

3. Consideration of a co-sponsorship request for the Brevard Public School Career and Technical Education Department's Recruitment Fair.



## LEGISLATIVE MEMORANDUM

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

**FROM:** Suzanne Sherman, City Manager

**THRU:** Fred Poppe, Recreation Director

**DATE:** April 4, 2024

**RE:** Consideration of a co-sponsorship request for the Brevard Public School Career and Technical Education Department's Recruitment Fair.

### SUMMARY:

The Brevard Public School Career and Technical Education Department will host a Recruitment Fair on April 25th at City of the Palm Bay City Hall. This event qualifies under the Co-Sponsorship Policy as the organizer is a 501(c)3 and the event will continue to advance the City of Palm Bay's commitment to enhance the quality of life and well-being of some or all residents of the community.

The organizer anticipates over 20 organizations, including the city's Fire and Police Departments, to participate to interview and recruit high school students representing local high schools.

The goal of the Recruitment Fair will be to ensure that students are knowledgeable about jobs in demand and how their education will impact future careers and the growth of the city.

Participating employers will play their own roles in promoting their economic development of the region and the desirability of the city as a place for work, life, and play. The event organizer has a budget of \$3500.00 for staffing, advertising, and refreshments.

The organizer is requesting use of the council chambers and in-kind labor to assist with the set up and breakdown of the tables and chairs. The estimated cost of in-kind services from the City totals \$210.00, including \$210.00 for parks and facilities in-kind labor cost.

### REQUESTING DEPARTMENTS:

Recreation  
Facilities & Parks  
City Manager's Office

Honorable Mayor and Members of the City Council

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**FISCAL IMPACT:**

The value of this co-sponsorship is estimated to be a total of \$210.00 from Park Maintenance 001-4526-519-1410.

**STAFF RECOMMENDATION:**

To approve the City's co-sponsorship with the Brevard Public School Career and Technical Education Department's Recruitment Fair, approving for \$210.00 of in-kind wages (labor).

**ATTACHMENTS:**

1. Co-Sponsorship Package

## City of Palm Bay - Special Event

It Starts in Parks

INVOICE #: 425202401  
CUSTOMER ID: BCPS

Event Time  
9 am - 12 pm (Set up at 8 am)

BILL TO  
Brevard County Public Schools

Event Date  
4/25/2024

The Brevard Public School Career and Technical Education Department Recruitment Fair

Projected Attendance: 250

Location: Council Chambers

Description	AMOUNT
<b>Staff Wages</b>	
Maintanance Staff	\$35/hr *3 hours*2 employees \$210.00
In-Kind TOTALs	<b>\$210.00</b>

Any Questions please contact: Daniel Waite 321-626-2912 ext. 2065 E: Daniel.Waite@pbfl.org