

**CITY OF PALM BAY, FLORIDA**  
**PALM BAY MUNICIPAL FOUNDATION, INC.**  
**DISASTER RELIEF COMMITTEE**  
**EXECUTIVE BOARD**  
**REGULAR MEETING 2024-01**

Held on Monday, the 5<sup>th</sup> day of August 2024, at the City Hall Council Chambers, 120 Malabar Road, SE, Palm Bay, Florida.

This meeting was properly noticed pursuant to law; the minutes are on file in the Office of the City Clerk, City Hall, Palm Bay, Florida. The minutes are not a verbatim transcript, but a brief summary of the discussions and actions taken at the meeting.

The meeting was called to order at the hour of 6:00 P.M.

**ROLL CALL:**

<b>CHAIRMAN:</b>	Donny Felix	Present
<b>VICE-CHAIRMAN:</b>	Keith Miller	Present
<b>MEMBER:</b>	Denise Bowes-Valcin	Absent
<b>MEMBER:</b>	Paul D. Galbreath II	Present
<b>MEMBER:</b>	Richard 'Mike' Hammer	Present

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

**PUBLIC COMMENTS:**

There were no public comments.

**ADOPTION OF MINUTES:**

**1. Regular Meeting 2023-02; September 12, 2023.**

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

The Committee considered Item 1, under New Business, at this time.

**NEW BUSINESS:**

**1. Update on VIP parking at the 2024 Independence Day event.**

Mr. Poppe advised that the VIP parking raised a total of \$1,133.36, with forty-nine (49)

out of fifty (50) spaces utilized. He stated that, after review with staff, it was determined that an additional twenty-five (25) spaces could be added to next year's event (for a total of seventy-five (75) spaces), which could raise an estimated \$1,700. Chairman Felix asked if parking passes could be provided to the DRC for future events. Mr. Poppe said that many free passes were already provided to staff and vendors with limited space. If free passes were offered to the DRC, staff would have to look into providing passes to all City advisory board members. The Committee had no problem paying for their own VIP parking tickets, especially since it was going towards such a good cause. Mr. Galbreath asked if the proposed additional parking spaces would affect staff. Mr. Poppe said staff would already be at the event and did not feel it would have a negative impact. Mr. Hammer asked if there was a section for disabled veterans, in which Mr. Poppe advised there were handicapped spaces, but none were specific to veterans. Mr. Hammer recommended that ten (10) out of the extra twenty-five (25) spots be designated to disabled veterans. Mr. Poppe advised that staff could factor the ten (10) spaces for disabled veterans into the regular/vendor parking area so that it would not impact the designated spaces for DRC funding.

Motion by Mr. Hammer, seconded by Vice-Chairman Miller, to add an extra twenty-five (25) spaces for VIP parking and ten (10) spaces to be designated for disabled veterans at future Independence Day events. Motion carried with members voting as follows: Chairman Felix, Yea; Vice-Chairman Miller, Yea; Mr. Galbreath, Yea; Mr. Hammer, Yea.

The Committee resumed the consideration of items in order as shown on the agenda.

## **UNFINISHED AND OLD BUSINESS:**

### **1. Follow-up to fundraising topics from the September 12, 2023, meeting.**

Mr. Waite reviewed the three (3) ideas that were previously discussed by the DRC:

- A) *Cornhole tournament combined with a concert or barbecue at Fred Poppe Regional Park.* Mr. Waite advised that staff had a dozen cornhole sets on-hand, the stage could be utilized for a concert, and themed food trucks could attend the event. He said that revenue from this type of event would be from registrations, door prizes, and/or silent auctions. Mr. Waite stated that not-for-profits and municipalities could apply for temporary alcohol permits.
- B) *Daddy/Daughter dance at the Greater Palm Bay Senior Center.* Mr. Waite stated that he would need to look into capacity with the Fire Department. He said that a full buffet would not be necessary as staff has had success with catering

provided by Chick-Fil-A at other events. He advised the DRC that this type of event would require more expenses due to decorations, a DJ, and lighting.

C) *Fun Run 5K at Fred Poppe Regional Park*. Mr. Waite advised that revenue from this type of event would be from registrations and door prizes. The expenses typically related to 5Ks were shirts and medals for the participants.

Mr. Waite recommended an event in springtime as the fall/winter seasons were a very busy time for staff.

