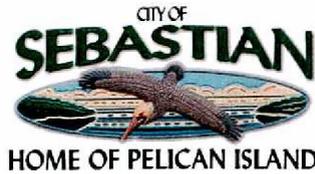


The public is advised to check the City website for up-to-date information on any changes to the manner in which meetings will be held and the location.



**SEBASTIAN CITY COUNCIL
AGENDA
SPECIAL MEETING
FOR THE PURPOSE OF CONVENING
ATTORNEY-CLIENT SESSION
WEDNESDAY, JULY 22, 2020 – 5:00 P.M.
UPON ADJOURNMENT – REGULAR CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS
1225 MAIN STREET, SEBASTIAN, FLORIDA**

1. **CALL PUBLIC MEETING TO ORDER**
2. **INVOCATION** – Pastor Grant Foster, Riverside Church
3. **PLEDGE OF ALLEGIANCE** – Led by Council Member Hill
4. **ROLL CALL**
5. **RECESS TO CONVENE ATTORNEY-CLIENT SESSION:** In accordance with F.S.286.011(8) a request was made by City Attorney Manny Anon, Jr. at the July 8,2020 regular City Council meeting to hold an Attorney-Client session to discuss the pending litigation and negotiations.

- 20.020 A. Pelican Island Audubon Society, Graham Cox, and Donna Halleran v. City of Sebastian.

The session will be held in the City Hall 2nd floor conference room.

ESTIMATED LENGTH OF SESSION: 1 hour

NAMES OF PERSONS ATTENDING: Mayor Ed Dodd, Vice Mayor Charles Mauti, Council Member Damien Gilliams, Council Member Jim Hill, Council Member Pamela Parris, City Attorney Manny Anon, Jr., Special Counsel Daniel L. Abbott of Weiss Serota Helfman Cole & Bierman, P.L., City Manager Paul E. Carlisle, and a Certified Court Reporter

6. **REOPENING OF PUBLIC MEETING TO ANNOUNCE TERMINATION OF ATTORNEY-CLIENT SESSION – RECONVENE REGULAR CITY COUNCIL MEETING**
7. **PROCLAMATIONS, AWARDS, BRIEF ANNOUNCEMENTS**
*Presentations of proclamations, certificates and awards, and brief timely announcements by Council and Staff.
No public input or action under this heading.*

- 20.089 pgs 7-15 A. Presentation by the Gehring Group - Employee Health, Dental, and Vision Insurance Program for FY20/21

Brief Announcements

The Community Development Department mailed out post cards to remind citizens of the Stormwater Credit Program, Septic to Sewer Grants, and Façade, Sign and Landscape Grants are available. More information is available by calling 589-5518

8. **CONSENT AGENDA**

All items on the consent agenda are considered routine and will be enacted by one motion. There will be no separate discussion of consent agenda items unless a member City Council so requests; in which event, the item will be removed and acted upon separately. If a member of the public wishes to provide input on a consent agenda item, he/she should request a Council Member to remove the item for discussion prior to start of the meeting or by raising his/her hand to be recognized.

20.090
pgs 16-30

- A. Resolution No. R-20-11 – Abandonment of Side Yard Easements – 825 Sebastian Boulevard (Transmittal, R-20-11, Site Map, Staff Report, Utility Approvals, Application)

A RESOLUTION OF THE CITY OF SEBASTIAN, INDIAN RIVER COUNTY, FLORIDA, VACATING CERTAIN EASEMENTS OVER LOTS 2 AND 3, BLOCK 188, SEBASTIAN HIGHLANDS UNIT 6, PROVIDING FOR CONFLICTS HEREWITH; PROVIDING FOR RECORDING; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR AN EFFECTIVE DATE.

20.089
pgs 7-15

- B. Formal Approval of Employee Group Health, Dental and Vision Insurance Policies for the Year Beginning October 2, 2020 (Transmittal, Summary, PPT)

20.091
pgs 31-35

- C. Authorize the Purchase of One 2020 Nissan Frontier King Cab Truck from Alan Jay Fleet Sales under the Cooperative Sourcewell Contract #120716-NAF for the Building Department in the Amount of \$22,828. and Authorize the City Manager to Execute the Appropriate Documents (Transmittal, Quote, Letters, Quote)

9. **COMMITTEE REPORTS & APPOINTMENTS**

City committee reports and Council Member regional committee reports. No public input or action except for City committee member nominations and appointments under this heading.

20.010

- A. Parks Integrated Pest Management Plan Update (no backup)

10. **PUBLIC HEARINGS** - None

11. **UNFINISHED BUSINESS**

12. **PUBLIC INPUT**

The heading on Regular Meeting agendas "Public Input" provides an opportunity for individuals to bring NEW INFORMATION OR REQUESTS TO CITY COUNCIL NOT OTHERWISE ON THE PREPARED AGENDA. Individuals are asked to attempt to resolve matters with staff prior to meetings. Individuals are asked to provide copies of material for Council one week prior to the meeting if they intend to refer to specific material. City Council will not debate an issue during Public Input but may by consensus direct a Charter Officer in regard to the item if necessary or place a requested item on a future agenda.

13. **NEW BUSINESS**

20.092
pgs 36-43

- A. Finalize the Citywide Design of the City's Master Sign Project by West Central Signs, Inc. (Transmittal, Details, Minutes Excerpts)

20.002
pgs 44-77

- B. Approve Proposed Millage Rate at 3.1514 for FY20/21 and Direct the City Manager to Execute and Transmit the Required Forms (Transmittal, DR-420, PPT)

20.093
pgs 78-112 C. Approve Sub-Grant Agreement between the City of Sebastian and Indian River County for CARES Act Funding in the Amount of \$924,322.00 and Authorize the City Manager to Complete and Sign the Necessary Documents (Transmittal, Request, Agreement, Guidelines, Report)

20.093
pgs 113-126 D. Resolution No. R-20-10 Approving the COVID-19 Recovery and Stimulus Plan Grant Application Process and Submittal to Indian River County for Pre-Approval (Transmittal, R-20-10, Plan, Documents)

A RESOLUTION OF THE CITY OF SEBASTIAN, INDIAN RIVER COUNTY, FLORIDA, ADOPTING A COVID-19 RECOVERY AND STIMULUS PLAN, PROVIDING FOR A GRANT APPLICATION PROCESS; PROVIDING THAT THE CITY SHALL BE REIMBURSED FOR SUCH GRANTS WITH FUNDS FROM THE CORONAVIRUS AID, RELIEF AND ECONOMIC SECURITY (CARES) ACT FEDERAL STIMULUS PACKAGE SHARED BY INDIAN RIVER COUNTY; AUTHORIZING THE CITY MANAGER TO CAUSE SAID PLAN TO BE PUT INTO EFFECT; PROVIDING FOR REPEAL OF RESOLUTIONS OR PARTS OF RESOLUTIONS IN CONFLICT HERewith; PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

20.003
pgs 127-130 E. Approve Additional Grant Administration Services by Guardian CRM, Inc. for the Community Development Block Program Utilizing CARES Act Funding in the Amount of \$14,955. (Transmittal, CSA, Letter)

20.036
pgs 131-133 F. Florida League of Cities Items (Transmittal, FLC Info)
i. Council Appointee Annual Business Meeting

14. **CITY ATTORNEY MATTERS**

15. **CITY MANAGER MATTERS**

16. **CITY CLERK MATTERS**

17. **CITY COUNCIL MATTERS**

- A. Council Member Parris
- B. Vice Mayor Mauti
- C. Council Member Gilliams
- D. Council Member Hill
- E. Mayor Dodd

18. **ADJOURN** *(All meetings shall adjourn at 9:30 p.m. unless extended for up to one half hour by a majority vote of City Council)*

ANY PERSON WHO DECIDES TO APPEAL ANY DECISION MADE WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING WILL NEED A RECORD OF THE PROCEEDINGS AND MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE HEARD. (F.S.286.0105)

*IN COMPLIANCE WITH THE AMERICAN WITH DISABILITIES ACT (ADA), ANYONE WHO NEEDS A SPECIAL ACCOMMODATION FOR THIS MEETING SHOULD CONTACT THE CITY'S **ADA COORDINATOR, CINDY WATSON AT 388-8222 – cwatson@cityofsebastian.org** AT LEAST 48 HOURS IN ADVANCE OF THIS MEETING.*

HEARING ASSISTANCE HEADPHONES ARE AVAILABLE IN THE COUNCIL CHAMBERS FOR ALL GOVERNMENT MEETINGS.

Future Council Meeting Dates:

August 12, 2020—Regular City Council Meeting - Cancelled to Accommodate Early Voting

August 26, 2020 – Regular City Council Meeting – 6:00 pm

September 9, 2020 – Regular City Council Meeting – 6:00 pm

September 16, 2020 – Special Meeting – 1st Public Hearing on Millage & FY20/21 Budget/CIP/Financial Policies

September 23, 2020 – Regular City Council Meeting – 6:00 pm

October 14, 2020 – Regular City Council Meeting – 6:00 pm

October 28, 2020—Regular City Council Meeting – Cancelled to Accommodate Early Voting

PROCEDURES FOR PUBLIC INPUT IN ACCORDANCE WITH RESOLUTION R-20-02

Regular City Council Meetings

Public input is *ALLOWED* under the headings:

- ✓ Consent Agenda
- ✓ Public Hearings
- ✓ Unfinished Business
- ✓ New Business
- ✓ Public Input

Public input is *NOT ALLOWED* under the headings:

- ✓ Proclamations, Awards, Brief Announcements (*except for individuals giving or accepting proclamations or awards*);
- ✓ Committee Reports and Appointments (*except for committee members giving reports and applicants being interviewed for committee appointments*);
- ✓ City Council Matters
- ✓ Charter Officer Matters

Council may, by majority vote, call upon an individual to provide input if desired.

Workshops and Special Meetings

Public input is limited to the item on the agenda

Time Limit

Input on agenda items *where public input is permitted* on agendas is FIVE MINUTES; however, City Council may extend or terminate an individual's time by majority vote of Council members present.

Input Directed to Chair

Speakers shall address the City Council IMMEDIATELY PRIOR TO CITY COUNCIL DELIBERATION of the agenda item and ALL INPUT SHALL BE DIRECTED TO THE CHAIR, unless answering a question of a member of City Council or City staff. Individuals shall not address City Council after commencement of City Council deliberation on an agenda item after public input has concluded, provided, however, the Mayor and members of City Council may recall an individual to provide additional information or to answer questions.

Certain Remarks Prohibited

Personal, impertinent, and slanderous remarks, political campaigning and applauding are not permitted and may result in expulsion from the meeting. The Chair shall make determinations on such remarks, subject to the repeal provisions below.

Appealing Decisions of Chair

Any member of Council may appeal the decision of the Chair to the entire Council. A majority vote of City Council shall overrule any decision of the Chair.

Public Input Heading on Agenda

The heading on Regular Meeting agendas "Public Input" provides an opportunity for individuals to bring NEW INFORMATION OR REQUESTS TO CITY COUNCIL NOT OTHERWISE ON THE PREPARED AGENDA. Individuals are asked to attempt to resolve matters with staff prior to meetings. Individuals are asked to provide copies of material for Council one week prior to the meeting if they intend to refer to specific material. City Council will not debate an issue during Public Input but may by consensus direct a Charter Officer in regard to the item if necessary or place a requested item on a future agenda.

Ways To Do Public Input

As of May 14th, 2020, all upcoming board and council meetings held by the City of Sebastian can be held by Virtual Meetings. Some or all elected officials or board members may choose to participate through video conferencing and members of the public will be provided with several options to participate in the meeting.

These meetings will be broadcasted live on Comcast Channel 25, ATT Channel 99, the City's website (www.cityofsebastian.org/live), Facebook (<https://www.facebook.com/cityofsebastian/live>), UStream (<https://video.ibm.com/channel/channel25>), YouTube (<https://www.youtube.com/sebastianflorida/live>).

For members of the public to participate in these virtual meetings, they will have the following options:

To participate in Virtual Meetings (NOT INCLUDING ANY QUASI-JUDICIAL HEARINGS) please use the following methods:

1. Maximum Density Capacity as allowed by the Governor DeSantis Executive Order Number 20-52 & 20-112

Meetings will be conducted in accordance with the Governor DeSantis Executive Order Number 20-52/20-112. Thus, members of the public that want to be heard will be able to do so. Because of social distancing guidelines, there are only 26 seats available within the city council chambers. These seats will have ADA preference given to them. Additionally, will be no available seating in the atrium (Lobby). There will seating will be available outside of the city hall in the courtyard with a television and speakers. Please see a member of staff, when you arrive, if you are planning on speaking or need anything relating to ADA at least 48 hours in advance.

All public speaking will be done inside the chambers using a special microphone setup that will allow public input while making sure that there are no surfaces to be touched. In order to provide an orderly manner of input, we will be giving out numbers. These numbers will be called in order so that we can allow people to queue (line-up) while maintaining appropriate social distancing. There will be marks on the floor where someone can stand while waiting for their turn.

At all times, members of the public must strictly adhere to the mandates of EO 20-83 and must keep the appropriate social distancing of a minimum of six (6) feet at all times.

The City will NOT be providing any face coverings, please bring your own.

2. Zoom Webinar - Audio Participation Possible During The Meeting

Via the Zoom.us Application (must be installed on computer or phone)

When the agenda is published, the Zoom.us information should be included with it, as well as it being listed with the agenda on the city's website.

This information will include a link will be provided for those who wish to view or participate in virtual meetings in a timely manner. There will also be telephone numbers. You can dial any of the numbers provided with the zoom information, and then entering the Webinar ID for the meeting when prompted.

The Webinar ID will be provided in a timely manner for upcoming virtual meetings.

Please click the link below to join the July 22, 2020 City Council webinar:

<https://us02web.zoom.us/j/87880191024>

Or iPhone one-tap :

US: +13017158592,,87880191024# or +13126266799,,87880191024#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 301 715 8592 or +1 312 626 6799 or +1 929 436 2866 or +1 253 215 8782 or +1 346 248 7799 or
+1 669 900 6833

Webinar ID: 878 8019 1024

International numbers available: <https://us02web.zoom.us/j/kdmXv7pKvo>

Attendees may be allowed to speak, when called on, by raising their hands (via the app or by pressing *9 while dialed in) and then waiting for permission to speak. More information can be found on the City's Website at <http://www.cityofsebastian.org/images/ZoomTipsRaiseHand-1587151643835.pdf>

More instructions may follow as needed.

If you are having issues with the online virtual meeting, please contact us at 772-388-8226 or email us at costv@costv.cityofsebastian.com and we will attempt to assist you.

Please visit the website for detailed instructions on how to provide public comment using any of the previously mentioned options.



CITY COUNCIL AGENDA TRANSMITTAL FORM

COUNCIL MEETING DATE: July 22, 2020

AGENDA ITEM TITLE: Formal Approval of Employee Group Health, Dental and Vision Insurance Policies for the Year Beginning October 1, 2020.

RECOMMENDATION: Approve Extension of Employee Group Insurance Policies.

BACKGROUND:

The City's Insurance Broker, the Gehring Group, will present information supporting renewal of our current providers of employee group insurance policies under the Presentation section of this agenda. This follows negotiations conducted with the current insurance companies on the costs of renewal premiums.

The recommendation is for approval to renew the current policies with the Florida Blue Options Program for Health Insurance and with Humana for Dental and Vision. There is a 3% decrease in premiums for Health Insurance, which is the majority of the costs. The City and Employees will see a reduction in the Health Insurance Premiums. The increase to premiums for Dental is 9.00%. There is no increase for Vision. The Life Insurance premium is increasing 25%. There is a \$32,802 decrease from last year's combined annual premium.

Staff is pleased with amount of premiums for the renewals and recommends approval.

IF AGENDA ITEM REQUIRES EXPENDITURE OF FUNDS:

Total Cost to the City is \$1,600,774

Appropriation Required: None, this is within amounts provided in the Draft 2021 Annual Budget.

Administrative Services Department Review: *Kenneth W. Tally*

ATTACHMENT:

Cost Summary of Current Programs as Compared to Negotiated Renewal.
PowerPoint Presentation

City Manager Authorization:

[Signature]

Date: 7/14/2020

City of Sebastian
 Employee Benefits Executive Cost Summary
 Effective Date: October 1, 2020



Current

Negotiated Renewal

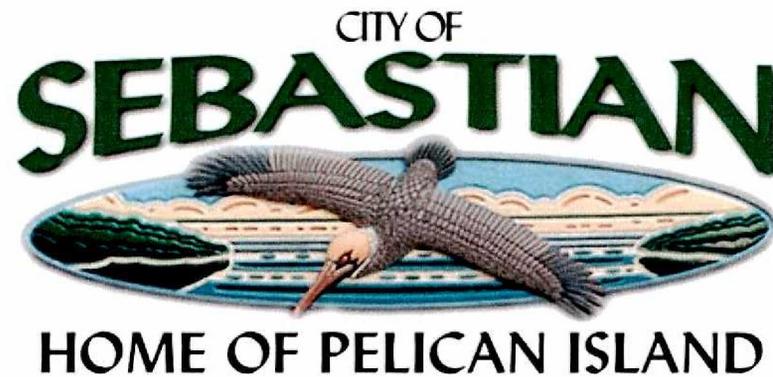
COVERAGE		2019-2020			2020-2021					
		Total	Employer	Employee	Total	Employer	ER %	Employee		
Medical										
Employee Only	64	\$586.37	\$561.37	\$25.00	\$560.87	\$536.31	\$535.87	96%	\$24.56	\$25.00
Employee + Spouse	15	\$1,358.21	\$1,039.29	\$318.92	\$1,299.07	\$994.04		77%		\$305.03
Employee + Child(ren)	15	\$1,050.05	\$850.19	\$199.86	\$1,047.98	\$848.52		81%		\$199.46
Employee + Family	22	\$1,780.51	\$1,298.17	\$482.34	\$1,746.64	\$1,273.47		73%		\$473.17
Annual Premium		\$1,353,874	\$1,113,955	\$239,918	\$1,314,330	\$1,079,743				\$234,587
\$ Increase/(Decrease)		N/A	N/A	N/A	-\$39,543	-\$34,212				-\$5,331
% Increase/(Decrease)		N/A	N/A	N/A	-2.9%	-3.1%				-2.2%
Health Reimbursement Account										
Employee Only	64	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00	\$2,500.00		100%		\$0.00
Employee + Spouse	15	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00		100%		\$0.00
Employee + Child(ren)	15	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00		100%		\$0.00
Employee + Family	22	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00		100%		\$0.00
Annual Funding		\$420,000	\$420,000	\$0	\$420,000	\$420,000				\$0
Dental - Base Plan										
Employee Only	56	\$29.59	\$29.59	\$0.00	\$32.22	\$32.22		100%		\$0.00
Employee + Spouse	22	\$59.72	\$44.64	\$15.08	\$65.04	\$48.62		75%		\$16.42
Employee + Child(ren)	18	\$82.03	\$55.81	\$26.22	\$89.33	\$60.78		68%		\$28.55
Employee + Family	16	\$112.17	\$70.89	\$41.28	\$122.15	\$77.20		63%		\$44.95
Annual Premium		\$74,906	\$57,335	\$17,570	\$81,570	\$62,438				\$19,132
\$ Increase/(Decrease)		N/A	N/A	N/A	\$6,665	\$5,103				\$1,562
% Increase/(Decrease)		N/A	N/A	N/A	8.9%	8.9%				8.9%
Dental - Buy Up Plan										
Employee Only	7	\$35.87	\$29.59	\$6.28	\$39.06	\$32.22		82%		\$6.84
Employee + Spouse	11	\$72.40	\$44.64	\$27.76	\$78.84	\$48.62		62%		\$30.22
Employee + Child(ren)	5	\$99.44	\$55.81	\$43.63	\$108.29	\$60.78		56%		\$47.51
Employee + Family	2	\$135.97	\$70.89	\$65.08	\$148.07	\$77.20		52%		\$70.87
Annual Premium		\$21,800	\$13,428	\$8,372	\$23,739	\$14,624				\$9,115
\$ Increase/(Decrease)		N/A	N/A	N/A	\$1,939	\$1,196				\$744
% Increase/(Decrease)		N/A	N/A	N/A	8.9%	8.9%				8.9%
Vision										
Employee	68	\$3.78	\$3.78	\$0.00	\$3.78	\$3.78		100%		\$0.00
Family	71	\$11.30	\$7.54	\$3.76	\$11.30	\$7.54		67%		\$3.76
Annual Premium		\$12,712	\$9,509	\$3,204	\$12,712	\$9,509				\$3,204
Basic Life and AD&D										
Total Rate/\$1,000		\$0.180	\$0.180	\$0.000	\$0.225	\$0.225		100%		\$0.000
Estimated Volume			\$2,058,000			\$2,058,000				
Annual Premium		\$4,445	\$4,445	\$0	\$5,557	\$5,557				\$0
\$ Increase/(Decrease)		N/A	N/A	N/A	\$1,111	\$1,111				\$0
% Increase/(Decrease)		N/A	N/A	N/A	25.0%	25.0%				0.0%
Long Term Disability										
Total Rate/\$100		\$0.30	\$0.30	\$0.00	\$0.30	\$0.30		100%		\$0.00
Estimated Volume			\$362,949			\$362,949				
Annual Premium		\$13,066	\$13,066	\$0	\$13,066	\$13,066				\$0
Employee Assistance Program										
Rate PEPM	116	\$1.32	\$1.32	\$0.00	\$1.32	\$1.32		100%		\$0.00
Annual Premium		\$1,837	\$1,837	\$0	\$1,837	\$1,837				\$0

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Combined Annual Premium⁽¹⁾	\$1,902,640	\$1,633,576	\$269,064	\$1,866,812	\$1,600,774	\$266,038
Combined \$ Increase/(Decrease)	N/A	N/A	N/A	-\$35,828	-\$32,802	-\$3,026
Combined % Increase/(Decrease)	N/A	N/A	N/A	-1.9%	-2.0%	-1.1%

⁽¹⁾ Combined Annual Total and Employer Premiums include \$6,000 Dental Premium Credit

Employee Benefits October 1, 2020 Renewal



Presented By:



Items for Discussion:

1. Employee Benefit Program Summary
2. Industry Overview
3. 2020-2021 Renewal Process
4. Recommendation of Renewal
5. Questions



Employee Benefit Program Summary

- **Medical Insurance**
 - Currently with Florida Blue
 - High Deductible Health Plan (HDHP)
 - \$1,500 Employee Only / \$3,000 Family Deductible
 - \$4,500 Employee Only / \$9,000 Family Out of Pocket Max
- **City funded Health Reimbursement Account**
 - City funds \$2,500 for Employee Only / \$5,000 for Family Coverage
- **Dental and Vision Insurance**
 - Currently with Humana
- **Life, Long Term Disability, and Employee Assistance Program**
 - Currently with Lincoln Financial Group



Industry Overview

- Cadillac Tax repealed December 20, 2019 – Further Consolidated Appropriations Act, 2020
- ACA – Patient Centered Research Institute Fee \$2.54 per member/year for 2020-21 Plan Year (was \$2.45 last plan year)
- ACA – Health Insurer Fee was suspended for 2019 calendar year. Reinstated for 2020 and then fully repealed for 2021 and beyond. Fee is built into premiums and adds 3% to 4% to costs.
- 2020 Medical inflation at 6%-8% increase and Prescription Inflation at 11%-12%



2020-2021 Renewal Process

- **Medical Insurance:**
 - Florida Blue initially proposed 3.0% increase with no plan changes
 - Gehring Group (GG) negotiated to 2.9% decrease with no plan changes
- **Dental Insurance:**
 - Humana proposed 8.9% increase on Base and Buy-Up plans with no plan changes
 - GG negotiated a premium credit of \$6,000 which results in a net increase of 2.7%
- **Vision Insurance:**
 - Humana proposed 0% increase with no plan changes
- **Life, Long Term Disability, and Employee Assistance Program**
 - Lincoln proposed 25% increase to Basic Life rates (\$1,111) and no increase to Voluntary Life, LTD or EAP with no plan changes



2020-2021 Recommendation

- Accept Florida Blue's medical renewal at 2.9% overall decrease
 - Guaranteed for 12 months
- No change to Health Reimbursement Account funding
- Accept Humana's dental renewal at 8.9% overall increase with the \$6,000 premium credit
 - Guaranteed for 12 months
- Accept Humana's vision renewal of 0% increase to rates
 - Guaranteed for 12 months
- Accept Lincoln's renewal of 25% increase on Basic Life and 0% on all other lines of coverage
 - Guaranteed for 12 months
- 2.0% overall decrease to City and 1.0% decrease to Employees



Questions?





CITY COUNCIL AGENDA TRANSMITTAL FORM

Council Meeting Date: July 22, 2020

Agenda Item Title: Resolution R-20-11 Abandonment of Side Yard Easements

Recommendation: Adopt Resolution No. R-20-11

Background: The property owners of 825 Sebastian Boulevard are requesting abandonment of the side yard utility easements located on the southwestern most six (6) feet and the northeastern most six (6) feet of Lot 2 and the southwestern most six (6) feet of Lot 3. A modification to the site plan for Taco Mobile was approved by the Planning and Zoning Commission on December 19, 2020, for additional parking on the two adjacent parcels located to the east. In order to comply with the approved site plan modification and begin construction, the referenced easements need to be abandoned.

All applicable utility entities have given their approval for the abandonment, including FP&L, AT&T, Comcast, IRC Utilities and Public Works. The rear yard abuts a city-owned drainage waterway.

If Agenda Item Requires Expenditure of Funds: N/A

Administrative Services Department/CFO review: _____

Attachments:

1. R-20-11
2. Site Map
3. Staff Report
4. Utility Approvals
5. Application

City Manager Authorization: _____
Date: 7/15/2020

RESOLUTION NO. R-20-11

A RESOLUTION OF THE CITY OF SEBASTIAN, INDIAN RIVER COUNTY, FLORIDA, VACATING CERTAIN EASEMENTS OVER LOTS 2 AND 3, BLOCK 188, SEBASTIAN HIGHLANDS UNIT 6; PROVIDING FOR CONFLICTS HERewith; PROVIDING FOR RECORDING; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR EFFECTIVE DATE.

WHEREAS, Javier and Melina Zamarripa, owner of the land at 825 Sebastian Boulevard, Sebastian, Florida, has filed a request for abandonment of the public utility and drainage easements along the interior lot lines of the site; and

WHEREAS, the providers of telephone, electric, cable, water, and drainage utilities have all consented to abandonment thereof.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SEBASTIAN, as follows:

Section 1. VACATION OF EASEMENT. The City Council of the City of Sebastian does hereby vacate, abolish, abandon and discontinue all of that portion of land previously dedicated for a public utility and drainage easement described as follows:

The (side yard) utility easements located on the southwestern most six (6) feet and the northeastern most six (6) feet of Lot 2, Block 188, Sebastian Highlands Unit 6, less the southeastern most ten (10) feet thereof and; the southwestern most six (6) feet of Lot 3, Block 188, Sebastian Highlands Unit 6, less the southeastern most ten (10) feet thereof.

all located within the City of Sebastian, Indian River County, Florida.

Section 2. CONFLICT. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

Section 3. RECORDING. This resolution shall be recorded in the public records of Indian River County, Florida.

Section 4. SCRIVENER'S ERRORS. Sections of this resolution may be

renumbered or re-lettered and corrections of typographical errors which do not affect the intent may be authorized by the City Manager, or the City Manager's designee, without need of further action of the City Council by filing a corrected copy of same with the City Clerk.

Section 5. EFFECTIVE DATE. This resolution shall take effect immediately upon its adoption.

The foregoing Resolution was moved for adoption by Councilmember _____ . The motion was seconded by Councilmember _____ and, upon being put into a vote, the vote was as follows:

Mayor Ed Dodd	_____
Vice Mayor Charles Mauti	_____
Councilmember Damien Gilliams	_____
Councilmember Jim Hill	_____
Councilmember Pamela Parris	_____

The Mayor thereupon declared this Resolution duly passed and adopted this 22nd day of July, 2020.

