



A G E N D A

**SPECIAL MEETING OF THE STUART CITY COMMISSION
COMMUNITY REDEVELOPMENT AGENCY AND
COMMUNITY REDEVELOPMENT BOARD**

**TO BE HELD October 28, 2019
AT 4:30 PM Commission Chambers
121 SW FLAGLER AVE.
STUART, FLORIDA 34994**

CITY COMMISSION

**Mayor Rebecca S. Bruner
Vice Mayor Eula R. Clarke
Commissioner Kelli Glass Leighton
Commissioner Merritt Matheson
Commissioner Mike Meier**

COMMUNITY REDEVELOPMENT AGENCY

**Chairperson - Rebecca S. Bruner
Vice Chairperson - Eula R. Clarke
Board Member - Kelli Glass Leighton
Board Member - Merritt Matheson
Board Member - Mike Meier
Ex Officio Board Member - Nathan Ritchey
Ex Officio Board Member - Pete Walson**

COMMUNITY REDEVELOPMENT BOARD

**Chairman - Chris Lewis
Vice Chairman - Frank Wacha
Board Member - Faye James
Board Member - Tom Campenni
Board Member - Pete Walson
Board Member - Cristina Maldonado
Board Member - Nathan Ritchey**

ADMINISTRATION

**City Manager, David Dyess
City Attorney, Michael Mortell
City Clerk, Mary R. Kindel
Development Director, Kevin Freeman**

Agenda items are available on our website at <http://www.cityofstuart.us>
Phone: (772) 288-5306 . Fax: (772) 288-5305 . E-mail: mkindel@ci.stuart.fl.us

In compliance with the Americans with Disabilities Act (ADA), anyone who needs a special accommodation to attend this meeting should contact the City's ADA coordinator at 772-288-5306 at least 48 hours in advance of the meeting, excluding Saturday and Sunday.

If a person decides to appeal any decision made by the Board with respect to any matter considered at this meeting, he will need a record of the proceeding, and that for such purpose he 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 based.

(RC) next to an item denotes there is a City Code requirement for a Roll Call vote.

(QJ) next to an item denotes that it is a quasi-judicial matter or public hearing.

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

COMMUNITY REDEVELOPMENT AGENCY

1. APPROVAL OF 9/23/2019 CRA MINUTES (RC)

2. DOWNTOWN ARTS AND ENTERTAINMENT DISTRICT:

RESOLUTION No. 10-2019 CRA; A RESOLUTION OF THE BOARD OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF STUART, FLORIDA AUTHORIZE THE CREATION OF DOWNTOWN ARTS AND ENTERTAINMENT DISTRICT WITHIN THE CITY OF STUART; TO DESIGNATE A NAME FOR THE ARTS AND ENTERTAINMENT DISTRICT; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

CITY COMMISSION

3. DOWNTOWN ARTS AND ENTERTAINMENT DISTRICT:

RESOLUTION No. 94-2019; A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF STUART, FLORIDA AUTHORIZE THE CREATION OF DOWNTOWN ARTS AND ENTERTAINMENT DISTRICT WITHIN THE CITY OF STUART; TO DESIGNATE A NAME FOR THE ARTS AND ENTERTAINMENT DISTRICT; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

4. LICENSE AGREEMENT FOR VALET PARKING SERVICES PILOT PROGRAM (RC):

RESOLUTION No. 101-2018; A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF STUART, FLORIDA TO AUTHORIZING THE EXECUTION OF A LICENSE AGREEMENT BETWEEN THE CITY OF STUART AND THE PARKING SOLUTION TO UTILIZE THE PARKING LOT LOCATED BEHIND THE ANNEX BUILDING AND CITY HALL PARKING LOT FOR THE PURPOSE OF OPERATING A DOWNTOWN VALET PARKING SERVICES PILOT PROGRAM.

