



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: Fred Poppe, Recreation Director

DATE: September 5, 2024

RE: Consideration of a co-sponsorship request from the Brevard Hispanic Center, Inc. for its 13th Annual Viva Brevard Festival to be held at Fred Poppe Regional Park on October 12, 2024.

SUMMARY:

The Brevard Hispanic Center, Inc. (BHC) is requesting that the City of Palm Bay be a co-sponsor for the Viva Brevard Festival which is scheduled for Saturday, October 12th, at Fred Poppe Regional Park. The city has participated in this event for 12 years. This event typically has 1,000-1,500 participants. The Brevard Hispanic Center is a 501 (c) 3 and the Viva Brevard Festival is free to the public and aligns with multiple goals listed on the City's co-sponsorship requirements. These include enhancing the quality of life and well-being of some or all residents of the community, advancing the City's commitment to and pride in being a multicultural community, and promoting cultural and artistic awareness within the city.

The BHC core mission revolves around providing vital services and opportunities, particularly to families and individuals with limited resources. Emphasizing key areas such as education, health, housing, domestic assistance, immigration, financial empowerment, and employment, they endeavor to empower individuals and uplift communities through initiatives.

The BHC is requesting the rental fees, special event fee, stage rental, community center, and (2) bleacher fees to be waived. BHC is also requesting staff fees for police and the fire inspections fee to be waived. Other equipment being requested is for use of our two (2) 20x20 tents, garbage bins, tables, and chairs.

The total estimated cost for fee waivers would total \$4,367.50 and staff fees \$3,820.00, for a grand total of \$8,187.50.

REQUESTING DEPARTMENTS:

Fire

Police

Facilities & Parks

City Manager's Office

FISCAL IMPACT:

The value of this co-sponsorship is estimated to be a total of \$8,187.50, with \$4,242.5 of in-kind fee waivers from Recreation and \$125 of Inspection Fees from Fire; and \$3,820 of in-kind wages (\$980.00 from Park Maintenance 001-4526-519-14-10, \$350.00 from Facilities 001-4525-519-14-10, \$550.00 from Recreation 001-4120-519-13-10, and \$1,800.00 from Police OT 001-5012-521-1410 and \$140 from PD for taxes)

STAFF RECOMMENDATION:

Motion to approve the City's co-sponsorship with the Brevard Hispanic Center's Viva Brevard Festival, approving a total of \$8,187.50, with \$3,820.00 of in-kind wages (labor) and authorizing \$4,367.50 in fee waivers.

ATTACHMENTS:

1. Co-Sponsorship package