CITY OF SEBASTIAN, FLORIDA

By: _____
Ed Dodd, Mayor

ATTEST:

Jeanette Williams, MMC
City Clerk

Approved as to Form and Legality for
Reliance by the City of Sebastian only:

Manny Anon, City Attorney

EASEMENTS TO BE ABANDONED

SEBASTIAN BOULEVARD (C.R. 512)

ASPHALT ROAD - EASTBOUND LANES

LEGAL DESCRIPTION

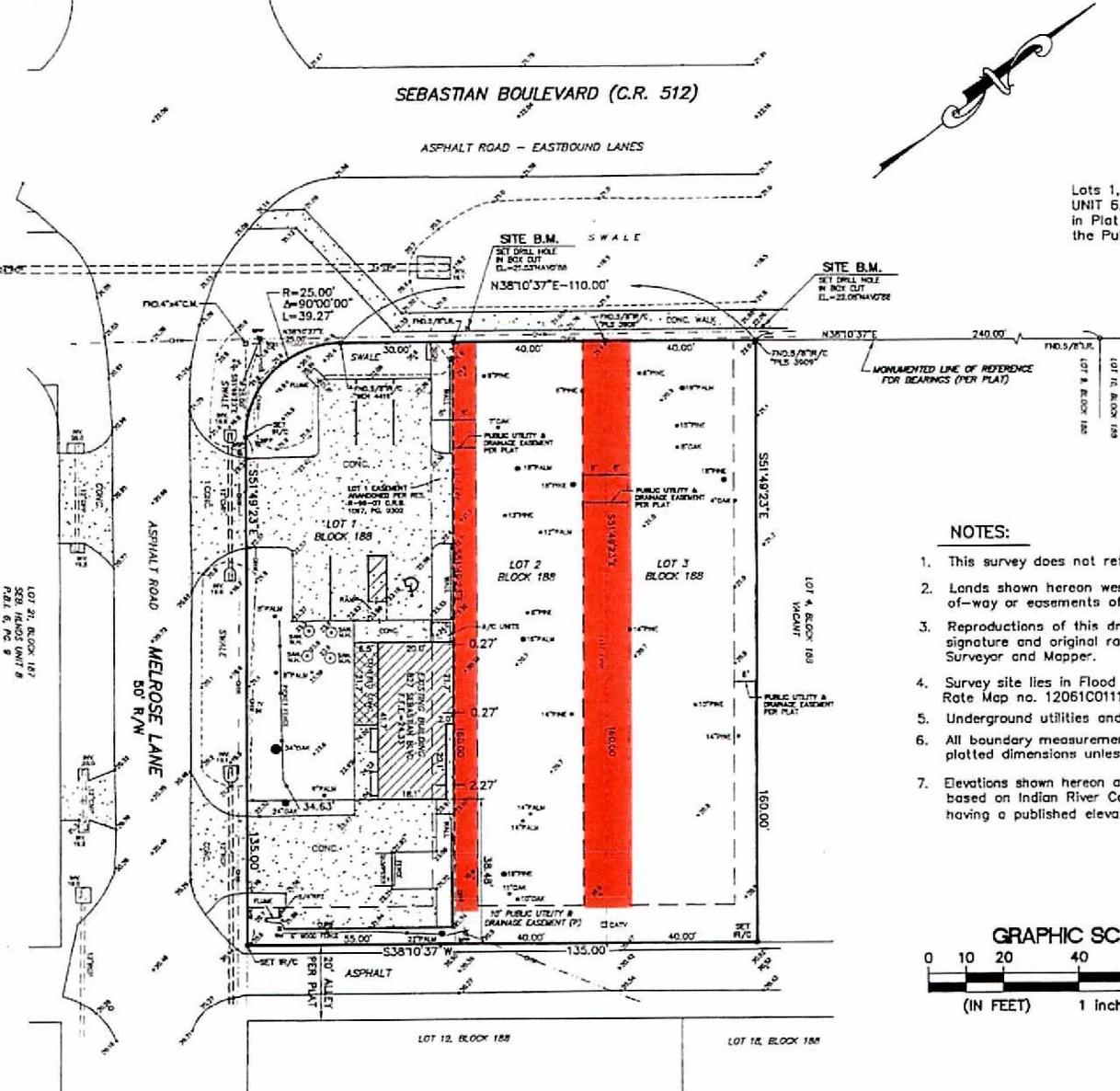
Lots 1, 2 and 3, Block 188, SEBASTIAN HIGHLANDS UNIT 5, according to the Plat thereof, as recorded in Plat Book 5, Pages 93 through 97 inclusive, of the Public Records of Indian River County, Florida.

LEGEND

NAVD '88-NORTH AMERICAN VERTICAL DATUM OF 1988
 B.M.=ELEVATION BENCHMARK
 SET 1/2" O-D SET 5/8" DIAMETER IRON ROD W/CAP STAMPED "MSZ-LB 8842"
 SET MAG/D=SET MAGNETIC NAIL W/BRASS "BOX STAMPED "MSZ LB 8842"
 C.M.=CONCRETE MONUMENT, NO I.D.
 C.B.S.=CONCRETE BLOCK STRUCTURE
 S¹=EXISTING SPOT ELEVATION
 F.F.E.=FINISH FLOOR ELEVATION
 R.O.=REINFORCED CONCRETE PIPE
 C.M.P.=CORRUGATED METAL PIPE
 C.M.E.=CONCRETE MITERED END
 R/C=IRON ROD WITH CAP
 I.P.=IRON PIPE, NO I.D.
 I.R.=IRON ROD, NO I.D.
 M.A.G.=MAGNETIC NAIL
 O.W.=OVERHEAD WIRES
 A/C=AIR CONDITIONING
 R/W=RIGHT OF WAY
 R=RADIIUS
 C=CENTRAL ANGLE
 L=ARC LENGTH
 CONC.=CONCRETE
 (M)=MEASURED
 (P)=PLAT
 (C)=CALCULATED
 COR.=CORNER
 FND.=FOUND
 EL.=ELEVATION

SYMBOLS

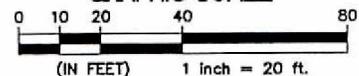
CONCRETE POWER POLE
 WOODEN POWER POLE
 WATER METER
 WATER VALVE
 IRRIGATION VALVE
 FIRE HYDRANT
 SEWER VALVE
 ELECTRIC RISER BOX
 CABLE TV RISER BOX
 TELEPHONE RISER BOX
 SANITARY MANHOLE
 GUY ANCHOR
 SHADED AREAS INDICATE ASPHALT SURFACE
 CONCRETE SURFACE



NOTES:

1. This survey does not reflect or determine ownership.
2. Lands shown hereon were not abstracted for rights-of-way or easements of record.
3. Reproductions of this drawing are not valid without the signature and original raised seal of a Florida licensed Surveyor and Mapper.
4. Survey site lies in Flood Zone "X" per Flood Insurance Rate Map no. 12061C0111H, dated December 4, 2012.
5. Underground utilities and improvements were not located.
6. All boundary measurements shown are consistent with plotted dimensions unless otherwise noted.
7. Elevations shown hereon are in feet, referenced to NAVD'88, based on Indian River County Benchmark "BM005204", having a published elevation of 21.15 ft. NAVD'88.

GRAPHIC SCALE



CERTIFIED TO:
 - Javier Zamarripa

William B. Zentz & Associates, Inc.
 Professional Surveying & Mapping
 CERTIFICATE OF AUTHORIZATION (LS) No. 6840
 684 Old Dixie Highway
 Vero Beach, FL 32962
 Phone: (772) 567-2852
 Fax: (772) 567-2351

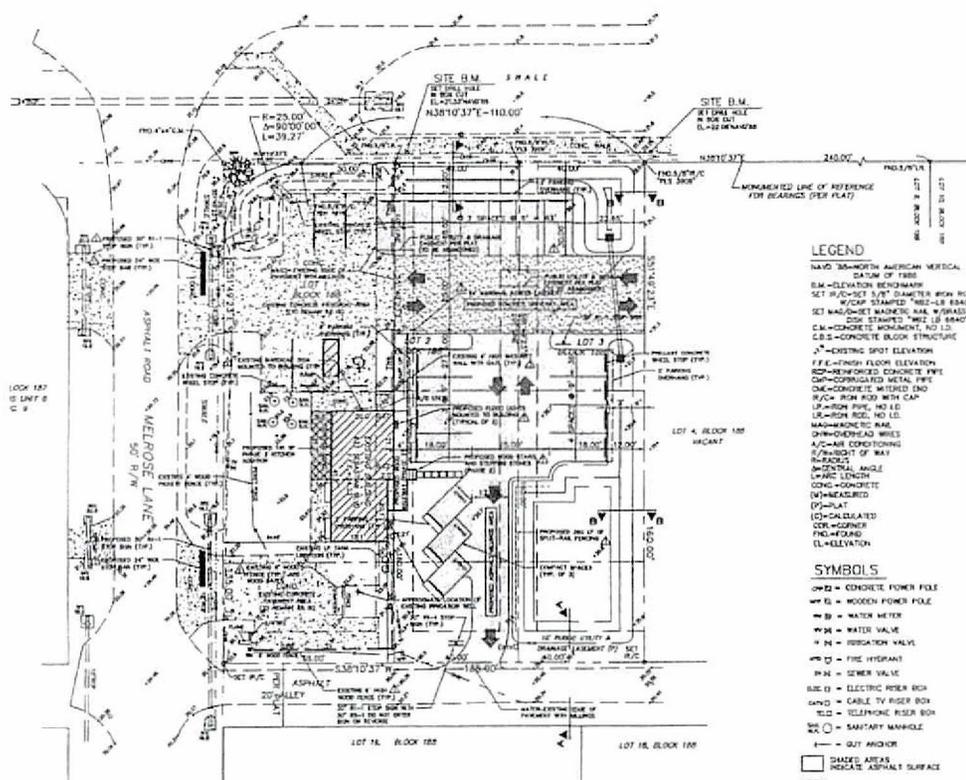
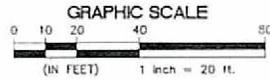
SURVEYORS SIGNATURE & SEAL
 NOTE: THIS SURVEY IS CERTIFIED AS TO THE DATE OF THE FIELD SURVEY, NOT THE SIGNATURE DATE.
 [Signature]
 12/19/19
 DATE

DATE	REVISION
12/19/19	ADD LOT 1 ESMT, ABAND.

Boundary & Topographic Survey for Zamarripa

DRAWN BY	FIELD DATE	JOB NO.
W.B.Z.	8/19/19	106-093

SEBASTIAN BOULEVARD (C.R. 512)
ASPHALT ROAD - ADJACENT LANES

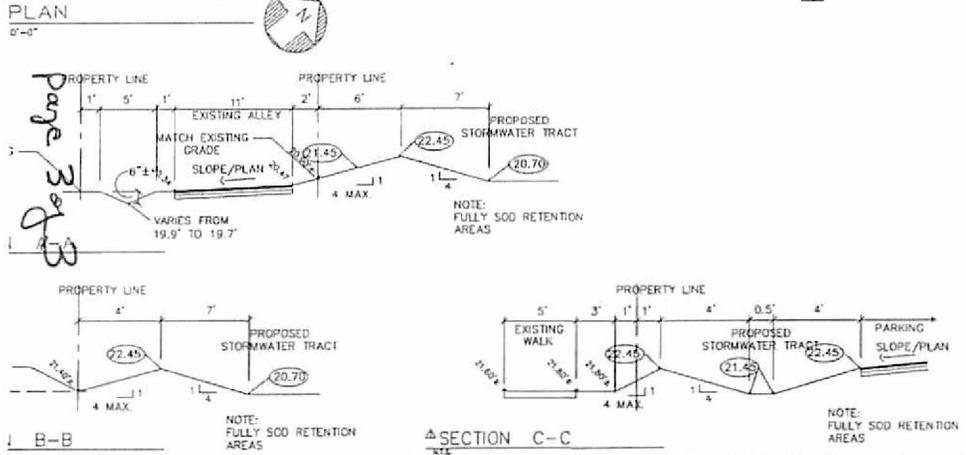


LEGEND

- NAVD - NORTH AMERICAN DATUM OF 1988
- BM - ELEVATION BENCHMARK
- SET - 1/2" X 1/2" STAMPED "RED-OR-BROWN"
- SM - 1/2" X 1/2" STAMPED "RED-OR-BROWN"
- CM - CONCRETE MASONRY, NO L.C.
- C.S. - CONCRETE BLOCK STRUCTURE
- J¹ - EXISTING SPOT ELEVATION
- F.F.E. - FINISH FLOOR ELEVATION
- CCP - CORRUGATED METAL PIPE
- CMC - CONCRETE METERED (NO B.V.C. FOR ROAD WITH CAP)
- U.P. - 1/2" PIPE, NO L.C.
- U.P. - 1/2" PIPE, NO L.C.
- MA - MASONRY
- DN - DOWNHEAD WIRE
- AC - AIR CONDITIONING
- CA - CURB
- RA - RAILROAD
- LA - LEAVE AS IS
- CO - CONCRETE
- (D) - DRAIN
- (C) - CALLED
- OR - CORNER
- PRO - PROPOSED
- EL - ELEVATION

SYMBOLS

- - CONCRETE POWER POLE
- - WOODEN POWER POLE
- ⊕ - WATER METER
- ⊕ - WATER VALVE
- ⊕ - IRRIGATION VALVE
- ⊕ - FIRE HYDRANT
- ⊕ - SEWER VALVE
- ⊕ - ELECTRIC RISER BOX
- ⊕ - CABLE TV RISER BOX
- ⊕ - TELEPHONE RISER BOX
- ⊕ - SANITARY MANHOLE
- ⊕ - GUY ANCHOR
- - DENSE AREA
- - DENSE ASPHALT SURFACE
- - CONCRETE SURFACE



SITE INFORMATION

OWNER:
ARNDT EMBERTH
825 SEBASTIAN BOULEVARD
SEBASTIAN, FLORIDA 32958
772-360-6408

SURVEYOR:
WILLIAM B. JENTS AND ASSOCIATES, INC.
604 OLD DUNE HIGHWAY
1100 BEACH, FLORIDA 32942
772-567-7522

ZONING: C-512
LAND USE: COMMERCIAL

SITE ADDRESS:
825 SEBASTIAN BOULEVARD
SEBASTIAN, FLORIDA 32958

SITE CRITERIA

CRITERIA	REQUIRED	PROVIDED
FRONT (512)	74 FEET	78.78 FEET
FRONT (512)	40 FEET	34.82 FEET
SIDE (W/BLVD)	0 FEET	0.27 FEET
SIDE (NO BLVD)	0 FEET	N/A
REAR	18 FEET	28.48 FEET
MIN. LOT WIDTH	25.000 SF	31.489 SF
MIN. LOT DEPTH	150 FEET	150 FEET
MIN. FLOOR COV.	25%	25%
MIN. OPEN SPACE	22%	22%
MIN. SUPERFICIAL	38.2%	38.2%
MAX. FAR	2.0	4.48

SITE DATA (EXISTING)

SITE AREA	8,858 SF	= 0.20 AC	= 100.0%
BUILDING AREA	727 SF	= 0.02 AC	= 8.2%
CONCRETE PAVEMENT/PARKS	4,422 SF	= 0.10 AC	= 51.2%
TOTAL PAVED AREA	5,149 SF	= 0.12 AC	= 59.4%
TOTAL OPEN AREA	3,709 SF	= 0.08 AC	= 41.6%

SITE DATA (PHASE 1)

SITE AREA	21,466 SF	= 0.49 AC	= 100.0%
BUILDING AREA	4,422 SF	= 0.10 AC	= 20.6%
EXIST. CONC. PAVT./PARKS	4,422 SF	= 0.10 AC	= 20.6%
PROP. CONC. PAVT./PARKS	6,328 SF	= 0.14 AC	= 29.5%
TOTAL CONC. PAVT./PARKS	10,750 SF	= 0.24 AC	= 49.1%
TOTAL SUPERFICIAL AREA	12,117 SF	= 0.28 AC	= 56.4%
TOTAL OPEN AREA	9,349 SF	= 0.21 AC	= 43.6%

SITE DATA (PHASE 2)

SITE AREA	21,466 SF	= 0.49 AC	= 100.0%
EXIST. BUILDING AREA	787 SF	= 0.02 AC	= 3.7%
PROP. BUILDING EXPANSION	1,411 SF	= 0.03 AC	= 6.5%
TOTAL BUILDING AREA	2,198 SF	= 0.05 AC	= 10.2%
EXIST. CONC. PAVT./PARKS	11,330 SF	= 0.25 AC	= 52.3%
PROP. CONC. PAVT./PARKS	1,141 SF	= 0.03 AC	= 5.3%
TOTAL CONC. PAVT./PARKS	12,471 SF	= 0.28 AC	= 57.6%
TOTAL SUPERFICIAL AREA	12,471 SF	= 0.28 AC	= 57.6%
TOTAL OPEN AREA	9,295 SF	= 0.21 AC	= 42.4%

PARKING DATA (EXISTING)

PARKING REQUIRED - DETERMINED FROM 1994 APPROVED SITE PLAN
PARKING PROVIDED - 7 SPACES

PARKING DATA (PHASE 1)

PARKING EXISTING - 8 SPACES (7 STANDARD AND 1 HANDICAPPED)
PARKING PROPOSED - 18 SPACES (12 STANDARD AND 3 COMPACT)
PARKING PROVIDED - 26 SPACES (22 STANDARD, 3 COMPACT AND 1 HANDICAPPED)

PARKING DATA (PHASE 2)

PARKING EXISTING - 1-1/2 SPACES/100 SF GROSS AREA - PREP AREA
(NEW BUILDING AREA IS PREP AREA, THEREFORE NO ADDITIONAL SPACES REQUIRED)
PARKING EXISTING - 25 SPACES (22 STANDARD, 3 COMPACT AND 1 HANDICAPPED)
PARKING PROVIDED - 25 SPACES (22 STANDARD, 3 COMPACT AND 1 HANDICAPPED)

CONSTRUCTION SCHEDULE

START CONSTRUCTION - DECEMBER 2019
END CONSTRUCTION - JUNE 2020

PERMITS REQUIRED

- CITY OF SEBASTIAN SITE PLAN APPROVAL
- SEMIAN RIVER COUNTY CONSERVATION PERMIT
- CITY OF SEBASTIAN TREE REMOVAL PERMIT
- CITY OF SEBASTIAN LAND CLEARING PERMIT
- CITY OF SEBASTIAN TYPE A STORMWATER PERMIT
- S.U.R.W.A.D. NO. 42 DISCHARGE PERMIT
- SEMIAN RIVER COUNTY UTILITY PERMIT
- F.W.C. GOMPER (RELOCATION OF REQUIRED)
- DEPARTMENT OF HEALTH SEPTIC - (MODIFICATION OF APPROVEMENT THAT PERMIT NOT REQUIRED)

FLOOD ZONE

THE SUBJECT PROPERTY IS LOCATED IN FLOOD ZONE "X" FOR F.E.M.A. PANEL NO. 1206100111, DATED DECEMBER 4, 2012.

SURVEY BENCHMARK

ELEVATIONS SHOWN HEREIN ARE IN FEET, REFERENCED TO NA83, BASED ON BENCHMARK POINT OF BENCH MARK "11000204", HAVING A PUBLISHED ELEVATION OF 21.15' NAVD83.

WATER/WASTEWATER SOURCE

SEMIAN RIVER COUNTY UTILITIES WATER MAIN ON SITE SEPTIC TANK AND DRAINFIELD

TAX PARCEL I.D. NUMBER(S)

- 31-38-13-00001-1890-00001.0
- 31-38-13-00001-1890-00002.0
- 31-38-13-00001-1890-00003.0

LEGAL DESCRIPTION

LOTS 1, 2 AND 3, BLOCK 188, SEBASTIAN HIGHLANDS UNIT 6, ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 5, PAGES 413 THROUGH 421, INCLUSIVE, OF THE PUBLIC RECORDS OF SEMIAN RIVER COUNTY, FLORIDA.

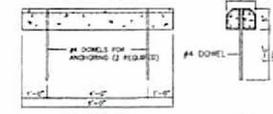
SITE PLAN NOTES:

- PHASE 1: THE PROPOSED ALIAS IS ADDITION TO THE EXISTING PARKING LOT.
- PHASE 2: THE PROPOSED 141 SF BUILDING ADDITION TO THE EXISTING BUILDING.
- DUMPSTER FOR THE EXISTING SITE IS LOCATED SOUTH OF THE EXISTING BUILDING IN THE PAVED AREA SOUTH OF THE EXISTING BUILDING. NO NEW TRASH FACILITIES ARE PROPOSED WITH THIS SITE PLAN.

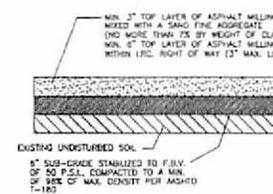
UTILITIES NOTE:
AS PER SEMIAN RIVER COUNTY UTILITIES, EXISTING WELL AND SEPTIC SYSTEM CAN REMAIN ACTIVE AS LONG AS IN COMPLIANCE WITH SEMIAN RIVER COUNTY ENVIRONMENTAL HEALTH DEPARTMENT. NO CONNECTION TO PUBLIC UTILITIES IS REQUIRED FOR PHASE 1. PARKING LOT AND PHASE 2 BUILDING EXPANSION OF KITCHEN (WITH NO INCREASE OF SEATS IN DINING AREA).



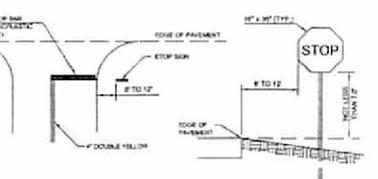
LOCATION MAP



PRE-CAST CONCRETE WHEEL STOP DETAIL



ASPHALT MILLING DETAIL



BLACK PAVEMENT SHALL BE 1/2" THICK, STRENGTHENED WITH FIBER. ALONG PAVEMENT EDGES SHALL BE 1/2" THICK, STRENGTHENED WITH FIBER. LETTERING SHALL BE 6" HIGH, 1/2" THICK, AND 1/2" SPACING. STOP SIGN SHALL BE 30" HIGH, 30" WIDE, AND 1/2" THICK. STOP SIGN SHALL BE 30" HIGH, 30" WIDE, AND 1/2" THICK. STOP SIGN SHALL BE 30" HIGH, 30" WIDE, AND 1/2" THICK. STOP SIGN SHALL BE 30" HIGH, 30" WIDE, AND 1/2" THICK.

STREET AND STOP SIGN DETAILS

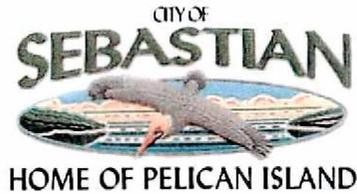
RECEIVED
DEC 12 2019
City of Sebastian
Community Development Dept.

ARNDT EMBERTH
1100 BEACH, SEBASTIAN, FL 32942
772-567-7522

DATE: 10/15/19
JOB NO.: 19010
PROJECT: 2019-11-19
TODD N. SMITH P.E., INC.

Page 3 of 3

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ABANDONMENT OF EASEMENT Staff Report

1. **Project Name:** Taco Mobile Restaurant - Additional Parking
2. **Requested Action:** Abandonment of the (side yard) utility easements located on the southwestern most six (6) feet and the northeastern most six (6) feet of Lot 2, Block 188, Sebastian Highlands Unit 6, less the southeastern most ten (10) feet thereof and; the southwestern most six (6) feet of Lot 3, Block 188, Sebastian Highlands Unit 6, less the southeastern most ten (10) feet thereof.
3. **Project Location:**
 - a. **Address:** 825 Sebastian Boulevard
 - b. **Legal:** Lots 1, 2, and 3, Block 188, Sebastian Highlands Unit 6, according to the Plat thereof, as recorded in Plat Book 5, Pages 93 through 97 inclusive, of the Public Records of Indian River County
4. **Property Owner:**
 - a. **Name:** Javier & Melina Zamarripa
 - b. **Address:** 100 S. Orange Street
Fellsmere, FL 32948
(772) 360-8408
5. **Project Agent:**
 - a. **Name:** Todd N. Smith, PE, Inc.
 - b. **Address:** 1717 Indian River Boulevard, Suite 302
Vero Beach, FL 32960
(772) 559-3699 tnspe@bellsouth.net
6. **Project Description:**

- a. **Narrative of proposed action:** Application has been made for abandonment of the (side yard) utility easements located on the southwestern most six (6) feet and the northeastern most six (6) feet of Lot 2, Block 188, Sebastian Highlands Unit 6, less the southeastern most ten (10) feet thereof and; the southwestern most six (6) feet of Lot 3, Block 188, Sebastian Highlands Unit 6, less the southeastern most ten (10) feet thereof. A modification to the site plan for Taco Mobile was approved by the Planning and Zoning Commission on December 19, 2020, for additional parking on the two adjacent parcels located to the east. In order to comply with the approved site plan modification and begin construction, the referenced easements need to be abandoned.
- b. **Zoning:** C-512 (C-512 Commercial District)
- c. **Future Land Use:** C-512 (Commercial CR-512 Corridor)
- d. **Performance Overlay District:** CR 512

7. **Utilities Comments:**

- a. **Florida Power & Light:** Approved
- b. **BellSouth/AT&T:** Approved
- c. **Comcast Cable:** Approved
- d. **Indian River County Utilities:** Approved
- e. **City Engineering (drainage):** Approved
- f. **Public Works** Approved

8. **Planning and Zoning Division Comments:** The eastern easement shown on Lot 1 has been previously abandoned by City Council per Resolution R-96-07 and a unity of title has been recorded for lots 1, 2, and 3.

9. **Staff Recommendation:** Approve Resolution R-20-11

Michelle Faulkner
 Prepared by
 Michelle Faulkner, CFM, Planner

7/15/2020
 Date



COMMUNITY DEVELOPMENT DEPARTMENT
1225 MAIN STREET ■ SEBASTIAN, FLORIDA 32958
TELEPHONE (772) 589-5518 ■ FAX (772) 388-8248
www.cityofsebastian.org

REQUEST FOR ABANDONMENT OF EASEMENT

May 18, 2020

The City of Sebastian is considering a request to abandon a portion of the easement described below. Please review this request in regards to your public utility services and provide your comments.

Description of Easement to be abandoned: The (side yard) utility easements located on the southwestern most six (6) feet and the northeastern most six (6) feet of Lot 2, Block 188, Sebastian Highlands Unit 6, less the southeastern most ten (10) feet thereof and; the southwestern most six (6) feet of Lot 3, Block 188, Sebastian Highlands Unit 6, less the southeastern most ten (10) feet thereof.

Location of Easement: 825 Sebastian Boulevard, Sebastian, FL 32958

UTILITY: Kirk Walker, Bell South/AT&T

Via email: bw4222@att.com

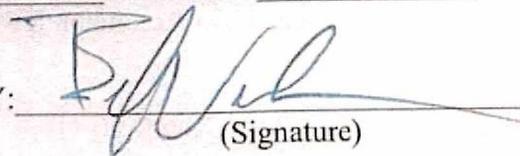
APPROVED:

DENIED:

DATE:

5-18-20

APPROVED/DENIED BY:


(Signature)

COMMENTS:

** INBOUND NOTIFICATION : FAX RECEIVED SUCCESSFULLY **

TIME RECEIVED
May 19, 2020 at 11:43:31 AM EDT

REMOTE CSID

DURATION
239

PAGES
3

STATUS
Received

From:

05/19/2020 11:34 #007 P.001/003



COMMUNITY DEVELOPMENT DEPARTMENT
1225 MAIN STREET ■ SEBASTIAN, FLORIDA 32958
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Location of Easement: 825 Sebastian Boulevard, Sebastian, FL 32958

UTILITY: Sandra Stockner, Comcast

Via Fax: (561)454-5899

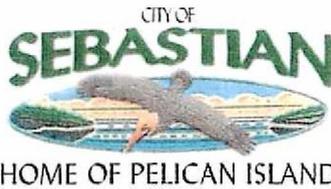
APPROVED: DENIED: DATE: 5-20-20

APPROVED/DENIED BY: *Reck J...*
(Signature)

COMMENTS: _____

page 1 of 3

Return to: Michelle Faulkner, Planner, Community Development Dept.
mfaulkner@cityofsebastian.org or Fax (772) 388-8248



COMMUNITY DEVELOPMENT DEPARTMENT
1225 MAIN STREET ■ SEBASTIAN, FLORIDA 32958
TELEPHONE (772) 589-5518 ■ FAX (772) 388-8248
www.cityofsebastian.org

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Location of Easement: 825 Sebastian Boulevard, Sebastian, FL 32958

CITY ENGINEER: Kenneth Griffin, Public Works Director\City Engineer
Via Email: kgriffin@cityofsebastian.org

APPROVED: ✓ DENIED: _____ DATE: 5/20/2020

APPROVED/DENIED BY: K. C. Griffin
(Signature)

COMMENTS: _____

Return to: Michelle Faulkner, Planner, Community Development Dept.
mfaulkner@cityofsebastian.org or Fax (772) 388-8248



COMMUNITY DEVELOPMENT DEPARTMENT
1225 MAIN STREET ■ SEBASTIAN, FLORIDA 32958
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Location of Easement: 825 Sebastian Boulevard, Sebastian, FL 32958

UTILITY: Herbert Flowers, FPL

Via email: Herbert.Flowers@fpl.com

RECEIVED

APPROVED: X DENIED: _____ DATE: JUL 10 2020

APPROVED/DENIED BY: Herbert Flowers (FPL)
City of Sebastian
Community Development Dept.
(Signature)

COMMENTS: _____

Return to: Michelle Faulkner, Planner, Community Development Dept.
mfaulkner@cityofsebastian.org or Fax (772) 388-8248



**City of Sebastian
Development Order Application**

Applicant (If not owner, written authorization (notarized) from owner is required)

Name: JAVIER ZAMARRIPA

Address: 825 SEBASTIAN BLVD. SEBASTIAN FL 32958

Phone Number: () - () - 772 360 8408 FAX Number: () - () -

E-Mail: djflame4@gmail.com

Owner (If different from applicant)

Name: SAME AS APPLICANT

Address:

Phone Number: () - () - FAX Number: () - () -

E-Mail:

Title of permit or action requested:
SITE PLAN

PLEASE COMPLETE ONLY THOSE SECTIONS WHICH ARE NECESSARY FOR THE PERMIT OR ACTION THAT YOU ARE REQUESTING. COPIES OF ALL MAPS, SURVEYS, DRAWINGS, ETC. SHALL BE ATTACHED AND 8-1/2" BY 11" COPIES OF ANY ATTACHMENTS SHALL BE INCLUDED. ATTACH THE APPROPRIATE SUPPLEMENTAL INFORMATION FORM.