Mr. Hammer suggested holding a cornhole tournament in conjunction with Fun Friday events since many people have attended these events and the stage would already be set up. He mentioned that the two (2) events could be marketed together. Mr. Waite said that should be doable without much difficulty. He advised that DRC funding was set up through PayPal, so staff would work with the Finance Department on the separate financial systems. Mr. Waite discussed the option of the DRC securing prizes through sponsorships in order to have prizes on-hand to present to winners of the tournaments. Mr. Hammer stated that staff would need to determine how the teams were designed (i.e. teams of two; each person contributes; blind draw). He also mentioned that an individual with knowledge of the sport would be needed to track the tournament. Mr. Waite confirmed that staff was experienced with tracking tournaments and the tracking would be handled in-house. Mr. Galbreath asked about the affect these events would have on staff and additional costs. Mr. Waite stated that every event would require staffing and mentioned the possibility of recruiting high school volunteers. He noted that staff would already be available if the events were to piggyback off of Fun Friday. Mr. Waite asked if the DRC would be open to the possibility of alternating cornhole tournaments and pickleball mixers. The DRC felt this was a great idea and concurred. Vice-Chairman Miller asked if the DRC would be responsible for securing the sponsors. Mr. Waite confirmed that it would be at the effort of the DRC to find the sponsors and then advise staff to complete the process. Mr. Hammer asked if sponsors would be allowed to set up a tent at the event, free of charge, as long as their donation would be dedicated towards the raffle. Mr. Poppe advised that the amount of revenue generated should be maximized. He said that there have been many great ideas but some of these ideas could put pressure on the DRC to provide upfront funding without a guarantee that there would be enough participation.

Vice-Chairman Miller inquired about the status of a Daddy/Daughter dance and a Fun Run 5K. Chairman Felix stated that he liked the idea of holding all the events discussed and asked about tentative dates for these events. Mr. Waite said that a Daddy/Daughter

dance would typically take place around Valentine's Day, in which Chairman Felix suggested Saturday, February 8, 2025. Chairman Felix also inquired as to a date for the Fun Run 5K. Mr. Waite mentioned that he was to bring three (3) ideas to the DRC but that one (1) event should be selected as it would be difficult for staff to add two (2) or three (3) events. The DRC concurred to implement alternating cornhole/pickleball tournaments during the monthly Fun Friday events. Mr. Waite advised that there would be ten (10) events per year as July and December would be excluded due to the Independence Day celebration and holiday parade. Mr. Hammer suggested a 90-day turnaround to start the tournaments in order to get marketing materials together to inform the public and allow the DRC time to secure sponsors and prizes.

Motion by Mr. Hammer, seconded by Vice-Chairman Miller, to implement alternating cornhole and pickleball tournaments in conjunction with Fun Friday events, beginning in October 2024; and a tentative Daddy/Daughter dance on Saturday, February 8, 2025. Motion carried with members voting as follows: Chairman Felix, Yea; Vice-Chairman Miller, Yea; Mr. Galbreath, Yea; Mr. Hammer, Yea.

## **NEW BUSINESS:**

### **1. Update on VIP parking at the 2024 Independence Day event.**

This item was considered earlier in the meeting, prior to Unfinished and Old Business.

### **2. Discussion of assistance towards Hurricane Beryl relief efforts in Texas. (Chairman Felix)**

Chairman Felix presented the item and asked the DRC to consider providing assistance towards Hurricane Beryl relief efforts. He recommended a donation to the Islands of Grenada and Carriacou as well as Texas. Chairman Felix inquired as to available funding. Mrs. Lefler advised that the balance in the account was \$7,220.78, in addition to the \$1,133.36 from the 2024 VIP parking; however, the VIP parking funds were not yet available as they had not been transferred. Vice-Chairman Miller asked if there were organizations already qualified with boots on the ground. Chairman Felix said that he researched and found that Direct Relief had a high rating and 100% of the funding was sent to multiple organizations that were vetted by Direct Relief.

Motion by Vice Chairman Miller, seconded by Mr. Galbreath, to donate to Direct Relief for assistance towards Hurricane Beryl relief efforts in the amounts of \$1,000 to the Islands of Grenada and Carriacou and \$1,000 to Texas. Motion carried with members voting as follows: Chairman Felix, Yea; Vice-Chairman Miller, Yea; Mr. Galbreath, Yea; Mr. Hammer, Yea.

**OTHER BUSINESS:**

**1. Next regular meeting – Tuesday, February 11, 2025, at 6:00 p.m. (Informational)**

Chairman Felix advised that the next regular meeting would be held on Tuesday, February 11, 2025, at 6:00 P.M., in the Council Chambers. The Committee concurred.

Mr. Hammer suggested that the DRC meet to discuss assistance towards Hurricane Debby. Mrs. Lefler stated that she would provide dates to the DRC to schedule a special meeting after the storm had passed.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at the hour of 7:00 P.M.

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Donny Felix, CHAIRMAN

ATTEST:

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Terri J. Lefler, DEPUTY CITY CLERK