study shall contain the following information:

(a) Document the need for a golf cart crossing based on conditions set forth in §316.212, F.S., i.e., verifying the following:

(i) The intersecting City road has been designated for use by golf carts.

(ii) A golf course or single mobile home park is constructed on both sides of a State road.

(b) Document all safety considerations with respect to intersecting sight distances, proximity to intersection and driveway conflict areas, number and configuration of approach lanes to signalized intersections and roadway speed and volume thresholds as described in the above criteria.

(c) Document the proposed golf cart crossing and /or roadway segment location (Roadway ID and Ile Post) and corresponding signing, marking, and signal treatments (if applicable). A schematic layout should be provided over aerial photography or survey to show locations of signs, markings and other treatments in proximity to existing traffic control devices.

(d) Document all crash history within the vicinity of the proposed golf cart crossing based on a minimum of three years data.

#### **SEC. 179.114 OTHER PROHIBITED CONDUCT.**

(A) ATV's' nor 'Low Speed Vehicles' as defined in Sec. 179.110 Definitions may not be operated on designated roads, streets, sidewalks, or bicycle paths.

(B) Golf carts shall comply with all applicable local and State traffic laws and may be ticketed for traffic violations in the same manner as motor vehicles.

#### **SEC. 179.115 SIGNAGE.**

The City Manager shall designate the department which shall post appropriate signs to indicate that operation of golf carts is allowed.

#### **SEC. 179.116 INAPPLICABLE TO NEVS.**

This article shall not apply to neighborhood electric vehicles (NEVs) which have been sanctioned for on the road use by any state or federal law or rule which may be effective in the future.

#### **SEC. 179.117 PENALTY AND ENFORCEMENT.**

Any person who violates any provision of this article shall, upon conviction, be guilty of an infraction pursuant to F.S. § 316.655, all as may be amended from time to time. Enforcement of this article shall be pursuant to F.S. § 316.072 (2020), as may be amended from time to time. The City's Police Department shall have the authority to enforce the provisions set forth herein and applicable traffic laws, provided. However, that the enforcement of rules and regulations established by golf cart communities shall be the sole responsibility of each community if the community remains private.<<





**LAND DEVELOPMENT DIVISION**

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

**CODE TEXTUAL AMENDMENT APPLICATION**

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

**ORDINANCE SECTION(S) PROPOSED TO BE CHANGED:**

Chapter 179.108, 109, 110, 111, 112 & 113

**PROPOSED LANGUAGE (attach addendum if necessary):**

See Attached

**JUSTIFICATION FOR PROPOSED CHANGE (attach other documents if necessary)**

Adopt an ordinance to allow a golf cart community

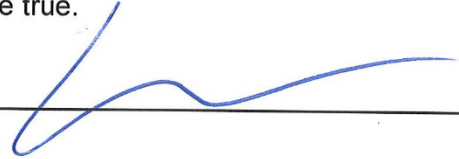
CITY OF PALM BAY, FLORIDA  
CODE TEXTUAL AMENDMENT APPLICATION  
PAGE 2 OF 2

THE APPLICATION FEE MUST BE SUBMITTED WITH APPLICATION TO PROCESS THIS REQUEST:

☒ \*\$1,500.00 Application Fee. Make Check payable to "City of Palm Bay."

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 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 3/31/2021

Printed Name of Applicant Paul Paluzzi- Emerald Investment Holdings, LLC

Full Address 605 S Fremont Ave; Suite B; Tampa, FL 33606

Telephone 813- 514- 1776 Email paul@zonsdevelopment.com

PERSON TO BE NOTIFIED (If different from above):

Printed Name Jake Wise, PE- Construction Engineering Group, LLC

Full Address 2651 W Eau Gallie Blvd; Suite A; Melbourne, FL 32935

Telephone 321- 610-1760 Email jwise@cegengineering.com

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

**CITY OF PALM BAY, FLORIDA**  
**PLANNING AND ZONING BOARD/**  
**LOCAL PLANNING AGENCY**  
**REGULAR MEETING 2021-07**

Held on Wednesday, June 2, 2021, in the City Hall Council Chambers, 120 Malabar Road SE, Palm Bay, Florida.

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

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

Mr. James Boothroyd led the Pledge of Allegiance to the Flag.

**ROLL CALL:**

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

**CITY STAFF:** Present were Mr. Laurence Bradley, Growth Management Director; Mr. Patrick Murphy, Assistant Growth Management Director; Mr. Grayson Taylor, Planner; Ms. Chandra Powell, Recording Secretary; Ms. Jennifer Cockcroft, Deputy City Attorney.

**ADOPTION OF MINUTES:**

1. **Regular Planning and Zoning Board/Local Planning Agency Meeting 2021-06 May 5, 2021.**

Motion to approve the minutes as presented.

Mr. Warner questioned whether there were any precautions in place to keep someone from tampering with the tank during the hours the marina would be closed for business. Ms. Jordan asked if the hose and tank had a locking mechanism. Mr. Ghiz stated that there was a locking mechanism for the hose and tank, and the ports for the tank were also locked.

Motion to submit Case CU-18-2021 to City Council for approval, subject to the staff conditions, with the exception that the tank hours of operation be during the normal business hours for the marina and additional lighting be provided for safety if necessary.

Motion by Ms. Jordan, seconded by Mr. Hill.

Motion amended to submit Case CU-18-2021 to City Council for approval, subject to the staff conditions, with the exception that the tank hours of operation be during normal business hours for the marina, additional lighting be provided if necessary for safety, and that the aboveground fuel tank be exempted from the requirement of Section 185.044(D)(2)(d).

Motion by Ms. Jordan, seconded by Mr. Hill. Motion carried with members voting as follows:

**Aye:** Weinberg, Jordan, Boerema, Boothroyd, Hill, Warner.

**Nay:** Maragh.

3. **T-19-2021 - Golf Carts - Paul Paluzzi, Emerald Investment Holdings, LLC (Jake Wise, P.E., Rep.) - A textual amendment to the Code of Ordinances, Title XVII, Land Development Code, Chapter 179: Streets and Other Rights-of-Way, Right-of-Way and Easement Use, to establish provisions for Golf Cart communities.**

Mr. Bradley presented the staff report for Case T-19-2021. Staff recommended Case T-19-2021 for approval. Any development that seeks to be considered a Golf Cart Community must obtain approval from the City Engineer and City Council.

Ms. Maragh questioned how the golf cart ordinance would address violations, such as not wearing a seat belt or having too many riders in a cart. Mr. Bradley stated that golf carts did not require seat belts and that the state statutes that governed golf carts were different from those that governed neighborhood electric vehicles (NEVs). He explained how violations, such as passenger capacity, would be subject to the Police Department if on public right-of-way and by the property and homeowner associations when on private streets.

Mr. Boothroyd noted that the proposed ordinance did not specify a minimum age for minors to operate the golf carts. The state statutes allowed minors to drive golf carts at age 14. Mr. Bradley stated that the proposed ordinance deferred to state statutes in many instances but was requiring adults to accompany golf cart drivers that were minors. Mr. Boothroyd stated that the ordinance should be more specific since anyone under age 18 was considered a minor, while licensed 16-year-olds were allowed to operate motor vehicles. A specific age would eliminate any interpretation or disparity in how enforcement occurred. Mr. Weinberg remarked that a proviso could be added for minors to be licensed drivers. Ms. Cockcroft advised the board that Section 179.111(A)(7) could be modified to indicate that the operation of golf carts was prohibited by minors, unless accompanied by an adult or a licensed driver.

Mr. Jake Wise, P.E. with Construction Engineering Group (representative for the applicant) stated that he was the civil engineer for the overall Emerald Lakes project. The proposed ordinance had been in the making for years to allow communities to apply to become golf cart communities, and the proposal was in line with Florida Department of Transportation guidelines. He stated his agreement with the recommended modification to address minors, indicated how the ordinance prohibited the transporting of more passengers than the manufacturer intended, and noted that seatbelts were not referenced by the ordinance.

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

Motion to submit Case T-19-2021 to City Council for approval.

Motion by Mr. Hill, seconded by Ms. Maragh.

Motion amended to submit Case T-19-2021 to City Council for approval with the modification that operation of golf carts will be prohibited by minors, unless accompanied by an adult or a licensed driver.

Motion amended by Mr. Boothroyd, seconded by Ms. Maragh. Motion carried with members voting as follows:

**Aye:** Weinberg, Jordan, Boerema, Boothroyd, Hill, Maragh, Warner.

#### **NEW BUSINESS:**

1. **\*\*V-22-2021 – Hector L. Rivera (Jesus Quintero, Rep.) - A variance to allow a proposed aluminum screen room enclosure to encroach 3 feet into the 25-foot rear building setback as established by Section 185.034(F)(7)(d) of the Palm Bay Code of Ordinances. Lot 4, Block 418, Port Malabar Unit 11, Section 8, Township 29, Range 37, Brevard County, Florida, containing approximately .23 acres. (South of and adjacent to Mustang Street NE, in the vicinity west of Charcoal Avenue SE, specifically at 1056 Mustang Street SE)**

Mr. Taylor presented the staff report for Case V-22-2021. The board had to determine, based on the facts presented, the degree of minimal relief, if any, to meet the needs of the variance request, as required by Section 169.009 of the City of Palm Bay Code of Ordinances.

Mr. Jesus Quintero (representative for the applicant) stated that he was a contractor and would be building the porch. The subject request was for the minimum footage needed to build the aluminum structure and roof.

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

Motion to submit Case V-22-2021 to City Council for approval.

Motion by Ms. Maragh, seconded by Mr. Warner. Motion carried with members voting as follows:

## ORDINANCE 2021-48

AN ORDINANCE OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, AMENDING THE CODE OF ORDINANCES, TITLE XVII, LAND DEVELOPMENT CODE, CHAPTER 179, STREETS AND OTHER RIGHTS-OF-WAY, CREATING A NEW SUBCHAPTER TITLED 'GOLF CARTS'; 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 179, Streets and Other Rights-of-Way, Subchapter 'Right-of-Way and Easement Use', is hereby amended by creating a new subchapter titled "Golf Carts", which shall henceforth read as follows:

### ***"Golf Carts***

\* \* \*

#### **>>Section 179.110 SHORT TITLE.**

This subchapter shall be known and may be cited as the "Gold Cart Ordinance."

#### **Section 179.111 LEGISLATIVE INTENT.**

It is the intent of this article to permit and regulate the use of golf carts upon roads, streets, and sidewalks within the City of Palm Bay. To maintain and protect the safety of residents of the City of Palm Bay. To abide by the restrictions of Florida Statutes §§316.008, 316.212 and §316.1995 (2020), as amended from time to time. To provide guidelines to be considered by the Florida Department of Transportation FDOT for the approval of State Highway crossings from City streets.

#### **Section 179.112 APPLICABILITY.**

This Ordinance shall only be effective on streets and roads in a Golf Cart Community within the City of Palm Bay, Florida and approved State Highway crossings intersecting Palm Bay roads or streets only.

**Section 179.113 DEFINITIONS.**

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

**ALL-TERRAIN VEHICLES/OFF-ROAD VEHICLES (ATVS)** means any motorized off-highway vehicle fifty-five inches (55") or less in width which has a dry weight of 1,500 pounds or less, is designed to travel on three or more nonhighway tires, and is manufactured for recreational use by one or more persons. For the purposes of this section, "all-terrain vehicle" also includes a "two-rider ATV" as defined in § 317.0003, F.S. 316.2074 (2020).

**CONTROLLED INTERSECTION** shall mean an intersection where pedestrian and/or vehicular traffic are controlled by any standard uniform traffic control device, as determined by the Florida Department of Transportation (FDOT).

**DESIGNATED PEDESTRIAN CROSSING** shall mean that portion of a roadway at a controlled intersection distinctly indicated as a crosswalk for pedestrian crossing by striping or signage or other markings on the road surface or along the roadway.

**DESIGNATED STREET OR DESIGNATED ROADS** shall mean all streets or roads or portions of roads or streets upon which golf carts shall be allowed to operate, under the conditions as provided for herein.

**GOLF CART** shall mean a motor vehicle designed and manufactured for operation on a golf course for sporting or recreational purposes and that is not capable of exceeding speeds of twenty (20) miles per hour (reference §320.010(22) F.S. (2020)). "Golf cart" shall not be construed to mean low-speed or neighborhood electric vehicle.

**GOLF CART COMMUNITY** shall mean a residential, commercial, and/ or mixed-use subdivision or community within the City deemed safe and appropriate for the regulated use of Golf Carts as defined by the State of Florida Statutes. The application of this designation shall be reviewed by the City Engineer, and approved by the City Manager, and City Council.

The Community shall regulate and enforce safe operation of golf carts within the community.

**GRADE SEPARATED CROSSING** shall mean a tunnel or overpass designed and constructed for the purpose of crossing a street or highway.

**LOW-SPEED VEHICLE** means any four-wheeled vehicle whose top speed is greater than 20 miles per hour but not greater than 25 miles per hour, including, but not limited to, neighborhood electric vehicles. Low-speed vehicles must be



equipped with headlamps, stop lamps, turn signal lamps, taillamps, reflex reflectors, parking brakes, rearview mirrors, windshields, seat belts, and vehicle identification numbers §316.2122 F.S. (2020).

**SIDEWALK** shall mean that portion of a street between the curb line, or the lateral line, of a roadway and the adjacent property lines, intended for use by pedestrians §316.003 F.S. (2020).

**STATE ROADWAY** shall mean any roadway of the State Highway System under the jurisdiction of the State except limited access facilities.

### **Section 179.111 OPERATION OF GOLF CARTS.**

(A) The operation of any golf cart on roads or streets outside a Golf Cart Community within the City of Palm Bay is prohibited under the following conditions:

(1) In violation of State, County, or City traffic regulations.

(2) On streets or roads with speed limits greater than 35 miles per hour unless the street or road is approved by the City Engineer for crossing only, and the golf cart crossing is located at an approved controlled intersection.