A. Project Name (if applicable): TACO MOBILE

B. Site Information

Address: 825 SEBASTIAN BLVD. SEBASTIAN, FL 32958

Lot: 1,2,3 Block: 188 Unit: 6 Subdivision: SEBASTIAN HIGHLANDS UNIT 6

Indian River County Parcel #: 31-38-13-00001-1880-00001.0, 00002.0 & 00003.0

Zoning Classification: C-512 Future Land Use: COMMERCIAL

Existing Use: RESTAURANT Proposed Use: RESTAURANT/PARKING LOT

C. Detailed description of proposed activity and purpose of the requested permit or action (attach extra sheets if necessary):

PARKING LOT FOR EXISTING TACO MOBILE RESTAURANT

DATE RECEIVED: 5/14/20

FEE PAID: \$250.00
check 3153

RECEIVED BY: [Signature]

D. Project Personnel:	
Agent:	
Name:	SEE ENGINEER
Address:	
Phone Number: () -	FAX Number: () -
E-Mail:	
Attorney:	
Name:	
Address:	
Phone Number: () -	FAX Number: () -
E-Mail:	
Engineer:	
Name:	TODD N. SMITH, PE, INC.
Address:	1717 INDIAN RIVER BLVD., SUITE 302, VERO BEACH, FL 32960
Phone Number: () -	FAX Number: () -
E-Mail:	tnspe@bellsouth.net
Surveyor:	
Name:	WILLIAM B. ZENTZ AND ASSOCIATES, INC.
Address:	684 OLD DIXIE HIGHWAY, VERO BEACH, FL 32962
Phone Number: () -	FAX Number: () -
E-Mail:	billz-wb2@comcast.net

I, JAVIER ZAMARRIPA, BEING FIRST DULY SWORN, DEPOSE AND SAY THAT: I AM THE OWNER I AM THE LEGAL REPRESENTATIVE OF THE OWNER OF THE PROPERTY DESCRIBED WHICH IS THE SUBJECT MATTER OF THIS APPLICATION, AND THAT ALL THE INFORMATION, MAPS, DATA AND/OR SKETCHES PROVIDED IN THIS APPLICATION ARE ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Javier Zamarripa
SIGNATURE

5-13-2020
DATE

SWORN TO AND SUBSCRIBED BEFORE ME BY JAVIER ZAMARRIPA
WHO IS PERSONALLY KNOWN TO ME OR PRODUCED _____
AS IDENTIFICATION, THIS 13 DAY OF MAY, 2020.

NOTARY'S SIGNATURE Kathleen Kattus
PRINTED NAME OF NOTARY KATHLEEN KATTUS
COMMISSION No./EXPIRATION JAN. 21, 2023
SEAL:





Supplemental Information Easements, vacation of

HOME OF PELICAN ISLAND

1. Describe the easement to be vacated (provide a legal description, if possible):

60' PUBLIC UTILITY AND DRAINAGE EASEMENTS
ALONG THE EAST AND WEST SIDES OF LOT 2
AND WEST EASEMENT ALONG WEST SIDE
OF LOT 3, BLOCK 188, SEBASTIAN HIGHLANDS
UNIT 6.

2. Why is this vacation of easement being requested? _____

A SITE PLAN HAS BEEN APPROVED FOR
LOTS 1, 2 AND 3, BLOCK 188, SEBASTIAN
HIGHLANDS UNIT 6.

3. Attach a survey showing the location of the property lines, all easements and all structures on the property.



CITY COUNCIL AGENDA TRANSMITTAL

Council Meeting Date: July 22, 2020

Agenda Item Title: Approve to utilize Cooperative Sourcewell Contract #120716-NAF, Cars, Trucks, Vans, SUVs, & Other Vehicles – for the Purchase of a 2020 Nissan Frontier King Cab SV 2WD 6' Bed.

Recommendation: The Procurement Division, on behalf of the Fleet Management Division, recommends that the Council APPROVE use of Cooperative Sourcewell Contract #120716-NAF, Cars, Trucks, Vans, SUVs, & Other Vehicles – for the Purchase of a 2020 Nissan Frontier King Cab SV 2WD 6' Bed from **ALAN JAY FLEET SALES**.

Background: This purchase is for use in the Building Department for the new employee with the primary use of conducting site visits, etc. This truck is currently in stock at the recommended dealership. Considering the effects of COVID-19, availability of vehicles is limited. Local vendors were contacted but provided no quotes. Other cooperative and piggyback contracts were considered but did not benefit the City in the aspect of pricing or vehicle availability.

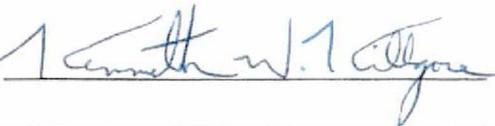
Cooperative purchasing saves time and increases buying power for public entities. Being a Cooperative member, allows access to these contracts. Pricing and contract terms are guaranteed while the contract is active; this includes any contract extensions or renewals. The initial contract term was January 17, 2017 – January 17, 2021, with a renewal term extending to January 17, 2022.

If Agenda Item Requires Expenditure of Funds:

Proposed Project Expense: **\$22,828.00**

Amount Budgeted in Current FY: **\$22,828.00**

Fund to Be Utilized for Appropriation: **Building Fund**

Administrative Services Department Review: 

City Manager Authorization: _____
Date: _____ **Paul E. Carlisle** Digitally signed by Paul E. Carlisle
Date: 2020.07.16 11:32:22 -04'00'

Attachments:

- 1. Quote - Recommended Vendor
- 2. Sourcewell Award & Renewal Letters
- 3. Quote – Alternative Piggyback Option



Awarded Contract

Call Us first, for all of your Fleet Automotive, & Light Truck needs.

PHONE (800) ALANJAY (252-6529)		DIRECT 863-385-9610	WWW.ALANJAY.COM	Quote 26304-2
Corporate Office	2003 U.S. 27 South Sebring, FL 33870	MOBILE 904-838-4999 FAX 863-402-4221	Mailing Address	P.O. BOX 9200 Sebring, FL 33871-9200

ORIGINAL QUOTE DATE
6/17/2020

QUICK QUOTE SHEET

REVISED QUOTE DATE
6/18/2020

REQUESTING AGENCY **SEBASTIAN, CITY OF**
 CONTACT PERSON **ALAN CLARKE** EMAIL TClarke@cityofsebastian.org
 PHONE **772-589-1295** MOBILE **772-321-1235** FAX **772-589-5570**

SOURCEWELL (FORMERLY NJPA) CONTRACT # 2020-120716 NAF www.NationalAutoFleetGroup.com

MODEL	31310	MSRP	\$28,315.00
2020 NISSAN FRONTIER KING CAB SV 2WD 6' BED (31310)			
CUSTOMER ID		NJPA PRICE	\$21,303.00

BED LENGTH 6'

** All vehicles will be ordered white w/ darkest interior unless clearly stated otherwise on purchase order.

FACTORY OPTIONS	DESCRIPTION	
QAK	GLACIER WHITE EXTERIOR	\$0.00
ENGINE	MANUFACTURERS STANDARD GAS ENGINE AND AUTOMATIC TRANSMISSION	\$0.00
PW PL	PWR WINDOWS AND LOCKS (INCL)	\$0.00
CAMERA	BACK UP CAMERA (STD)	\$0.00

CONTRACT OPTIONS	DESCRIPTION	FACTORY OPTIONS	
NO-TEMP	CUSTOMER WILL HANDLE THEIR OWN TAG WORK		\$0.00
HD SOB SH	HD Scorpion spray on bed liner (short bed) under rail.		\$525.00
FS-4LED	Federal Signal 4-Corner LED System. LED's will be mounted in headlamps and tail lamps where possible, alternate mounting locations may be substituted. (WHITE)		\$595.00
RAM-VB-195-SW1	RAM universal laptop mounting kit with universal cradle		\$405.00
EWD	EXTENDED WARRANTY DECLINED.		\$0.00
CONTRACT OPTIONS			\$1,525.00

TRADE IN		TOTAL COST	\$22,828.00
YES WE TAKE TRADE INS ~~~ ASK ABOUT MUNICIPAL FINANCING ~~~			\$0.00

TOTAL COST LESS TRADE IN(S)		QTY	1	\$22,828.00
------------------------------------	--	-----	---	--------------------

Estimated Annual payments for 60 months paid in advance: \$5,112.53
 Municipal finance for any essential use vehicle, requires lender approval, WAC.

Comments

VEHICLE QUOTED BY **CHRISTY SELF** GOVERNMENT ACCOUNT MANAGER christy.self@AlanJay.com

"I Want to be Your Fleet Provider"

I appreciate the opportunity to submit this quotation. Please review it carefully. If there are any errors or changes, please feel free to contact me at any time. I am always happy to be of assistance.

Letter of Agreement To Extend the Contract

Between

72 Hour LLC, dba National Auto Fleet Group
490 Auto Center Dr.
Watsonville, CA 95076-3726

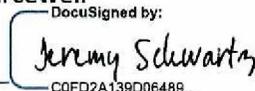
And

Sourcewell
202 12th Street NE
Staples, MN 56479
Phone: (218) 894-1930

The Vendor and Sourcewell have entered into an Agreement (Contract #120716-NAF) for the procurement of Vehicles, Cars, Vans, SUVs, and Light Trucks with Related Equipment, Accessories and Services. This Agreement has an expiration date of January 17, 2021, but the parties may extend the Agreement for one additional year by mutual consent.

The parties acknowledge that extending the Agreement for another year benefits the Vendor, Sourcewell and Sourcewell's members. The Vendor and Sourcewell therefore agree to extend the Agreement listed above for a fifth year. This existing Agreement will terminate on January 17, 2022. All other terms and conditions of the Agreement remain in force.

Sourcewell

DocuSigned by:
By:  _____, Its: **Director of Operations & Procurement/CPO**
C0FD2A139D06489...

Name printed or typed: Jeremy Schwartz

Date 6/17/2020 | 1:32 PM CDT

72 Hour LLC, dba National Auto Fleet Group

DocuSigned by:
By:  _____, Its: Fleet Manager
FACBB5730C1E467...

Name printed or typed: Jesse Cooper

Date 7/8/2020 | 4:22 PM CDT

FORM E
CONTRACT ACCEPTANCE AND AWARD



(Top portion of this form will be completed by NJPA if the vendor is awarded a contract. The vendor should complete the vendor authorized signatures as part of the RFP response.)

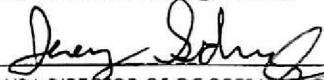
NJPA Contract #: 120716-NAF

Proposer's full legal name: 72 Hour LLC, dba National Auto Fleet Group

Based on NJPA's evaluation of your proposal, you have been awarded a contract. As an awarded vendor, you agree to provide the products and services contained in your proposal and to meet all of the terms and conditions set forth in this RFP, in any amendments to this RFP, and in any exceptions that are accepted by NJPA.

The effective date of the Contract will be January 17, 2017 and will expire on January 17, 2021 (no later than the later of four years from the expiration date of the currently awarded contract or four years from the date that the NJPA Chief Procurement Officer awards the Contract). This Contract may be extended for a fifth year at NJPA's discretion.

NJPA Authorized Signatures:



NJPA DIRECTOR OF COOPERATIVE CONTRACTS
AND PROCUREMENT/CPO SIGNATURE

Jeremy Schwartz
(NAME PRINTED OR TYPED)



NJPA EXECUTIVE DIRECTOR/CEO SIGNATURE

Chad Coquette
(NAME PRINTED OR TYPED)

Awarded on January 16, 2017

NJPA Contract # 120716-NAF

Vendor Authorized Signatures:

The Vendor hereby accepts this Contract award, including all accepted exceptions and amendments.

Vendor Name 72 Hour LLC, National Auto Fleet Group

Authorized Signatory's Title Fleet Manager



VENDOR AUTHORIZED SIGNATURE

Jesse Coquet

(NAME PRINTED OR TYPED)

Executed on 1-16, 2017

NJPA Contract # 120716-NAF

Big Bend Chevrolet Buick



LISA MARASCO
904-237-5452

LMARASCOFLEET@YAHOO.COM

CITY OF LAKE BUTLER CONTRACT #2020RFB-01

QUOTE

June 17, 2020

Alan Clarke
City of Sebastian

VEHICLE AND OPTIONS

2020 COLORADO 2WD CREW CAB	\$	28,650.00
1GCGSBEA8L1138311		
REMOVAL OF RETAIL MARKUP	\$	(1,029.60)
WT CONVIENCE PACKAGE	\$	-
Subtotal	\$	27,620.40

AFTERMARKET

ADVANCED WORK VANS QUOTE # SAN-SO02846	\$	1,800.31
DELIVERY TO ADVANCED WORK VANS (153 MILES)	\$	150.00
	\$	29,570.71

GOVERNMENT PRICE CONCESSION	\$	(3,200.00)
LAKE BUTLER PIGGY BACK FEE	\$	100.00
Contract negotiated dealer Markup	\$	887.12
PURCHASE PRICE FOR VEHICLE	\$	27,357.83
	\$	27,357.83

Customers Approval for above work: _____

THANK YOU FOR YOUR BUSINESS!

Please email purchase orders to LMARASCOFLEET@YAHOO.COM

TOTAL \$ 27,357.83



CITY COUNCIL AGENDA TRANSMITTAL

Council Meeting Date: July 22, 2020

Agenda Item Title: Finalize Sign Design for the City's Master Sign Project

Recommendation: Staff recommends that the Council FINALIZE the design of citywide signage so Contractor can begin production and installation.

Background: City staff worked with GAI/Community Solutions Group, Inc. in early 2019 to develop a Signage Master Plan. The Signage Master Plan is a 3-year CIP for replacement or installation of signs including: Parks, entranceways, wayfinding, instructional and acknowledgement. This project creates a consistent theme throughout our City in parks and public spaces.

At the June 26, 2019 meeting the City Council made recommendations for the family of signs with the following consensus: "Teal lettering on the logo, white lettering on the sign, and gray posts with nautical rope in the CRA district and black posts through the rest of the sign system". At the December 11, 2019 City Council meeting, West Central Signs, Inc. – Signstar was awarded to manufacture and install City Signs. Staff has worked with Signstar and is recommending the provided sign design to be implemented throughout the City.

This design has brown poles with nautical rope instead of the gray and black that was originally presented in June 2019. The reason for this change is that the gray and black sample poles did not meet the intended expectation of the wood theme. The Contractor provided brown samples that Staff feels is a better representation of the theme that the City is working to consistently maintain. The Parks and Recreation Advisory Committee unanimously approved the presented design to be installed within City Parks at the June 22nd, 2020 Parks and Recreation Advisory Committee meeting.

If Agenda Item Requires Expenditure of Funds:

Year 1: **\$149,609.25**

Year 2: **\$59,846.81**

Year 3: **\$19,564.29**

TOTAL = \$229,020.35

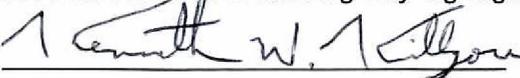
Amount Appropriated for Project:

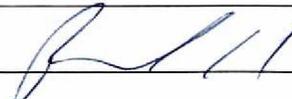
Year 1: **\$202,010** (\$100,000 CRA Fund / \$102,010 Recreation Impact Fees)

Year 2: **\$30,000** (Recreation Impact Fees)

Year 3: **\$30,000** (Recreation Impact Fees)

TOTAL = \$262,010 ***Excess funds will be used for removal of existing City signage***

Administrative Services Department Review: 

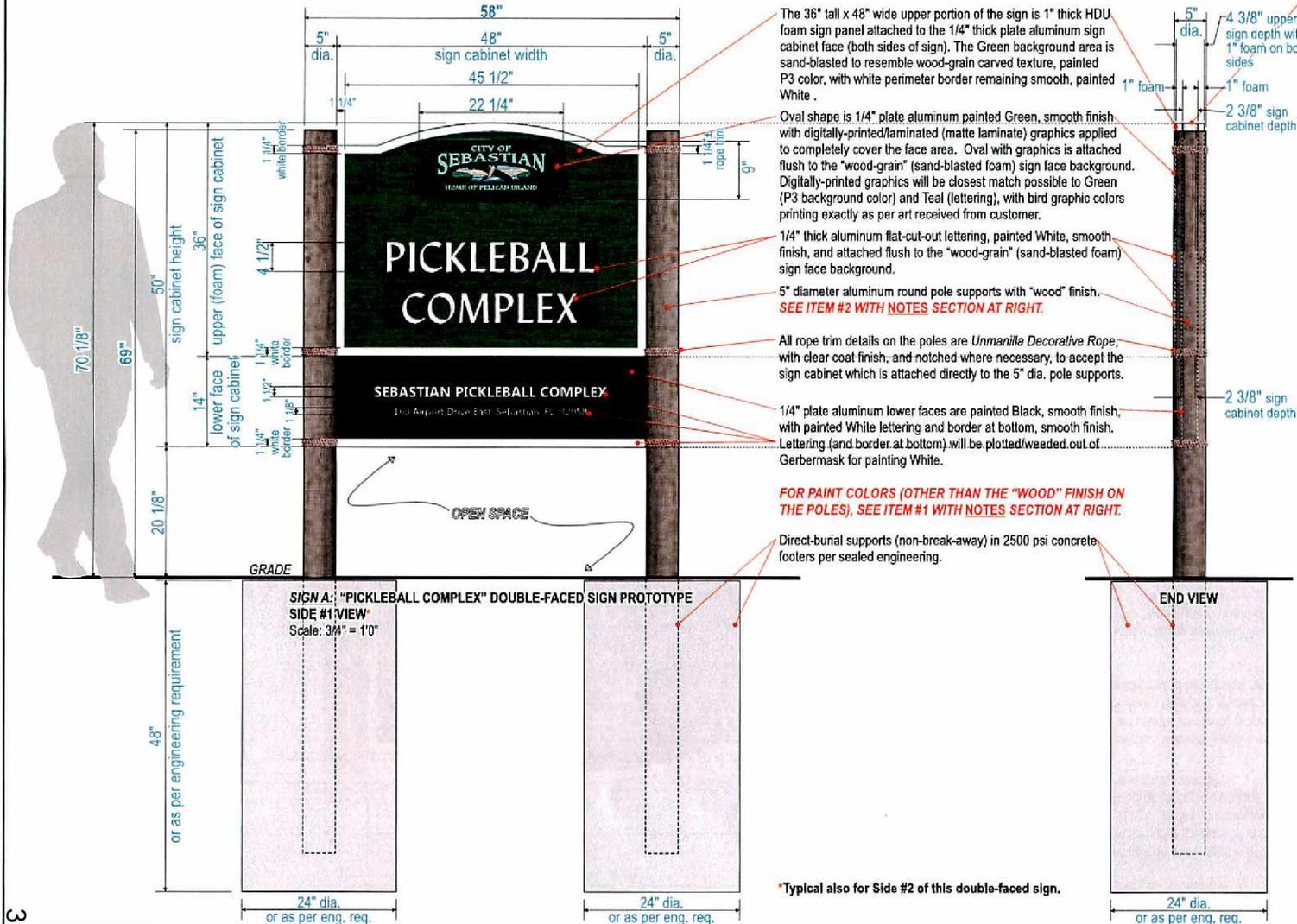
City Manager Authorization: 

Date: 7/15/2020

Attachments:

1. Sign Prototype Details
2. 06/22/2020 Parks and Recreation Advisory Committee Meeting
3. 06/26/2019 Council Meeting Minutes

"PICKLEBALL COMPLEX" SIGN PROTOTYPE



Sign cabinet (without foam panels described below) is 2 3/8" deep, with 1/4" plate aluminum faces attached to front and back of internal aluminum framing using counter-sunk screws painted to match background color (only as necessary).

- The 36" tall x 48" wide upper portion of the sign face, which is Green (P3 color) with White perimeter border, is 1" thick HDU foam, with the Green background area being sand-blasted to resemble wood-grain carved texture, and painted P3 paint color.
- These 1" thick foam panels will be mounted to the 1/4" thick plate aluminum sign faces, on either side of the 2 3/8" depth sign cabinet described above.
- The lower faces are the 2 3/8" sign cabinet depth specified above, and will be recessed back from the upper foam faces by 1". The lower face portions are flat 1/4" plate aluminum, painted in Black finish with White lettering and border at bottom. See painted face graphics details with front view.
- The White border for the upper, foam face portion of the sign is smooth (not sand-blasted).
- The White border along the bottom of the lower black face portion is painted only (smooth finish, not raised).
- Edges of all face panels and returns of the sign cabinets are painted White, smooth finish.

- NOTES:**
- 1) For all paint colors (**EXCEPT PAINTED "WOOD" FINISH ON POLES**—see item #2 directly below), refer to the **COLOR LEGEND / PAINT COLORS** listed below.
 - 2) **FOR PAINTED "WOOD" FINISH ON POLES:**
 - The painted wood finish is achieved by using **Retique It Liquid Wood (Light Wood)** on primed aluminum poles.
 - Poles then receive 3 coats of **Retique It Gel Stain (Black Walnut)**.
 - All receive **AkzoNoble matte clear coat finish**.

COLOR LEGEND / PAINT COLORS
(EXCEPT PAINTED "WOOD" FINISH ON POLES)

	P1	Black	Process Black
	P2	White	Pantone White
	P3	Green	PMS 3435 C
	P4	Teal	PMS 337 C

ALL PAINT COLORS:
Surface applied, exterior sign paint and protective top coat: Acrylic Polyurethane w/ UV Inhibitor, finished with Clear Coat Satin finish.

Project: City of Sebastian
Address: City of Sebastian, FL
Dwg#: 20-00000-1R4 (A see 5127 note)
Date: 2-21-20
By: sl

File: pickleball complex sign prototype
Scale: as noted
Rep: rdp

Rev. date / notes
R1: 2-20-20 As per site. Please make the border on the poles to be coated with clear epoxy resin. Let's remove the bird at the bottom of the post and now nothing. (all See "old" for pre-revision #1 drawing.)
R2: 5-22-20 Corrected a few stray outlines in the bird graphic to curves, due to the actual printed graphic showing the stray pieces as big "blobs". I fixed the legend also on the left desktop, and in the file. "Sebastian city of new logo to use". (all)
R3: 5-26-20 Revisions as per list from rdp, following his meeting w/customer. See lower desktop for exact revision list from rdp. (all)
5-27-20 I inserted the latest logo lettering rec'd late yesterday (bird was the exactly the same) for the oval graphic. And lettering differences were made, so the print generated yesterday for approval was left as-is. Logo on left desktop and in file "new logo to use" have both been updated to latest version. (all)
R4: 6-12-20 Changed Fishermen's Landing to Pickleball Complex; updated specifications as per discussion with rdp; all as per rdp. (all) I renamed the drawing to correspond to these changes. See "gateway sign prototype" for previous version of this drawing, last modified 5/21/20.

CLIENT APPROVAL:
This print must be signed, dated, and returned to SIGNSTAR
Note: Structural changes may require resubmission to third party and/or state agencies and may incur schedule delays.
APPROVED APPROVED AS NOTED
SIGNATURE _____ DATE _____

This drawing is the property of SIGNSTAR
Any unauthorized use is forbidden.
SIGNSTAR
A Division of West Central Signs, Inc.
3512 Queen Palm Dr., Sta. C, Tampa, FL 33619
Ph: (813) 980-0783 Fax: (813) 980-0657
www.signstar.com
FL Sales Cert. #E5000007



"PICKLEBALL COMPLEX" SIGN



Sign cabinet (without foam panels described below) is 2 3/8" deep, with 1/4" plate aluminum faces attached to front and back of internal aluminum framing using counter-sunk screws painted to match background color (only as necessary).

The 36" tall x 48" wide upper portion of the sign is 1" thick HDU foam sign panel attached to the 1/4" thick plate aluminum sign cabinet face (both sides of sign). The Green background area is sand-blasted to resemble wood-grain carved texture, painted with white perimeter border remaining smooth.

Oval shape is 1/4" plate aluminum painted Green, smooth finish with digitally-printed/laminated (matte laminate) graphics applied to completely cover the face area. Oval with graphics is attached flush to the "wood-grain" (sand-blasted foam) sign face background.

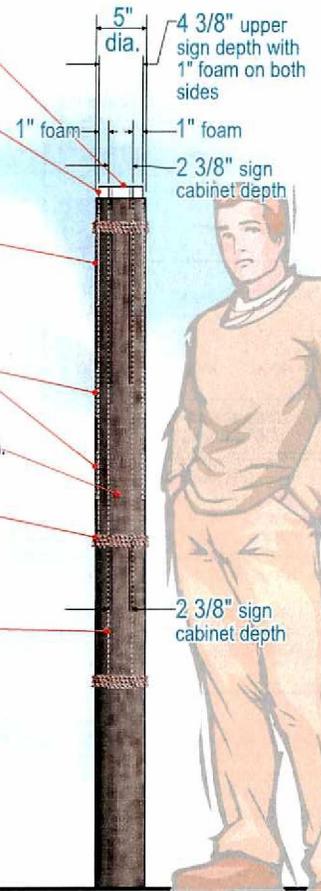
1/4" thick aluminum flat-cut-out lettering, painted White, smooth finish, and attached flush to the "wood-grain" (sand-blasted foam) sign face background.

5" diameter aluminum round pole supports with painted "wood" finish.

All rope trim details on the poles are *Unmanilla Decorative Rope*, with clear coat finish.

1/4" plate aluminum lower faces are painted Black, smooth finish, with painted White lettering and border at bottom, smooth finish. The lower faces are the 2 3/8" sign cabinet depth specified above, and will be recessed back from the upper foam faces by 1".

Direct-burial supports (non-break-away) in 2500 psi concrete footers per sealed engineering.



SIGN A: "PICKLEBALL COMPLEX" DOUBLE-FACED SIGN
SIDE #1 VIEW*
 Scale: 1" = 1'0"
 *Typical also for Side #2 of this double-faced sign.

COLOR LEGEND / PAINT COLORS (EXCEPT PAINTED "WOOD" FINISHES)

	P1 Black	Process Black		P3 Green	PMS 3435 C
	P2 White	Pantone White		P4 Teal	PMS 337 C

ALL PAINT COLORS:
 Surface applied, exterior sign paint and protective top coat: Acrylic Polyurethane w/ UV inhibitor, finished with Clear Coat Satin Finish.

