



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: Clinton Hatcher, Community & Economic Development Director

DATE: October 17, 2024

RE: Consideration of soliciting proposals through the Request for Applications (RFA) process from non-profit organizations for the purpose of providing services to Palm Bay youth and at-risk youth at the Evans Center.

SUMMARY:

On August 1, 2024 Regular Council Meeting, City Council directed staff to publish a Request for Information (RFI) to solicit input on the use of facilities at the Evan's Center for the purpose of providing services that benefit Palm Bay youth and at-risk youth. This was a request for information only. The City published the RFI on Monday, August 12, 2024 with all submissions due by Friday, September 13, 2024.

The City closed on the acquisition of the Evans Center on August 5, 2024.

The City received submissions from four (4) non-profits proposing programs for youth and at-risk youth at the Evans Center from the following agencies: Club Esteem, Inc., Community Revitalization, Inc., Macedonia Community Development Corporation (CDC), and METCA, Inc.

Staff reviewed all submissions and determined agencies were consistent in recommended services to be provided to Palm Bay youth and at-risk youth, suggesting training services and skill-building in the areas of Culinary Arts, Heating Ventilation and Air Conditioning (HVAC), Financial Literacy, and STEM programs. The general consensus from all agencies who submitted a response to the RFI proposed an approximate goal of serving 50-100 individual youth participants annually. All agencies identified after-school hours for their program operations, with a few offering weekend hours.

The evaluation committee consisted of staff members from Community & Economic Development, Parks & Facilities Department, City Manager's Office, and the City Attorney's Office.

Staff supports the proposed programs as noted above and recommends that City Council authorize the City to issue a Request for Applications (RFA) soliciting proposals from non-profits for use of the Evans Center to provide programs for Palm Bay youth and at-risk youth, focusing on culinary arts, heating ventilation and air conditioning (HVAC), financial literacy, and STEM programs for approximately 50 youth participants annually. The RFA will define 'youth' as ages 16-25 years old.

Upon further direction from City Council to issue a Request for Applications (RFA), all entities that submitted a response to the RFI will be notified and invited to submit. All subsequent applications or proposals will be presented to City Council for final consideration.

REQUESTING DEPARTMENTS:

Community & Economic Development

FISCAL IMPACT:

There is no fiscal impact at this time.

STAFF RECOMMENDATION:

Motion to authorize the City to publish a Request for Applications (RFA) soliciting proposals from non-profits for use of the Evans Center to provide programs for Palm Bay youth and at-risk youth.

ATTACHMENTS:

1. Club Esteem, Inc. RFI Proposal
2. Community Revitalization, Inc. RFI Proposal
3. Macedonia Community Development Corporation (CDC) RFI Proposal
4. METCA, Inc. RFI Proposal