(3) Golf cart use on sidewalks, and bicycle paths within a Golf Cart Community is prohibited unless:

(a) The City Engineer or designee reviews the character, condition, and current use of the surrounding community, speed of roadway(s) being crossed, location(s) of golf cart crossings, and that golf carts, bicycles, disabled, and able-bodied pedestrians can safely share the sidewalk. The Florida Department of Transportation shall review the Ordinance before adoption.

(b) A minimum un-obstructed sidewalk width of 8 feet is required and separated from back of curb, or edge of shoulder by at least 5 feet is recommended, less may be considered on a case-by-case basis.

(c) A minimum width of 4 foot grassed or stabilized, relatively flat area should be provided beyond the outside edge of sidewalks for recovery or stalled golf carts.

(d) Sidewalks with existing adjacent drainage features or fencing shall not be considered.

(4) Golf cart use on streets or roadways without appropriate golf cart crossing signage (MUTCD W11-11) posted by the City of Palm Bay or within a Designated Golf Cart Community.

(5) Operation of golf carts that are not equipped with efficient brakes, reliable steering apparatus, safe tires, a rearview mirror, and red reflectorized warning devices in both the front and rear.

(6) Operation between the hours of sunset and sunrise unless the Florida Division of Motor Vehicles (DMV) certifies the golf cart is equipped with headlights, brake lights, turn signals, and a windshield.

(7) By minors, unless accompanied by an adult, and the golf cart is equipped with an operational horn.

(8) Transporting more passengers than the number of passengers for which the golf cart was designed to carry or transporting any passenger who is not seated in a position intended by the golf cart manufacturer to carry a passenger.

(B) Golf carts operated in compliance with subsection (A) above, shall be allowed to operate upon the streets, roads, State Highway System and sidewalks designated for operation as follows:

(1) Within Golf Cart Communities. Which are defined within Section 179.110. Definitions above, and on roads, and streets designated therein for golf cart usage. Each Golf Cart Community shall provide signage and regulations for the use of golf carts on designating streets within Golf Cart Communities where golf carts may be operated.

(2) To cross designated City roadways with a posted speed limit greater than 35 miles per hour.

(3) Speed modified or 'hybrid' golf carts not conforming to the definition set forth above in Sec. 179.110 Definitions above, are not authorized for streets within golf cart communities.

**Section 179.114 GOLF CART CROSSINGS PROPOSED FOR DESIGNATED CITY STREETS OR ROADS WITH A POSTED SPEED LIMIT GREATER THAN THIRTY-FIVE (35) MILES PER HOUR.**

(A) Golf cart crossings shall be approved by the City Engineer or designee if each of the following criteria are met for each type of crossing:

(1) Mid-Block Crossings: To be considered for a golf cart crossing at a mid-block location along any state road where a golf course or a single mobile home park is constructed or located on both sides of the roadway, the proposed location and roadway characteristics shall meet the following criteria:

(a) Maximum vehicular volume of 15,000 Average Daily Traffic (ADT) or less along the roadway segment.

(b) Maximum Posted Speed Limit of 40 miles per hour or less.  
(c) Maximum number of lanes is three (3) with or without bike lanes.

(d) Maximum allowable median width is 15 feet or less.

(e) Minimum distance to the nearest driveway, access point, or pedestrian crosswalk is 350 feet in each direction.

(f) Crossing along roadway tangents only with the nearest point of curvature at least 350 feet in each direction.

(g) A clear and unobstructed view of the roadside on the approach to the crossing.

(h) Mid-block crossing signing and pavement markings should be installed as shown in Figure 5.1-2.

(i) Golf carts are the only vehicle permitted to use the designated crossing or to traverse State right-of-way. Other vehicles such as Low Speed Vehicles are strictly prohibited. See 320.01(42) F.S.

(2) The crossing is a side street-controlled intersection meeting the following criteria

(a) Side street maximum vehicular volume 1,200 ADT and AM/PM Peak Hour not to exceed 110 vehicles per hour single direction.

(b) Main Street posted speed limit or 85th percentile intersection approach

speed is 35 miles per hour or less.

(c) Maximum crossing distance for undivided roadways shall be equal to three (3) lanes or less not including any right turn lanes, bike lanes, and crosswalks. For divided roadways of four (4) lanes, a minimum of twenty-two feet median width is required.

(d) Side street approaches should have an exclusive left turn lane and a shared through-right turn lane. Other lane approach configurations will be considered on a case-by-case basis.

(e) Side street intersection alignment shall be at a 90-degree (not more than 105 degrees) angle to the mainline tangent. Skewed or offset intersections are not permitted for golf cart crossings.

(f) Approach stop signs and pavement marking shall be in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) and FDOT Standard Plans Index No. 711-001.

(3) Full Signalized Intersections: To be considered for a golf cart crossing at a roadway intersection with full signal control, the location along any City road shall meet the following criteria:

(a) Side street maximum vehicular volume 1,500 ADT and AM/PM Peak Hour not to exceed two hundred (200) vehicles per hour single direction.

(b) Side street posted speed limit or 85th percentile intersection approach speed is thirty-five (35) miles per hour or less.

(c) Maximum crossing distance equal to five (5) lanes or less not including any right turn lanes, bike lanes and crosswalks.

(d) Side street approaches should have at least one (1) exclusive left turn lane and at least one (1) exclusive through or shared through-right turn lane. Other lane approach configurations will be considered on case-by-case basis.

(e) Side street intersection alignment shall be a 90-degree (not more than 105 degrees) angle to the mainline tangent. Skewed or offset intersections are not permitted for golf cart crossings.

**Section 179.115 GOLF CART CROSSINGS PROPOSED AT A LOCATION ON THE STATE HIGHWAY SYSTEM.**

(A) All requests for State Highway golf cart crossings shall be submitted to the City's Growth Management Department and reviewed by the City Engineer or designee for submission to the appropriate Florida Department of Transportation (FDOT) District Traffic Operations Engineer (DTOE).

(1) Only grade separated facilities shall be considered.

(B) Shall meet each of the following mandatory criteria for the following types of crossings:

(1) Mid-Block Crossings: To be considered for a golf cart crossing at a mid-block location along any state road where a golf course or a single mobile home park is constructed or located on both sides of the roadway, the proposed location and roadway characteristics shall meet the following criteria:

(a) Maximum vehicular volume of 15,000 Average Daily Traffic (ADT) or less along the roadway segment.

(b) Maximum Posted Speed Limit of 40 miles per hour or less.

(c) Maximum number of lanes is three (3) with or without bike lanes.

(d) Maximum allowable median width is 15 feet or less.

(e) Minimum distance to the nearest driveway, access point, or pedestrian crosswalk is 350 feet in each direction.

(f) Crossing along roadway tangents only with the nearest point of curvature at least 350 feet in each direction.

(g) A clear and unobstructed view of the roadside on the approach to the crossing.

(h) Mid-block crossing signing and pavement markings should be installed as shown in Figure 5.1-2.

(i) Golf carts are the only vehicle permitted to use the designated crossing or to traverse State right-of-way. Other vehicles such as Low Speed Vehicles are strictly prohibited. See 320.01(42) F.S.

(2) Side Street Stop Controlled Intersections: To be considered for a golf cart crossing at a roadway intersection with side street stop control, the location along any state road shall meet the following criteria:

(a) Side street maximum vehicular volume 1,200 ADT and AM/PM Peak Hour not to exceed 110 vehicles per hour single direction.

(b) Main street posted speed limit or 85th percentile intersection approach speed is thirty-five (35) miles per hour or less.

(c) Maximum crossing distance for undivided roadways shall be equal to three (3) lanes or less not including any right turn lanes, bike lanes and crosswalks. For divided roadways of four (4) lanes or less, a minimum of twenty-two (22) feet median width is required. See Figure 5.1-4.

(d) Side street approaches should have an exclusive left turn lane and a shared through-right turn lane. Other lane approach configurations will be considered on case-by-case basis.

(e) Side street intersection alignment shall be 90-degree (not more than 105 degrees) angle to the mainline tangent. Skewed or offset intersections are not permitted for golf cart crossings.

(f) Approach stop signs and pavement markings shall be in accordance with MUTCD and Department's Standard Plans, Index No.711-001.

(g) Golf Cart signs (W11-11) should be placed on the mainline approach.

(3) Full Signalized Intersections: To be considered for a golf cart crossing at a roadway intersection with full signal control, the location along any state road shall meet the following criteria:

(a) Side street maximum vehicular volume 1,500 ADT and AM/PM Peak Hour not to exceed 200 vehicles per hour single direction.

(b) Side street posted speed limit or 85th percentile intersection approach speed is 35 miles per hour or less.

(c) Maximum crossing distance equal to five (5) lanes or less not including any right turn lanes, bike lanes, and crosswalks.

(d) Side street approaches should have at least one (1) exclusive left turn lane and at least one (1) exclusive through or shared through-right turn lane. Other lane approach configurations will be considered on case-by-case basis.

(e) Side street intersection alignment shall be a 90-degree (not more than 105 degrees) angle to the mainline tangent. Skewed or offset intersections are not permitted for golf cart crossings.

(4) If available information reviewed by the FDOT supports a golf cart crossing. The FDOT would then require a full engineering study prepared by a State of Florida licensed engineer representing the requestor. The engineering study shall contain the following information:

(a) Document the need for a golf cart crossing based on conditions set forth in §316.212, F.S., i.e., verifying the following:

(i) The intersecting City road has been designated for use by golf carts.

(ii) A golf course or single mobile home park is constructed on both sides of a State road.

(b) Document all safety considerations with respect to intersecting sight distances, proximity to intersection and driveway conflict areas, number and configuration of approach lanes to signalized intersections and roadway speed and volume thresholds as described in the above criteria.

(c) Document the proposed golf cart crossing and /or roadway segment location (Roadway ID and Ile Post) and corresponding signing, marking, and signal treatments (if applicable). A schematic layout should be provided over aerial photography or survey to show locations of signs, markings and other treatments in proximity to existing traffic control devices.

(d) Document all crash history within the vicinity of the proposed golf cart crossing based on a minimum of three years data.

**Section 179.116 OTHER PROHIBITED CONDUCT.**

(A) ATV's' nor 'Low Speed Vehicles' as defined in Sec. 179.110 Definitions may not be operated on designated roads, streets, sidewalks, or bicycle paths.

(B) Golf carts shall comply with all applicable local and State traffic laws and may be ticketed for traffic violations in the same manner as motor vehicles.

**Section 179.117 SIGNAGE.**

The City Manager shall designate the department which shall post appropriate signs to indicate that operation of golf carts is allowed.

**Section 179.118 INAPPLICABLE TO NEVS.**

This article shall not apply to neighborhood electric vehicles (NEVs) which have been sanctioned for on the road use by any state or federal law or rule which may be effective in the future.

**Section 179.119 PENALTY AND ENFORCEMENT.**

Any person who violates any provision of this article shall, upon conviction, be guilty of an infraction pursuant to F.S. § 316.655, all as may be amended from time to time. Enforcement of this article shall be pursuant to F.S. § 316.072 (2020), as may be amended from time to time. The City's Police Department shall have the authority to enforce the provisions set forth herein and applicable traffic laws, provided. However, that the enforcement of rules and regulations established by golf cart communities shall be the sole responsibility of each community if the community remains private. <<"

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

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

**SECTION 4.** If any portion, clause, phrase, sentence or classification of this ordinance is held or declared to be either unconstitutional, invalid, inapplicable,

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

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

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

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Robert Medina, MAYOR

ATTEST:

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Terese M. Jones, CITY CLERK

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

cc: ALP

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





## LEGISLATIVE MEMORANDUM

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

**FROM:** Suzanne Sherman, City Manager

**THRU:** Nelson Moya, Chief of Police

**DATE:** 7/15/2021

**RE:** Miscellaneous: 'Cooperative Purchase', body cameras and related equipment (Sourcewell contract) - Police Department (AXON Enterprises, Inc. - \$1,634,730).

The Police Department continually seeks to expand upon its mission to Connect-Serve-Impact the community in a positive manner. In an effort to increase accountability and provide transparency between law enforcement and the citizens of Palm Bay, the Department is seeking to create a Body Worn Camera Program.

The Program will involve a full implementation of 151 Axon Body 3-NA10 units along with the associated hardware and licensing to properly store the footage per public records standards. The cameras will be issued to Patrol personnel, School Resource Officers, and other specialty sworn personnel on an as-need basis. By utilizing the pricing from the Sourcewell Contract #010720-AXN, the total 5-year (valid through February 21, 2024) contracted price for the program is \$1,634,730.36. This quote is valid through August 15, 2021 as long as the agreement is executed by that date.

The Police Department conducted trial periods of multiple body camera vendors over trial periods to evaluate the efficiency, quality, and reliability of the equipment and corresponding services for a body camera program. Staff determined the Axon body cameras and digital storage processes best met the needs of the City.

The implementation of a Body Worn Camera program will require additional civilian personnel to handle the administration of video storage and public records requests that are associated with it. The Police Records Unit processes all police reports and traffic citations to include in-depth review for accuracy and completion, prepares case documentation for use in legal proceedings, and serves as the primary point-of-contact for public records requests for the Department. With officer body camera footage becoming available as potential additional evidence during court proceedings, there will be an increased need for personnel to maintain the Unit's current level of service while handling the influx of requests for body camera footage. To accommodate additional public records requests related to body cams, the Department is requesting to create an additional FTE/ position of Records Specialist, to be funded by the General Fund beginning FY 2022, October 1.

Additionally, the Material Management Unit which includes the Property & Evidence Section will be charged with the administrative oversight of the body camera footage. The Unit will be required to ensure all footage submissions are properly associated to corresponding reports and stored per regulations. The Unit will also serve as the primary point-of-contact for submissions and requests to and from the State Attorney's Office

related to the body camera program. The Property & Evidence section is currently only staffed by three (3) civilian personnel who maintain over 116,000 pieces of evidence. The additional workload created by a Body Worn Camera program will necessitate an additional FTE/position of Materials Management Technician, to be funded by the General Fund beginning FY 2022, October 1.