END VIEW

Project: City of Sebastian
 Address: City of Sebastian, FL
 Dwg#: 20-00000-1
 Date: 6-12-20
 By: sl

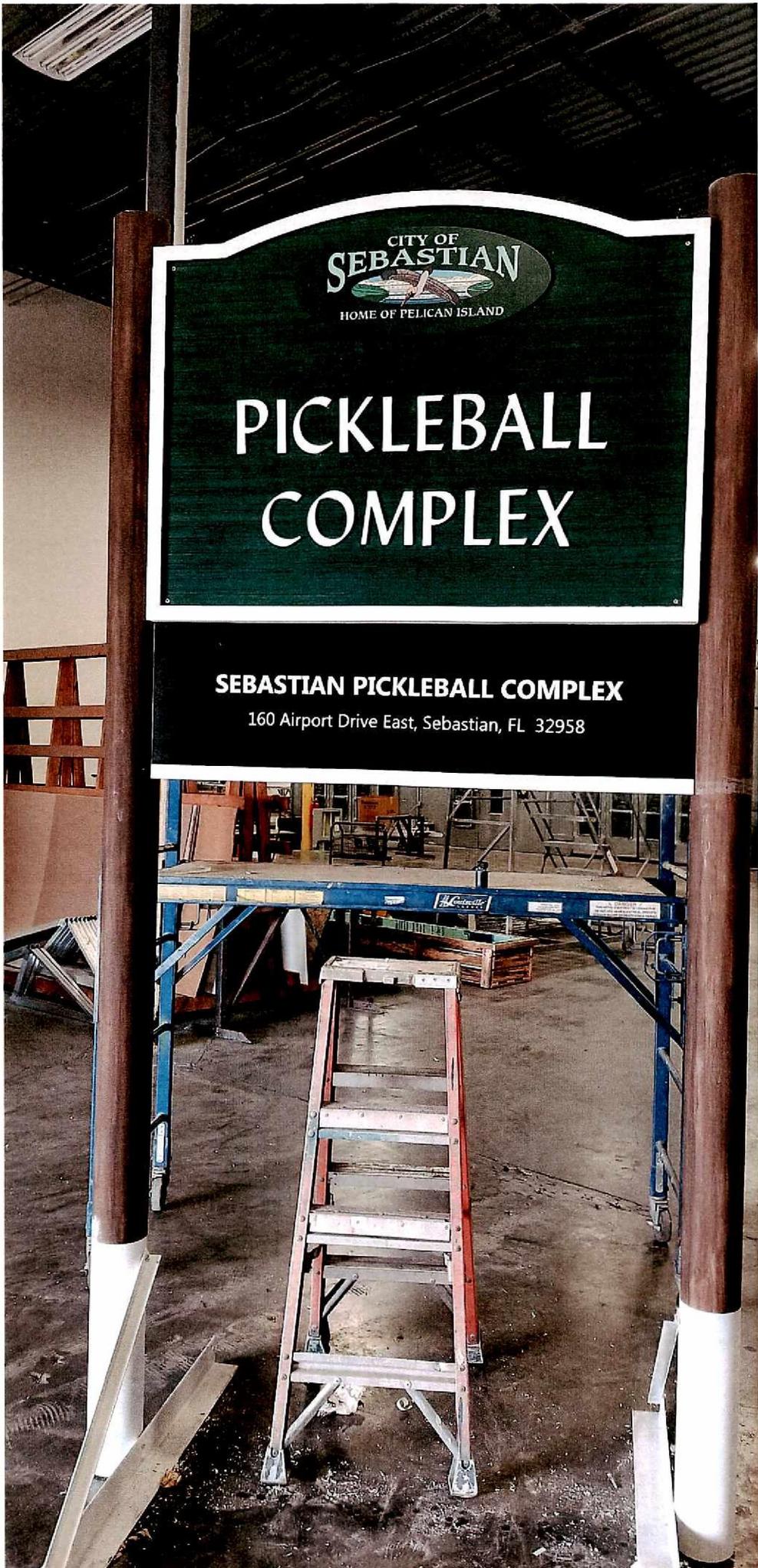
File: pickleball complex sign prototype for pres only
 Scale: as noted
 Rep: rdp

Rev. date / notes

CLIENT APPROVAL:
 This print must be signed, dated, and returned to SIGNSTAR
 Note: Structural changes may require resubmittal to third party and/or state agencies and may incur schedule delays.
 APPROVED APPROVED AS NOTED
 SIGNATURE _____ DATE _____

This drawing is the property of SIGNSTAR
 Any unauthorized use is forbidden.
SIGNSTAR
 A Division of West Central Signs, Inc.
 3502 Queen Palm Dr. Sta. C, Tampa, FL 33619
 PH: (813) 986-6783 Fax: (813) 960-8857
 www.signstar.net
 FL State Cont. #ES0000387





CITY OF
SEBASTIAN
HOME OF PELICAN ISLAND

PICKLEBALL COMPLEX

SEBASTIAN PICKLEBALL COMPLEX

160 Airport Drive East, Sebastian, FL 32958

working on the Plan and working with some professionals in the field to review it. Now that the meetings are back to being held, the Sub-Committee is able to review the Plan. At the last meeting, the Sub-Committee approved the first five sections of the Plan. The sixth section will be reviewed at the next meeting for approval. It is planned to bring this Plan back to the Parks and Recreation Committee with the Sub-Committee's approval at the July meeting. It will also go to the Natural Resources Board and then to City Council for their review, hopefully in August. He called for questions/discussion.

Ms. Webster asked if the fire ants have been gotten under control. Mr. Benton stated yes, staff were able to treat the playgrounds and their surrounding areas as well as the athletic fields. About every two weeks staff does go around and assess all the playgrounds. Staff is on the ballfields every single day, so they see those every day.

Mr. Agudelo asked how often the ballfields are checked for wasp nests. He has observed nests a few times. Mr. Benton stated he will have staff check for those. They are checking in the dugouts at least once or twice a week doing visual checks. He will have staff check the football fields, around the basketball goals and the skate park on a consistent basis as well.

B. Updated Park Signage Review and Discussion

Mr. Benton reviewed that a sign vendor was chosen in December. This vendor was approved by City Council. Last August, City Council approved the color scheme, etc. for the signs. However, going forward the sign manufacturer has come back with some alternate designs. The poles are metal that are painted with a wood-like finish. The backboard of the signage is a foam material. That is what staff is looking to present to City Council in the future. He has provided this Committee with a mockup and the recommendation for the prototype so it could be reviewed and commented on.

Ms. White asked if the picture that is included in the agenda packet is the type sign that will be used for all the parks. Mr. Benton said yes. He stated most of the parks will have double-sided signs except for Easy Street because of the location. Ms. White asked if the budget of \$102,000.00 is for all the signs. Mr. Benton stated that figure is what was allocated for this year. This project will take place over a three-year period. CRA also has \$100,000.00, so they are assisting with some of the signage in the CRA district. Ms. White inquired whether the wooden sign along US 1 for Riverview Park will be replaced. Mr. Benton stated that sign will be replaced in a later phase, probably in year three, with an acknowledgement sign that the contractor is developing. Ms. White asked if the sign to replace the for Riverview Park which displays the events and dates will still allow dates and events to be posted. Mr. Benton answered yes. Ms. White asked if the rope design

on the pole will be at an additional cost. Mr. Benton stated there is no additional cost for that.

Ms. Webster asked whether the Barber Street sign will have space to put dates, etc. Mr. Benton stated the decision was made for that sign specifically that the marquee will not be replaced. However, the groups will all have their H-frame signs that they currently use. Ms. Webster called for anyone from the public who wished to speak to this matter. Seeing no one and no one being on Zoom, Ms. Webster called for a motion.

A motion to approve the sign design and colors as presented was made by Mr. Agudelo, seconded by Mr. Renzi, and approved unanimously via voice vote.

8. Public Input

Mr. Ben Hocker, Sebastian, reviewed that sometime ago there was work done on coming up with signage on CR 512. He asked if that had been discontinued or if that plan was still being considered. Mr. Benton stated that the US 1 and County Road 512 gateway signs are included in this plan to be replaced as well.

9. New Business

- A. Select a Chairman and Vice-Chairman, adopt rules of procedure.

Motion was made by Ms. White nominating Ms. Webster to continue as Chairperson, seconded by Mr. Renzi, and approved unanimously via voice vote. Motion nominating Ms. White as Vice-Chairperson was made by Ms. Webster, seconded by Agudelo, and approved unanimously via voice vote.

Ms. Webster called for a motion to adopt the Rules of Procedure. Motion was made by Mr. Renzi to adopt the Rules of Procedure, seconded by Mr. Agudelo, and approved unanimously via voice vote.

- B. Fiscal Year '21 -- Capital Improvement Projects related to the use of Recreation Impact Fees

Mr. Benton stated Mr. Paul Carlisle, City Manager, and Ken Killgore, Chief Financial Officer, are present tonight and can answer questions anyone has regarding the budget and capital projects. He reviewed that City staff assessed the needs of the parks and identified four projects to be funded with the use of recreational impact fees for fiscal year 2021. The City Code specifically permits recreational impact fees to be used only to

- 19.095 E. Approve Alcoholic Beverages at Community Center for Faulkner Event on July 21, 2019 from 11:00 am to 5:00 pm - DOB Verified (Transmittal, Application)

Council Member Dodd asked to pull Item C.

MOTION by Council Member McPartlan and SECOND by Vice Mayor Kinchen to approve Consent Agenda Items A, B, D and E.

Roll Call: Vice Mayor Kinchen – aye Council Member Dodd – aye
 Council Member Iovino – aye Council Member McPartlan - aye
 Mayor Hill – aye

Motion carried 5-0.

Item C

Council Member Dodd noted pages 35 and 36 of the agenda packet are duplicate. MOTION by Council Member Dodd and SECOND by Mayor Hill to approve Item C minus the duplicate page.

Roll Call: Council Member Dodd – aye Council Member Iovino – aye
 Council Member McPartlan – aye Mayor Hill – aye
 Vice Mayor Kinchen – aye

Motion carried 5-0.

8. **COMMITTEE REPORTS & APPOINTMENTS** - None

9. **PUBLIC HEARINGS** - None

10. **UNFINISHED BUSINESS**

- 19.061 A. Signage Master Plan Update (Transmittal, PPT)
i. Presentation by Lisa Frazier, AICP, Community Development Director/CRA Manager

The Community Development Director requested a decision from Council as to the logo, color palette and style to move forward with the signage plan throughout the community. She displayed PowerPoint slides depicting the variations and stated once the decisions are made, a bid package will be developed, a sign manufacturer will be selected and signs will be replaced.

- ii. Select Proposed Logo and Family of Signs Design and Authorize Preparation of RFP for Sign Manufacturer

Mayor Hill said he did not have a preference on the color but would like to keep "Home of Six Old Grouches" on the welcome signs. He asked if the City's Sign Shop would be able to repair the signs after the manufacturer's contract has ended. The Community Development Director replied the contract could be extended or go out to bid again.

Council Member Dodd said he preferred the white lettering with teal logo and the fisherman's village type posts if they wanted to continue the theme as they rewrite the Comp Plan; and they might need to change the number of grouches.

Vice Mayor Kinchen and Council Member Iovino said the white lettering was fine with the teal logo.

Council Member McPartlan did not have a preference.

Mayor Hill recapped that Council would like the teal logo with the white lettering. He asked if the 'Six Old Grouches' line should stay noting it has been a talking point for years. It was the consensus to leave the 'Six Old Grouches' line on the City's entrance signs and have gray posts with the nautical rope in the CRA district with black posts through the rest of the sign system.

11. **PUBLIC INPUT**

New information or requests to City Council not otherwise on the prepared agenda

Bob Stephen said adding plants to the bottom of the water is adding to the eutrophication problem in the canals and asked Council to stop.

Marcus __?__, 17 year resident, agreed with the previous speaker and said something needs to be done and asked Council what they were going to do about it.

Mayor Hill said Sebastian is the only municipality looking into improving the canals and waterways and invited the speaker to look into the City's activities

Diana Bolton, Environmental Chair of the Sebastian Property Owners Association, said she would e-mail Council the pediatric cancer study previously mentioned at Council meetings. She also invited anyone who might be interested to contact her regarding algae blooms and chemical spraying.

She said she has reviewed the draft budget but does not find a provision covering less harmful vegetation maintenance and asked to meet with staff.

Council Member Dodd advised the vegetation maintenance document that is being prepared by the City Manager will include chemical, biological and manual options with cost estimates along with pros and cons. At the time Council chooses an option from that document, that will be the time to modify the budget and part of the public discourse will be to ask the people if they want to do this option, and how do they want to fund it. He advised Ms. Bolton that from a budget perspective, she won't see a difference at this point.

Joel Roth, 1984 East Lakeview Drive, complimented Council on the decision with the signage. He said in regard to the 'old fishing village' theme, he asked if the City could develop a brochure depicting the design that would be acceptable to City to give developers.

The City Manager said there were some vague drawings done but the City didn't want to say those were the only parameters allowed to prevent a 'cookie cutter' look. He added that there are many new buildings that can be shown to interested developers to continue the 'old fishing village' theme.



CITY COUNCIL AGENDA TRANSMITTAL FORM

COUNCIL MEETING DATE: July 22, 2020
AGENDA ITEM TITLE: Adoption of the Proposed Millage
RECOMMENDATION: Adopt Motion to Set the Proposed Millage at 3.1514 and Direct the City Manager to Execute and Transmit the Required Forms
BACKGROUND:

Pursuant to F.S. 200.065 (b), each taxing authority must advise the Property Appraiser of its proposed millage and the date, time and place at which a public hearing will be held to consider the proposed millage and the tentative budget. This information will be published on the tax notice mailed to the taxpayers in mid-August. We are not allowed to adopt a rate higher than the proposed millage without incurring additional cost of notifying every taxpayer by first-class mail.

Certified taxable values for next year are \$1,482,054,216, which is \$99,290,047 or 7.18% higher than last year's final taxable values. The rolled-back rate is 2.8091 as compared to the present millage of 2.9399. The amount of ad valorem tax revenue with the current 2.9399 millage is \$186,099 more than with the rolled-back rate. This will be advertised on the "Trim Notices" as a 4.66% tax increase. The 3.1514 rate would add an additional \$300,917 to ad valorem tax revenues. The total is almost equivalent to the reduction we expect in State Revenue Sharing receipts. It would be advertised on the "Trim Notices" as a 12.19% tax increase.

At their meeting on Monday, July 20th, the Budget Review Advisory Committee is expected to vote on the Proposed Millage they recommend to be adopted by the City Council. Although the Draft Recommended Budget has been "balanced" assuming the rolled-back rate of 2.9399, it could put us in a difficult position should it be determined before setting the final millage in September that a higher millage is necessary due to any unanticipated events between now and then. Such events may include reductions in revenue collections, labor negotiations and legal action expenditures.

The City Council needs to vote on the proposed millage to be used on the required forms and published on the tax notice in August. Staff recommends that the City Council adopt the 3.1514 rate as the proposed millage. The Administrative Services Director/CFO will make a brief power point presentation. A complete presentation to the City Council on the Capital Improvement Plan and entire Budget Document is scheduled for August 26th.

IF AGENDA ITEM REQUIRES EXPENDITURE OF FUNDS:

Total Cost: N/A
Amount Budgeted in Current FY: N/A
Amount of Appropriation Required: None
Fund to Be Utilized for Appropriation: N/A
Administrative Services Department Review: Kenneth W. Killgore

ATTACHMENTS: State of Florida Required Forms DR-420, DR-420TIFs and DR-420MM-P.
Power Point Presentation
The Current Draft Recommended Budget is on the City's Website.

City Manager Authorization: [Signature]
Date: 7/19/2020



CERTIFICATION OF TAXABLE VALUE

Reset Form

Print Form

DR-420
R. 5/12
Rule 12D-16.002
Florida Administrative Code
Effective 11/12

Year: 2020	County: INDIAN RIVER
Principal Authority: CITY OF SEBASTIAN	Taxing Authority: CITY OF SEBASTIAN

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value of real property for operating purposes	\$	1,410,447,809	(1)
2.	Current year taxable value of personal property for operating purposes	\$	69,933,941	(2)
3.	Current year taxable value of centrally assessed property for operating purposes	\$	1,672,466	(3)
4.	Current year gross taxable value for operating purposes <i>(Line 1 plus Line 2 plus Line 3)</i>	\$	1,482,054,216	(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.)	\$	33,685,698	(5)
6.	Current year adjusted taxable value <i>(Line 4 minus Line 5)</i>	\$	1,448,368,518	(6)
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	\$	1,382,764,169	(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 2 (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, Certification of Voted Debt Millage forms attached. If none, enter 0	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Number 0 (9)

SIGN HERE	Property Appraiser Certification	I certify the taxable values above are correct to the best of my knowledge.		
	Signature of Property Appraiser:	Date:		
	Electronically Certified by Property Appraiser	6/23/2020 12:32 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>		2.9399	per \$1,000	(10)
11.	Prior year ad valorem proceeds <i>(Line 7 multiplied by Line 10, divided by 1,000)</i>	\$	4,065,188		(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>	\$	182,732		(12)
13.	Adjusted prior year ad valorem proceeds <i>(Line 11 minus Line 12)</i>	\$	3,882,456		(13)
14.	Dedicated increment value, if any <i>(Sum of either Line 6b or Line 7e for all DR-420TIF forms)</i>	\$	66,262,251		(14)
15.	Adjusted current year taxable value <i>(Line 6 minus Line 14)</i>	\$	1,382,106,267		(15)
16.	Current year rolled-back rate <i>(Line 13 divided by Line 15, multiplied by 1,000)</i>		2.8091	per \$1000	(16)
17.	Current year proposed operating millage rate		3.1514	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>	\$	4,670,546		(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)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	(21)

DEPENDENT SPECIAL DISTRICTS AND MSTUs		STOP HERE - SIGN AND SUBMIT
----------------------------------------------	-----------------------------------------------------------------------------------	------------------------------------

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>	\$	3,882,456	(22)
23.	Current year aggregate rolled-back rate <i>(Line 22 divided by Line 15, multiplied by 1,000)</i>		2.8091 per \$1,000	(23)
24.	Current year aggregate rolled-back taxes <i>(Line 4 multiplied by Line 23, divided by 1,000)</i>	\$	4,163,238	(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>	\$	4,670,546	(25)
26.	Current year proposed aggregate millage rate <i>(Line 25 divided by Line 4, multiplied by 1,000)</i>		3.1514 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>		12.19 %	(27)

First public budget hearing	Date :	Time :	Place :
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S I G N H E R E	Taxing Authority Certification		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 :		
	Paul Carlisle, CITY MGR		KEN KILLGORE, FINANCE DIRECTOR		
	Mailing Address :		Physical Address :		
1225 MAIN ST		1225 MAIN ST			
City, State, Zip :		Phone Number :		Fax Number :	
SEBASTIAN, FL 32958		7723888205		7723888249	



Reset Form

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MAXIMUM MILLAGE LEVY CALCULATION PRELIMINARY DISCLOSURE

For municipal governments, counties, and special districts

DR-420MM-P
R. 5/12
Rule 12D-16.002
Florida Administrative Code
Effective 11/12

Year: 2020	County: INDIAN RIVER		
Principal Authority: CITY OF SEBASTIAN	Taxing Authority: CITY OF SEBASTIAN		
1. Is your taxing authority a municipality or independent special district that has levied ad valorem taxes for less than 5 years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(1)
IF YES, STOP HERE. SIGN AND SUBMIT. You are not subject to a millage limitation.			
2. Current year rolled-back rate from Current Year Form DR-420, Line 16	2.8091	per \$1,000	(2)
3. Prior year maximum millage rate with a majority vote from 2018 Form DR-420MM, Line 13	5.6257	per \$1,000	(3)
4. Prior year operating millage rate from Current Year Form DR-420, Line 10	2.9399	per \$1,000	(4)
If Line 4 is equal to or greater than Line 3, skip to Line 11. If less, continue to Line 5.			
Adjust rolled-back rate based on prior year majority-vote maximum millage rate			
5. Prior year final gross taxable value from Current Year Form DR-420, Line 7	\$	1,382,764,169	(5)
6. Prior year maximum ad valorem proceeds with majority vote <i>(Line 3 multiplied by Line 5 divided by 1,000)</i>	\$	7,779,016	(6)
7. Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value from Current Year Form DR-420 Line 12	\$	182,732	(7)
8. Adjusted prior year ad valorem proceeds with majority vote <i>(Line 6 minus Line 7)</i>	\$	7,596,284	(8)
9. Adjusted current year taxable value from Current Year form DR-420 Line 15	\$	1,382,106,267	(9)
10. Adjusted current year rolled-back rate <i>(Line 8 divided by Line 9, multiplied by 1,000)</i>	5.4962	per \$1,000	(10)
Calculate maximum millage levy			
11. Rolled-back rate to be used for maximum millage levy calculation <i>(Enter Line 10 if adjusted or else enter Line 2)</i>	5.4962	per \$1,000	(11)
12. Adjustment for change in per capita Florida personal income <i>(See Line 12 Instructions)</i>	1.0322		(12)
13. Majority vote maximum millage rate allowed <i>(Line 11 multiplied by Line 12)</i>	5.6732	per \$1,000	(13)
14. Two-thirds vote maximum millage rate allowed <i>(Multiply Line 13 by 1.10)</i>	6.2405	per \$1,000	(14)
15. Current year proposed millage rate	3.1514	per \$1,000	(15)
16. Minimum vote required to levy proposed millage: (Check one)			
<input checked="" type="checkbox"/> a. Majority vote of the governing body: Check here if Line 15 is less than or equal to Line 13. The maximum millage rate is equal to the majority vote maximum rate. Enter Line 13 on Line 17.			
<input type="checkbox"/> b. Two-thirds vote of governing body: Check here if Line 15 is less than or equal to Line 14, but greater than Line 13. The maximum millage rate is equal to proposed rate. Enter Line 15 on Line 17.			
<input type="checkbox"/> c. Unanimous vote of the governing body, or 3/4 vote if nine members or more: Check here if Line 15 is greater than Line 14. The maximum millage rate is equal to the proposed rate. Enter Line 15 on Line 17.			
<input type="checkbox"/> d. Referendum: The maximum millage rate is equal to the proposed rate. Enter Line 15 on Line 17.			
17. The selection on Line 16 allows a maximum millage rate of <i>(Enter rate indicated by choice on Line 16)</i>	5.6732	per \$1,000	(17)
18. Current year gross taxable value from Current Year Form DR-420, Line 4	\$	1,482,054,216	(18)

Taxing Authority : CITY OF SEBASTIAN		DR-420MM-P R. 5/12 Page 2	
19.	Current year proposed taxes <i>(Line 15 multiplied by Line 18, divided by 1,000)</i>	\$	4,670,546 (19)
20.	Total taxes levied at the maximum millage rate <i>(Line 17 multiplied by Line 18, divided by 1,000)</i>	\$	8,407,990 (20)
DEPENDENT SPECIAL DISTRICTS AND MSTUs			STOP HERE. SIGN AND SUBMIT.
21.	Enter the current year proposed taxes of all dependent special districts & MSTUs levying a millage. <i>(The sum of all Lines 19 from each district's Form DR-420MM-P)</i>	\$	0 (21)
22.	Total current year proposed taxes <i>(Line 19 plus Line 21)</i>	\$	4,670,546 (22)
Total Maximum Taxes			
23.	Enter the taxes at the maximum millage of all dependent special districts & MSTUs levying a millage <i>(The sum of all Lines 20 from each district's Form DR-420MM-P)</i>	\$	0 (23)
24.	Total taxes at maximum millage rate <i>(Line 20 plus Line 23)</i>	\$	8,407,990 (24)
Total Maximum Versus Total Taxes Levied			
25.	Are total current year proposed taxes on Line 22 equal to or less than total taxes at the maximum millage rate on Line 24? (Check one)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	(25)
S I G N H E R E	Taxing Authority Certification	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 : Paul Carlisle, CITY MGR	Contact Name and Contact Title : KEN KILLGORE, FINANCE DIRECTOR	
	Mailing Address : 1225 MAIN ST	Physical Address : 1225 MAIN ST	
	City, State, Zip : SEBASTIAN, FL 32958	Phone Number : 7723888205	Fax Number : 7723888249

Complete and submit this form DR-420MM-P, Maximum Millage Levy Calculation-Preliminary Disclosure, to your property appraiser with the form DR-420, Certification of Taxable Value.



Reset Form

Print Form

TAX INCREMENT ADJUSTMENT WORKSHEET

Year : 2020	County : INDIAN RIVER
Principal Authority : CITY OF SEBASTIAN	Taxing Authority : CITY OF SEBASTIAN
Community Redevelopment Area : Re-Development District 2A	Base Year : 1994

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value in the tax increment area	\$	93,753,923	(1)
2.	Base year taxable value in the tax increment area	\$	34,959,870	(2)
3.	Current year tax increment value <i>(Line 1 minus Line 2)</i>	\$	58,794,053	(3)
4.	Prior year Final taxable value in the tax increment area	\$	90,110,688	(4)
5.	Prior year tax increment value <i>(Line 4 minus Line 2)</i>	\$	55,150,818	(5)

SIGN HERE	Property Appraiser Certification	I certify the taxable values above are correct to the best of my knowledge.		
	Signature of Property Appraiser : Electronically Certified by Property Appraiser	Date :	6/23/2020 12:32 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.		95.00 %	(6a)
6b.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 6a)</i> If value is zero or less than zero, then enter zero on Line 6b	\$	55,854,350	(6b)
6c.	Amount of payment to redevelopment trust fund in prior year	\$	154,031	(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> If value is zero or less than zero, then enter zero on Line 7e	\$	0	(7e)

S I G N H E R E	Taxing Authority Certification	I certify the calculations, millages and rates are correct to the best of my knowledge.		
	Signature of Chief Administrative Officer :	Date :		
	Title : Paul Carlisle, CITY MGR	Contact Name and Contact Title : KEN KILLGORE, FINANCE DIRECTOR		
	Mailing Address : 1225 MAIN ST	Physical Address : 1225 MAIN ST		
	City, State, Zip : SEBASTIAN, FL 32958	Phone Number : 7723888205	Fax Number : 7723888249	



Reset Form

Print Form

TAX INCREMENT ADJUSTMENT WORKSHEET

Year : 2020	County : INDIAN RIVER
Principal Authority : CITY OF SEBASTIAN	Taxing Authority : CITY OF SEBASTIAN
Community Redevelopment Area : Re-Development District 2B	Base Year : 2003

SECTION I : COMPLETED BY PROPERTY APPRAISER

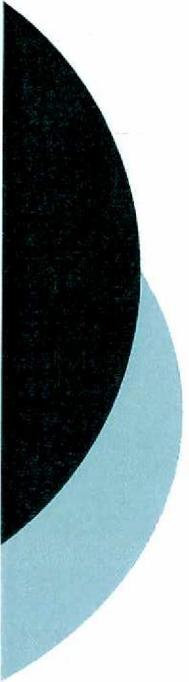
1.	Current year taxable value in the tax increment area	\$	17,557,795	(1)
2.	Base year taxable value in the tax increment area	\$	6,602,110	(2)
3.	Current year tax increment value <i>(Line 1 minus Line 2)</i>	\$	10,955,685	(3)
4.	Prior year Final taxable value in the tax increment area	\$	16,881,471	(4)
5.	Prior year tax increment value <i>(Line 4 minus Line 2)</i>	\$	10,279,361	(5)

SIGN HERE	Property Appraiser Certification		I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser :		Date :	
	Electronically Certified by Property Appraiser		6/23/2020 12:32 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.		95.00 %	(6a)
6b.	Dedicated increment value <i>(Line 3 multiplied by the percentage on Line 6a)</i> If value is zero or less than zero, then enter zero on Line 6b	\$	10,407,901	(6b)
6c.	Amount of payment to redevelopment trust fund in prior year	\$	28,701	(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> If value is zero or less than zero, then enter zero on Line 7e	\$	0	(7e)

S I G N H E R E	Taxing Authority Certification		I certify the calculations, millages and rates are correct to the best of my knowledge.	
	Signature of Chief Administrative Officer :		Date :	
	Title : Paul Carlisle, CITY MGR		Contact Name and Contact Title : KEN KILLGORE, FINANCE DIRECTOR	
	Mailing Address : 1225 MAIN ST		Physical Address : 1225 MAIN ST	
	City, State, Zip : SEBASTIAN, FL 32958		Phone Number : 7723888205	Fax Number : 7723888249



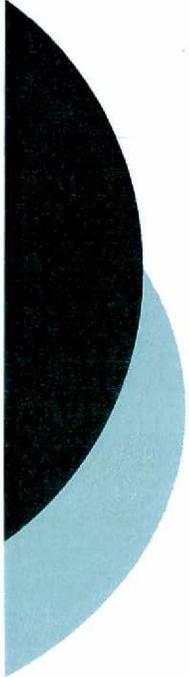
2021 Budget and Capital Program

Presentation on Draft 2021 Budget And Recommendation on Proposed Millage

Prepared By:

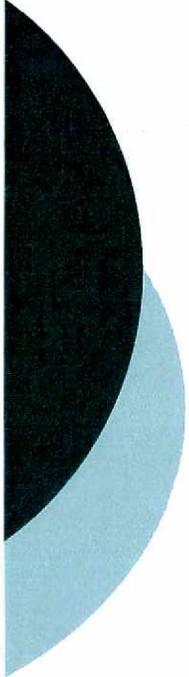
Ken Killgore

Administrative Services Director/CFO



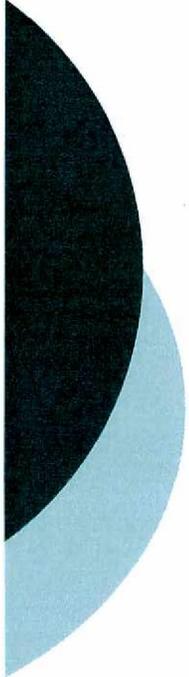
2021 Budget and Capital Program

- Changes to General Fund Budgets.
- Changes to General Fund Revenues.
- Enterprise and Other Funds.
- Other Considerations and Proposed Millage Recommendation.