5. PROPOSED ON-STREET PARKING CHANGE ON AKRON AVE (RC):

RESOLUTION No. 77-2019; A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF STUART, FLORIDA DEDICATING ON-STREET PARKING ON THE EAST SIDE OF SW AKRON AVENUE FROM SW OCEAN BLVD TO SW 5TH STREET; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

COMMUNITY REDEVELOPMENT BOARD

6. APPROVAL OF 4/22/2019 JOINT CRA/CRB/CCM MINUTES. (ALL BOARDS MAY APPROVE)
(RC)

ADJOURNMENT

**CITY OF STUART, FLORIDA
AGENDA ITEM REQUEST
Joint CCM/CRA/CRB**

Meeting Date: 10/28/2019

Prepared by: Mary Kindel, City Clerk

Title of Item:

APPROVAL OF 9/23/2019 CRA MINUTES (RC)

Summary Explanation/Background Information on Agenda Request:

N/A

Funding Source:

N/A

Recommended Action:

Approve Minutes

ATTACHMENTS:

	Description	Upload Date	Type
▢	9/23/2019 CRA Minutes	10/22/2019	Attachment

**MINUTES
STUART COMMUNITY REDEVELOPMENT AGENCY
HELD September 23, 2019
AT 4:30 PM Commission Chambers
121 SW FLAGLER AVE.
STUART, FLORIDA 34994**

COMMUNITY REDEVELOPMENT AGENCY

Chairperson - Rebecca S. Bruner

Vice Chairperson - Eula R. Clarke

Board Member - Kelli Glass Leighton

Board Member - Merritt Matheson

Board Member - Mike Meier

Ex Officio Board Member - Nathan Ritchey (ABSENT)

Ex Officio Board Member - Pete Walson

ADMINISTRATIVE

City Manager, David Dyess

CRA Administrator, Pinal Gandhi-Savdas

City Attorney, Michael J. Mortell

City Clerk, Mary R. Kindel

4:37 PM ROLL CALL

Chairperson Bruner, Vice Chairperson Clarke, Board Member Glass Leighton, Board Member Matheson, Board Member Meier, Ex Officio Board Member Walson

Absent: Ex Officio Board Member Ritchey

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

1. APPROVAL OF 06/24/2019 AND 08/26/2019 CRA MINUTES



4:37 PM Motion: Move approval of the Minutes.

Motion by: Board Member Glass Leighton

Seconded by: Board Member Matheson

Motion passed unanimously.

COMMENTS FROM THE PUBLIC (5 min. max)

COMMENTS FROM THE BOARD MEMBERS

Board Member Matheson

- Commented that he attended the presentation given by Pinal Ghandi-Savdas at the East 10th Street Community Center last week that involved CRA funding. There will be a second presentation in the future but commented on the overwhelming desire from that community for an enclosed gym area.

PRESENTATION/DISCUSSION

2. PRESENTATION REGARDING A PROPOSED ARTS AND ENTERTAINMENT DISTRICT.

CRA Administrator, Pinal Ghandi-Savdas introduced Mr. Neil Capozzi, Martin County Arts Council Chair who presented the arts district proposal, introducing the name chosen as The Creek, Where Creativity Flows.

Brief discussions between the Board and City Attorney Mortell included events, future use, and zoning.

COMMUNITY REDEVELOPMENT AGENCY

 4:54 PM ADJOURNMENT

Mary R. Kindel, Secretary

Rebecca S. Bruner, Chair

Minutes to be approved at the CRA Meeting
Meeting this 28th day October, 2019.

CITY OF STUART, FLORIDA AGENDA ITEM REQUEST Joint CCM/CRA/CRB

Meeting Date: 10/28/2019

Prepared by: Pinal Gandhi-Savdas

Title of Item:

DOWNTOWN ARTS AND ENTERTAINMENT DISTRICT:

RESOLUTION No. 10-2019 CRA; A RESOLUTION OF THE BOARD OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF STUART, FLORIDA AUTHORIZE THE CREATION OF DOWNTOWN ARTS AND ENTERTAINMENT DISTRICT WITHIN THE CITY OF STUART; TO DESIGNATE A NAME FOR THE ARTS AND ENTERTAINMENT DISTRICT; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

Summary Explanation/Background Information on Agenda Request:

The Community Redevelopment Agency has been working with The Arts Council of Martin County for designation of the Downtown Arts & Entertainment District within the City limits. The Arts & Entertainment District is an extension of the existing Downtown Historic District and will cover approximately 208 parcels within the CRA. Attached for review, is a map delineating the proposed Downtown Arts & Entertainment District.