In accordance with the City's Code of Ordinance, Section 38.12(F)(4) Cooperative Purchases: The City may purchase from any cooperative contract, including but not limited to: term contracts by the State of Florida, Federal General Services Administration, and other governmental cooperatives and entities within and outside the State of Florida provided that the cooperative contract is established in compliance with the procurement procedures and requirements of the issuing body, entity, authority, or cooperative. If such other governmental or cooperative contract is utilized, the public notice requirements and the need to utilize the methods of selection processes included in this Ordinance are obviated. The ability to utilize cooperative contracts shall not be restricted by nonparticipation in the estimated quantities of the City's needs, nor inaccurate estimates of usage by the City prior to award of the cooperative contract. The City may utilize (piggyback) a contract entered into by another governmental or public entity and a provider of supplies or services required by the City, if the Chief Procurement Officer determines that it is practicable and advantageous for the City to employ this method of purchase, and such contracts specify that they are cooperative procurements at the time of solicitation. Any such contracts equal to or in excess of \$100,000 shall go to the City Council for approval.

Staff is requesting to enter into a contract with Axon by utilizing the Sourcwell Contract #010720-AXN expiring February 21, 2024 for the purchase of 151 body camera units and all associated expenditures for additional hardware and licensing associated with the program. Staff is seeking Council's consideration of utilizing the American Rescue Plan Act (ARPA) Revenue Loss funds (totaling approx. \$4.8M) for the full 5-year cost of \$1,634,730.36 or fund Year 1 at \$321,504.36 utilizing ARPA funds with the remaining annual costs of \$328,306.50 for Years 2 thru 5 budgeted in FYs 2023 - 2026 using General Fund.

**REQUESTING DEPARTMENT:**

Procurement, Police Department

**FISCAL IMPACT:**

Approval would commit the City to a five year contract totaling \$1,634,730.36, with a Year 1 (FY 2022) payment of \$321,504.36, and Years 2 through 4 annual payment of \$328,306.50. Staff is recommending consideration of use of a portion of the "revenue lost" portion of the American Rescue Plan Act (ARPA) funding to cover the first two years of funding (paid out in the appropriate FY). Subsequent years would need to be budgeted using General Fund revenues. Funding is available in Fund 128/ARPA Fund Reserves (GL 128-3414-593-9901) and will be appropriated to appropriate ARPA expenditure account on the next scheduled Budget Amendment.

Staff will also be requesting funding in the FY 2022 budget for the two additional FTEs/positions, Records Specialist and Materials Management Technician, necessary to support the program. This request would result in a one-time cost of \$10,520 and \$121,727 in recurring personnel expenditures for a total fiscal impact of \$132,247 for the two positions. The G/L accounts are as follows: 001-5011-521-1210 (\$67,728), 001-5011-521-2110 (\$5,181), 001-5011-521-2210 (\$6,096), 001-5011-521-2320 (\$25,196), 001-5011-521-2330 (\$11,856), 001-5011-521-1512 (\$1,594), 001-5011-521-2410 (\$3,540), 001-5011-521-1820 (\$200), 001-5011-521-5204 (\$320), 001-5011-521-3117 (\$270), 001-2310-519-5108 (\$2,200), 001-2310-519-5103 (\$1,010), 001-2310-519-5403 (\$2,750), 001-2310-519-4604 (\$336), 001-5011-521-5105 (\$525), 001-5011-521-1514 (\$500), 001-5010-521-5401 (\$795), 001-5011-521-5501 (\$700), 001-5011-521-4001 (\$1,200), and 001-5011-521-5403 (\$250).

(NOTE: Approval for funding the addition of two additional FTEs/positions starting in Fiscal Year 2022 will be presented as part of the budget approval process).

**RECOMMENDATION:**

Motion to authorize the use of the City's American Rescue Plan Act Revenue Loss funds for the first two years of funding for the acquisition of body cams and related equipment; approve the purchase of Body Cameras utilizing cooperative Sourcewell Contract #010720-AXN.

**ATTACHMENTS:****Description**

**Axon - Palm Bay Police Department Body Camera Agreement**



# AXON

**Palm Bay Police Dept - FL**

**AXON SALES REPRESENTATIVE**

Jeremy Deegan

[jdeegan@axon.com](mailto:jdeegan@axon.com)

**ISSUED**

6/21/2021



**Axon Enterprise, Inc.**  
17800 N 85th St.  
Scottsdale, Arizona 85255  
United States  
Phone: (800) 978-2737

**Q-294249-44368.896JD**

Issued: 06/21/2021

Quote Expiration: 08/15/2021

Account Number: 108577

Payment Terms: Net 60  
Delivery Method: Fedex - Ground

**SALES REPRESENTATIVE**

Jeremy Deegan

Phone:

Email: jdeegan@axon.com

Fax:

**PRIMARY CONTACT**

Lance Fisher

Phone: (321) 952-3464

Email: lance.fisher@palmbayflorida.org

**SHIP TO**

Lance Fisher  
Palm Bay Police Dept - FL  
130 MALABAR RD SE  
PALM BAY, FL 32907  
US

**BILL TO**

Palm Bay Police Dept - FL  
130 MALABAR RD SE  
PALM BAY, FL 32907  
US

**Year 1 AB3 Unlimited**

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
<b>Axon Plans &amp; Packages</b>						
73746	PROFESSIONAL EVIDENCE.COM LICENSE	60	151	0.00	0.00	0.00
73686	EVIDENCE.COM UNLIMITED AXON DEVICE STORAGE	60	151	0.00	0.00	0.00
73683	10 GB EVIDENCE.COM A-LA-CART STORAGE	60	604	0.00	0.00	0.00
73683	10 GB EVIDENCE.COM A-LA-CART STORAGE	60	117	0.00	0.00	0.00
73746	PROFESSIONAL EVIDENCE.COM LICENSE	60	39	0.00	0.00	0.00
73478	REDACTION ASSISTANT USER ACCESS LICENSE	60	151	0.00	0.00	0.00
73618	CITIZEN FOR COMMUNITIES USER ACCESS LICENSE	60	151	0.00	0.00	0.00
73683	10 GB EVIDENCE.COM A-LA-CART STORAGE	60	9	0.00	0.00	0.00
73840	EVIDENCE.COM BASIC ACCESS LICENSE	60	9	0.00	0.00	0.00
73680	RESPOND DEVICE PLUS LICENSE	60	151	0.00	0.00	0.00
73682	AUTO TAGGING LICENSE	60	151	0.00	0.00	0.00
73739	PERFORMANCE LICENSE	60	151	0.00	0.00	0.00
<b>Hardware</b>						
87062	TECH ASSURANCE PLAN 8-BAY BODY 3 DOCK PAYMENT	12	3	354.00	354.00	1,062.00
73202	AXON BODY 3 - NA10		151	699.00	678.03	102,382.53
11534	USB-C to USB-A CABLE FOR AB3 OR FLEX 2		151	0.00	0.00	0.00
74211	AXON BODY 3 - 1 BAY DOCK		151	200.00	194.00	29,294.00

## Year 1 AB3 Unlimited (Continued)

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
<b>Hardware (Continued)</b>						
70033	WALL MOUNT BRACKET, ASSY, EVIDENCE.COM DOCK		151	43.90	42.58	6,429.58
87060	TECH ASSURANCE PLAN 1-BAY BODY 3 DOCK WARRANTY	60	151	0.00	0.00	0.00
74028	WING CLIP MOUNT, AXON RAPIDLOCK		166	0.00	0.00	0.00
74210	AXON BODY 3 - 8 BAY DOCK		3	1,495.00	1,450.15	4,350.45
70033	WALL MOUNT BRACKET, ASSY, EVIDENCE.COM DOCK		3	43.90	42.58	127.74
75015	SIGNAL SIDEARM KIT		151	249.00	241.53	36,471.03
70112	AXON SIGNAL UNIT		151	279.00	270.63	40,865.13
71044	BATTERY, SIGNAL SIDEARM, CR2430 SINGLE PACK		302	0.00	0.00	0.00
<b>Other</b>						
73828	AB3 8 BAY DOCK TAP WARRANTY	60	3	0.00	0.00	0.00
73842	UNLIMITED EVIDENCE.COM TAP BUNDLE PAYMENT	12	151	1,068.00	0.00	0.00
73837	EVIDENCE.COM PROFESSIONAL LICENSE PAYMENT	12	39	468.00	257.69	10,049.91
73827	AB3 CAMERA TAP WARRANTY	60	151	0.00	0.00	0.00
71104	NORTH AMER POWER CORD FOR AB3 1-BAY DOCK		151	0.00	0.00	0.00
73479	REDACTION ASSISTANT USER ACCESS PAYMENT	12	151	108.00	108.00	16,308.00
73619	CITIZEN FOR COMMUNITIES USER ACCESS PAYMENT	12	151	108.00	108.00	16,308.00
71019	NORTH AMER POWER CORD FOR AB3 8-BAY, AB2 1-BAY / 6-BAY DOCK		3	0.00	0.00	0.00
73841	EVIDENCE.COM BASIC LICENSE PAYMENT	12	9	180.00	180.00	1,620.00
73666	RESPOND DEVICE PLUS PAYMENT	12	151	228.00	228.00	34,428.00
73835	AUTO TAGGING LICENSE PAYMENT	12	151	108.00	0.00	0.00
73836	PERFORMANCE LICENSE PAYMENT	12	151	108.00	108.00	16,308.00
<b>Services</b>						
85144	AXON STARTER		1	2,750.00	2,750.00	2,750.00
85144	AXON STARTER		1	2,750.00	2,749.99	2,749.99

## Year 1 AB3 Unlimited (Continued)

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
<b>Services (Continued)</b>						
79999	AUTO TAGGING / PERFORMANCE IMPLEMENTATION SERVICE		1	0.00	0.00	0.00
					Subtotal	321,504.36
					Estimated Shipping	0.00
					Estimated Tax	0.00
					Total	321,504.36

## Year 1 Fleet 3

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
<b>Axon Plans &amp; Packages</b>						
80410	FLEET, EVIDENCE LICENSE, 1 CAMERA STORAGE, ACCESS	60	16	0.00	0.00	0.00
80400	FLEET, VEHICLE LICENSE, ACCESS	60	8	0.00	0.00	0.00
80401	FLEET 3, ALPR LICENSE, 1 CAMERA, ACCESS	60	8	0.00	0.00	0.00
80402	RESPOND DEVICE LICENSE - FLEET 3 - ACCESS	60	8	0.00	0.00	0.00
<b>Hardware</b>						
71210	FLEET DOOR TRIGGER HARDWARE, US		16	18.60	0.00	0.00
72036	FLEET 3 STANDARD 2 CAMERA KIT		8	0.00	0.00	0.00
11634	CRADLEPOINT IBR900-1200M-B-NPS+5YR NETCLOUD		8	0.00	0.00	0.00
71200	FLEET ANT, AIRGAIN, 5-IN-1, 2LTE, 2WIFI, 1GNSS, BL		8	0.00	0.00	0.00
70112	AXON SIGNAL UNIT		8	0.00	0.00	0.00
70117	AXON SIGNAL UNIT, CABLE ASSEMBLY		8	0.00	0.00	0.00
74110	FLEET ETHERNET CABLE, CAT6, 25 FT		8	0.00	0.00	0.00
<b>Other</b>						
80425	TAP, FLEET 3, 2 CAMERA KIT, 1 REFRESH ACCESS		8	0.00	0.00	0.00
73391	FLEET 3 NEW INSTALLATION (PER VEHICLE)		8	0.00	0.00	0.00
80459	FLEET 3 ADVANCED BUNDLE WITH TAP PAYMENT	12	8	2,496.00	0.00	0.00
<b>WiFi Offload</b>						
74074	WI-FI OFFLOAD SERVER HARDWARE		1	3,500.00	0.00	0.00
74066	FLEET INSTALLATION, WIRELESS NETWORK SERVICES		1	1,000.00	0.00	0.00

## Year 1 Fleet 3 (Continued)

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
<b>WiFi Offload (Continued)</b>						
80218	WI-FI OFFLOAD, SOFTWARE LICENSE MAINTENANCE	60	1	0.00	0.00	0.00
80219	WI-FI OFFLOAD, SOFTWARE MAINTENANCE PAYMENT	12	1	600.00	0.00	0.00
					Subtotal	0.00
					Estimated Tax	0.00
					Total	0.00

## Year 1 Interview Room

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
<b>Axon Plans &amp; Packages</b>						
50071	AXON STREAMING SERVER LICENSE (PER SERVER)		2	1,750.00	0.00	0.00
50070	AXON CLIENT SOFTWARE (EACH CLIENT AND TOUCH PANEL)		2	1,500.00	0.00	0.00
50055	INTERVIEW ROOM UNLIMITED EVIDENCE.COM LICENSE YEAR 1 PAYMENT	12	4	1,188.00	0.00	0.00
<b>Hardware</b>						
50218	AXIS F41 COVERT MAIN UNIT - NON SER		4	595.00	0.00	0.00
74116	INTERVIEW COVERT ENCLOSURE - AV WALL PLATE, FLUSH MOUNTED		2	121.00	0.00	0.00
50118	LOUROE MICROPHONE		4	196.50	0.00	0.00
50294	LITE SERVER		2	1,950.00	0.00	0.00
50268	TOUCH PANEL		2	1,600.00	0.00	0.00
74056	WALL MOUNT		2	64.00	0.00	0.00
50114	COVERT CAMERA, SENSOR UNIT		4	370.00	0.00	0.00
74055	FIRE STROBE - RED		2	222.00	0.00	0.00
74062	INTERVIEW ROOM 5 YR EXTENDED WARRANTY		2	1,297.00	0.00	0.00
<b>Services</b>						
85170	INTERVIEW ROOM, INSTALL AND SETUP		2	2,500.00	0.00	0.00
					Subtotal	0.00
					Estimated Tax	0.00
					Total	0.00



## Spares

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
<b>Hardware</b>						
73202	AXON BODY 3 - NA10		5	0.00	0.00	0.00
74028	WING CLIP MOUNT, AXON RAPIDLOCK		5	0.00	0.00	0.00
11534	USB-C to USB-A CABLE FOR AB3 OR FLEX 2		5	0.00	0.00	0.00
<b>Other</b>						
73827	AB3 CAMERA TAP WARRANTY	60	5	0.00	0.00	0.00
					Subtotal	0.00
					Estimated Tax	0.00
					Total	0.00