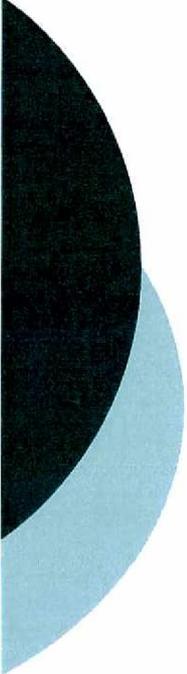
General Fund Personnel Additions/Deletions

- No Full-time Additions
- No Full-time Deletions
- No Part-time Additions
- Part-time Deletions:
 - Leisure Services - Asst. Recreation Supervisor
 - Leisure Services – Maintenance Worker I



Draft FY2021 General Fund Budget Versus Current FY2020 Budget

\$ (11,060)	Personnel Costs
(161,429)	Operating Expenses
(125,228)	Capital Spending
<u>(4,691)</u>	Transfers to Other Funds
\$ (302,408)	Decrease in Budget



Personnel Down \$11,060

- Zero Provided for Pay Increases.
- Health Insurance Premiums Down 3%.
- No Increase in Full-Time Employees.
- Decrease of 2 Part-time Employees.
- \$37,600 Provided for Retirement Payout.
- \$51,632 Provided for Added Responsibilities.
- Zero Funding for Holiday Bonus or Incentives.



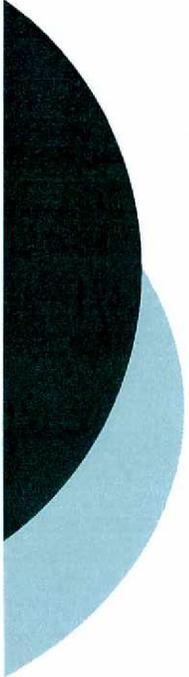
What's Included? – Revenue Assumptions

- Franchise Fees and Utility Taxes Looking to be Equal to 2019 This Year. Assuming Collections Improve and 4.5% More is Received for 2021.
- State Revenues - ½ Cent is 35% Less than Same Month in Prior Year (April). Assuming This Improves and 4.5% More Received for 2021.
- Assumed \$50K Reimbursement for COVID-19.
- 33% Property Tax, 11% Franchise Fees, 18% Utility Taxes and 18% State Revenues Equal 80% of Total Revenues.



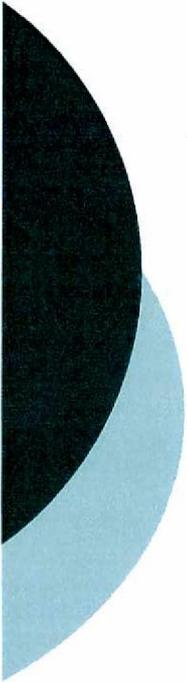
Enterprise Funds: Golf Course

- Assuming 4.5% More Revenue than 2020.
- \$30,000 for Restaurant Lease.
- \$106,135 for Airport Rent.
- Paying \$38,366 Principal and Interest on \$700,000 Building Fund Loan.
- Paying \$35,000 Toward General Fund Loans.
- Forecasting Long-term Reduction in Deficit.



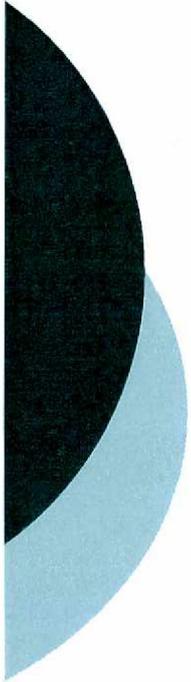
Enterprise Funds: Airport

- Added Revenue from Property Rentals.
- Covering Personnel and Operational Cost.
- Paying off \$150,000 General Fund Loan.
- Paying Scheduled Amortization of Loans from Discretionary Sales Taxes.
- DST Funds for Matching Requirements on Grants for a Taxi Lane and to Establish Sewer Service on West Side of Airport.



Enterprise Funds: Building

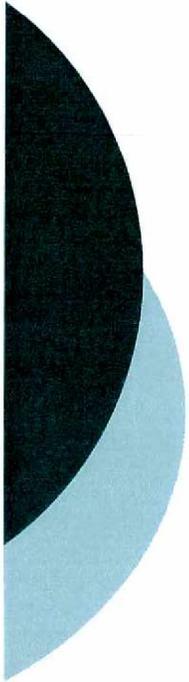
- Budgeting Minor Decrease in Revenues.
- Adding Administrative Assistant.
- Covering Personnel and Operational Cost.
- Making Improvements to Front Counter.
- Expecting \$38,368 for Principal and Interest on Golf Course Loan.



Special Revenue and Other Funds: Special Revenue Funds

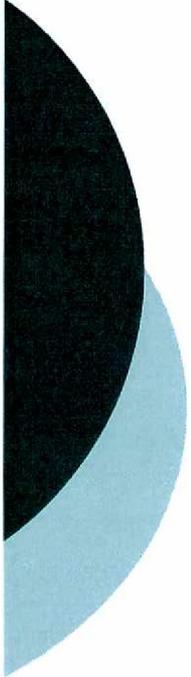
○ Local Option Gas Tax:

- 31% Less than Same Month Prior Year (March). Assuming Collections Improve and Equal 2020.
- \$400,000 Allocated for Road Resurfacing.
- \$100,000 Allocated for Sidewalks.
- \$81,000 Allocated for Roadway Signs.
- \$176,000 Allocated for Equipment.
- \$243,340 for Payment on Notes. (\$591,000 Outstanding at 9/30/2020. Matures in 2022.



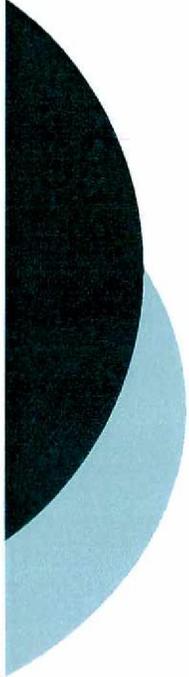
Special Revenue and Other Funds: Special Revenue Funds

- Discretionary Sales Tax:
 - 37% Less in April vs. Same Month Prior Year. Assuming Collections Better & Up 4.5% 2021.
 - Allocations to MIS and Police Vehicles.
 - \$500,000 for Road Reconstruction Work.
 - Harrison St. Plaza/Design of N. Central Plaza.
 - Tree Protection Plan.
 - Canal Restoration.
 - Slip Lining
 - Economic Development Hangar.
 - May Defer Projects If Collections Not Adequate.



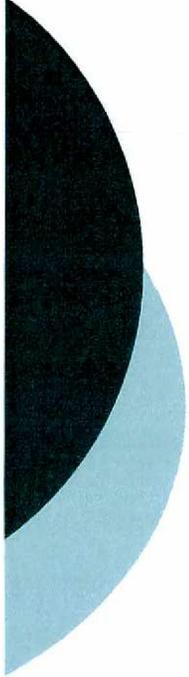
Special Revenue and Other Funds: Special Revenue Funds

- Riverfront CRA Fund:
 - 4% Increase in Taxable Values.
 - Landscaping/Parking Improvements and Repairs at Working Waterfront.
 - Special Events and Sign Grants.
 - Expecting No New Sewer Connection Grant Funds Needed for 2021.
 - Allocation of CRA Manager Cost.
 - ½ of Landscaping Contract.



Special Revenue and Other Funds: Special Revenue Funds

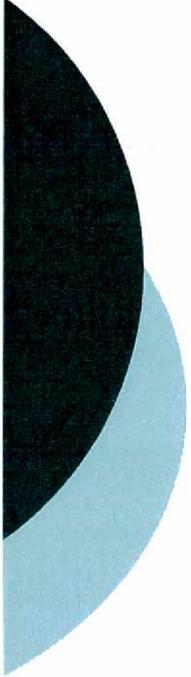
- Recreation Impact Fee Fund:
 - Fully Allocating the Available Collections.
 - Unspecified Improvements (\$5K per Zone).
 - Additional Park Signage.
 - Completing Barber Street Bleachers.
 - Playground Improvements (Including All Inclusive Features).
 - Future Projects Dependent on Collections.



Special Revenue and Other Funds:

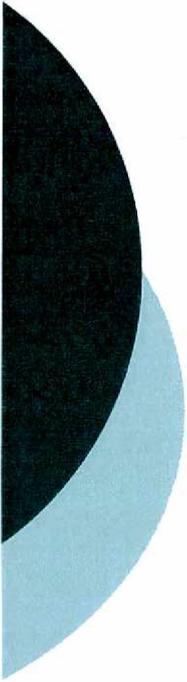
Special Revenue Funds

- Stormwater Utility Fund:
 - Fees Covering Ongoing Personnel and Operational Cost.
 - Includes Equipment Replacements.
 - \$100,000 Allocated for Roadway Swales and Culverts Work.
 - ½ of Landscaping Contract.
 - \$200,000 Allocated for Developing an Updated Stormwater Master Plan.



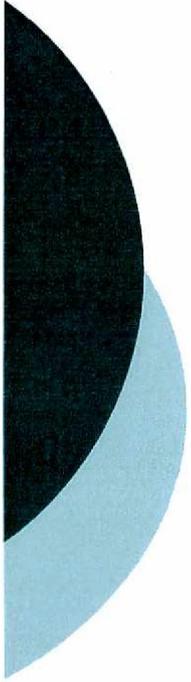
Special Revenue and Other Funds: Special Revenue Funds

- Law Enforcement Forfeiture Fund:
 - Used Only for Unbudgeted Items.
 - Specific Items Need City Council Approval.
 - Current Balance is \$32,700.
- Parking In Lieu Of Fund:
 - Expecting \$57,835 Year End 2020 Balance.
 - \$3,000 in 2021 on Crab Stop Agreement.



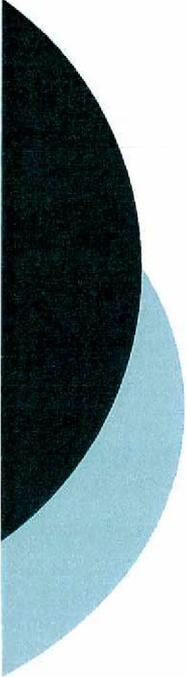
Special Revenue and Other Funds: Special Revenue/Trust Funds

- Cemetery Trust Fund:
 - ½ of Sales Expendable on Expansions or Cost Incidental to Adding Future Sites.
 - Funding Columbarium Niches.
 - ½ of Sales on Operations and Maintenance.
 - Allocation for Equipment, Driveway Resurfacing and Grounds Improvements.
 - Transferring \$85K to General Fund, Then \$90K in Future Years.



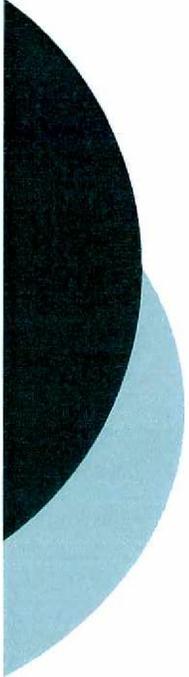
Special Revenue and Other Funds: Debt Service Funds

- Stormwater Utility Debt Service:
 - Includes Required Bank Note Payments Which are Paid by Discretionary Sales Tax.
 - \$782,000 Outstanding as of 9/30/20.
 - Final Maturity on 5/01/22.



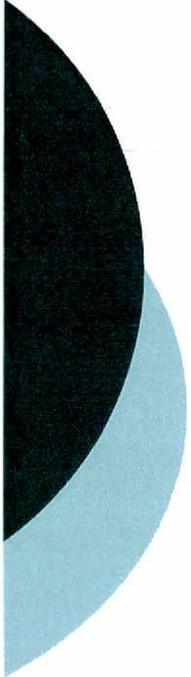
Capital Improvement Program

- \$27.6 Million Over 6 Years. \$5.8 Million Next Fiscal Year. \$23.2 Million Last Year.
- Largest Items for Next Fiscal Year:
 - \$900,000 Street Repaving/Reconstruction.
 - \$200,000 Stormwater Master Plan.
 - \$500,000 Canal Restoration.
 - \$569,264 New Taxi Way at Airport.
 - \$1,000,000 Sewer Services at Airport.



Property Values and Millage: Certified Taxable Values

- Rolled-Back Millage is 2.8091. Budget Assumes Same 2.9399 as This Year, A 4.66% Increase.
- Total Certified Taxable Property Values Increased \$99,290,047 or 7.18% Above 2020.
 - Additions Account for \$33,685,698 or 2.44% of the Increase.
 - Reassessments Account for \$65,604,349 or 4.74% of the Increase.
- Last Year's Millage of 3.1514 Would Increase Revenues by \$300,917 Over the 2.9399 Millage Currently Assumed in 2021 Budget Draft.



Property Values and Millage: Taxable Value Additions

Dollar Value of Tax Roll Additions:

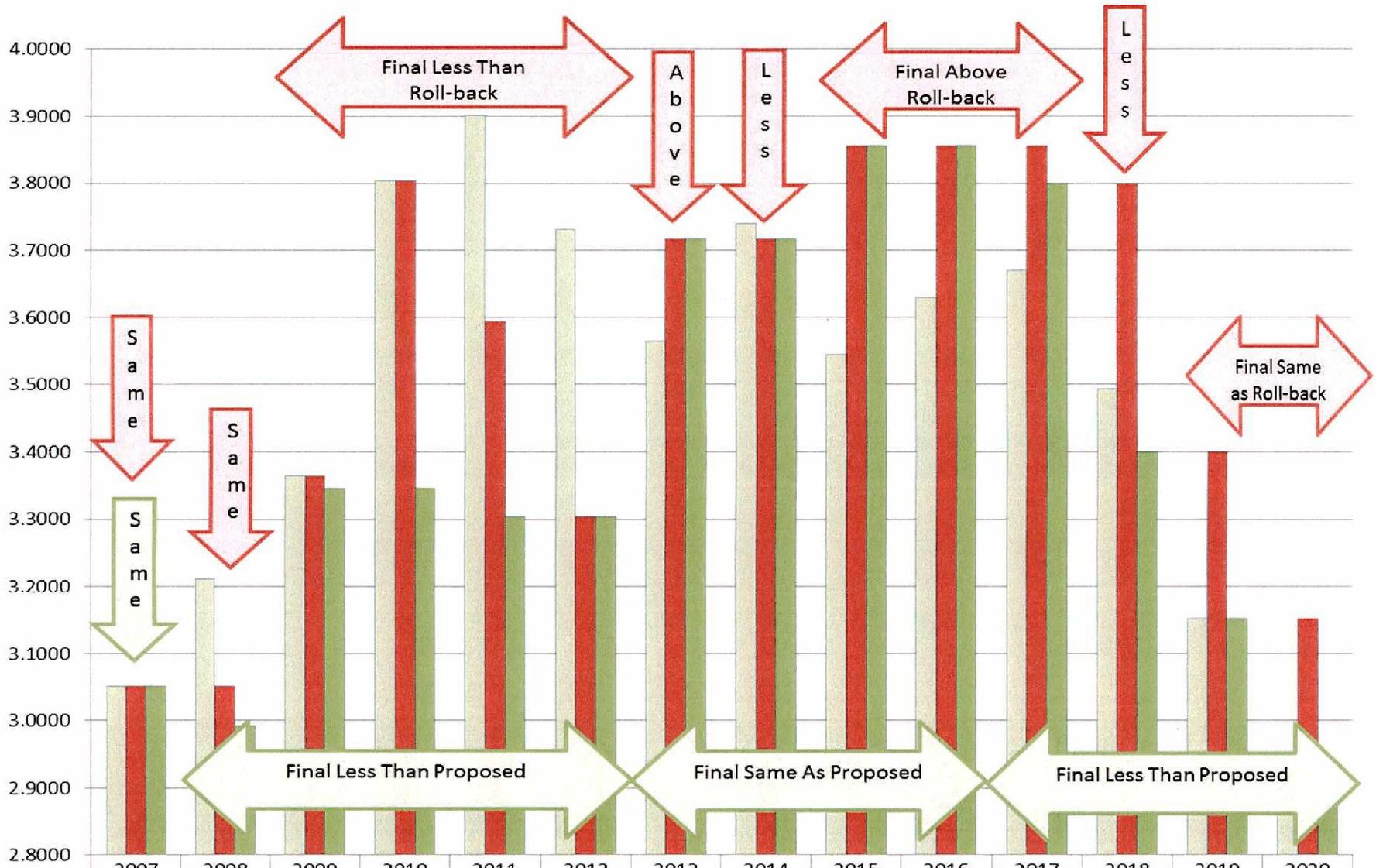
2020	33,685,698	2016	25,763,700
2019	23,351,814	2015	25,492,245
2018	15,998,366	2014	19,914,805
2017	35,951,704	2013	9,435,090

Tax Roll Additions Yield \$95,071 of Added Revenue for 2021 at the 2.9399 Millage).

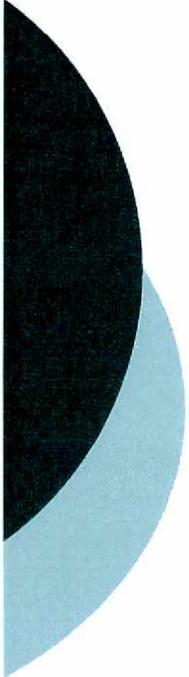
Property Values and Millage: 3.1514 Mills Versus 2.9399

	<u>1. 0322% On Homestead:</u>		<u>10% On Others:</u>	
	<u>2.9399</u>	<u>3.1514</u>	<u>2.9399</u>	<u>3.1514</u>
ASSESSED VALUES	\$200,000	\$202,064	\$200,000	\$220,000
TAXABLE VALUES	\$150,000	\$152,064	\$200,000	\$220,000
TAXES	\$441	\$479	\$588	\$693
CHANGE (8.6% - 17.9%)		\$38		\$105
.....				
ASSESSED VALUES	\$250,000	\$252,581	\$250,000	\$275,000
TAXABLE VALUES	\$200,000	\$202,581	\$250,000	\$275,000
TAXES	\$588	\$638	\$735	\$867
CHANGE (8.5% - 18.0%)		\$50		\$132
.....				
ASSESSED VALUES	\$300,000	\$303,097	\$300,000	\$330,000
TAXABLE VALUES	\$250,000	\$253,097	\$300,000	\$330,000
TAXES	\$735	\$798	\$882	\$1,040
CHANGE (8.6% - 17.9%)		\$63		\$158

City of Sebastian Yearly Millage Setting

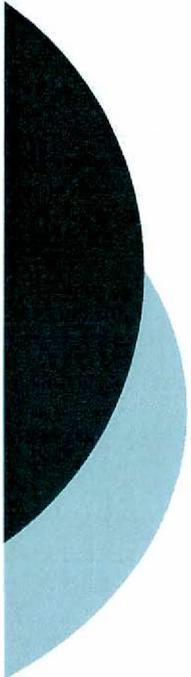


	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
■ Rolled- Back	3.0519	3.2121	3.3646	3.8038	3.9019	3.7311	3.5646	3.7398	3.5446	3.6290	3.6700	3.4939	3.1514	2.9399
■ Proposed	3.0519	3.0519	3.3646	3.8038	3.5940	3.3041	3.7166	3.7166	3.8556	3.8556	3.8556	3.8000	3.4000	3.1514
■ Final	3.0519	2.9917	3.3456	3.3456	3.3041	3.3041	3.7166	3.7166	3.8556	3.8556	3.8000	3.4000	3.1514	2.9399



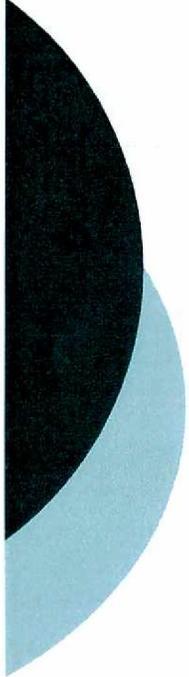
Other Considerations

- Labor Agreements Negotiations.
- Hurricane Season.
- Legal Settlements.
- Additional Experience of Virus Effect Revenues – Might Adjust Revenue Estimates.
- Assumed Better Revenues by October 2020.
- Balanced by Optimistic Revenue Estimates, Cutting Pay Increases, Cutting Operating Accounts and Funding Capital Items with Other Funds or Deferring Them to Next Year.



Options on Millage

- Levy Rolled-Back Millage of 2.8091 – 0%:
 - Requires \$186,240 of Expense Cuts - No Pay Increases and Reduction in Level of Service.
 - Balance Budget by Using Reserves.
- Levy Same 2020 Millage of 2.9399 – 4.7%:
 - Draft Budget is Balanced With No Reserves.
 - No Provision for Pay Increases.
- Levy Same 2019 Millage of 3.1514 – 12.2%:
 - Allows \$300,917 Contingency for Less Revenues.
 - Room for Labor Negotiations/Pay Increases.
 - Some Cushion for Legal Fees/Settlements.



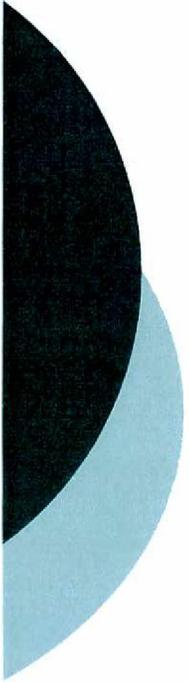
Options on Pay Increases

- 2.0% - \$145,471 Added to General Fund:
 - Requires \$145,471 of Expense Cuts and Reduction in Level of Service.
 - Or Balance Budget by Using Reserves.
- 2.5% - \$183,307 Added to General Fund:
 - Requires \$183,307 of Expenditure Cuts and Reduction in Level of Service.
 - Or Balance Budget by Using Reserves.
- 3.0% - \$215,024 Added to General Fund:
 - Requires \$215,024 of Expenditure Cuts and Reduction in Level of Service.
 - Or Balance Budget by Using Reserves.



Concerns Regarding Proposed Millage

- Budget Balanced at 2.9399 – 4.66% Tax Increase But There Are Concerns:
 - Projected Revenues May Be Optimistic.
 - No Room For Labor Negotiations.
 - No Allowance For Legal Actions.
 - Further Cuts May Reduce Levels of Service.
- Only Option Will Be Using Reserves:
 - Now Close to \$5 Million Level.
 - Could View Virus in Same Light as Hurricanes.
 - But...With Hurricanes, FEMA Replaces Reserves.
 - Must Avoid Use of Reserves for Recurring Cost.



Recommendation on Proposed Millage

- Recommend Proposed Millage Be Approved at 3.1514 (2019 Rate).
- Will be Advertised as a 12.19% Tax Increase.
- May Still Need Expenditure Cuts or Need to Use Some Reserves. At Least Offers Some Ability to Cover Uncertainties Between Now and the Public Hearings Held in September.



CITY COUNCIL AGENDA TRANSMITTAL

Council Meeting Date: July 22, 2020

Agenda Item Title: CARES Act Grant in the amount of \$924,322.00

Recommendation: Approve Sub-Grant Agreement between the City of Sebastian and Indian River County for CARES Act funding and authorize the City Manager to complete and sign the necessary documents.

Background: The State of Florida has begun distribution of the Coronavirus Air Relief and Economic Security Act (CARES Act) to Counties under 500,000 in population. Indian River County has received the first 25% of the funding that must be distributed by September, 2020. The County and all of the Municipalities have been working on the distribution of these funds and as such, the City of Sebastian is eligible for \$924,322.00 of funding. These funds can be used to cover the Cities' expense incurred by the COVID-19 pandemic. Additionally we can provide grants to businesses as a grant to offset economic cost suffered by the loss of business (please see attached guidelines).

If Agenda Item Requires Expenditure of Funds:
Sub-Grant Agreement to the City \$924,322.00

Administrative Services Department Review: Kenneth W. Willgoose

City Attorney Review: [Signature]

- Attachments:**
1. Sebastian CARES Act Funding Request
 2. Sub-Grant Agreement to the City \$924,322.00
 3. Guidelines
 4. Indian River County Staff Report

City Manager Authorization: _____	Digitally signed by Paul E. Carlisle Date: 2020.07.16 15:47:45 -04'00'
Date: _____	

Paul E. Carlisle

BOARD OF COUNTY COMMISSIONERS



July 16, 2020

Paul Carlisle
City Manager, City of Sebastian
1225 Main St.
Sebastian, FL 32958

RE: CARES Act Funding Request

Mr. Carlisle,

On July 14, 2020, the Indian River County Board of County Commissioners approved the attached Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") local spending plan and funding agreement. The initial allocation to Indian River County is \$6.9M; out of that amount, the City of Sebastian would receive 13.2494%, which equals \$924,322, upon initial distribution.

I am reaching out to you today to request the City of Sebastian's spending plan. This plan must meet particular guidelines. I have included those guidelines for your reference, as well as the subgrant agreement which will also be required as part of the request package.

As you know these funds have a short turnaround time. Your quick response during this time is greatly appreciated. Please submit your proposed spending plan to me no later than July 28, 2020. This plan will serve as the template for the scope of services for the attached subgrant agreement.

If you have any questions, please contact me at 226-1408.

Respectfully,

A handwritten signature in black ink, appearing to read "Jason Brown".

Jason Brown
County Administrator

Attached:
Memorandum: CARES Act Proposed Spending Plan and Funding Agreement (approved July 14, 2020)
Guidance for Authorized Expenses
Subrecipient Agreement

**OFFICE OF THE COUNTY ADMINISTRATOR
INDIAN RIVER COUNTY
1801 27th Street, Vero Beach, FL. 32960-3388
PHONE: 772-226-1408**

INDIAN RIVER COUNTY CARES ACT FUNDING AGREEMENT

THIS AGREEMENT is entered into by Indian River County, a political subdivision of the State of Florida, whose address is 1801 27th Street, Vero Beach, Florida, 32960 (hereinafter referred to as the "Recipient"), and _____, a municipality/not-for-profit, whose address is _____ (hereinafter referred to as the "Subrecipient").

This agreement is entered into based on the following representations:

- A. The Subrecipient represents that it is fully qualified and eligible to receive this funding for the purposes identified herein; and
- B. The Recipient has received these funds from the State of Florida, who received those funds from the U.S. Department of Treasury and has the authority to distribute these funds to the Subrecipient upon the terms and conditions below; and
- C. The CARES Act, section 601(d) of the Social Security Act, created the Coronavirus Relief Fund (CRF) and provided Florida with \$8,328,221,072; 55% of which was allocated to the State of Florida and 45% was allocated to counties.
- D. The United States Department of the Treasury disbursed \$2,472,413,692 of these funds directly to counties with a population in excess of 500,000.
- E. A remaining balance of \$1,275,285,790 was reverted to the State of Florida from the local government allocation, for the State to disburse to counties with populations less than 500,000.
- F. Per the Recipient's agreement with the State of Florida, counties should provide funding to municipalities within their jurisdiction upon request for eligible expenditures under the CARES Act, however, counties are responsible for the repayment of funds for expenditures that the Federal government determines are ineligible under the CARES Act.

Therefore, the Recipient and the Subrecipient agree to the following:

(1) LAWS, RULES, REGULATIONS, AND POLICIES

- a. Performance under this Agreement is subject to 2 C.F.R Part 200, entitled "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards."
- b. As required by section 215.971(1), Florida Statutes, this Agreement includes:
 - i. A provision specifying a scope of work that clearly establishes the tasks that the Recipient is required to perform, Attachment A.
 - ii. A provision dividing the agreement into quantifiable units of deliverables that must be received and accepted in writing by the Recipient before payment or reimbursement. Each deliverable must be directly related to the scope of work and specify the required minimum level of service to be performed and the criteria for evaluating the successful completion of each deliverable.
 - iii. A provision specifying the financial consequences that apply if the Subrecipient fails to perform the minimum level of service required by the agreement.
 - iv. A provision specifying that the Subrecipient may expend funds only for allowable costs resulting from obligations incurred during the specified agreement period.
 - v. A provision specifying that any balance of unobligated funds which has been advanced or paid must be refunded to the Recipient.
 - vi. A provision specifying that any funds paid in excess of the amount to which the Recipient is entitled under the terms and conditions of the agreement must be refunded to the Recipient.
- c. In addition to the foregoing, the Subrecipient and the Recipient will be governed by all applicable State and Federal laws, rules and regulations, including those identified in Attachment B. Any express reference in this Agreement to a particular statute, rule, or regulation in no way implies that no other statute, rule, or regulation applies.

(2) CONTACT

- a. The Recipient's Program Manager will be responsible for enforcing performance of this Agreement's terms and conditions and will serve as the Recipient's liaison with the Subrecipient. As part of his/her duties, the Program Manager for the Recipient will monitor and document Subrecipient performance.

- b. The Recipient's Program Manager and Representative for this Agreement is:

Kristin Daniels, CGFO
Director - Office of Management &
Budget
Indian River County
Phone. 772-226-1214
e-mail kdaniels@ircgov.com

- c. In the event that different representatives or addresses are designated by either party after execution of this Agreement, notice of the name, title and address of the new representative will be provided to the other party.

(3) TERMS AND CONDITIONS

This Agreement contains all the terms and conditions agreed upon by the parties.

(4) EXECUTION

This Agreement may be executed in any number of counterparts, any one of which may be taken as an original.

(5) MODIFICATION

This agreement may not be modified.

(6) PERIOD OF AGREEMENT

This Agreement shall be effective on **March 1, 2020** and shall end on **December 30, 2020**, unless terminated earlier in accordance with the provisions of Paragraph (15) TERMINATION. In accordance with section 215.971(1)(d), Florida Statutes, the Subrecipient may expend funds authorized by this Agreement "only for allowable costs resulting from obligations incurred during the specific agreement period."

(7) FUNDING

- a. The Recipient's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature, and subject to any modification in accordance with either Chapter 216, Florida Statutes and the Florida Constitution.
- b. **This is a modified reimbursement agreement. The State, through the Recipient, will make an initial disbursement to the county of 25% of the total amount allocated to the Recipient according to the United States Department of the Treasury. Any additional amounts will be disbursed on a reimbursement basis.**
- c. Subrecipients may use payments for any expenses eligible under section 601(d) of the Social Security Act, specifically the Coronavirus Relief Fund and further outlined in US Treasury Guidance. Payments are not required to be used as the source of funding of last resort.
- d. The Recipient's Program Manager shall reconcile and verify all funds received against all funds expended during the period of agreement and produce a final reconciliation report. The final report must identify any funds paid in excess of the expenditures incurred by the Subrecipient.
- e. For the purposes of this Agreement, the term "improper payment" means or includes:
 - i. Any payment that should not have been made or that was made in an incorrect amount (including overpayments and underpayments) under statutory, contractual, administrative, or other legally applicable requirements.
- f. As required by the Reference Guide for State Expenditures, reimbursement for travel must be in accordance with section 112.061, Florida Statutes, which includes submission of the claim on the approved state travel voucher.
- g. Reserved.
- h. The CARES Act requires that the payments from the Coronavirus Relief Fund only be used to cover expenses that—
 - i. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
 - ii. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and

- iii. were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020. Funds transferred to Subrecipient must qualify as a necessary expenditure incurred due to the public health emergency and meet the other criteria of section 601(d) of the Social Security Act. Such funds would be subject to recoupment by the Treasury Department if the funds have not been used in a manner consistent with section 601(d) of the Social Security Act.
- i. Examples of Eligible Expenses include, but are not limited to:
 - i. Medical expenses
 - ii. Public health expenses
 - iii. Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
 - iv. Expenses of actions to facilitate compliance with COVID-19 related public health measures.
 - v. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency.
 - vi. Any other COVID-19 – related expenses reasonably necessary to the function of government that satisfy the fund's eligibility criteria.

(8) INVOICING

- a. In order to obtain reimbursement for expenditures in excess of the initial 25% disbursement, the Subrecipient must file with the Recipient Grant Manager its request for reimbursement and any other information required to justify and support the payment request. Payment requests must include a certification, signed by an official who is authorized to legally bind the Subrecipient, which reads as follows:

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729–3730 and 3801–3812).

- b. Reimbursements will only be made for expenditures that the Recipient provisionally determines are eligible under the CARES Act. However, the Recipient's provisional determination that an expenditure is eligible does not relieve the Subrecipient of its duty to repay the Recipient for any expenditures that are later determined by the Recipient, the State of Florida or the Federal government to be ineligible.

(9) RECORDS

- a. As a condition of receiving state or federal financial assistance, and as required by sections 20.055(6)(c) and 215.97(5)(b), Florida Statutes, the Recipient, the Chief Inspector General of the State of Florida, the Florida Auditor General, or any of their authorized representatives, shall enjoy the right of access to any documents, financial statements, papers, or other records of the Subrecipient which are pertinent to this Agreement, in order to make audits, examinations, excerpts, and transcripts. The right of access also includes timely and reasonable access to the Subrecipient's personnel for the purpose of interview and discussion related to such documents. For the purposes of this section, the term "Subrecipient" includes employees or agents, including all subcontractors or consultants to be paid from funds provided under this Agreement.
- b. The Subrecipient shall maintain all records related to this Agreement for the period of time specified in the appropriate retention schedule published by the Florida Department of State. Information regarding retention schedules can be obtained at: <http://dos.myflorida.com/library-archives/records-management/general-records-schedules/>.
- c. Florida's Government in the Sunshine Law (Section 286.011, Florida Statutes) provides the citizens of Florida with a right of access to governmental proceedings and mandates three, basic requirements: (1) all meetings of public boards or commissions must be open

- to the public; (2) reasonable notice of such meetings must be given; and, (3) minutes of the meetings must be taken and promptly recorded.
- d. Florida's Public Records Law provides a right of access to the records of the state and local governments as well as to private entities acting on their behalf. Unless specifically exempted from disclosure by the Legislature, all materials made or received by a governmental agency (or a private entity acting on behalf of such an agency) in conjunction with official business which are used to perpetuate, communicate, or formalize knowledge qualify as public records subject to public inspection.

IF THE SUBRECIPIENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: (772) 226-1424, publicrecords@ircgov.com, Indian River County Office of the County Attorney, 1801 27th Street, Vero Beach, FL 32960

(10) AUDITS

- a. In accounting for the receipt and expenditure of funds under this Agreement, the Subrecipient must follow Generally Accepted Accounting Principles ("GAAP"). As defined by 2 C.F.R. §200.49, "GAAP has the meaning specified in accounting standards issued by the Government Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB)."
- b. When conducting an audit of the Subrecipient's performance under this Agreement, the Recipient must use Generally Accepted Government Auditing Standards ("GAGAS"). As defined by 2 C.F.R. §200.50, "GAGAS, also known as the Yellow Book, means generally accepted government auditing standards issued by the Comptroller General of the United States, which are applicable to financial audits."
- c. If an audit shows that all or any portion of the funds disbursed were not spent in accordance with the conditions of and strict compliance with this Agreement, the Subrecipient will be held liable for reimbursement to the Recipient of all funds not spent in accordance with these applicable regulations and Agreement provisions within thirty (30) days after the Recipient has notified the Subrecipient of such non-compliance.
- d. The Subrecipient must have all audits completed by an independent auditor, which is defined in section 215.97(2)(i), Florida Statutes, as "an independent certified public accountant licensed under chapter 473." The independent auditor must state that the audit complied with the applicable provisions noted above. The audits must be received by the Recipient no later than nine months from the end of the Subrecipient's fiscal year.
- e. The Subrecipient must send copies of reporting packages required under this paragraph directly to each of the Program Manger.
- f. Fund payments are considered to be federal financial assistance subject to the Single Audit Act and the related provisions of the Uniform Guidance.

(11) REPORTS

- a. The Subrecipient must provide the Recipient with quarterly reports and a close-out report. These reports must include the current status and progress of the expenditure of funds under this Agreement, in addition to any other information requested by the Recipient.
- b. Quarterly reports are due to the Recipient no later than 15 days after the end of each quarter of the program year and must be sent each quarter until submission of the administrative close-out report. The ending dates for each quarter of the program year are March 31, June 30, September 30, and December 31. The first quarterly report due pursuant to this agreement is due for the quarter ending September 30, 2020.

- c. The close-out report is due sixty (60) days after termination of this Agreement or 60 days after completion of the activities contained in this Agreement, whichever occurs first.
- d. If all required reports and copies are not sent to the Recipient or are not completed in a manner acceptable to the Recipient, the Recipient may withhold further payments until they are completed or may take other action as stated in Paragraph (15) REMEDIES. "Acceptable to the Recipient" means that the work product was completed in accordance with the Budget and Scope of Work.
- e. The Subrecipient must provide additional program updates or information that may be required by the Recipient.

(12) MONITORING

In addition to reviews of audits conducted in accordance with paragraph (10) AUDITS above, monitoring procedures may include, but not be limited to, on-site visits by Recipient staff, limited scope audits, or other procedures. The Subrecipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Recipient. In the event that the Recipient determines that a limited scope audit of the Subrecipient is appropriate, the Subrecipient agrees to comply with any additional instructions provided by the Recipient to the Subrecipient regarding such audit. The Subrecipient further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the Florida Chief Financial Officer or Auditor General. In addition, the Recipient will monitor the performance and financial management by the Subrecipient throughout the period of agreement to ensure timely completion of all tasks.

(13) LIABILITY

Any Subrecipient which is a state agency or subdivision, as defined in section 768.28, Florida Statutes, agrees to be fully responsible for its negligent or tortious acts or omissions which result in claims or suits against the Recipient, and agrees to be liable for any damages proximately caused by the acts or omissions to the extent set forth in section 768.28, Florida Statutes. Nothing herein is intended to serve as a waiver of sovereign immunity by any party to which sovereign immunity applies. Nothing herein will be construed as consent by a state agency or subdivision of the State of Florida to be sued by third parties in any matter arising out of this Agreement.

(14) DEFAULT

- a. If any of the following events occur ("Events of Default"), all obligations on the part of the Recipient to make further payment of funds will, if the Recipient elects, terminate and the Recipient has the option to exercise any of its remedies set forth in Paragraph (15) REMEDIES. However, the Recipient may make payments or partial payments after any Events of Default without waiving the right to exercise such remedies, and without becoming liable to make any further payment.
- b. If any warranty or representation made by the Subrecipient in this Agreement or any previous agreement with the Recipient is or becomes false or misleading in any respect, or if the Subrecipient fails to keep or perform any of the obligations, terms or covenants in this Agreement or any previous agreement with the Recipient and has not cured them in timely fashion, or is unable or unwilling to meet its obligations under this Agreement.
- c. If material adverse changes occur in the financial condition of the Subrecipient at any time during the period of agreement, and the Subrecipient fails to cure this adverse change within thirty (30) days from the date written notice is sent by the Recipient.
- d. If any reports required by this Agreement have not been submitted to the Recipient or have been submitted with incorrect, incomplete or insufficient information;
- e. If the Subrecipient has failed to perform and complete on time any of its obligations under this Agreement.

(15) REMEDIES

If an Event of Default occurs, then the Recipient may, after thirty (30) calendar days written notice to the Subrecipient and upon the Subrecipient's failure to cure within those thirty (30) days, exercise any one or more of the following remedies, either concurrently or consecutively:

- a. Terminate this Agreement, provided that the Subrecipient is given at least thirty (30) days prior written notice of the termination. The notice shall be effective when placed in the United States, first class mail, postage prepaid, by registered or certified mail-return receipt requested, to the address in paragraph (2) CONTACT herein;
- b. Begin an appropriate legal or equitable action to enforce performance of this Agreement;
- c. Withhold or suspend payment of all or any part of a request for payment;
- d. Require that the Subrecipient refund to the Recipient any monies used for ineligible purposes under the laws, rules and regulations governing the use of these funds.
- e. Exercise any corrective or remedial actions, to include but not be limited to:
 - i. request additional information from the Subrecipient to determine the reasons for or the extent of non-compliance or lack of performance,
 - ii. issue a written warning to advise that more serious measures may be taken if the situation is not corrected,
 - iii. advise the Subrecipient to suspend, discontinue or refrain from incurring costs for any activities in question, or
 - iv. require the Subrecipient to reimburse the Recipient for the amount of costs incurred for any items determined to be ineligible, or
- f. Exercise any other rights or remedies which may be available under law. Pursuing any of the above remedies will not stop the Recipient from pursuing any other remedies in this Agreement or provided at law or in equity. If the Recipient waives any right or remedy in this Agreement or fails to insist on strict performance by the Subrecipient, it will not affect, extend or waive any other right or remedy of the Recipient, or affect the later exercise of the same right or remedy by the Recipient for any other default by the Subrecipient.

(16) TERMINATION

- a. The Recipient may terminate this Agreement for cause after thirty (30) days written notice. Cause can include misuse of funds, fraud, lack of compliance with applicable rules, laws and regulations, failure to perform on time, and refusal by the Subrecipient to permit public access to any document, paper, letter, or other material subject to disclosure under Chapter 119, Florida Recipient of Emergency Management Statutes, as amended.
- b. The Recipient may terminate this Agreement for convenience or when it determines, in its sole discretion, that continuing the Agreement would not produce beneficial results in line with the further expenditure of funds, by providing the Subrecipient with thirty (30) calendar days prior written notice.
- c. The parties may agree to terminate this Agreement for their mutual convenience through a written amendment of this Agreement. The amendment will state the effective date of the termination and the procedures for proper closeout of this Agreement.
- d. In the event this Agreement is terminated, the Subrecipient will not incur new obligations for the terminated portion of this Agreement after they have received the notification of termination. The Subrecipient will cancel as many outstanding obligations as possible. Costs incurred after receipt of the termination notice will be disallowed. The Subrecipient will not be relieved of liability to the Recipient because of any breach of this Agreement by the Subrecipient. The Recipient may, to the extent authorized by law, withhold payments to the Subrecipient for the purpose of set-off until the exact amount of damages due the Recipient from the Subrecipient is determined.

(17) ATTACHEMENTS

- a. All attachments to this Agreement are incorporated as if set out fully.
- b. In the event of any inconsistencies or conflict between the language of this Agreement and the attachments, the language of the attachments will control, but only to the extent of the conflict or inconsistency.

(18) PAYMENTS

- a. The Recipient will make a disbursement to Subrecipient in the amount of \$_____.

(19) REPAYMENTS

- a. All refunds, return of improper payments, or repayments due to the Recipient under this Agreement are to be made payable to the order of "Indian River County," and mailed directly to the following address:

FILL IN ADDRESS

- b. In accordance with section 215.34(2), Florida Statutes, if a check or other draft is returned to the Recipient for collection, Subrecipient shall pay the Recipient a service fee of \$15.00 or 5% of the face amount of the returned check or draft, whichever is greater.

(20) MANDATED CONDITIONS AND OTHER LAWS

- a. The validity of this Agreement is subject to the truth and accuracy of all the information, representations, and materials submitted or provided by the Subrecipient in this Agreement, in any later submission or response to a Recipient request, or in any submission or response to fulfill the requirements of this Agreement. All of said information, representations, and materials is incorporated by reference. The inaccuracy of the submissions or any material changes will, at the option of the Recipient and with thirty (30) days written notice to the Subrecipient, cause the termination of this Agreement and the release of the Recipient from all its obligations to the Subrecipient.
- b. This Agreement must be construed under the laws of the State of Florida, and venue for any actions arising out of this Agreement will be in the Circuit Court of Indian River County. If any provision of this Agreement is in conflict with any applicable statute or rule, or is unenforceable, then the provision is null and void to the extent of the conflict, and is severable, but does not invalidate any other provision of this Agreement.
- c. Any power of approval or disapproval granted to the Recipient under the terms of this Agreement will survive the term of this Agreement.
- d. This Agreement may be executed in any number of counterparts, any one of which may be taken as an original.
- e. The Subrecipient agrees to comply with the Americans With Disabilities Act (Public Law 101-336, 42 U.S.C. Section 12101 et seq.), which prohibits discrimination by public and private entities on the basis of disability in employment, public accommodations, transportation, State and local government services, and telecommunications.
- f. Those who have been placed on the convicted vendor list following a conviction for a public entity crime or on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of \$25,000.00 for a period of thirty-six (36) months from the date of being placed on the convicted vendor list or on the discriminatory vendor list.
- g. The State of Florida's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature, and subject to any modification in accordance with Chapter 216, Florida Statutes, or the Florida Constitution.
- h. All bills for fees or other compensation for services or expenses shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof.
- i. Any bills for travel expenses must be submitted in accordance with section 112.061, Florida Statutes.
- j. The Recipient reserves the right to unilaterally cancel this Agreement if the Subrecipient refuses to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, which the Subrecipient created or received under this Agreement.
- k. If the Subrecipient is allowed to temporarily invest any advances of funds under this Agreement, they must use the interest earned or other proceeds of these investments only to cover expenditures incurred in accordance with section 601(d) of the Social Security Act and the Guidance on eligible expenses. If a government deposits CRF payments in a government's general account, it may use those funds to meet immediate cash management needs provided that the full amount of the payment is used to cover necessary expenditures. Fund payments are not subject to the Cash Management Improvement Act of 1990, as amended. The State of Florida will not intentionally award publicly-funded contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a(e) [Section 274A(e) of the Immigration and Nationality Act ("INA")]. The Recipient shall consider the employment by any contractor of unauthorized aliens a violation

of Section 274A(e) of the INA. Such violation by the Subrecipient of the employment provisions contained in Section 274A(e) of the INA will be grounds for unilateral cancellation of this Agreement by the Recipient.

- l. The Subrecipient is subject to Florida's Government in the Sunshine Law (Section 286.011, Florida Statutes) with respect to the meetings of the Subrecipient's governing board or the meetings of any subcommittee making recommendations to the governing board. All of these meetings must be publicly noticed, open to the public, and the minutes of all the meetings will be public records, available to the public in accordance with Chapter 119, Florida Statutes.
- m. All expenditures of state or federal financial assistance must be in compliance with the laws, rules and regulations applicable to expenditures of State funds, including but not limited to, the Reference Guide for State Expenditures.
- n. This Agreement may be charged only with allowable costs resulting from obligations incurred during the period of agreement.
- o. Any balances of unobligated cash that have been advanced or paid that are not authorized to be retained for direct program costs in a subsequent period must be refunded to the Recipient.
- p. If the purchase of the asset was consistent with the limitations on the eligible use of funds provided by section 601(d) of the Social Security Act, the Subrecipient may retain the asset. If such assets are disposed of prior to December 30, 2020, the proceeds would be subject to the restrictions on the eligible use of payments from the Fund provided by section 601(d) of the Social Security Act.

(21) LOBBYING PROHIBITION

- a. Section 216.347, Florida Statutes, prohibits "any disbursement of grants and aids appropriations pursuant to a contract or grant to any person or organization unless the terms of the grant or contract prohibit the expenditure of funds for the purpose of lobbying the Legislature, the judicial branch, or a state agency."
- b. No funds or other resources received from the Recipient under this Agreement may be used directly or indirectly to influence legislation or any other official action by the Florida Legislature or any state agency.
- c. 2 C.F.R. §200.450 prohibits reimbursement for costs associated with certain lobbying activities.
- d. Section 216.347, Florida Statutes, prohibits "any disbursement of grants and aids appropriations pursuant to a contract or grant to any person or organization unless the terms of the grant or contract prohibit the expenditure of funds for the purpose of lobbying the Legislature, the judicial branch, or a state agency."
- e. No funds or other resources received from the Recipient under this Agreement may be used directly or indirectly to influence legislation or any other official action by the Florida Legislature or any state agency.
 - i. The Subrecipient certifies, by its signature to this Agreement, that to the best of his or her knowledge and belief:
 - ii. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Subrecipient, 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.
 - iii. 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, the Subrecipient must complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities."
 - iv. The Subrecipient must require that this certification be included in the award documents for all subawards (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all Subrecipient s shall certify and disclose.

- v. 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.

(22) LEGAL AUTHORIZATION

The Subrecipient certifies that it has the legal authority to receive the funds under this Agreement and that its governing body has authorized the execution and acceptance of this Agreement. The Subrecipient also certifies that the undersigned person has the authority to legally execute and bind the Subrecipient to the terms of this Agreement.

(23) ASSURANCES

The Subrecipient must comply with any Statement of Assurances incorporated as Attachment C.

(24) EQUAL OPPORTUNITY EMPLOYMENT

- a. In accordance with 41 C.F.R. §60-1.4(b), the Subrecipient hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, the following equal opportunity clause:

During the performance of this contract, the contractor agrees as follows:

The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

- i. Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- ii. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- iii. The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
- iv. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers'

representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

- v. The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- vi. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- vii. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- viii. The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States.

(25) COPELAND ANTI-KICKBACK ACT

- a. The Subrecipient hereby agrees that, unless exempt under Federal law, it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, the following clause:
 - i. Contractor. The contractor shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this contract.
 - ii. Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clause above and such other clauses as the FEMA may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.
- iii. Breach. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12.

(26) CONTRACT WORK HOURS AND SAFETY STANDARDS

If the Subrecipient, with the funds authorized by this Agreement, enters into a contract that exceeds \$100,000 and involves the employment of mechanics or laborers, then any such contract must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard

work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation.

(27) CLEAN AIR ACT AND THE FEDERAL WATER POLLUTION CONTROL ACT

- a. If the Subrecipient, with the funds authorized by this Agreement, enters into a contract that exceeds \$150,000, then any such contract must include the following provision:
 - i. Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387), and will report violations to FEMA and the Regional Office of the Environmental Protection Agency (EPA).

(28) SUSPENSION AND DEBARMENT

- a. If the Subrecipient, with the funds authorized by this Agreement, enters into a contract, then any such contract must include the following provisions:
 - i. This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the contractor is required to verify that none of the contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
 - ii. The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
 - iii. This certification is a material representation of fact relied upon by the Recipient. If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the Recipient, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
 - iv. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

(29) BYRD ANTI-LOBBYING AMENDMENT

- a. If the Subrecipient, with the funds authorized by this Agreement, enters into a contract, then any such contract must include the following clause:
 - i. Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended). Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the Subrecipient.

(30) CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS

- a. If the Subrecipient, with the funds authorized by this Agreement, seeks to procure goods or services, then, in accordance with 2 C.F.R. §200.321, the Subrecipient must take the following affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used whenever possible:

- i. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - ii. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
 - iii. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
 - iv. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
 - v. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
 - vi. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (i). through v. of this subparagraph.
- b. The requirement outlined in subparagraph a. above, sometimes referred to as "socioeconomic contracting," does not impose an obligation to set aside either the solicitation or award of a contract to these types of firms. Rather, the requirement only imposes an obligation to carry out and document the six affirmative steps identified above.
 - c. The "socioeconomic contracting" requirement outlines the affirmative steps that the Subrecipient must take; the requirements do not preclude the Subrecipient from undertaking additional steps to involve small and minority businesses and women's business enterprises.
 - d. The requirement to divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises, does not authorize the Subrecipient to break a single project down into smaller components in order to circumvent the micro-purchase or small purchase thresholds so as to utilize streamlined acquisition procedures (e.g. "project splitting").

(31) SCOPE OF WORK.

The Sub recipient shall perform the tasks as identified and set forth in the Scope of Work, which is Attachment A.

Coronavirus Relief Fund
Guidance for State, Territorial, Local, and Tribal Governments
April 22, 2020

The purpose of this document is to provide guidance to recipients of the funding available under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”). The CARES Act established the Coronavirus Relief Fund (the “Fund”) and appropriated \$150 billion to the Fund. Under the CARES Act, the Fund is to be used to make payments for specified uses to States and certain local governments; the District of Columbia and U.S. Territories (consisting of the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands); and Tribal governments.

The CARES Act provides that payments from the Fund may only be used to cover costs that—

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.¹

The guidance that follows sets forth the Department of the Treasury’s interpretation of these limitations on the permissible use of Fund payments.

Necessary expenditures incurred due to the public health emergency

The requirement that expenditures be incurred “due to” the public health emergency means that expenditures must be used for actions taken to respond to the public health emergency. These may include expenditures incurred to allow the State, territorial, local, or Tribal government to respond directly to the emergency, such as by addressing medical or public health needs, as well as expenditures incurred to respond to second-order effects of the emergency, such as by providing economic support to those suffering from employment or business interruptions due to COVID-19-related business closures.

Funds may not be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Although a broad range of uses is allowed, revenue replacement is not a permissible use of Fund payments.

The statute also specifies that expenditures using Fund payments must be “necessary.” The Department of the Treasury understands this term broadly to mean that the expenditure is reasonably necessary for its intended use in the reasonable judgment of the government officials responsible for spending Fund payments.

Costs not accounted for in the budget most recently approved as of March 27, 2020

The CARES Act also requires that payments be used only to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020. A cost meets this requirement if either (a) the cost cannot lawfully be funded using a line item, allotment, or allocation within that budget *or* (b) the cost

¹ See Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act.

is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation.

The “most recently approved” budget refers to the enacted budget for the relevant fiscal period for the particular government, without taking into account subsequent supplemental appropriations enacted or other budgetary adjustments made by that government in response to the COVID-19 public health emergency. A cost is not considered to have been accounted for in a budget merely because it could be met using a budgetary stabilization fund, rainy day fund, or similar reserve account.

Costs incurred during the period that begins on March 1, 2020, and ends on December 30, 2020

A cost is “incurred” when the responsible unit of government has expended funds to cover the cost.

Nonexclusive examples of eligible expenditures

Eligible expenditures include, but are not limited to, payment for:

1. Medical expenses such as:
 - COVID-19-related expenses of public hospitals, clinics, and similar facilities.
 - Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
 - Costs of providing COVID-19 testing, including serological testing.
 - Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
 - Expenses for establishing and operating public telemedicine capabilities for COVID-19-related treatment.
2. Public health expenses such as:
 - Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
 - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
 - Expenses for disinfection of public areas and other facilities, *e.g.*, nursing homes, in response to the COVID-19 public health emergency.
 - Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
 - Expenses for public safety measures undertaken in response to COVID-19.
 - Expenses for quarantining individuals.
3. Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

4. Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:
 - Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
 - Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
 - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
 - Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
 - COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
 - Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as:
 - Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
 - Expenditures related to a State, territorial, local, or Tribal government payroll support program.
 - Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.
6. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.

Nonexclusive examples of ineligible expenditures²

The following is a list of examples of costs that would *not* be eligible expenditures of payments from the Fund.

1. Expenses for the State share of Medicaid.³
2. Damages covered by insurance.
3. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

² In addition, pursuant to section 5001(b) of the CARES Act, payments from the Fund may not be expended for an elective abortion or on research in which a human embryo is destroyed, discarded, or knowingly subjected to risk of injury or death. The prohibition on payment for abortions does not apply to an abortion if the pregnancy is the result of an act of rape or incest; or in the case where a woman suffers from a physical disorder, physical injury, or physical illness, including a life-endangering physical condition caused by or arising from the pregnancy itself, that would, as certified by a physician, place the woman in danger of death unless an abortion is performed. Furthermore, no government which receives payments from the Fund may discriminate against a health care entity on the basis that the entity does not provide, pay for, provide coverage of, or refer for abortions.

³ See 42 C.F.R. § 433.51 and 45 C.F.R. § 75.306.

4. Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds.
5. Reimbursement to donors for donated items or services.
6. Workforce bonuses other than hazard pay or overtime.
7. Severance pay.
8. Legal settlements.

**Coronavirus Relief Fund
Frequently Asked Questions
Updated as of June 24, 2020**

The following answers to frequently asked questions supplement Treasury’s Coronavirus Relief Fund (“Fund”) Guidance for State, Territorial, Local, and Tribal Governments, dated April 22, 2020, (“Guidance”).¹ Amounts paid from the Fund are subject to the restrictions outlined in the Guidance and set forth in section 601(d) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”).

Eligible Expenditures

Are governments required to submit proposed expenditures to Treasury for approval?

No. Governments are responsible for making determinations as to what expenditures are necessary due to the public health emergency with respect to COVID-19 and do not need to submit any proposed expenditures to Treasury.