## Year 2

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
<b>Axon Plans &amp; Packages</b>						
50072	AXON STREAMING SERVER SOFTWARE MAINTENANCE ANNUAL PAYMENT	12	2	350.00	0.00	0.00
50074	AXON CLIENT SOFTWARE MAINTENANCE ANNUAL PAYMENT	12	2	300.00	0.00	0.00
50056	INTERVIEW ROOM UNLIMITED EVIDENCE.COM LICENSE YEAR 2 PAYMENT	12	4	1,188.00	0.00	0.00
<b>Hardware</b>						
87062	TECH ASSURANCE PLAN 8-BAY BODY 3 DOCK PAYMENT	12	3	354.00	15,835.50	47,506.50
<b>Other</b>						
73837	EVIDENCE.COM PROFESSIONAL LICENSE PAYMENT	12	39	468.00	468.00	18,252.00
73842	UNLIMITED EVIDENCE.COM TAP BUNDLE PAYMENT	12	151	1,068.00	1,068.00	161,268.00
73841	EVIDENCE.COM BASIC LICENSE PAYMENT	12	9	180.00	180.00	1,620.00
73666	RESPOND DEVICE PLUS PAYMENT	12	151	228.00	228.00	34,428.00
73835	AUTO TAGGING LICENSE PAYMENT	12	151	108.00	108.00	16,308.00
73836	PERFORMANCE LICENSE PAYMENT	12	151	108.00	108.00	16,308.00

## Year 2 (Continued)

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
<b>Other (Continued)</b>						
73479	REDACTION ASSISTANT USER ACCESS PAYMENT	12	151	108.00	108.00	16,308.00
73619	CITIZEN FOR COMMUNITIES USER ACCESS PAYMENT	12	151	108.00	108.00	16,308.00
80459	FLEET 3 ADVANCED BUNDLE WITH TAP PAYMENT	12	8	2,496.00	0.00	0.00
<b>WiFi Offload</b>						
80219	WI-FI OFFLOAD, SOFTWARE MAINTENANCE PAYMENT	12	1	600.00	0.00	0.00
					Subtotal	328,306.50
					Estimated Tax	0.00
					Total	328,306.50

## Year 3

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
<b>Axon Plans &amp; Packages</b>						
50072	AXON STREAMING SERVER SOFTWARE MAINTENANCE ANNUAL PAYMENT	12	2	350.00	0.00	0.00
50074	AXON CLIENT SOFTWARE MAINTENANCE ANNUAL PAYMENT	12	2	300.00	0.00	0.00
50057	INTERVIEW ROOM UNLIMITED EVIDENCE.COM LICENSE YEAR 3 PAYMENT	12	4	1,188.00	0.00	0.00
<b>Hardware</b>						
87062	TECH ASSURANCE PLAN 8-BAY BODY 3 DOCK PAYMENT	12	3	354.00	15,835.50	47,506.50
<b>Other</b>						
73837	EVIDENCE.COM PROFESSIONAL LICENSE PAYMENT	12	39	468.00	468.00	18,252.00
73309	AXON CAMERA REFRESH ONE		151	0.00	0.00	0.00
73842	UNLIMITED EVIDENCE.COM TAP BUNDLE PAYMENT	12	151	1,068.00	1,068.00	161,268.00
73309	AXON CAMERA REFRESH ONE		5	0.00	0.00	0.00
73313	1-BAY DOCK AXON CAMERA REFRESH ONE		151	0.00	0.00	0.00
73841	EVIDENCE.COM BASIC LICENSE PAYMENT	12	9	180.00	180.00	1,620.00
73666	RESPOND DEVICE PLUS PAYMENT	12	151	228.00	228.00	34,428.00
73835	AUTO TAGGING LICENSE PAYMENT	12	151	108.00	108.00	16,308.00

### Year 3 (Continued)

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
<b>Other (Continued)</b>						
73836	PERFORMANCE LICENSE PAYMENT	12	151	108.00	108.00	16,308.00
73689	MULTI-BAY BWC DOCK 1ST REFRESH		3	0.00	0.00	0.00
73479	REDACTION ASSISTANT USER ACCESS PAYMENT	12	151	108.00	108.00	16,308.00
73619	CITIZEN FOR COMMUNITIES USER ACCESS PAYMENT	12	151	108.00	108.00	16,308.00
80459	FLEET 3 ADVANCED BUNDLE WITH TAP PAYMENT	12	8	2,496.00	0.00	0.00
<b>WiFi Offload</b>						
80219	WI-FI OFFLOAD, SOFTWARE MAINTENANCE PAYMENT	12	1	600.00	0.00	0.00
					Subtotal	328,306.50
					Estimated Tax	0.00
					Total	328,306.50

### Year 4

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
<b>Axon Plans &amp; Packages</b>						
50072	AXON STREAMING SERVER SOFTWARE MAINTENANCE ANNUAL PAYMENT	12	2	350.00	0.00	0.00
50074	AXON CLIENT SOFTWARE MAINTENANCE ANNUAL PAYMENT	12	2	300.00	0.00	0.00
50058	INTERVIEW ROOM UNLIMITED EVIDENCE.COM LICENSE YEAR 4 PAYMENT	12	4	1,188.00	0.00	0.00
<b>Hardware</b>						
87062	TECH ASSURANCE PLAN 8-BAY BODY 3 DOCK PAYMENT	12	3	354.00	15,835.50	47,506.50
<b>Other</b>						
73837	EVIDENCE.COM PROFESSIONAL LICENSE PAYMENT	12	39	468.00	468.00	18,252.00
73842	UNLIMITED EVIDENCE.COM TAP BUNDLE PAYMENT	12	151	1,068.00	1,068.00	161,268.00
73841	EVIDENCE.COM BASIC LICENSE PAYMENT	12	9	180.00	180.00	1,620.00
73666	RESPOND DEVICE PLUS PAYMENT	12	151	228.00	228.00	34,428.00
73835	AUTO TAGGING LICENSE PAYMENT	12	151	108.00	108.00	16,308.00
73836	PERFORMANCE LICENSE PAYMENT	12	151	108.00	108.00	16,308.00

## Year 4 (Continued)

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
<b>Other (Continued)</b>						
73479	REDACTION ASSISTANT USER ACCESS PAYMENT	12	151	108.00	108.00	16,308.00
73619	CITIZEN FOR COMMUNITIES USER ACCESS PAYMENT	12	151	108.00	108.00	16,308.00
80459	FLEET 3 ADVANCED BUNDLE WITH TAP PAYMENT	12	8	2,496.00	0.00	0.00
<b>WiFi Offload</b>						
80219	WI-FI OFFLOAD, SOFTWARE MAINTENANCE PAYMENT	12	1	600.00	0.00	0.00
					Subtotal	328,306.50
					Estimated Tax	0.00
					Total	328,306.50

## Year 5

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
<b>Axon Plans &amp; Packages</b>						
50072	AXON STREAMING SERVER SOFTWARE MAINTENANCE ANNUAL PAYMENT	12	2	350.00	0.00	0.00
50074	AXON CLIENT SOFTWARE MAINTENANCE ANNUAL PAYMENT	12	2	300.00	0.00	0.00
50059	INTERVIEW ROOM UNLIMITED EVIDENCE.COM LICENSE YEAR 5 PAYMENT	12	4	1,188.00	0.00	0.00
<b>Hardware</b>						
87062	TECH ASSURANCE PLAN 8-BAY BODY 3 DOCK PAYMENT	12	3	354.00	15,835.50	47,506.50
<b>Other</b>						
73837	EVIDENCE.COM PROFESSIONAL LICENSE PAYMENT	12	39	468.00	468.00	18,252.00
73310	AXON CAMERA REFRESH TWO		151	0.00	0.00	0.00
73842	UNLIMITED EVIDENCE.COM TAP BUNDLE PAYMENT	12	151	1,068.00	1,068.00	161,268.00
73310	AXON CAMERA REFRESH TWO		5	0.00	0.00	0.00
73314	1-BAY DOCK AXON CAMERA REFRESH TWO		151	0.00	0.00	0.00
73841	EVIDENCE.COM BASIC LICENSE PAYMENT	12	9	180.00	180.00	1,620.00
73666	RESPOND DEVICE PLUS PAYMENT	12	151	228.00	228.00	34,428.00
73835	AUTO TAGGING LICENSE PAYMENT	12	151	108.00	108.00	16,308.00

## Year 5 (Continued)

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
<b>Other (Continued)</b>						
73836	PERFORMANCE LICENSE PAYMENT	12	151	108.00	108.00	16,308.00
73688	MULTI-BAY BWC DOCK 2ND REFRESH		3	0.00	0.00	0.00
73479	REDACTION ASSISTANT USER ACCESS PAYMENT	12	151	108.00	108.00	16,308.00
73619	CITIZEN FOR COMMUNITIES USER ACCESS PAYMENT	12	151	108.00	108.00	16,308.00
72040	FLEET REFRESH, 2 CAMERA KIT		8	0.00	0.00	0.00
80459	FLEET 3 ADVANCED BUNDLE WITH TAP PAYMENT	12	8	2,496.00	0.00	0.00
<b>WiFi Offload</b>						
80219	WI-FI OFFLOAD, SOFTWARE MAINTENANCE PAYMENT	12	1	600.00	0.00	0.00
Subtotal						328,306.50
Estimated Tax						0.00
Total						328,306.50
<b>Grand Total</b>						<b>1,634,730.36</b>

## Discounts (USD)

Quote Expiration: 08/15/2021

List Amount	1,804,784.20
<b>Discounts</b>	<b>170,053.84</b>
<b>Total</b>	<b>1,634,730.36</b>

*\*Total excludes applicable taxes*

## Summary of Payments

Payment	Amount (USD)
Year 1 AB3 Unlimited	321,504.36
Year 1 Fleet 3	0.00
Year 1 Interview Room	0.00
Spares	0.00
Year 2	328,306.50
Year 3	328,306.50
Year 4	328,306.50
Year 5	328,306.50
<b>Grand Total</b>	<b>1,634,730.36</b>

## STATEMENT OF WORK & CONFIGURATION DOCUMENT

### Axon Interview Recording Platform

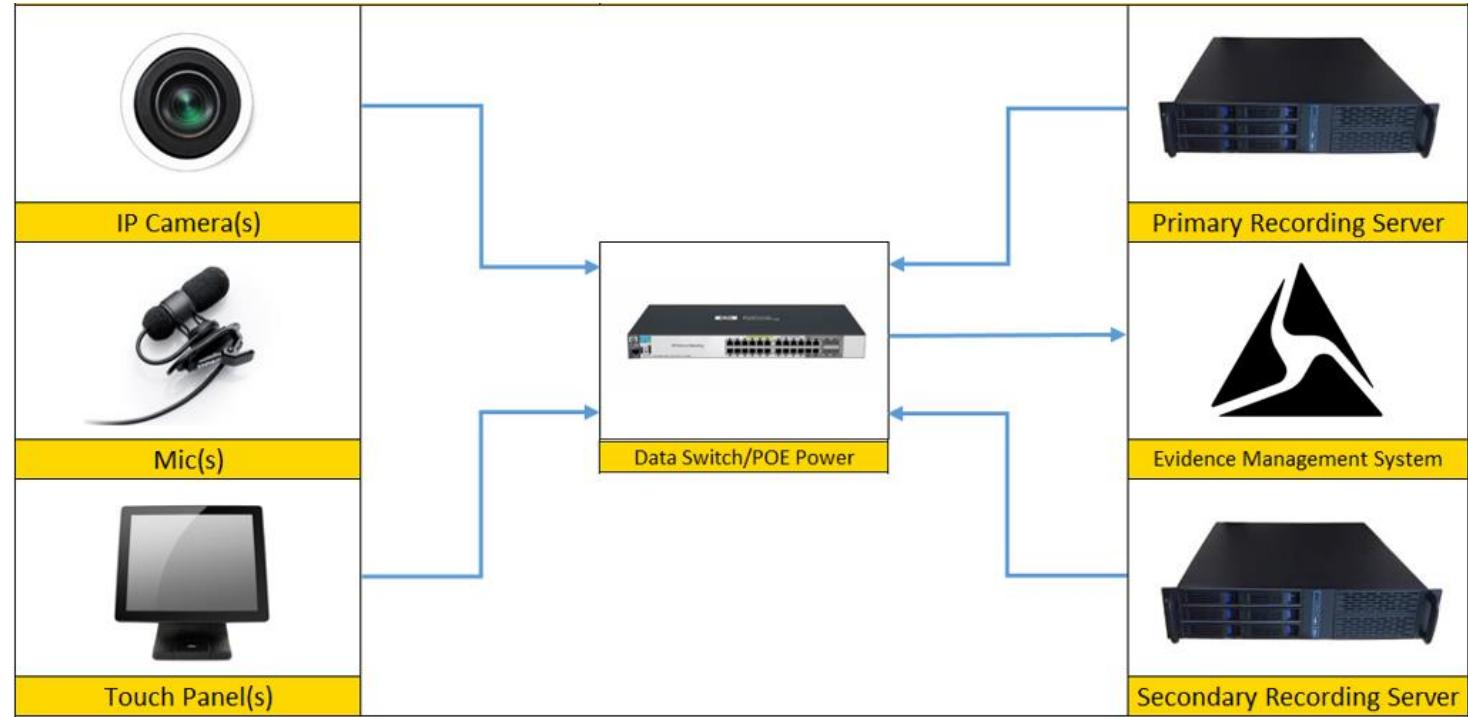
This document details a proposed system design

Agency Created For: Palm Bay Police Dept - FL

<b>Sold By:</b>	Jeremy Deegan
<b>Designed By:</b>	Matthew Karsten
<b>Installed By:</b>	
<b>Customer Contact:</b>	
<b>Target Install Date:</b>	

# AXON INTERVIEW RECORDING PLATFORM

This image is intended to be a general visual of how Interview Room is configured. Please read through the SOW for configuration specific to this deal.