The Guidance says that funding can be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. How does a government determine whether payroll expenses for a given employee satisfy the “substantially dedicated” condition?

The Fund is designed to provide ready funding to address unforeseen financial needs and risks created by the COVID-19 public health emergency. For this reason, and as a matter of administrative convenience in light of the emergency nature of this program, a State, territorial, local, or Tribal government may presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise.

The Guidance says that a cost was not accounted for in the most recently approved budget if the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation. What would qualify as a “substantially different use” for purposes of the Fund eligibility?

Costs incurred for a “substantially different use” include, but are not necessarily limited to, costs of personnel and services that were budgeted for in the most recently approved budget but which, due entirely to the COVID-19 public health emergency, have been diverted to substantially different functions. This would include, for example, the costs of redeploying corrections facility staff to enable compliance with COVID-19 public health precautions through work such as enhanced sanitation or enforcing social distancing measures; the costs of redeploying police to support management and enforcement of stay-at-home orders; or the costs of diverting educational support staff or faculty to develop online learning capabilities, such as through providing information technology support that is not part of the staff or faculty’s ordinary responsibilities.

Note that a public function does not become a “substantially different use” merely because it is provided from a different location or through a different manner. For example, although developing online instruction capabilities may be a substantially different use of funds, online instruction itself is not a substantially different use of public funds than classroom instruction.

¹ The Guidance is available at <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>.

May a State receiving a payment transfer funds to a local government?

Yes, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act. Such funds would be subject to recoupment by the Treasury Department if they have not been used in a manner consistent with section 601(d) of the Social Security Act.

May a unit of local government receiving a Fund payment transfer funds to another unit of government?

Yes. For example, a county may transfer funds to a city, town, or school district within the county and a county or city may transfer funds to its State, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, a transfer from a county to a constituent city would not be permissible if the funds were intended to be used simply to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify as an eligible expenditure.

Is a Fund payment recipient required to transfer funds to a smaller, constituent unit of government within its borders?

No. For example, a county recipient is not required to transfer funds to smaller cities within the county's borders.

Are recipients required to use other federal funds or seek reimbursement under other federal programs before using Fund payments to satisfy eligible expenses?

No. Recipients may use Fund payments for any expenses eligible under section 601(d) of the Social Security Act outlined in the Guidance. Fund payments are not required to be used as the source of funding of last resort. However, as noted below, recipients may not use payments from the Fund to cover expenditures for which they will receive reimbursement.

Are there prohibitions on combining a transaction supported with Fund payments with other CARES Act funding or COVID-19 relief Federal funding?

Recipients will need to consider the applicable restrictions and limitations of such other sources of funding. In addition, expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds, are not eligible uses of Fund payments.

Are States permitted to use Fund payments to support state unemployment insurance funds generally?

To the extent that the costs incurred by a state unemployment insurance fund are incurred due to the COVID-19 public health emergency, a State may use Fund payments to make payments to its respective state unemployment insurance fund, separate and apart from such State's obligation to the unemployment insurance fund as an employer. This will permit States to use Fund payments to prevent expenses related to the public health emergency from causing their state unemployment insurance funds to become insolvent.

Are recipients permitted to use Fund payments to pay for unemployment insurance costs incurred by the recipient as an employer?

Yes, Fund payments may be used for unemployment insurance costs incurred by the recipient as an employer (for example, as a reimbursing employer) related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.

The Guidance states that the Fund may support a “broad range of uses” including payroll expenses for several classes of employees whose services are “substantially dedicated to mitigating or responding to the COVID-19 public health emergency.” What are some examples of types of covered employees?

The Guidance provides examples of broad classes of employees whose payroll expenses would be eligible expenses under the Fund. These classes of employees include public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Payroll and benefit costs associated with public employees who could have been furloughed or otherwise laid off but who were instead repurposed to perform previously unbudgeted functions substantially dedicated to mitigating or responding to the COVID-19 public health emergency are also covered. Other eligible expenditures include payroll and benefit costs of educational support staff or faculty responsible for developing online learning capabilities necessary to continue educational instruction in response to COVID-19-related school closures. Please see the Guidance for a discussion of what is meant by an expense that was not accounted for in the budget most recently approved as of March 27, 2020.

In some cases, first responders and critical health care workers that contract COVID-19 are eligible for workers’ compensation coverage. Is the cost of this expanded workers compensation coverage eligible?

Increased workers compensation cost to the government due to the COVID-19 public health emergency incurred during the period beginning March 1, 2020, and ending December 30, 2020, is an eligible expense.

If a recipient would have decommissioned equipment or not renewed a lease on particular office space or equipment but decides to continue to use the equipment or to renew the lease in order to respond to the public health emergency, are the costs associated with continuing to operate the equipment or the ongoing lease payments eligible expenses?

Yes. To the extent the expenses were previously unbudgeted and are otherwise consistent with section 601(d) of the Social Security Act outlined in the Guidance, such expenses would be eligible.

May recipients provide stipends to employees for eligible expenses (for example, a stipend to employees to improve telework capabilities) rather than require employees to incur the eligible cost and submit for reimbursement?

Expenditures paid for with payments from the Fund must be limited to those that are necessary due to the public health emergency. As such, unless the government were to determine that providing assistance in the form of a stipend is an administrative necessity, the government should provide such assistance on a reimbursement basis to ensure as much as possible that funds are used to cover only eligible expenses.

May Fund payments be used for COVID-19 public health emergency recovery planning?

Yes. Expenses associated with conducting a recovery planning project or operating a recovery coordination office would be eligible, if the expenses otherwise meet the criteria set forth in section 601(d) of the Social Security Act outlined in the Guidance.

Are expenses associated with contact tracing eligible?

Yes, expenses associated with contract tracing are eligible.

To what extent may a government use Fund payments to support the operations of private hospitals?

Governments may use Fund payments to support public or private hospitals to the extent that the costs are necessary expenditures incurred due to the COVID-19 public health emergency, but the form such assistance would take may differ. In particular, financial assistance to private hospitals could take the form of a grant or a short-term loan.

May payments from the Fund be used to assist individuals with enrolling in a government benefit program for those who have been laid off due to COVID-19 and thereby lost health insurance?

Yes. To the extent that the relevant government official determines that these expenses are necessary and they meet the other requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance, these expenses are eligible.

May recipients use Fund payments to facilitate livestock depopulation incurred by producers due to supply chain disruptions?

Yes, to the extent these efforts are deemed necessary for public health reasons or as a form of economic support as a result of the COVID-19 health emergency.

Would providing a consumer grant program to prevent eviction and assist in preventing homelessness be considered an eligible expense?

Yes, assuming that the recipient considers the grants to be a necessary expense incurred due to the COVID-19 public health emergency and the grants meet the other requirements for the use of Fund payments under section 601(d) of the Social Security Act outlined in the Guidance. As a general matter, providing assistance to recipients to enable them to meet property tax requirements would not be an eligible use of funds, but exceptions may be made in the case of assistance designed to prevent foreclosures.

May recipients create a “payroll support program” for public employees?

Use of payments from the Fund to cover payroll or benefits expenses of public employees are limited to those employees whose work duties are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

May recipients use Fund payments to cover employment and training programs for employees that have been furloughed due to the public health emergency?

Yes, this would be an eligible expense if the government determined that the costs of such employment and training programs would be necessary due to the public health emergency.

May recipients use Fund payments to provide emergency financial assistance to individuals and families directly impacted by a loss of income due to the COVID-19 public health emergency?

Yes, if a government determines such assistance to be a necessary expenditure. Such assistance could include, for example, a program to assist individuals with payment of overdue rent or mortgage payments to avoid eviction or foreclosure or unforeseen financial costs for funerals and other emergency individual needs. Such assistance should be structured in a manner to ensure as much as possible, within the realm of what is administratively feasible, that such assistance is necessary.

The Guidance provides that eligible expenditures may include expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. What is meant by a “small business,” and is the Guidance intended to refer only to expenditures to cover administrative expenses of such a grant program?

Governments have discretion to determine what payments are necessary. A program that is aimed at assisting small businesses with the costs of business interruption caused by required closures should be tailored to assist those businesses in need of such assistance. The amount of a grant to a small business to reimburse the costs of business interruption caused by required closures would also be an eligible expenditure under section 601(d) of the Social Security Act, as outlined in the Guidance.

The Guidance provides that expenses associated with the provision of economic support in connection with the public health emergency, such as expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures, would constitute eligible expenditures of Fund payments. Would such expenditures be eligible in the absence of a stay-at-home order?

Fund payments may be used for economic support in the absence of a stay-at-home order if such expenditures are determined by the government to be necessary. This may include, for example, a grant program to benefit small businesses that close voluntarily to promote social distancing measures or that are affected by decreased customer demand as a result of the COVID-19 public health emergency.

May Fund payments be used to assist impacted property owners with the payment of their property taxes?

Fund payments may not be used for government revenue replacement, including the provision of assistance to meet tax obligations.

May Fund payments be used to replace foregone utility fees? If not, can Fund payments be used as a direct subsidy payment to all utility account holders?

Fund payments may not be used for government revenue replacement, including the replacement of unpaid utility fees. Fund payments may be used for subsidy payments to electricity account holders to the extent that the subsidy payments are deemed by the recipient to be necessary expenditures incurred due to the COVID-19 public health emergency and meet the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, if determined to be a necessary expenditure, a government could provide grants to individuals facing economic hardship to allow them to pay their utility fees and thereby continue to receive essential services.

Could Fund payments be used for capital improvement projects that broadly provide potential economic development in a community?

In general, no. If capital improvement projects are not necessary expenditures incurred due to the COVID-19 public health emergency, then Fund payments may not be used for such projects.

However, Fund payments may be used for the expenses of, for example, establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity or improve mitigation measures, including related construction costs.

The Guidance includes workforce bonuses as an example of ineligible expenses but provides that hazard pay would be eligible if otherwise determined to be a necessary expense. Is there a specific definition of “hazard pay”?

Hazard pay means additional pay for performing hazardous duty or work involving physical hardship, in each case that is related to COVID-19.

The Guidance provides that ineligible expenditures include “[p]ayroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.” Is this intended to relate only to public employees?

Yes. This particular nonexclusive example of an ineligible expenditure relates to public employees. A recipient would not be permitted to pay for payroll or benefit expenses of private employees and any financial assistance (such as grants or short-term loans) to private employers are not subject to the restriction that the private employers’ employees must be substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

May counties pre-pay with CARES Act funds for expenses such as a one or two-year facility lease, such as to house staff hired in response to COVID-19?

A government should not make prepayments on contracts using payments from the Fund to the extent that doing so would not be consistent with its ordinary course policies and procedures.

Must a stay-at-home order or other public health mandate be in effect in order for a government to provide assistance to small businesses using payments from the Fund?

No. The Guidance provides, as an example of an eligible use of payments from the Fund, expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. Such assistance may be provided using amounts received from the Fund in the absence of a requirement to close businesses if the relevant government determines that such expenditures are necessary in response to the public health emergency.

Should States receiving a payment transfer funds to local governments that did not receive payments directly from Treasury?

Yes, provided that the transferred funds are used by the local government for eligible expenditures under the statute. To facilitate prompt distribution of Title V funds, the CARES Act authorized Treasury to make direct payments to local governments with populations in excess of 500,000, in amounts equal to 45% of the local government's per capita share of the statewide allocation. This statutory structure was based on a recognition that it is more administratively feasible to rely on States, rather than the federal government, to manage the transfer of funds to smaller local governments. Consistent with the needs of all local governments for funding to address the public health emergency, States should transfer funds to local governments with populations of 500,000 or less, using as a benchmark the per capita allocation formula that governs payments to larger local governments. This approach will ensure equitable treatment among local governments of all sizes.

For example, a State received the minimum \$1.25 billion allocation and had one county with a population over 500,000 that received \$250 million directly. The State should distribute 45 percent of the \$1 billion it received, or \$450 million, to local governments within the State with a population of 500,000 or less.

May a State impose restrictions on transfers of funds to local governments?

Yes, to the extent that the restrictions facilitate the State's compliance with the requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance and other applicable requirements such as the Single Audit Act, discussed below. Other restrictions are not permissible.

If a recipient must issue tax anticipation notes (TANs) to make up for tax due date deferrals or revenue shortfalls, are the expenses associated with the issuance eligible uses of Fund payments?

If a government determines that the issuance of TANs is necessary due to the COVID-19 public health emergency, the government may expend payments from the Fund on the interest expense payable on TANs by the borrower and unbudgeted administrative and transactional costs, such as necessary payments to advisors and underwriters, associated with the issuance of the TANs.

May recipients use Fund payments to expand rural broadband capacity to assist with distance learning and telework?

Such expenditures would only be permissible if they are necessary for the public health emergency. The cost of projects that would not be expected to increase capacity to a significant extent until the need for distance learning and telework have passed due to this public health emergency would not be necessary due to the public health emergency and thus would not be eligible uses of Fund payments.

Are costs associated with increased solid waste capacity an eligible use of payments from the Fund?

Yes, costs to address increase in solid waste as a result of the public health emergency, such as relates to the disposal of used personal protective equipment, would be an eligible expenditure.

May payments from the Fund be used to cover across-the-board hazard pay for employees working during a state of emergency?

No. The Guidance says that funding may be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Hazard pay is a form of payroll expense and is subject to this limitation, so Fund payments may only be used to cover hazard pay for such individuals.

May Fund payments be used for expenditures related to the administration of Fund payments by a State, territorial, local, or Tribal government?

Yes, if the administrative expenses represent an increase over previously budgeted amounts and are limited to what is necessary. For example, a State may expend Fund payments on necessary administrative expenses incurred with respect to a new grant program established to disburse amounts received from the Fund.

May recipients use Fund payments to provide loans?

Yes, if the loans otherwise qualify as eligible expenditures under section 601(d) of the Social Security Act as implemented by the Guidance. Any amounts repaid by the borrower before December 30, 2020, must be either returned to Treasury upon receipt by the unit of government providing the loan or used for another expense that qualifies as an eligible expenditure under section 601(d) of the Social Security Act. Any amounts not repaid by the borrower until after December 30, 2020, must be returned to Treasury upon receipt by the unit of government lending the funds.

May Fund payments be used for expenditures necessary to prepare for a future COVID-19 outbreak?

Fund payments may be used only for expenditures necessary to address the current COVID-19 public health emergency. For example, a State may spend Fund payments to create a reserve of personal protective equipment or develop increased intensive care unit capacity to support regions in its jurisdiction not yet affected, but likely to be impacted by the current COVID-19 pandemic.

May funds be used to satisfy non-federal matching requirements under the Stafford Act?

Yes, payments from the Fund may be used to meet the non-federal matching requirements for Stafford Act assistance to the extent such matching requirements entail COVID-19-related costs that otherwise satisfy the Fund's eligibility criteria and the Stafford Act. Regardless of the use of Fund payments for such purposes, FEMA funding is still dependent on FEMA's determination of eligibility under the Stafford Act.

Must a State, local, or tribal government require applications to be submitted by businesses or individuals before providing assistance using payments from the Fund?

Governments have discretion to determine how to tailor assistance programs they establish in response to the COVID-19 public health emergency. However, such a program should be structured in such a manner as will ensure that such assistance is determined to be necessary in response to the COVID-19 public health emergency and otherwise satisfies the requirements of the CARES Act and other applicable law. For example, a per capita payment to residents of a particular jurisdiction without an assessment of individual need would not be an appropriate use of payments from the Fund.

May Fund payments be provided to non-profits for distribution to individuals in need of financial assistance, such as rent relief?

Yes, non-profits may be used to distribute assistance. Regardless of how the assistance is structured, the financial assistance provided would have to be related to COVID-19.

May recipients use Fund payments to remarket the recipient's convention facilities and tourism industry?

Yes, if the costs of such remarketing satisfy the requirements of the CARES Act. Expenses incurred to publicize the resumption of activities and steps taken to ensure a safe experience may be needed due to

the public health emergency. Expenses related to developing a long-term plan to reposition a recipient's convention and tourism industry and infrastructure would not be incurred due to the public health emergency and therefore may not be covered using payments from the Fund.

May a State provide assistance to farmers and meat processors to expand capacity, such to cover overtime for USDA meat inspectors?

If a State determines that expanding meat processing capacity, including by paying overtime to USDA meat inspectors, is a necessary expense incurred due to the public health emergency, such as if increased capacity is necessary to allow farmers and processors to donate meat to food banks, then such expenses are eligible expenses, provided that the expenses satisfy the other requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance.

The guidance provides that funding may be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. May Fund payments be used to cover such an employee's entire payroll cost or just the portion of time spent on mitigating or responding to the COVID-19 public health emergency?

As a matter of administrative convenience, the entire payroll cost of an employee whose time is substantially dedicated to mitigating or responding to the COVID-19 public health emergency is eligible, provided that such payroll costs are incurred by December 30, 2020. An employer may also track time spent by employees related to COVID-19 and apply Fund payments on that basis but would need to do so consistently within the relevant agency or department.

Questions Related to Administration of Fund Payments

Do governments have to return unspent funds to Treasury?

Yes. Section 601(f)(2) of the Social Security Act, as added by section 5001(a) of the CARES Act, provides for recoupment by the Department of the Treasury of amounts received from the Fund that have not been used in a manner consistent with section 601(d) of the Social Security Act. If a government has not used funds it has received to cover costs that were incurred by December 30, 2020, as required by the statute, those funds must be returned to the Department of the Treasury.

What records must be kept by governments receiving payment?

A government should keep records sufficient to demonstrate that the amount of Fund payments to the government has been used in accordance with section 601(d) of the Social Security Act.

May recipients deposit Fund payments into interest bearing accounts?

Yes, provided that if recipients separately invest amounts received from the Fund, they must use the interest earned or other proceeds of these investments only to cover expenditures incurred in accordance with section 601(d) of the Social Security Act and the Guidance on eligible expenses. If a government deposits Fund payments in a government's general account, it may use those funds to meet immediate cash management needs provided that the full amount of the payment is used to cover necessary expenditures. Fund payments are not subject to the Cash Management Improvement Act of 1990, as amended.

May governments retain assets purchased with payments from the Fund?

Yes, if the purchase of the asset was consistent with the limitations on the eligible use of funds provided by section 601(d) of the Social Security Act.

What rules apply to the proceeds of disposition or sale of assets acquired using payments from the Fund?

If such assets are disposed of prior to December 30, 2020, the proceeds would be subject to the restrictions on the eligible use of payments from the Fund provided by section 601(d) of the Social Security Act.

Are Fund payments to State, territorial, local, and tribal governments considered grants?

No. Fund payments made by Treasury to State, territorial, local, and Tribal governments are not considered to be grants but are “other financial assistance” under 2 C.F.R. § 200.40.

Are Fund payments considered federal financial assistance for purposes of the Single Audit Act?

Yes, Fund payments are considered to be federal financial assistance subject to the Single Audit Act (31 U.S.C. §§ 7501-7507) and the related provisions of the Uniform Guidance, 2 C.F.R. § 200.303 regarding internal controls, §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

Are Fund payments subject to other requirements of the Uniform Guidance?

Fund payments are subject to the following requirements in the Uniform Guidance (2 C.F.R. Part 200): 2 C.F.R. § 200.303 regarding internal controls, 2 C.F.R. §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

Is there a Catalog of Federal Domestic Assistance (CFDA) number assigned to the Fund?

Yes. The CFDA number assigned to the Fund is 21.019.

If a State transfers Fund payments to its political subdivisions, would the transferred funds count toward the subrecipients' total funding received from the federal government for purposes of the Single Audit Act?

Yes. The Fund payments to subrecipients would count toward the threshold of the Single Audit Act and 2 C.F.R. part 200, subpart F re: audit requirements. Subrecipients are subject to a single audit or program-specific audit pursuant to 2 C.F.R. § 200.501(a) when the subrecipients spend \$750,000 or more in federal awards during their fiscal year.

Are recipients permitted to use payments from the Fund to cover the expenses of an audit conducted under the Single Audit Act?

Yes, such expenses would be eligible expenditures, subject to the limitations set forth in 2 C.F.R. § 200.425.

If a government has transferred funds to another entity, from which entity would the Treasury Department seek to recoup the funds if they have not been used in a manner consistent with section 601(d) of the Social Security Act?

The Treasury Department would seek to recoup the funds from the government that received the payment directly from the Treasury Department. State, territorial, local, and Tribal governments receiving funds from Treasury should ensure that funds transferred to other entities, whether pursuant to a grant program

or otherwise, are used in accordance with section 601(d) of the Social Security Act as implemented in the Guidance.



Office of the
**INDIAN RIVER COUNTY
ADMINISTRATOR**

Jason E. Brown, County Administrator
Michael C. Zito, Assistant County Administrator

MEMORANDUM

TO: Members of the Board
of County Commissioners

FROM: Jason E. Brown
County Administrator

DATE: July 9, 2020

SUBJECT: CARES Act Proposed Spending Plan and Funding Agreement

BACKGROUND:

In response to the COVID-19 pandemic, the Coronavirus Aid, Relief, and Economic Securities Act (CARES Act) established the \$150 billion Coronavirus Relief Fund. These funds are intended to assist governments with navigating the impact of the COVID-19 outbreak. The United States Department of the Treasury made direct payments to States and Counties with populations in excess of 500,000. The State of Florida has planned to disburse \$1,275,285,790 to Counties with populations less than 500,000 who did not receive a direct allocation.

Indian River County has been awarded an initial allocation of \$6,976,333 through the State of Florida, Division of Emergency Management (FDEM). These funds will be paid in one lump sum payment, and will be audited to ensure compliance with program eligibility. All funds must be expended by December 30th, 2020. Additionally, eligible expenditures must not have been included in the approved budget as of March 27, 2020. Examples of eligible expenses include, but are not limited to, payroll expenses for public safety employees, actions to facilitate public health measures, expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, and any other expenses reasonably necessary to the function of government that satisfy the fund's eligible criteria. It is important to note that any expenses that are not in compliance with the CARES Act regulations will ultimately be the responsibility of the County. Unfortunately, the current CARES Act guidance does not provide clear direction on certain eligible expenses and leaves many issues open to interpretation. FDEM is currently working to issue further guidance on topics such as what documentation will be requested during the cost validation phase, etc. Indian River County's initial allocation of \$6,976,333 is 25% of the total award amount of \$27,905,332. At this time, FDEM has issued no guidance as to how the remaining 75%, or \$20,928,999 will be reimbursed, or when grant

agreements will be in place that award Counties their remaining allocation. We have received information that FDEM will first review and validate the expenditure of the first 25% disbursement prior to moving forward with allotting the remaining 75%, though this information has not been provided directly by the State. Staff’s current proposed plan details how the initial \$7M allocation will be spent, and does not directly address the remaining \$21M. Staff feels that until further guidance is released, and a grant agreement is received, that expending these funds is not in the best financial interest of the County.

On July 7, 2020, staff presented a preliminary funding plan to the Board of County Commissioners. At that meeting, the Board provided input regarding the plan and subsequently approved a motion to approve the grant agreement and approve the spending plan while making sure that the municipalities provide their spending plans and meet the limited deadline for allocation of these dollars.

ANALYSIS:

The table below details Staff’s proposed spending plan for the initial \$6,976,333 allocation.

Type of Expense	Preliminary Funding Percentage	Preliminary Funding Amount
Municipalities	27.1%	\$1,900,000
COVID-19 Response:		
Constitutional Officers	12.9%	\$900,000
BCC Expenses	20.0%	\$1,400,000
Health Department	7.1%	\$500,000
Other Healthcare Providers	2.9%	\$200,000
State Agencies	1.4%	\$100,000
Community Assistance:		
Economic Development	7.1%	\$500,000
Community Support	21.5%	\$1,500,000
Total	100%	\$7,000,000

Municipalities

The Board approved an initial allocation to municipalities as detailed in the table below (approximately 27%, or \$1,900,000) based upon the formula used by the State to allocate sales tax revenues. The County will need to enter into grant agreements with each municipality, and approve spending plans before any agreements are finalized. The Board has directed staff to ensure that the municipalities provide and implement their spending plans on an expedited basis due to short window for use of the CARES Act dollars. Staff is requesting these spending plans, and after review and approval, they will be incorporated into the subrecipient agreements prior to execution by the County. This will help to ensure the County will not be ultimately responsible for any spending outside of what is deemed eligible. Payments to the municipalities will be

made on a reimbursement basis to further ensure compliance. As with all information provided for this agenda item, the amounts below represent the allocation for the initial 25% disbursement. The remaining 75% disbursement, when received will be distributed on the same percentage basis, unless different guidance is received from the State.

Municipality	Proposed Percentage Allocation	Proposed Allocation (25% Distribution)
Fellsmere	2.9968%	\$209,067
Indian River Shores	2.2636%	\$157,916
Orchid	0.2275%	\$15,871
Sebastian	13.2494%	\$924,322
Vero Beach	8.7544%	\$610,736
Total - Municipalities	27.4917%	\$1,917,912

Constitutional Officers

Staff has coordinated with each Constitutional Officer to compile an estimated 13% or \$900,000 for COVID-19 related expenses through September 30th, 2020. This category will not require the execution of subrecipient agreements, as the Constitutional Officers are part of the County’s financial operations. Any necessary allocations to Constitutional Officers will be made via budget amendments as necessary.

BCC Departments

Board of County Commissioner (BCC) expenses through September 30th are expected to total approximately \$1,400,000 or 20% of the initial allocation. These costs include payroll expenses, IT purchases necessary to facilitate remote working capabilities, PPE, disinfectant of County facilities, and COVID-19 related educational campaigns. Additional allocations will be provided via budget amendment as necessary for these expenses.

Health Department

The Health Department has incurred significant costs related to COVID-19, and is in need of additional positions and resources to combat local outbreaks. Although the Health Department may receive CARES Act funding directly from other agencies, there is significant uncertainty on when these funds will be received as well as whether the funds will be sufficient to adequately position the Health Department to respond to the current pandemic as necessary. Testers, Contact Tracers, Health Educators, IT/Purchasing support, and Information Clerks are being proposed as part of the \$500,000 or 7.1% of the initial allocation to be granted to the Health Department. Additional expenses include supplies necessary to carry out contact tracing such as computer hardware, as well as an allocation of some existing staff members reassigned to COVID-19 related activities. Additional funding needs are anticipated for the period following September 30th.

Other Healthcare Providers

Funding may be necessary for similar healthcare expenses associated with COVID-19 such as COVID-19 testing, serological testing, PPE, etc. provided by other local healthcare organizations. An allocation of \$200,000, or 2.9% has been provided for this purpose. County staff has coordinated with Cleveland Clinic to provide additional rapid testing for first responders and essential infrastructure workers with an initial allocation of \$100,000 for this purpose. An additional \$100,000 remains available for community testing as needed. Staff is continuing to coordinate with other agencies to determine the scope of the needs as well as the best manner in which to provide additional testing resources.

State Agencies

Staff anticipates some level of expenses have, or will be incurred by State Agencies (e.g. Court System) currently funded by the County and is proposing \$100,000, or 1.4% be set aside to cover those costs. Any such allocations would be accomplished via budget amendment for State Agencies.

Community Assistance

As outlined in the County's funding agreement with FDEM, expenses associated with the provision of economic support in connection with the COVID-19 public health emergency are deemed eligible. The Board approved an allocation of \$2,000,000 or approximately 28.6% of the initial allocation towards programs benefiting the local community and small businesses.

Economic Development

The Board approved an allocation of \$500,000 out of the total \$2 million from the Community Assistance Category to Economic Development. Staff proposes to allocate these funds as detailed below.

- **Small Business COVID-19 Recovery Grant** – Program administered by the Small Business Development Center (SBDC) at IRSC with oversight by County staff to provide one-time grants of up to \$5,000 to qualifying small businesses (no more than 25 full time equivalent positions) that serve the hospitality industry, tourism and travel. Businesses must be locally or independently owned, occupy commercial space in Indian River County, along with other minimum requirements. The SBDC proposes to administer this program for the County at no cost. Under this arrangement, the County would provide payments directly to businesses once they have been vetted by SBDC. Therefore, a subrecipient agreement will not be needed here, but rather an agreement covering the administrative services to be provided by SBDC. **Allocation - \$250,000**
- **COVID-19 Workforce Development Program** – Funding provided to Career Source Research Coast for three programs shown below in the total amount of **\$250,000**
 - **On the Job Training Program (\$150,000)** – provided to eligible businesses to hire and train displaced and/or dislocated workers resulting from COVID-19. Grant amounts of up to \$5,000 (3-10 current full time employees), \$7,500 (11-25 employees) and \$10,000 (26-50 employees)

- **Layoff Aversion/Rapid Response Program (\$50,000)** – grants provided to employers to retain employees by preventing or minimizing potential layoffs and business closures due to COVID-19. Grant amounts of up to \$5,000 for businesses that **retain** 3-10 full time employees, \$7,500 to **retain** 11-25 employees, and \$10,000 to **retain** 26-50 employees
- **Layoff Aversion/Incumbent Worker Training Program (\$50,000)** – Grants provided to retrain or upskill their workforce to avert layoffs and increase both affected workers’ and businesses’ competitiveness. Amounts up to \$5,000 that retain and retrain 3-10 full time employees, \$7,500 for 11-25 employees and \$10,000 for 26-50 employees.