## AXON-PROVIDED HARDWARE SUMMARY

The following section offers a broad summary of the Axon-provided hardware needed to configure this order. With the exception of server quantities, QUANTITIES DO NOT REFLECT CUSTOMER-PROVIDED ITEMS.

<b>Total Camera Configurations</b>		
4	Camera(s)	
4	Covert Enclosure(s)	
4	Microphone(s)	
	Injector(s)	
<b>Total Switches</b>		
1	POE Switch(es)	
<b>Total Servers</b>		
2	Server(s) (customer-provided included)	
<b>Total Touch Panels</b>		
2	Touch Panel(s) (virtual not included)	
2	Wall Mount(s)	
<b>Total Camera Configurations</b>		
0	I/O Box(es)	

	<u>Locations</u>	<u># Rooms</u>
	Pal Bay	2



# INTERVIEW ROOM OVERVIEW

The following sections detail the configuration of the Axon Interview recording system at all locations.

## Network Considerations

Network Requirements	Each IP Camera will be connected to a POE switch that provides the device with power and network connectivity.		
	Each Recording Server must be given a static IPv4 network address that is routable across the network.		
	Each IP Camera must be given a static IPv4 network address that is routable across the network.		
	Each touch panel/kiosk must be given a static IPv4 network address that is routable across the network.		
Network Addressing	Network Device	Static IPs	Total IPs
	Qty of IP Cameras	4	8
	Qty of Touch Panels	2	
	Qty of Recording Servers	2	
Data Switch Provisioning	This install will require POE data switches at each location.		
Virtual Kiosks	0 workstations will require virtual kiosk software to be installed.		
Customer Provided Items	Customer to provide all device IP addresses Customer to also provide: <ul style="list-style-type: none"><li>• Subnet Mask</li><li>• Gateway IP</li><li>• DNS/WINS IP</li><li>• Time Server IP</li></ul>		
	Customer IT staff will configure all switches with proper network configuration.		

## Metadata Tags

<b>Metadata Tagging</b>	The system will collect metadata information prior to, and after, the interview recording process (i.e. Interviewer Name, Interviewee Name, Case Number).
<b>Metadata Tags</b>	Information collected prior to recording: <ul style="list-style-type: none"> <li>• Interviewee first and last name</li> <li>• Case number</li> <li>• Case type</li> <li>• Interviewee type</li> </ul> Information collected post recording: <ul style="list-style-type: none"> <li>• Interviewer name(s)</li> </ul>
<b>Customer Provided Items</b>	Customer to provide preferred metadata fields.
<b>Axon Provided Items</b>	Axon to facilitate the creation of metadata fields.

# NETWORK CONFIGURATION DETAILS

The following section offers a broad summary of the Axon-provided hardware needed to configure this order.

## Network Configuration Details

Evidence Management System	
Application Features	<p>Network Applications:</p> <ul style="list-style-type: none"><li>• Remote monitoring application</li></ul> <p>Evidence.com Application Features:</p> <ul style="list-style-type: none"><li>• Secure Cloud Storage</li><li>• Redaction</li><li>• Download/Sharing</li><li>• Audit Trail</li><li>• Reporting</li></ul>

## Training

Application Package	<p>This solution will include on-site application training covering:</p> <ul style="list-style-type: none"><li>• Touch panel overview</li><li>• Initiating interview wizard</li><li>• Entering metadata</li><li>• Controlling the interview process</li><li>• Closing an interview</li><li>• Evidence.com functionality</li></ul>
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## Additional General Deal Notes

Notes	
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# LOCATION DETAILS: Pal Bay

The following sections detail the configuration of the Axon Interview recording system at PAL BAY

Location Name	Pal Bay
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## Cable Considerations

Cabling Runs	Axon Professional Services will install the networking cables using a Cat5e Cable.	
	9	cable runs are required for this installation.
	7	110v power outlets are required for this installation (Customer Responsibility).
Cabling Requirements	<p>All Devices: Network cabling must be provided for the following devices:</p> <ul style="list-style-type: none"><li>• Axis IP Camera</li><li>• Server</li><li>• Touch Panel or PC running a virtual Touch Panel</li><li>• POE Switch</li></ul>	

## Servers, Switches, Touch Panels

Servers	Axon Interview Lite Server	Quantity:	1
	Axon Interview Lite Server		1
Redundancy	This system includes recording redundancy		
Data Switch/POE Power	Customer will provide data switch	Quantity:	1
Touch Panels	POS-X Touch Panel		
Touch Panel Location	Wall mounted outside each room		
Number of I/O Boxes Required	0		

## Additional Location Notes

Notes	
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ROOM DETAILS: Room 1

The following sections detail the configurations specific to ROOM 1

Location Name	Pal Bay
Room Name	Room 1

Camera Configuration

Camera 1	Camera 1 will be a(n) : AXIS F41/F1025 Covert IP Camera  Covert Enclosure : Fire Strobe Enclosure  Mic: Louroe Tamper Proof Mic
Camera 2	Camera 2 will be a(n) : AXIS F41/F1025 Covert IP Camera  Covert Enclosure : Flush Mount Enclosure  Mic: Louroe Tamper Proof Mic
Recording Activation	Recording will be triggered via IR Client
External Recording-In-Progress Visual	N/A
Wall Configuration	Drywall
Ceiling Configuration	Standard Tile

Additional Location Notes

Notes	
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# ROOM DETAILS: Room 2

The following sections detail the configurations specific to ROOM 2

Location Name	Pal Bay
Room Name	Room 2

## Camera Configuration

Camera 1	Camera 1 will be a(n) : AXIS F41/F1025 Covert IP Camera  Covert Enclosure : Fire Strobe Enclosure  Mic: Louroe Tamper Proof Mic
Camera 2	Camera 2 will be a(n) : AXIS F41/F1025 Covert IP Camera  Covert Enclosure : Flush Mount Enclosure  Mic: Louroe Tamper Proof Mic
Recording Activation	Recording will be triggered via IR Client
External Recording-In-Progress Visual	N/A
Wall Configuration	Drywall
Ceiling Configuration	Standard Tile

## Additional Location Notes

Notes	
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## **Axon International, Inc's Sales Terms and Conditions for Direct Sales to End User Purchasers**

This Statement of Work is bound to the applicable signed quote. Upon confirmation of the installation dates, to be confirmed in writing, the agency will give no less than a 2-week advanced notice of cancellation or change from the date of the scheduled installation. In the event the Agency cancels 2 weeks or less from the date of the scheduled installation, the agency will be responsible for all travel booked, and resource costs associated with the cancelled installation. Rescheduling of the installation will be at the discretion of Axon Professional Services based on available dates within the installation schedule calendar.

Changes to the scope of this SOW must be documented and agreed upon by the Parties in a change order. If the changes cause an increase or decrease in any charges or cause a scheduling change from that originally agreed upon, an equitable adjustment in the charges or schedule will be agreed upon by the Parties and included in the change order, signed by both Parties.

## Notes

This is a budgetary quote only. This quote contains hardware, software, and estimated installation costs. A review by an Axon engineer and the creation of a Statement of Work must be completed to determine the exact requirements for the agency to implement a Fleet program and Interview Program. This quote is subject to change based on the information gathered from the review outlined above.

Sourcewell Contract #010720-AXN used for pricing and purchasing justification

Tax is subject to change at order processing with valid exemption.

## Axon's Sales Terms and Conditions

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at [www.axon.com/legal/sales-terms-and-conditions](http://www.axon.com/legal/sales-terms-and-conditions)) and the **Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience** (posted at [www.axon.com/legal/sales-terms-and-conditions](http://www.axon.com/legal/sales-terms-and-conditions)), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. **The Axon Customer Experience Improvement Program Appendix ONLY applies to Customers in the USA.** In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it contemplates the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix. Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature:

Date:

Name (Print):

Title:

PO# (Or write  
N/A):

Please sign and email to Jeremy Deegan at [jdeegan@axon.com](mailto:jdeegan@axon.com) or fax to

Thank you for being a valued Axon customer. For your convenience on your next order, please check out our online store [buy.axon.com](http://buy.axon.com)

The trademarks referenced above are the property of their respective owners.

### \*\*\*Axon Internal Use Only\*\*\*

		SFDC Contract #:
		Order Type:
		RMA #:
		Address Used:
		SO #:
Review 1	Review 2	
Comments:		

## ATTENTION

This order may qualify for freight shipping, please fill out the following information.

What is the contact name and phone number for this shipment?	
What are your receiving hours? (Monday-Friday)	
Is a dock available for this incoming shipment?	
Are there any delivery restrictions? (no box trucks, etc.)	





## **LEGISLATIVE MEMORANDUM**

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

**FROM:** Terese Jones, City Clerk

**DATE:** 7/15/2021

**RE:** Committee/Council Reports

**Committee Reports:**

- Space Coast Transportation Planning Organization
- Space Coast League of Cities
- Tourist Development Council

**Council Reports**

**REQUESTING DEPARTMENT:**

Legislative



## LEGISLATIVE MEMORANDUM

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

**FROM:** Suzanne Sherman, City Manager

**THRU:** Patrick Murphy, Growth Management Assistant Director; Juliet Misconi, Acting Public Works Director

**DATE:** 7/15/2021

**RE:** Resolution 2021-37, designating a portion of Emerald Lakes West Phase II development as a 'Golf Cart Community'.

On July 1, 2021 and July 15, 2021, City Council heard the first and second/final reading of the City's "Golf Cart Ordinance", as adopted by Ordinance #2021-48 which created the "Golf Cart Ordinance" for the City of Palm Bay as Sections 179.110 through 179.119 in the City's Code of Ordinances. The Golf Cart Ordinance can only be applied in locations which are designated as "Golf Cart Communities." The designation of a Golf Cart Community must be reviewed by the City Engineer and then approved by the City Manager and finally approved by City Council by Resolution. The attached Resolution authorizes the designation for Emerald Lakes as a 'Golf Cart Community' for the development west of Interstate 95 as depicted in Exhibit A of the Resolution.

On September 3, 2020, the City Council approved the Final Development Plan for Emerald Lakes Phase II pursuant to Resolution #2020-37. The developers of Emerald Lakes have now requested that this area be approved as a Golf Cart Community.

### REQUESTING DEPARTMENT:

Growth Management, Public Works

### FISCAL IMPACT:

There is no fiscal impact.

### RECOMMENDATION:

Motion to approve Resolution designating a portion of Emerald Lakes development as a Golf Cart Community, pursuant to Section 179.110 through 179.119 of the City's Code of Ordinance for the area shown on Exhibit A of the Resolution.

### ATTACHMENTS:

#### Description

Resolution 2021-37

Resolution 2021-37, Exhibit A

## **RESOLUTION 2021-37**

**A RESOLUTION OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, DESIGNATING A PORTION OF EMERALD LAKES WEST PHASE II DEVELOPMENT AS A 'GOLF CART COMMUNITY', WHICH PROPERTY IS LOCATED WEST OF AND ADJACENT TO INTERSTATE 95, ON THE NORTH AND SOUTH SIDES OF THE ST. JOHNS HERITAGE PARKWAY; PROVIDING FOR COMPLIANCE WITH ALL REQUIREMENTS OF THIS RESOLUTION AND ORDINANCE 2021-48; RESCINDING RESOLUTIONS OR PARTS OF RESOLUTIONS IN CONFLICT HERewith; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Section 316.212, Florida Statutes, provides that the operation of a golf cart upon the public roads or streets is prohibited unless the public roads or streets are designated by the City for use by golf carts, and

**WHEREAS**, the operation and use of golf carts on City of Palm Bay roadways is a privilege and not a right, and

**WHEREAS**, the City of Palm Bay has the authority to designate certain roads or streets within its jurisdiction for lawful operation of golf carts, subject to certain findings and such restrictions and conditions as the Board deems necessary to ensure public safety, and

**WHEREAS**, the City Engineer has determined that, subject to the posting of appropriate signage and compliance with the other requirements of this Resolution and Ordinance 2021-48, certain designated roadways and streets within the community are safe for the operation of golf carts, and

**WHEREAS**, the City Manager has considered the City Engineer's opinion and the application for Golf Cart Community and recommends approval of the request.

**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 adopted and incorporated herein by reference.

**SECTION 2.** The designated roads and streets on which golf carts are permitted are those local roads and streets within the Golf Cart Community Boundary Limits depicted on Exhibit 'A', attached and incorporated herein by reference ("Permitted Roads"). For purposes of this Resolution, the terms "street" and "road" are used interchangeably and shall have the meanings ascribed to them in Chapter 316, Florida Statutes. The Permitted Roads do not include any sidewalks but do include multi-modal paths and shared use paths designated for golf cart usage. As used herein, the term "golf cart" shall be as defined in Chapter 320.01(22), Florida Statutes.

**SECTION 3.** Signage Pursuant to Chapter 316.212(1), Florida Statutes, the City of Plan Bay shall post appropriate signs indicating that golf cart use is allowed on all Permitted Roads. Owner/Developer shall be responsible for paying for the cost of the signs.

The Owner/Developer shall ensure the posting of signs along the designated streets or roads, multi-modal paths and shared use paths where golf cart operation is allowed advising motorists of the possible presence of golf cart traffic and alerting the public that the operation of such golf carts is subject to the various requirements of this this Resolution and Ordinance 2021-48.

The Owner/Developer or individual Homeowner's Associations shall be responsible for the posting of signs along the designated streets and roads where golf cart operation is allowed, behind the gates in each respective community, advising motorists of the possible presence of golf cart traffic, alerting the public that the operation

of such golf carts is subject to the various requirements of this Resolution and Ordinance 2021-48.

**SECTION 4.** Owners and/or operators of golf carts shall obey all traffic laws and meet the requirements of current state laws, including Chapter 316.212, Florida Statutes. With respect to golf cart use on a Permitted Road, all golf carts must be equipped with efficient brakes, reliable steering apparatus, safe tires, a rearview mirror, and red reflectorized warning devices in both the front and rear, pursuant to Chapter 316.212(6), Florida Statutes, and shall only be operated on the Permitted Roads by a person age 14 years or older, pursuant to Chapter 316.212(7), Florida Statutes.

**SECTION 5.** Golf carts may be operated on the Permitted Roads during the hours between sunrise and sunset.

**SECTION 6.** All resolutions of the City, or parts thereof, in conflict with the provisions of this resolution are to the extent of such conflict, hereby superseded and rescinded.

**SECTION 7.** This Resolution shall take effect immediately upon sign installation indicating that golf cart use is allowed on all Permitted Roads.

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

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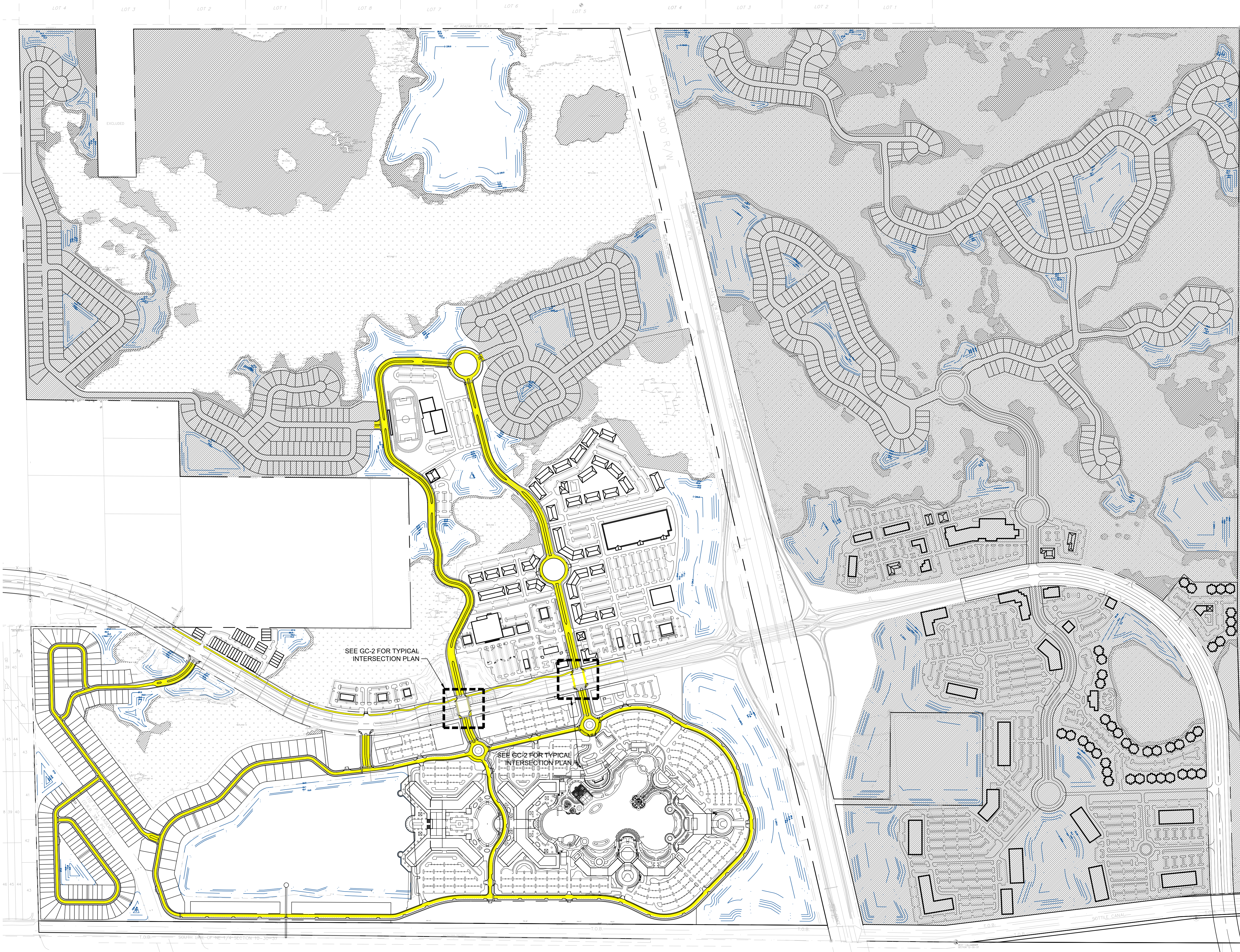
Robert Medina, MAYOR

ATTEST:

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Terese M. Jones, CITY CLERK





**LEGEND:**

GOLF CART ACCESS

FUTURE PHASE

- NOTES:**
- 1. EMERALD LAKES TO APPLY FOR FDOT PERMIT TO ALLOW GOLF CARTS TO CROSS INTERSTATE-95 WITHIN THE 12' MULTI-USE PATH ON ST. JOHNS HERITAGE PARKWAY.
  - 2. GOLF CARTS SHOULD ONLY BE USED ON THE MULTI-USE PATH ON THE NORTH SIDE OF ST. JOHNS HERITAGE PARKWAY. GOLF CARTS ARE NOT ALLOWED ON THE ROADWAY PAVEMENT OF ST. JOHNS HERITAGE PARKWAY.
  - 3. GOLF CARTS WILL NOT BE ALLOWED TO CROSS AT NON-SIGNALIZED INTERSECTIONS.

7/07/21 GC-1

EMERALD LAKES PHASE 2  
GOLF CART ACCESS EXHIBIT

1"=400'



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ENGINEERING  
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*Consulting Engineers*

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www.ceengineering.com  
COA #000897





## LEGISLATIVE MEMORANDUM

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

**FROM: Terese Jones, City Clerk**

**DATE: 7/15/2021**

**RE: Ordinance 2021-50, amending the Code of Ordinances, Chapter 50, Elections, by updating provisions contained therein, first reading.**

There are sections of the "City of Palm Bay, Florida, Municipal Election Ordinance," Chapter 50, that are preempted by the Florida Election Code or the City Charter. "All matters set forth in chapters 97-106 are preempted to the state, except as otherwise specifically authorized by state or federal law. The conduct of municipal elections shall be governed by s. 100.3605." § 97.0115, Fla. Stat.

(1) The Florida Election Code, chapters 97-106, shall govern the conduct of a municipality's election in the absence of an applicable special act, charter, or ordinance provision. No charter or ordinance provision shall be adopted which conflicts with or exempts a municipality from any provision in the Florida Election Code that expressly applies to municipalities.

(2) The governing body of a municipality may, by ordinance, change the dates for qualifying and for the election of members of the governing body of the municipality and provide for the orderly transition of office resulting from such date changes.

In addition, with the resignation of Councilman Bailey, there will be a permanent vacancy on City Council effective August 6, 2021. The current provisions under the City's Code of Ordinances, Chapter 50, state: "When more than one year is left remaining in the term of said office and no general municipal election is scheduled within one year, a special election shall be scheduled to be held no sooner than ninety (90) days or no more than one hundred eighty (180) days following the date of the vacancy."

Should a special election be held, it would be between the beginning of November 2021 and the beginning of January 2022. A cost estimate has not been received from the Supervisor of Elections to date, but the last special election held in 2019 had cost approximately \$83,000.

The proposed ordinance provides for the removal of the provisions for a special election due to a vacancy and would permit Council to appoint a qualified person within thirty (30) days of the vacancy and that person would serve the remainder of the term until the general election.

Many other municipalities, such as Melbourne, West Melbourne, Rockledge, Cocoa and Titusville, have similar language and vacancies do not require a special election.

Should Council approve the proposed ordinance, it is suggested that interested individuals complete a Residency of Candidate Affidavit and a Candidate Biographical Data sheet. A special Council meeting would be scheduled after the final hearing of this ordinance. At that special meeting, the individuals would be ranked in the same manner used for appointments to advisory boards. Interested persons must meet the qualifications for council members pursuant to Section 5.02 of the City Charter, and would serve until the next general municipal election in 2022.

**REQUESTING DEPARTMENT:**

City Attorney's Office, Legislative

**FISCAL IMPACT:**

None if ordinance is approved; actual cost for special election is unknown.

**RECOMMENDATION:**

Motion to adopt the ordinance as presented.

**ATTACHMENTS:**

**Description**

**Ordinance 2021-50**



## ORDINANCE 2021-50

AN ORDINANCE OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, AMENDING THE CODE OF ORDINANCES, TITLE V, LEGISLATIVE, CHAPTER 50, ELECTIONS, BY REMOVING LANGUAGE PREEMPTED BY THE FLORIDA ELECTION CODE OR CITY CHARTER; AND UPDATING PROVISIONS RELATED TO VACANCIES ON CITY COUNCIL; 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 V, Legislative, Chapter 50, Elections, is hereby amended and shall henceforth read as follows:

### ***General Provisions***

\* \* \*

#### **§ 50.04 ELECTION DATE.**

(A) ~~Regular municipal elections shall be held on the first Tuesday after the first Monday in November.~~ >>The election date is set by the Florida Constitution and Section 100.031, Florida Statutes.<<

~~(B) There shall be no municipal primary elections held in the city.~~

#### **§ 50.05 CHIEF ELECTIONS OFFICER.**

The City Clerk is designated as the Chief Elections Officer of the city and shall see that all municipal elections are conducted in a proper and legal manner >>pursuant to law<<. ~~The City Clerk may delegate any or all of the responsibilities for administering the election to the supervisor of elections, when deemed appropriate by the City Clerk.~~

\* \* \*

#### **§ 50.07 REGULAR MUNICIPAL ELECTION AND NOTICES.**

~~(A) The City Clerk shall publish in a newspaper of general circulation in the city a notice of the election. If there is no newspaper of general circulation within the city the advertisement may be made by posting three (3) copies of the notice~~

~~in three (3) different places within the city, one (1) of which will be at the front door of the city hall. Such notice shall be published at least thirty (30) days prior to the date set for qualification, and again at least thirty (30) days prior to the election date. Such notice shall state the date, time, place and office or offices to be filled, and/or any question at issue to be voted upon.~~

~~(B) The Mayor may issue a proclamation announcing the election at least thirty (30) days prior to the election. Such proclamation shall state the date, time, place and office or offices to be filled, and any question at issue.~~

>>Pursuant to Section 100.021, Florida Statutes, the Florida Department of State shall publish such notifications.<<

#### § 50.08 MUNICIPAL QUALIFYING PERIOD.

(A) >>Primary and<< regular municipal election>>s<<. ~~No person may qualify as a candidate in accordance with § 50.10 prior to the 78th day preceding the next municipal election nor later than 5:00 p.m., local time, on the 74th day preceding the election date.~~

>>Section 101.75, Florida Statutes, delegates authority to the city to move the date and qualifying period of any municipal election to a date concurrent with other state and countywide elections.<<

(B) Special municipal election. The qualifying dates for candidates shall be coordinated with the supervisor of elections' schedule and the election date to provide as much time as possible for notice to the public and out-of-state electors and for the mailing of absentee ballots. At no time shall the qualifying period be less than three (3) working days.

\* \* \*

#### § 50.10 QUALIFICATIONS OF CANDIDATES.

~~(A) Any elector qualified under the laws of the state, having been a resident of the city for two (2) years and a registered elector in the city, residing at a city address, and who is otherwise qualified to be a member of the City Council may be a candidate for any vacancy.~~ >>Candidates for the office of city council shall be qualified pursuant to Section 5.02 of the City Charter.<<

~~(B) A candidate, if elected, shall continue to be a resident and an elector of the city during the term of the office.~~

(C)>>B<< Each candidate shall pay a filing fee of fifty dollars (\$50.00).

\* \* \*

#### § 50.13 PREPARATION OF BALLOT.

~~(A) Immediately following the closing of the qualifying period for any municipal election, the City Clerk shall prepare the ballot in accordance with state law and this code of ordinances and any other applicable ordinance of the city.~~

~~(B) The names of all duly qualified candidates shall be grouped in alphabetical order by the particular office being sought. Any question or issue shall be printed below the last group of candidates' names.~~

~~(C) In addition to the names printed on the ballot, a blank space shall be provided under each group for an office for which a write-in candidate has qualified.~~

>>Pursuant to Section 100.051, Florida Statutes, the county supervisor of elections shall create and print the ballots.<<

\* \* \*

#### **§ 50.16 METHOD OF ELECTING COUNCILMEMBERS.**

(A) The City Council shall consist of five (5) members, each of whom shall have the same legislative power and authority although their titles may be different.

(B) Three (3) Councilmembers shall be elected in the same year; namely, the position of Mayor and two (2) Council seats. Such Council seats shall be designated as the Mayor and seat 2 and seat 3. The other two (2) Councilmembers shall be elected separately and shall be designated as seat 4 and seat 5.

(C) >>A primary election and a general election are to be held pursuant to law and the City Charter.<< The election for the Mayor and seat 2 and seat 3 shall be held in November and every four (4) years thereafter, excluding those elections held to fill early vacancies.

~~(D) The election for seat 4 and seat 5 shall be held in November in a year separate from the Mayor, seat 2, and seat 3, and every four (4) years thereafter, excluding those elections held to fill early vacancies.~~

~~(E) In the event of a tie vote in a special or regular election in which two (2) or more candidates are seeking the same designated seat on the Council, a run-off election, to be held as specified § 50.17, will only be held if breaking the tie would determine the successful candidate. Each elective officer shall hold such office until a successor is elected and qualified.~~

#### **§ 50.17 RUN-OFF ELECTIONS.**

>>The general and run-off elections shall be considered as one election and shall be conducted in accordance with general law.<< Run-off elections shall be called by the City Clerk and shall be held twenty-one (21) days after the municipal or special election. The City Clerk shall cause to be published in a newspaper of

~~general circulation in the city notice of the run-off election at least three (3) days prior to the run-off election. If there is no newspaper of general circulation within the city, the advertisement may be made by posting three (3) copies thereof in three (3) different places in the city, one (1) of which shall be at the front door of the city hall. The notice of the run-off election shall state the date, time, place and office or offices to be filled.~~

\* \* \*

#### **§ 50.19 ABSENTEE VOTING.**

~~Absentee voting shall be permitted in all elections as provided by law.~~  
>>Pursuant to Section 101.655, Florida Statutes, the county supervisor of elections makes provisions for the use of absentee ballots.<<

\* \* \*

#### **§ 50.21 CERTIFYING THE ELECTION RESULTS.**

(A) A special or regular meeting shall be held within three (3) working days following the receipt by the City Clerk of the official election results from the supervisor of elections to certify the election results.