Community Support

The Board has approved an allocation of \$1.5 million for general community support to help residents negatively impacted economically by COVID-19. Staff proposes to allocate these dollars as detailed below:

- **United Way (UWIRC) Funding Allocation - \$975,000 total** to be utilized primarily for:
 - Expenses to provide mental health service support for residents impacted by COVID-19, particularly telemedicine, cost of mental health visits, cost of behavioral health prescriptions, etc.
 - Expansion of broadband to assist with distance learning particularly in rural areas (e.g. Fellsmere) and technology needs for families and nonprofits for distance learning and teleworking.
 - Other needs as identified by the unmet needs committee, with approval of the County not to exceed 25% of total. Areas that have received funding from the UWIRC’s COVID-19 Community Response Fund include; rental assistance, utility assistance, special supports for children, special supports for veterans, child care scholarships for those returning to work.
- **Food Support – Allocation of \$400,000 to the Treasure Coast Food Bank** to serve as the coordinating agency for food support to residents impacted by COVID-19. The Treasure Coast Food Bank will serve as the primary food bank for this program while providing resources and assistance to food pantries, food for the homeless, and other food insecure populations.
- **Senior Resource Association – Allocation of \$125,000** to provide support for food delivery service to residents, including senior citizens and other vulnerable populations through existing programs such as meals on wheels and the grocery shopping assistance program implemented for COVID-19.

Summary

The above-mentioned spending plan may need adjustments based upon actual expenses, experience and uptake of programs proposed above. Any allocation changes will be presented to the Board of County Commissioners at a future meeting.

The allocation plan above applies to the initial 25% disbursement of CARES Act funds from the State of Florida. Staff plans to update the Board on the second phase of COVID-19 related expenditures upon receipt of any further information regarding the remaining 75% allocation of \$20,928,999. At that time, additional programs or costs may be considered for funding, as appropriate.

Agency	Program	Funding Amount
Small Business Development Center at IRSC*	Small Business COVID-19 Recovery Grant	\$250,000
Career Source Research Coast**	On the Job Training Program Layoff Aversion Rapid Response Program Layoff Aversion/Incumbent Worker Training Program	\$150,000 \$50,000 \$50,000
United Way of IRC	Mental Health, Broadband and technology needs to support distance learning, other COVID-19 unmet needs (NTE 25%)	\$975,000
Treasure Coast Food Bank	Food support programs including food banks, food pantries, food for the homeless and other insecure populations	\$400,000
Senior Resource Association	Meals on Wheels, and grocery shopping assistance for seniors and vulnerable population	\$125,000

**A subrecipient agreement will not be needed here, but rather an agreement that covers the administrative services to be provided by SBDC for this program.*

***Staff recommends that flexibility be allowed to reallocate funding between the individual programs provided by Career Source to adjust to demand for various programs as needed with staff approval.*

RECOMMENDATION:

Staff recommends that the Board of County Commissioners approve the recommended program allocations as detailed above. Staff recommends that the Board approve the attached subrecipient grant agreement in form and authorize staff to prepare agreements with the agencies in the amounts shown in the table above for the initial 25% allocation and authorize the Chairman to execute such agreements after review by the County Attorney. Staff also recommends that the Board authorize the County attorney to develop an agreement with the SBDC to cover the administrative services associated with the Small Business COVID-19 Recovery Grant program and authorize the Chairman to execute the agreement. Staff further recommends that the Board authorize the Chairman to execute subrecipient agreements with each of the municipalities in the amounts listed above once the respective municipality's spending plan has been reviewed and approved by County staff for compliance with CARES Act guidance.



CITY COUNCIL AGENDA TRANSMITTAL FORM

COUNCIL MEETING DATE: July 22, 2020

AGENDA ITEM TITLE: Resolution R-20-10 Approving the COVID-19 Recovery & Stimulus Plan Grant Application Process and Submittal to Indian River County for Pre-Approval.

RECOMMENDATION: Move to Approve Resolution R-20-10, Submit the Plan to Indian River County for Pre-Approval and Proceed with Implementation.

BACKGROUND: City Staff developed the attached grant application process to administer the Plan addressed in the Resolution. With the amounts expected to be made available through Indian River County from the Coronavirus Aid, Relief and Economic Security (CARES) Act federal stimulus package, we see a great opportunity to assist qualified local businesses to endure the detrimental financial effects of the COVID-19 Pandemic, as well as help their workers that reside within the City limits.

Note that this is directed only to small independently owned and operated businesses that have been affected by the shut-down and that currently maintain a storefront location within the City limits. The business may have no more than 20 workers. Also note that larger businesses and home-based businesses will not be eligible, at this time. The Grant amount available for each business will be \$5,000.

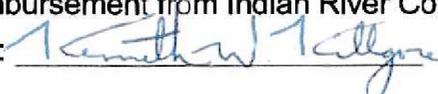
We feel it also important to take this opportunity to also assist the workers of the qualified businesses that are awarded the grants who have involuntarily suffered from a loss of income during the COVID-19 Pandemic. Note that only workers that live within the City limits are eligible, at this time. The Grant amount available for each worker will be \$500.

Assuming pre-approval by Indian River County, we will attempt to quickly advertise the grant availability and promptly accept applications and issue checks on a first-come, first-served basis. Staff believes this will be helpful in sustaining these small businesses and their workers and serve to promote a speedier recovery from the COVID Pandemic.

IF AGENDA ITEM REQUIRES EXPENDITURE OF FUNDS:

Total Cost: Not to exceed Coronavirus Aid, Relief and Economic Security Act funding.

Funds to Be Utilized: Up to \$924,320 Reimbursement from Indian River County.

Administrative Services Department Review: 

ATTACHMENTS:

COVID-19 Recovery & Stimulus Plan Grant Application Documents

City Manager Authorization:

Date: _____

Paul E. Carlisle

Digitally signed by Paul E. Carlisle
Date: 2020.07.16 07:56:20 -04'00'

RESOLUTION NO. R-20-10

A RESOLUTION OF THE CITY OF SEBASTIAN, INDIAN RIVER COUNTY, FLORIDA, ADOPTING A COVID-19 RECOVERY & STIMULUS PLAN, PROVIDING FOR A GRANT APPLICATION PROCESS; PROVIDING THAT THE CITY SHALL BE REIMBURSED FOR SUCH GRANTS WITH FUNDS FROM THE CORONAVIRUS AID, RELIEF AND ECONOMIC SECURITY (CARES) ACT FEDERAL STIMULUS PACKAGE SHARED BY INDIAN RIVER COUNTY; AUTHORIZING THE CITY MANAGER TO CAUSE SAID PLAN TO BE PUT INTO EFFECT; PROVIDING FOR REPEAL OF RESOLUTIONS OR PARTS OF RESOLUTIONS IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Indian River County plans to share funding allocated by the Coronavirus Aid, Relief and Economic Security (CARES) Act with the City of Sebastian; and

WHEREAS, Indian River County must pre-approve the spending plans; and

WHEREAS, the City of Sebastian has developed a plan to process formal applications from small businesses and their workers for grants intended to help qualified small businesses and their workers by offsetting some of the loss of revenue during the COVID-19 Pandemic; and;

WHEREAS, the City Council concurs that the Plan will help sustain such small business and their workers and thereby serve to promote a speedier recovery from the COVID-19 Pandemic;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEBASTIAN, INDIAN RIVER COUNTY, FLORIDA, that:

Section 1. The COVID-19 Recovery & Stimulus Plan is hereby approved.

Section 2. The City Manager is authorized to submit the Plan to Indian River County for pre-approval and after any required minor adjustments, advertise the Plan and put it into effect.

Section 3. Sections of this resolution may be renumbered or re-lettered and corrections of typographical errors which do not affect the intent may be authorized by the City Manager, or the City Manager's designee, without need of further action of City Council by filing a corrected copy of same with the City Clerk.

Section 4. **CONFLICT.** All resolutions or parts of resolutions in conflict herewith are hereby repealed.

Section 5. **EFFECTIVE DATE.** This resolution shall take effect July 22, 2020.

The foregoing Resolution was moved for adoption by Councilmember _____. The motion was seconded by Councilmember _____ and, upon being put into a vote, the vote was as follows:

Mayor Ed Dodd	_____
Vice-Mayor Charles Mauti	_____
Councilmember Jim Hill	_____
Councilmember Damian Gilliams	_____
Councilmember Pamela Parris	_____

The Mayor thereupon declared this Resolution duly passed and adopted on this 22nd day of July 2016.

CITY OF SEBASTIAN, FLORIDA

By: _____
Ed Dodd, Mayor

ATTEST:

Jeanette Williams, City Clerk

Approved as to form and legality for the reliance by the City of Sebastian only:

Manny Anon, City Attorney



**CITY OF SEBASTIAN, FLORIDA
COVID-19 RECOVERY & STIMULUS PLAN
GRANT APPLICATION**

Eligible Small Businesses:

The City of Sebastian has decided to award grants of \$5,000.00 to eligible small businesses located within the City limits to assist in addressing their immediate cash flow needs as a result of demonstrated economic injury due to the COVID-19 Virus. Each business can only receive one grant. Applications will be reviewed to confirm eligibility using the parameters listed below:

1. Must be a for-profit, privately-held small independently owned and operated business currently maintaining a commercial physical storefront location within the City limits of Sebastian.
2. Must not have any current unpaid code enforcement liens and must not be operating in violation of any state, federal or local laws.
3. Must have been mandated by the government to reduce or eliminate services **or** have a demonstrated reduction in sales revenues of 25% or more due to the loss of business income related to COVID-19. Documentation may consist of (1.) certified Point of Sale or QuickBooks reports, (2.) certified income statements or (3.) sales tax returns, which demonstrate a comparison of the current month sales revenues versus the same month the previous year.
4. Must be a small business that as of March 1, 2020 had at least 2 employees or independent contractual workers but no more than 20 full time and/or part time employees or independent contractual workers in addition to the owner. Documentation may consist of (1.) the 2019 IRS Form W-3, (2.) the IRS Form 941 or (3.) the summary filed with IRS of 1099s issued to individual independent contractual workers for that time period.
5. Must submit a copy of the primary applicant(s) current driver's license(s), a copy of the applicant(s) current passport or other photographic identification.
6. Must submit a copy of a completed and signed IRS Form W-9.
7. Must submit completed **COVID-19 Small Business Grant Application** no later than September 30, 2020.
8. Must submit **COVID-19 Employee Grant Application(s)** at the same time as submitting the **COVID-19 Small Business Grant Application**. Employers are encouraged to inform eligible employees of their intention to apply and the possibility that employees may also be eligible.

Mail or hand deliver the Application and all supporting documentation to 1225 Main Street to the attention of the Administrative Services Director or email them to COVID19Grant@cityofsebastian.org. Do not forget to include any Applications for the COVID-19 Employee Grants, as described on the next page. Eligible and fully completed applications will be promptly processed and awarded on a first-come, first-served basis. Payments for those approved will be made via checks mailed to the Applicant's business mailing address or the employee's mailing address.

Eligible Employees or Independent Contractual Workers:

The City has also decided that certain employees or independent contractual workers, excluding the owner(s) of the small businesses determined eligible for the above COVID-19 Small Business Grant may be awarded grants of \$500.00:

1. Must reside within the City limits.
2. Must have worked an average of 20 hours or more per week prior to March 1, 2020
3. Must have been involuntarily terminated, furloughed or had their salary, commissions, tips or contractual payments from the eligible Small Business Grant Applicant reduced by at least 25% since March 1, 2019. Must provide a statement signed by the Worker and the Employer certifying the Employee had at least a 25% loss of income.
4. Must show evidence of being past due on rent, utilities or other essential expenses, as preference will be given to those demonstrating the severest economic need. (Past-due notices or letters from landlord or utility company for no less than \$500.00).
5. Must submit a copy of the individual's current driver's license, current passport or other photographic identification.
6. Must submit a copy of a completed and signed IRS Form W-9.

Submit the attached **COVID-19 Employee Grant Application** to the Employer in advance of the Employer's submittal of the **COVID-19 Small Business Grant Application**. All applications must be submitted by the Employer at the same time.

Conditions:

Grant awards are discretionary in nature and should not be considered an entitlement by the applicant. All grant criteria contained herein are guidelines for awards. Even should an application meet all grant criteria, a grant may or may not be awarded at the City's discretion due to funding limitations, competing applications and/or competing priorities. The number of grants that can be awarded is subject to the expectation that the City will be reimbursed from funding provided by the Coronavirus Aid, Relief and Economic Security (CARES) Act federal stimulus package the County is sharing with the City. The grant proceeds are intended to help qualified small businesses and their workers by offsetting some of the loss of revenue during the COVID-19 Pandemic. Grant proceeds are unrestricted and have no specific requirement as to how it is used, leaving how the money is best spent entirely at the discretion of Grantee.



**COVID-19 RECOVERY & STIMULUS PLAN FOR SMALL BUSINESSES
GRANT APPLICATION**

Legal Name of Small Business:		Fictitious Business Name (Doing Business As):			
Business Phone Number:		Business Email Address:			
Business Property Address:		Business Mailing Address:			
Describe Your Business and the Services/Products Offered:					
Describe the Economic Loss Suffered: (Either Forced Reduction of Services or Documented 25% Loss of Income).					
Number of Workers (Only Include Part Time Employees That Worked Over 20 Hours per Week):					
Full Time Employees:		Part Time Employees:		Independent Contract Workers:	
As Of March 1, 2020:	Current Number:	As Of March 1, 2020:	Current Number:	As Of March 1, 2020:	Current Number:
By signature of this application, the applicant(s) agree that this application and other relevant documents are subject to verification by the City and may be shared with internal and external stakeholders and hereby certify that my Business has been negatively impacted by the COVID-19 Pandemic:					
Primary Owner's Name: <small>(If Primary Owner has less than 51% of Equity, Attach List with Names, Signatures and Titles of Collective Owners Equaling at least 51%).</small>			Primary Owner's Title		
Primary Owner's Signature:			Date:		
Documentation Required With This Application:					
<ol style="list-style-type: none"> 1. Unless Business was mandated to reduce or eliminate serves, provide: (1.) Certified Point of Sale or QuickBooks Report(s), (2.) Certified Income Statements or (3.) Sales Tax Returns, which demonstrate a comparison of the current month sales revenues versus the same month the previous year. 2. Documentation of Workers with either: (1.) the 2019 IRS Form W-3, (2.) the IRS Form 941 or (3.) the Summary filed with IRS of 1099s issued to individual independent contractual workers for that time period. 3. A Copy of the Primary Applicants Current Driver's License, Current Passport or Other Photographic Identification. 4. A Completed and Signed IRS Form W-9. 5. All COVID-19 Small Business Worker Grant Application(s). 					



**COVID-19 RECOVERY & STIMULUS PLAN FOR SMALL BUSINESSES WORKER
GRANT APPLICATION**

Legal Name of Small Business:	Legal Name of Worker:
Worker's Email Address:	Worker's Home Address: (Must Reside in Sebastian).
Worker's Mailing Address:	Worker's Phone Number:
Describe Your Job (Including the Average Hours per Week You Worked Prior to March 1, 2020):	
Describe the Economic Loss You Have Suffered: (Must Have Experienced a 25% Loss of Income to Qualify).	
<p>By signature of this application, the Above Worker agrees that this application and other relevant documents are subject to verification by the City and may be shared with internal and external stakeholders. Also by signing below, the Small Business Owner and Worker hereby certify that the Worker worked for the small business an average of 20 hours per week or more prior to March 1, 2020 and has lost at least 25% of their income due to the negative impacts of the COVID-19 Pandemic:</p>	
Small Business Owner's Name:	Worker's Signature:
Primary Owner's Signature:	Date:
<p>Documentation Required With This Application:</p> <ol style="list-style-type: none"> 1. A Copy of Worker's Current Driver's License, Current Passport or Other Photographic Identification. 2. Evidence of being past due on rent, utilities or other essential expenses. 3. A Completed and Signed IRS Form W-9. 	

CARES Breakdown per OST Allocation

(Same allocation for half cent sales tax)

Indian River County - All Municipalities

Municipality	% of Population	25% Allocation per Municipality	Total Allocation per Municipality
Fellsmere	3.00%	\$ 209,070	\$ 836,279
Indian River Shores	2.26%	\$ 157,919	\$ 631,675
Orchid	0.23%	\$ 15,874	\$ 63,498
Sebastian	13.25%	\$ 924,320	\$ 3,697,280
Vero Beach	8.75%	\$ 610,734	\$ 2,442,937
Unincorporated County	72.51%	\$ 5,058,416	\$ 20,233,664
TOTAL	100.00%	\$ 6,976,333	\$ 27,905,332

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate </p> <p> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ </p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p> <input type="checkbox"/> Other (see instructions) ▶ _____ </p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p> <hr/>

<p>Part I Taxpayer Identification Number (TIN)</p> <p>Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i>, later.</p> <p>Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">Social security number</td> </tr> <tr> <td style="text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"> </td> </tr> </table> </td> <td style="text-align: center;">-</td> <td style="text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"> </td> </tr> </table> </td> <td style="text-align: center;">-</td> <td style="text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"> </td> </tr> </table> </td> </tr> </table> <p style="text-align: center;">or</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">Employer identification number</td> </tr> <tr> <td style="text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"> </td> </tr> </table> </td> <td style="text-align: center;">-</td> <td style="text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"> </td> </tr> </table> </td> </tr> </table>	Social security number		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"> </td> </tr> </table>					-	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"> </td> </tr> </table>					-	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"> </td> </tr> </table>					Employer identification number		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"> </td> </tr> </table>					-	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"> </td> </tr> </table>				
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Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.

You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.

You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ⁴

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/identitytheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



CITY COUNCIL AGENDA TRANSMITTAL

Council Meeting Date: July 22, 2020

Agenda Item Title: Approve Additional Grant Administration Services from Guardian CRM, Inc. for CARES Act funding.

Recommendation: The Procurement Division, on behalf of the Community Development Department, recommends that the Council APPROVE Consultant Service Agreement (CSA) for additional grant administration services for CARES Act funding from **GUARDIAN CRM, INC.**

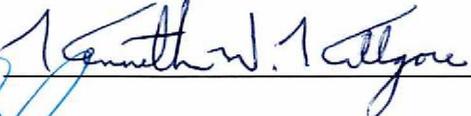
Background: On April 2, 2020, the City of Sebastian received additional Community Development Block Grant (CDBG) funding in the amount of \$74,778, authorized by the Coronavirus Aid, Relief and Economic Security Act (CARES Act), Public Law 116-136.

The City of Sebastian Community Development Department will present an amendment to the FY 2019/2020 Annual Action Plan to the City in the near future identifying the first programmatic year specific objectives and outcomes for supplemental funding under the CARES act CDBG funding (CDBG-CV). The supplemental funding will be incorporated into the existing housing rehabilitation program as an extension of assistance to homeowners meeting the outlined needs criteria. The City did not receive an amount that could really make an impact independently so it was decided to include this funding into the existing program to make a greater impact especially during this time of economic need.

The services provided will be the same list of services in the CDBG Administration Services Agreement (RFP 19-12). CDBG federal guidelines require that administration services do not exceed 20% of the allocated amount. The CSA up for approval will be a Change Order to include this additional cost. Consultant will still be required to submit detailed invoicing to show amount of hours used to provide services to the City based on the hourly rates submitted in response to RFP 19-12.

If Agenda Item Requires Expenditure of Funds:

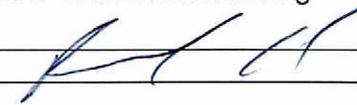
Proposed Project Expense: **\$14,955.00**
Amount Budgeted in Current FY: **\$14,955.00**
Fund to Be Utilized for Appropriation: **CARES Act**

Administrative Services Department Review: 

City Attorney Review: 

Attachments:

- 1. CSA – Guardian CRM, Inc.
- 2. Award Letter of CDBG CARES Act funding

City Manager Authorization: 
Date: 7/15/2020

**CITY OF SEBASTIAN, FLORIDA
WORK AUTHORIZATION FORM
CONSULTANT SERVICE AGREEMENT (CSA)**

Guardian Community Resource Management (CRM) Inc.
15000 Citrus Country Drive, Suite 331
Dade City, FL 22523

Work Authorization No: CSA - #1

Project Title: CDBG Administration CARES Funding

IT IS AGREED to undertake the following work in accordance with the provisions of the Guardian CRM Inc., Master Agreement entitled CDBG Administration Services Dated January 9, 2020.

Description of Assignment:

Guardian CRM Inc. will provide CDBG administration services for the CARES Act funding. The work/project will include:

1. **Contract Administration**
CDBG Contract Administration including full grant compliance of the CDBG CARES Act funding using the same list of services in the base contract for regular CDBG grant administration.
2. **Vendor's Responsibility**
To provide the services as outlined in the agreement for CDBG administration.

Description	Estimated Hours
4.1	
4.2	

5. Pricing

Description	Quantity	Contracted Unit Price	TOTALS
Contract Administration	1	\$14,955	\$14,955

6. Deliverables Provided to the City (surveys, plans, etc.)

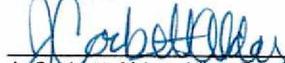
Description	Quantity
a. Same as outlined in the agreement.	
b.	
c.	

Basic of Compensation/Period of Services:

The above referenced description for CSA # will be performed for a flat fee in the amount of \$15,281.

AGREED:

VENDOR:


J. Corbett Alday, Vice President
Guardian CRM Inc.

Date: 7-15-20

CITY OF SEBASTIAN:

Paul E. Carlisle
City Manager

Date: _____

Attest:

Approved as to Form and Content for Reliance
by the City of Sebastian only:

Jeanette Williams, MMC, City Clerk

Manny Añón Jr., Esq., City Attorney



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

ASSISTANT SECRETARY FOR
COMMUNITY PLANNING AND DEVELOPMENT

April 2, 2020

The Honorable Jim Hill
Mayor of Sebastian City
1225 Main Street
Sebastian, FL 32958

Dear Mayor Hill:

I am pleased to inform you of a special allocation to your jurisdiction of Community Development Block Grant funds to be used to prevent, prepare for, and respond to the coronavirus (COVID-19). This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed by President Trump on March 27, 2020, to respond to the growing effects of this historic public health crisis.

The CARES Act made available \$5 billion in Community Development Block Grant Coronavirus (CDBG-CV) funds. Of this amount, the Department is immediately allocating \$2 billion based on the fiscal year 2020 CDBG formula. The remaining \$3 billion shall be allocated based on needs using best available data, in the following tranches: \$1 billion shall be allocated to States and insular areas within 45 days of enactment of the CARES Act, and \$2 billion shall be distributed to states and local governments at the discretion of the Secretary. Up to \$10 million will be set aside for technical assistance. Given the immediate needs faced by our communities, the Department has announced the first allocation of funds. Your jurisdiction's allocation is \$74,778.

The CARES Act adds additional flexibility for both the CDBG-CV grant and, in some cases, for the annual FY2020 CDBG grants in these unprecedented times. The public comment period is reduced to not less than 5 days, grantees may use virtual public hearings when necessary for public health reasons, the public services cap is suspended during the emergency, and States and local governments may reimburse costs of eligible activities incurred for pandemic response regardless of the date.

In addition, the CARES Act authorizes the Secretary to grant waivers and alternative requirements of statutes and regulations the Secretary administers in connection with the use of CDBG-CV funds and fiscal year 2019 and 2020 CDBG funds (except for requirements related to fair housing, nondiscrimination, labor standards, and the environment). Waivers and alternative requirements can be granted when necessary to expedite and facilitate the use of funds to prevent, prepare for, and respond to coronavirus.

The Department is developing a notice that will further describe the CARES Act's provisions, a Quick Guide to the CARES Act flexibilities and other provisions, and other resources to enable swift implementation of CDBG-CV grants. As these become available, they will be

posted on HUD's website and distributed to grantees. The Department will also support grantees with technical assistance.

As you develop your plan for the use of these grant funds, we encourage you to consider approaches that prioritize the unique needs of low- and moderate-income persons and the development of partnerships between all levels of government and the private for-profit and non-profit sectors. You should coordinate with state and local health authorities before undertaking any activity to support state or local pandemic response. CDBG-CV grants will be subject to oversight, reporting, and requirements that each grantee have adequate procedures to prevent the duplication of benefits. HUD will provide guidance and technical assistance on DOB and regarding prevention of fraud, waste, and abuse and documenting the impact of this program for beneficiaries.

The Office of Community Planning and Development (CPD) is looking forward to working with you to successfully meet the urgent and complex challenges faced by our communities. If you or any member of your staff has questions, please contact your local CPD Field Office Director or CPDQuestionsAnswered@hud.gov.

Sincerely,

A handwritten signature in black ink, appearing to read 'John Gibbs', is positioned above the typed name.

John Gibbs
Acting Assistant Secretary
for Community Planning and Development
U.S. Department of Housing and Urban Development



CITY COUNCIL AGENDA TRANSMITTAL

COUNCIL MEETING DATE: July 22, 2020

AGENDA ITEM TITLE: 94th Annual FLC Business Meeting
August 13-14, 2020 – Zoom

RECOMMENDATION: Appoint Voting Delegate to Attend Annual Business Meeting at Conference via Zoom - August 14 at 2:00 p.m.

BACKGROUND: The Florida League of Cities has cancelled their usual annual conference but will still hold their annual business meeting via Zoom.

Each municipality appoints one voting delegate for the election of league leadership and the adoption of resolutions at the annual business meeting.

Each year, City Council nominates one of their members to represent Sebastian at this meeting.

ATTACHMENTS: FLC Information

City Clerk: J. Williams
Date: 7-15-2020

Voting Delegate Information/Reminder to Designate a Delegate

The Florida League of Cities will host the 2020 Virtual Annual Business meeting **Friday, August 14, 2020 at 2:00 p.m.** The meeting will be remote access only via Zoom. If voting delegates need to cast their vote by means other than a voice vote, each delegate will be provided with a link and login credentials to vote using Association Voting software.

Voting delegates will receive a link with log-in credentials for their city and further instructions the week of the meeting.

To prepare for this meeting, we encourage you to:

- Use a computer with a built-in camera and microphone. This will allow members to be seen and heard during the meeting.
- Use a headset with microphone for optimal sound and speech quality
- Have a high speed internet connection
- Download and install the latest version of Zoom Version 5.1.0 (27830.0612) <https://zoom.us/download>
- Prior to the meeting, run a test Zoom meeting using this link <https://zoom.us/test>. This will ensure you have the minimum requirements to participate in Zoom meetings.

It is important that each municipality designate one official to be the voting delegate for the FLC Business Meeting. Election of League leadership and adoption of resolutions are undertaken during the business Session.

If your city has not chosen a delegate, please see the attached form. Voting delegate forms (or any changes to the voting delegate) must be received by the League no later than **August 7, 2020**.

If you have any questions regarding voting delegates, please contact Eryn Russell at erussell@flcities.com.

94th FLC Annual Conference – Business Meetings
Florida League of Cities, Inc.
August 14, 2020

It is important that each member municipality designate one of their officials to cast their votes at the Annual Business Session. League By-Laws require that each municipality select one person to serve as the municipalities voting delegate. *Municipalities do not need to adopt a resolution to designate a voting delegate.*

Please fill out this form and return it to the League office so that your voting delegate may be properly identified. The chosen delegate will receive an email with further electronic voting instructions closer to conference. For this reason, it is important that we have the correct email on file for the voting delegate. If the delegate changes, please notify us no later than August 7, 2020.

Designation of Voting Delegate

Name of Voting Delegate: _____

Title: _____

Municipality of: Sebastian _____

Email of Delegate: _____

AUTHORIZED BY: Sebastian City Council at their July 22, 2020
City Council Meeting.

Name

Title

Return this form to:

Eryn Russell
Florida League of Cities, Inc.
Fax: (850) 222-3806
Email: erussell@flcities.com