~~(B) Absentee ballots shall be opened after the closing of the polls on election day to allow for the canvassing of the absentee ballots by the county at the same time as the other ballots.~~

(C) Those Councilmembers present at the above-mentioned meeting shall be given a copy of the official canvass of the election and the ~~presiding officer~~ >>City Clerk or designee<< shall announce the election results. The newly elected official(s) shall be administered the oath of office immediately thereafter and a certificate of election issued to each successful candidate.

\* \* \*

#### **§ 50.31 ESTABLISHMENT OF PRECINCTS AND POLLING PLACES.**

~~(A) Precincts.~~

~~(1) Those precincts established, created, and approved by the board of county commissioners pursuant to Fla. Stat. Ch. 101, situated within the corporate limits of the city are designated as the city precincts to be used in any and all municipal elections.~~

~~(2) The City Clerk shall send a certified copy of any annexation ordinance approved by the City Council to the supervisor of elections. Precinct boundaries may be altered to conform to the municipal boundaries as changed due to annexation.~~

~~(3) In the event a precinct boundary is unable to be altered to conform to annexation by the date of a city election, any qualified elector residing within the area annexed shall be eligible to vote in the city election.~~

~~(B) Polling places and hours open.~~

~~(1) There shall be a polling place for each precinct within the city. These polling places designated and used by the supervisor of elections shall be used for municipal elections.~~

~~(2) Electors shall vote, at all elections, at the polling place designated for the precinct in which they reside.~~

~~(3) Whenever necessary, polling place locations may be changed in the manner provided in Fla. Stat. Ch. 101. The City Clerk shall consult with the supervisor of elections prior to relocating any polling place in a municipal election.~~

~~(4) All polling places within the city shall be open for voting from 7:00 a.m. to 7:00 p.m. on election day, and any elector who is in line waiting to vote at 7:00 p.m. shall be permitted to vote in such election.~~

>>Pursuant to Section 101.001, Florida Statutes, the county supervisor of elections is responsible for the creation of voting precincts.<<

#### **§ 50.32 POLL WORKERS.**

~~(A) At each polling place there shall be a sufficient number of poll workers to handle the anticipated number of voters. The supervisor of elections and City Clerk shall determine the necessary number prior to the date of the election. The City Clerk shall appoint the poll workers for any municipal election; provided, however, when a municipal election is held in conjunction with an election conducted by the supervisor of elections, the poll workers shall be those appointed by the supervisor of elections. Poll workers shall receive wages comparable to those paid by the county, unless otherwise approved by the City Council.~~

~~(B) All persons who shall serve as poll workers for any city election shall have the status of casual and temporary employees not entitled to the status or to any of the rights or benefits of regular or permanent municipal employees.~~

~~(C) In the event any poll worker so appointed refuses the appointment or is unable to serve in the election, the City Clerk shall name a successor to serve in the place and stead of such worker.~~

>>Poll workers are selected and appointed by the county supervisor of elections.<<

#### **§ 50.33 CLOSING OF VOTER REGISTRATION.**

~~(A) Individuals residing within the corporate limits of the city who register to vote less than thirty (30) days prior to any municipal election shall not be permitted to vote in that election.~~

~~(B) In the event of a run-off election, the registration books shall close thirty (30) days prior to the election date. Individuals who register to vote within this thirty (30) day time period shall not be permitted to vote in the run-off election.~~

>>Pursuant to Section 97.053, Florida Statutes, the county supervisor of elections is responsible for voter registration.<<

\* \* \*

### *Filling of Vacancies*

#### **§ 50.50 MAYOR — PERMANENT VACANCY.**

~~(A) When a >>A<< permanent vacancy >>shall<< occurs in the office of mayor as a result of death, resignation, illness, disability, forfeiture of office, written court order, or other lawful written order or action, >>. << such vacancy shall be filled in accordance with the following procedures: >>When such vacancy occurs, the remaining council members shall select by the affirmative vote of not less than a majority of the remaining membership a person to fill the vacancy. Such person shall meet the qualifications for council members pursuant to Section 5.02 of the City Charter and shall serve until the next general municipal election.~~

If the council shall fail to fill a vacancy within thirty (30) days after it occurs, or whenever three (3) or more vacancies shall occur at the same time, the city clerk shall immediately call a special election to fill the vacancy or vacancies. The council may provide for filling council vacancies by special election in such other circumstances as it deems appropriate.<<

~~(1) When there is one (1) year or less remaining in the term of said office, the deputy mayor shall assume the responsibilities of that office until the remainder of the term, or~~

~~(2) When more than one (1) year is left remaining in the term of said office and no general municipal election is scheduled within one (1) year, a special election shall be scheduled to be held no sooner than ninety (90) days or more than one hundred eighty (180) days following the date of the vacancy. The deputy mayor shall act as the mayor until a new mayor is elected. The individual elected shall serve the remainder of the unexpired term. The acting mayor will then resume the position of deputy mayor for the remaining balance of his/her appointment and remain on the city council to complete his/her elected term.~~

**§ 50.51 MAYOR — TEMPORARY VACANCY — COURT ORDER, OTHER  
LAWFUL ORDER OR ACTION.**

(A) When a temporary vacancy occurs in the office of mayor as a result of a written suspension by court order or other written lawful order or action, such vacancy shall be filled in accordance with the following procedures:

(1) The deputy mayor shall assume the responsibilities of the office until the suspension by court order or other lawful order or action becomes final, the mayor is returned to office, or the term of office expires, whichever occurs first.

(2) If the mayor is not reinstated, the position shall be filled in accordance with § 50.50(A)(1) or (2), ~~whichever is applicable.~~

**§ 50.52 MAYOR — TEMPORARY VACANCY — ILLNESS OR DISABILITY.**

(A) When a temporary vacancy occurs in the office of mayor as a result of an illness or mental or physical disability, such vacancy shall be filled in accordance with the following procedures:

(1) The mayor is required to notify the city council of such illness or disability pursuant to section 3.063 of the city charter. The determination of such illness or disability shall be made by an affirmative vote of at least three (3) councilmembers.

(2) After the determination of such illness or disability by the city council, should the mayor be absent from twelve (12) consecutive regular council meetings, the office shall be deemed vacated.

(3) The deputy mayor shall assume the responsibilities of the office until the mayor is able to return to office, the term of office expires, or the office is filled in accordance with § 50.50(A)(1) or (2), whichever occurs first.

**§ 50.53 DEPUTY MAYOR.**

During any period the deputy mayor assumes the position of mayor, due to either a permanent or temporary vacancy, the city council shall select one of its members to serve as acting deputy mayor for the balance of the appointment of deputy mayor or until such time as the office of mayor is filled as provided in § 50.50(A)(1) or (2), whichever is applicable.

**§ 50.54 COUNCIL SEAT.**

The vacant council seat, created by the council action taken in § 50.53 above, shall be filled on an interim basis by a majority vote of the council. The individual chosen shall fill the position of councilmember and shall forfeit the seat

of councilmember when the elected mayor resumes office or the newly elected mayor assumes the duties of the office of mayor.

**§ 50.55 COUNCILMEMBER — PERMANENT VACANCY.**

~~(A) When a~~ **>>A<<** permanent vacancy **>>shall<<** occurs in the office of councilmember as a result of death, resignation, illness, disability, forfeiture of office, written court order, or other lawful written order or action;~~>>.<< such vacancy shall be filled in accordance with the following procedures:~~ **>>When such vacancy occurs, the remaining council members shall select by the affirmative vote of not less than a majority of the remaining membership a person to fill the vacancy. Such person shall meet the qualifications for council members pursuant to Section 5.02 of the City Charter and shall serve until the next general municipal election.**

**If the council shall fail to fill a vacancy within thirty (30) days after it occurs, or whenever three (3) or more vacancies shall occur at the same time, the city clerk shall immediately call a special election to fill the vacancy or vacancies. The council may provide for filling council vacancies by special election in such other circumstances as it deems appropriate.<<**

~~(A) When a permanent vacancy occurs in the office of councilmember as a result of death, resignation, illness, disability, forfeiture of office, written court order, or other lawful written order or action, such vacancy shall be filled in accordance with the following procedures:~~

~~(1) When there is one (1) year or less remaining in the term of said office, the council shall, by a majority vote, choose a qualified successor to serve the remainder of the term.~~

~~(2) When more than one (1) year is left remaining in the term of said office and no general municipal election is scheduled within one (1) year, a special election shall be scheduled to be held no sooner than ninety (90) days or more than one hundred eighty (180) days following the date of the vacancy. The individual elected shall serve the remainder of the unexpired term.~~

**§ 50.56 COUNCILMEMBER — TEMPORARY VACANCY — SUSPENSION BY COURT ORDER, OTHER LAWFUL ORDER OR ACTION.**

(A) When a temporary vacancy occurs in the office of councilmember as a result of a written suspension by court order or other lawful written order or action, such vacancy shall be filled in accordance with the following procedures:

(1) The council shall, by a majority vote, choose a qualified successor to assume the responsibilities of the office until the suspension by court



order or other lawful order or action becomes final, the councilmember is returned to office, or the term of office expires, whichever occurs first.

(2) If the councilmember is not reinstated, the position shall be filled in accordance with § 50.55(A)(1) or (2), ~~whichever is applicable~~.

**§ 50.57 COUNCILMEMBER— TEMPORARY VACANCY — ILLNESS OR DISABILITY.**

(A) When a temporary vacancy occurs in the office of councilmember as a result of an illness or mental or physical disability, such vacancy shall be filled in accordance with the following procedures:

(1) The councilmember is required to notify the city council of such illness or disability pursuant to section 3.063 of the city charter. The determination of such illness or disability shall be made by an affirmative vote of at least three (3) councilmembers.

(2) After the determination of such illness or disability by the city council, should the councilmember be absent from twelve (12) consecutive regular council meetings, the office shall be deemed vacated.

(3) The council shall, by a majority vote, choose a qualified successor to assume the responsibilities of the office until the councilmember returns to office, the term of office expires, or the office is filled in accordance with § 50.55(A)(1) or (2), whichever occurs first.

**§ 50.58 DISABILITY DEFINED.**

For purposes of this subchapter, a disability is defined as a physical or mental impairment that substantially limits the ability of the mayor or councilmember to perform the essential duties of their elected positions. A permanent disability means there is no expectation of recovery; a temporary disability means that after a period of time there is an expectation of recovery.

**§ 50.59 QUALIFIED SUCCESSOR.**

Individuals appointed by the city council to fill temporary vacancies shall meet the city's qualifications for candidates seeking public office."

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

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

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

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

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

---

Robert Medina, MAYOR

ATTEST:

---

Terese M. Jones, CITY CLERK

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

cc: ALP

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



## LEGISLATIVE MEMORANDUM

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

**FROM:** Suzanne Sherman, City Manager

**THRU:** Larry Wojciechowski, Finance Director

**DATE:** 7/15/2021

**RE:** Consideration of 2021 Certification of Taxable Value; Fiscal Year 2022 proposed Operating Millage Rate; Fiscal Year 2022 proposed Debt Millage Rate; and scheduling dates for the budget public hearings.

Attached are the 2021 Certification of Taxable Values and the 2021 Certification of Voted Debt Millage for the City of Palm Bay, as prepared by the Office of Brevard County Property Appraiser. In accordance with the Truth in Millage (TRIM) legislative requirement, these forms must be certified by the City Manager and filed with the Property Appraiser's Office by August 4, 2021, disclosing the proposed Ad Valorem tax rate, the proposed Debt Levy rate, and the date/time/meeting location of the tentative budget hearing for the fiscal year beginning October 1, 2021.

### 2021 Certification of Taxable Value Summary

The Certified Gross Taxable Value for operating purposes for the City, including new construction, is \$5,340,892,328. The portion of the gross taxable value represented by new construction is \$208,130,764.

Information contained on the 2021 Certification of Taxable Value is required to compute the overall roll-back rate. As required by TRIM, the estimated roll back millage rate (the millage rate required to collect the same tax revenues next year as this year, excluding new construction) is 7.4142 per \$1,000 of assessed value compared to the current millage rate of 7.8378. The rolled back rate is lower than the current millage rate due to increase in existing property values for 2021.

The preliminary operating budget is built upon the 3.00% CAP rate of 7.5995 mills. The current tax rate is 7.8378. State revenue estimates are not yet available and may positively or negatively affect the forthcoming preliminary budget as distributed to you. If State revenues come in significantly less than what is estimated in the preliminary budget, additional reductions in the proposed budget may be required. Council will establish the actual tax rate this September.

### 2021 Certification of Voted Debt Millage Summary

The Certified Taxable Value for the City, including real property, personal property and centrally assessed property is \$5,410,114,118.

The proposed debt millage rate of 1.3424 shall generate estimated revenues totaling \$6,972,036, assuming an estimated 96.00% collection rate, based on the gross taxable value certified by the Property Appraiser's Office. These revenues are restricted and are designated for payments of the General Obligation Bonds, Series 2019 debt service payment totaling of \$3,524,750.00, and the General Obligation Bonds, Series 2021 debt service payment totaling \$3,447,625.82, both due in the FY 2022 Budget year.

### Public Hearing Dates

The City is also required to set the date and time of the first Public Hearing on the proposed millage. The Notice of Proposed Property Taxes that the County mails out on September 1, 2021 contains this information and is the approved TRIM method of advertising the City's first public hearing. Cities are not allowed to set hearing dates on dates reserved by the Brevard County Board of County Commissioners (Monday, September 13, 2021 and Tuesday, September 21, 2021) and the Brevard County School Board (Thursday, July 29, 2021 and Thursday, September 9, 2021). It is recommended that the City's first Public Hearing be held on Tuesday, September 7, 2021 starting at 6:00 p.m. and the second Public Hearing be held on Wednesday, September 22, 2021 starting at 6:00 p.m.

**REQUESTING DEPARTMENT:**

Finance

**FISCAL IMPACT:**

The advertised operating millage rate can be lowered; however, raising the advertised operating millage rate requires individual notices to all property owners, which would result in an additional expense.

**RECOMMENDATION:**

Motion to authorize the City Manager to advertise a FY 2022 proposed operating millage rate of up to 7.8378; authorize the City Manager to advertise a FY 2022 proposed voted debt millage rate of 1.3424; and to schedule the first public hearing date for Tuesday, September 7, 2021 at 6:00 p.m. and the second public hearing date for Wednesday, September 22, 2021 at 6:00 p.m.

**ATTACHMENTS:**

**Description**

FY 22 2021 Tax Yr City of PB DR-420 (GENERAL FUND)\_Uncertified 06.25.2021

FY 22 2021 Tax Yr City of PB DR-420 TIF (CRA)\_Uncertified 06.25.2021

FY 22 2021 Tax Yr City of PB DR-420 DEBT\_Uncertified 06.25.2021

County & School Public Hearing Dates FY 21-22



# CERTIFICATION OF TAXABLE VALUE

[Reset Form](#)
[Print Form](#)

DR-420  
R. 5/12  
Rule 12D-16.002  
Florida Administrative Code  
Effective 11/12


Year : 2021	County : BREVARD
Principal Authority : CITY OF PALM BAY	Taxing Authority : CITY OF PALM BAY

## SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value of real property for operating purposes	\$	5,069,574,374	(1)
2.	Current year taxable value of personal property for operating purposes	\$	266,927,313	(2)
3.	Current year taxable value of centrally assessed property for operating purposes	\$	4,390,641	(3)
4.	Current year gross taxable value for operating purposes <i>(Line 1 plus Line 2 plus Line 3)</i>	\$	5,340,892,328	(4)
5.	Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	\$	208,130,764	(5)
6.	Current year adjusted taxable value <i>(Line 4 minus Line 5)</i>	\$	5,132,761,564	(6)
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	\$	4,843,397,767	(7)
8.	Does the taxing authority include tax increment financing areas? If yes, enter number of worksheets (DR-420TIF) attached. If none, enter 0	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Number 1	(8)
9.	Does the taxing authority levy a voted debt service millage or a millage voted for 2 years or less under s. 9(b), Article VII, State Constitution? If yes, enter the number of DR-420DEBT, <i>Certification of Voted Debt Millage</i> forms attached. If none, enter 0	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Number 1	(9)
SIGN HERE	<b>Property Appraiser Certification</b>	I certify the taxable values above are correct to the best of my knowledge.		
	Signature of Property Appraiser:  Electronically Certified by Property Appraiser	Date :  6/24/2021 2:32 PM		

## SECTION II : COMPLETED BY TAXING AUTHORITY

If this portion of the form is not completed in FULL your taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year. If any line is not applicable, enter -0-.				
10.	Prior year operating millage levy <i>(If prior year millage was adjusted then use adjusted millage from Form DR-422)</i>	0.0000	per \$1,000	(10)
11.	Prior year ad valorem proceeds <i>(Line 7 multiplied by Line 10, divided by 1,000)</i>	\$	0	(11)
12.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value <i>(Sum of either Lines 6c or Line 7a for all DR-420TIF forms)</i>	\$	0	(12)
13.	Adjusted prior year ad valorem proceeds <i>(Line 11 minus Line 12)</i>	\$	0	(13)
14.	Dedicated increment value, if any <i>(Sum of either Line 6b or Line 7e for all DR-420TIF forms)</i>	\$	0	(14)
15.	Adjusted current year taxable value <i>(Line 6 minus Line 14)</i>	\$	5,132,761,564	(15)
16.	Current year rolled-back rate <i>(Line 13 divided by Line 15, multiplied by 1,000)</i>	0.0000	per \$1000	(16)
17.	Current year proposed operating millage rate	0.0000	per \$1000	(17)
18.	Total taxes to be levied at proposed millage rate <i>(Line 17 multiplied by Line 4, divided by 1,000)</i>	\$	0	(18)

19.	TYPE of principal authority (check one)		<input type="checkbox"/> County	<input type="checkbox"/> Independent Special District	(19)
			<input checked="" type="checkbox"/> Municipality	<input type="checkbox"/> Water Management District	
20.	Applicable taxing authority (check one)		<input checked="" type="checkbox"/> Principal Authority	<input type="checkbox"/> Dependent Special District	(20)
			<input type="checkbox"/> MSTU	<input type="checkbox"/> Water Management District Basin	
21.	Is millage levied in more than one county? (check one)				(21)
	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
<b>DEPENDENT SPECIAL DISTRICTS AND MSTUs</b>				<b>STOP HERE - SIGN AND SUBMIT</b>	
22.	Enter the total adjusted prior year ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs levying a millage. <i>(The sum of Line 13 from all DR-420 forms)</i>			\$ 0	(22)
23.	Current year aggregate rolled-back rate <i>(Line 22 divided by Line 15, multiplied by 1,000)</i>			0.0000 per \$1,000	(23)
24.	Current year aggregate rolled-back taxes <i>(Line 4 multiplied by Line 23, divided by 1,000)</i>			\$ 0	(24)
25.	Enter total of all operating ad valorem taxes proposed to be levied by the principal taxing authority, all dependent districts, and MSTUs, if any. <i>(The sum of Line 18 from all DR-420 forms)</i>			\$ 0	(25)
26.	Current year proposed aggregate millage rate <i>(Line 25 divided by Line 4, multiplied by 1,000)</i>			0.0000 per \$1,000	(26)
27.	Current year proposed rate as a percent change of rolled-back rate <i>(Line 26 divided by Line 23, minus 1, multiplied by 100)</i>			0.00 %	(27)
<b>First public budget hearing</b>		Date :	Time :	Place :	
<b>S I G N  H E R E</b>	<b>Taxing Authority Certification</b>		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.		
	Signature of Chief Administrative Officer :				Date :
	Title :		Contact Name and Contact Title :		
	SUZANNE SHERMAN, CITY MANAGER		ANGELICA COLLINS, FISCAL MANAGER		
	Mailing Address :		Physical Address :		
120 MALABAR ROAD SOUTHEAST		120 MALABAR ROAD SOUTHEAST			
City, State, Zip :		Phone Number :		Fax Number :	
PALM BAY, FLORIDA 32907		321-952-3427		321-726-5601	


[Reset Form](#)
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DR-420TIF

R. 6/10

Rule 12D-16.002

Florida Administrative Code

Effective 11/12

# TAX INCREMENT ADJUSTMENT WORKSHEET

Year : 2021	County : BREVARD
Principal Authority : CITY OF PALM BAY	Taxing Authority : CITY OF PALM BAY
Community Redevelopment Area : PALM BAY REDV AGENCY I - 1998	Base Year : 1998

## SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value in the tax increment area	\$	254,737,028	(1)
2.	Base year taxable value in the tax increment area	\$	100,372,760	(2)
3.	Current year tax increment value <i>(Line 1 minus Line 2)</i>	\$	154,364,268	(3)
4.	Prior year Final taxable value in the tax increment area	\$	233,837,970	(4)
5.	Prior year tax increment value <i>(Line 4 minus Line 2)</i>	\$	133,465,210	(5)

<b>SIGN HERE</b>	<b>Property Appraiser Certification</b>	I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser : Electronically Certified by Property Appraiser	Date : 6/24/2021 2:32 PM	

## SECTION II: COMPLETED BY TAXING AUTHORITY Complete EITHER line 6 or line 7 as applicable. Do NOT complete both.

6. If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:				
6a.	Enter the proportion on which the payment is based.		0.00 %	(6a)
6b.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 6a)</i> <i>If value is zero or less than zero, then enter zero on Line 6b</i>	\$	0	(6b)
6c.	Amount of payment to redevelopment trust fund in prior year	\$	0	(6c)
7. If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:				
7a.	Amount of payment to redevelopment trust fund in prior year	\$	0	(7a)
7b.	Prior year operating millage levy from Form DR-420, Line 10		0.0000 per \$1,000	(7b)
7c.	Taxes levied on prior year tax increment value <i>(Line 5 multiplied by Line 7b, divided by 1,000)</i>	\$	0	(7c)
7d.	Prior year payment as proportion of taxes levied on increment value <i>(Line 7a divided by Line 7c, multiplied by 100)</i>		0.00 %	(7d)
7e.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 7d)</i> <i>If value is zero or less than zero, then enter zero on Line 7e</i>	\$	0	(7e)

<b>S I G N  H E R E</b>	<b>Taxing Authority Certification</b>	I certify the calculations, millages and rates are correct to the best of my knowledge.		
	Signature of Chief Administrative Officer :		Date :	
	Title : SUZANNE SHERMAN, CITY MANAGER		Contact Name and Contact Title : ANGELICA COLLINS, FISCAL MANAGER	
	Mailing Address : 120 MALABAR ROAD SOUTHEAST		Physical Address : 120 MALABAR ROAD SOUTHEAST	
	City, State, Zip : PALM BAY, FLORIDA 32907		Phone Number : 321-952-3427	Fax Number : 321-726-5601



# CERTIFICATION OF VOTED DEBT MILLAGE

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DR-420DEBT  
R. 6/10  
Rule 12D-16.002  
Florida Administrative Code  
Effective 11/12

Year : 2021	County : BREVARD
Principal Authority : CITY OF PALM BAY	Taxing Authority : CITY OF PALM BAY
Levy Description : PALM BAY ROAD MAINTENANCE	

## SECTION I: COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value of real property for operating purposes	\$	5,128,561,134	(1)
2.	Current year taxable value of personal property for operating purposes	\$	277,162,343	(2)
3.	Current year taxable value of centrally assessed property for operating purposes	\$	4,390,641	(3)
4.	Current year gross taxable value for operating purposes (Line 1 plus Line 2 plus Line 3)	\$	5,410,114,118	(4)
SIGN HERE	<b>Property Appraiser Certification</b>		I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser :		Date :	
	Electronically Certified by Property Appraiser		6/24/2021 2:32 PM	

## SECTION II: COMPLETED BY TAXING AUTHORITY

5.	Current year proposed voted debt millage rate	0.0000	per \$1,000	(5)
6.	Current year proposed millage voted for 2 years or less under s. 9(b) Article VII, State Constitution	0.0000	per \$1,000	(6)
SIGN HERE	<b>Taxing Authority Certification</b>		I certify the proposed millages and rates are correct to the best of my knowledge.	
	Signature of Chief Administrative Officer :		Date :	
	Title : SUZANNE SHERMAN, CITY MANAGER	Contact Name and Contact Title : ANGELICA COLLINS, FISCAL MANAGER		
	Mailing Address : 120 MALABAR ROAD SOUTHEAST	Physical Address : 120 MALABAR ROAD SOUTHEAST		
	City, State, Zip : PALM BAY, FLORIDA 32907	Phone Number : 321-952-3427	Fax Number : 321-726-5601	

## INSTRUCTIONS

Property appraisers must complete and sign Section I of this form with the DR-420, *Certification of Taxable Value*, and DR-420S, *Certification of School Taxable Value*, and provide it to all taxing authorities levying a

- Voted debt service millage levied under Section 12, Article VII of the State Constitution or
- Millage voted for two years or less under s. 9(b), Article VII of the State Constitution

### Section I: Property Appraiser

Use a separate DR-420DEBT for each voted debt service millage that's levied by a taxing authority. The property appraiser should check the Yes box on Line 9 of DR-420, *Certification of Taxable Value*, or Line 8 of DR-420S, *Certification of School Taxable Value*. The property appraiser should provide the levy description and complete Section I, Lines 1 through 4 of this form, for each voted debt service millage levied.

Enter only taxable values that apply to the voted debt service millage indicated.

Sign, date, and forward the form to the taxing authority with the DR-420.

### Section II: Taxing Authority

Each taxing authority levying a voted debt service millage requiring this form must provide the proposed voted debt millage rate on Line 5.

If a DR-420DEBT wasn't received for any

- Voted debt service millages or
- Millages voted for two years or less

contact the property appraiser as soon as possible and request a DR-420DEBT.

Sign, date, and return the form to your property appraiser with the DR-420 or DR-420S.



## Public Hearings on County and School Budgets for Fiscal Year 2021-2022

In accordance with the requirements of Florida Statutes, Chapter 200.065, notice is given concerning the dates of the scheduled public hearings on the ad valorem tax rates and budgets of the Brevard County School Board and the Brevard County Board of County Commissioners for the fiscal year beginning October 1, 2021.

The Brevard County School Board will hold public hearings on its ad valorem tax rates and budget for the fiscal year beginning July 1, 2021 on:

Thursday – July 29, 2021 at 5:30 P.M. and

Thursday - September 9, 2021 at 5:30 P.M.

The Brevard County Board of County Commissioners will hold public hearings on its ad valorem tax rates and budget for the fiscal year beginning October 1, 2021 on:

Monday - September 13, 2021 at 5:30 P.M. and

Tuesday - September 21, 2021 at 5:30 P.M.

If there are any questions concerning these meetings, please call the Brevard County Budget Office at 321-633-2153.



### Brevard County Board of County Commissioners

2725 Judge Fran Jamieson Way Viera, FL 32940,  
711 FLORIDA RELAY  
(800)-955-8771

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

### Get In Touch

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## LEGISLATIVE MEMORANDUM

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

**FROM:** Terese Jones, City Clerk

**DATE:** 7/15/2021

**RE:** Consideration of Councilmembers attending a breakfast meeting for the Florida Black Caucus of Local Elected Officials in conjunction with the Florida League of Cities 2021 Annual Conference.

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

The program also includes a breakfast meeting for the Florida Black Caucus of Local Elected Officials on Friday, August 13th. Councilmembers have expressed interested in attending. Registration for this breakfast opened on July 1st which indicated an additional cost of \$50 to attend this breakfast.

**REQUESTING DEPARTMENT:**

Legislative

**FISCAL IMPACT:**

The cost per person is approximately \$50.00. Funding is available in Legislative operating accounts 001-1110-511-4005 and 001-1110-511-5505.

**RECOMMENDATION:**

Request for Council consensus of Councilmembers requesting to attend the Florida Black Caucus of Local Elected Officials breakfast meeting on Friday, August 13, 2021.