The purpose of the Arts & Entertainment District is to facilitate creation of an arts destination, sustain established arts and cultural uses and promote new arts and cultural uses in the neighborhood. The Arts & Entertainment District is conceived as the location of art galleries and art studios forming the core of an arts and entertainment district. A complementary mix of shops, restaurants and entertainment venues will support these uses. These elements are expected to generate interest in downtown Stuart and attract arts and cultural events.

The 2002 CRA Plan which was formed from the "2001 CRA Planning Charette" indicated community's desire to create an Arts District in this geographic area because of the proximity to the downtown area, and many small art studios in this area suggested that this area might be a natural focus for this type of activity but the designation was never formalized (see attached excerpts from the 2002 CRA Master Plan).

Over the last two years, a group of entrepreneurs at 901 Hub on Johnson Ave., in conjunction with the Arts Council of Martin county, have expanded efforts to create an official Arts & Entertainment District for the City of Stuart, call "The Creek." At ArtsFest 2019 (Feb 2019), information was shared and the public was encouraged to attend a series of workshops to generate ideas for the district, including a name. These workshops, hosted by 901 Hub, were well attended by community residents, attracting over 100 people at meetings, and 130 via an online survey about the name. The audience at the naming workshop meeting was very diverse in age, gender affiliation, political viewpoints, and backgrounds. Businesses in the district as well as representatives from the Economic Council of Martin County, the Arts Council of Martin County, and the Martin County Tourist Development Council have met under a variety of circumstances to dialogue about the next steps. As an example, an Arts Council invited task force who that gave direction to priorities for designating the geographic boundaries while another group which include experts from the Tourism Office met to finalize the name. The business coalition is moving forward to organize and guide future decisions affecting the district and have distributed information to the businesses in the district.

Last fall the Soul Arts Society planned and executed a art work event, artFind, which was successful (attendance about 100) and they are planning to host their second event on December 6, 2019. This indicates that the area, which already has about a dozen arts-and entertainment-related businesses including Terra Fermata, Note Music and Wine Bar, Stuart Art Supply, the Kling Gallery and The Gilt Complex, to name a few, is poised to take the next step as a formally designated and recognized arts and entertainment district. A Facebook page has been created and the first in a series of promotions, "Creek Walk" will begin on November 1st tying into the City's Parking Day event at 555 Colorado.

The Arts Council is requesting to include the entire Arts & Entertainment District on the Mural Project Area

Boundary Map for businesses to be eligible for the Mural Matching Grant Program. Currently, only a portion of the Arts & Entertainment District is included on the map. The program was limited to parcels (non-residential and mixed-use buildings or structures) within the Urban Code District and East Stuart Code District. It did not include parcels within the 2015 Expansion Area of the CRA. Staff will need to amend the map to include the entire Arts and Entertainment District to qualify for the program.

A notice was sent to all the property and business owners within the proposed Arts & Entertainment District informing of the public hearing to consider the designation of the district.

Funding Source:

N/A

Recommended Action:

Two separate actions required:

CRB - Recommend to the Community Redevelopment Agency to approve Resolution No. 10-2019 for the proposed Arts & Entertainment District.

CRA Board - Motion to approve Resolution No. 10-2019.

ATTACHMENTS:

Description	Upload Date	Type
▣ Resolution No. 10-2019 and Exhibits	10/16/2019	Resolution add to Y drive
▣ Excerpt from the 2002 CRA Plan	10/15/2019	Backup Material
▣ Mural Matching Grant Program Area Map	10/16/2019	Backup Material



BEFORE THE CITY COMMISSION
CITY OF STUART, FLORIDA

RESOLUTION No. 10-2019 CRA

A RESOLUTION OF THE BOARD OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF STUART, FLORIDA AUTHORIZE THE CREATION OF DOWNTOWN ARTS AND ENTERTAINMENT DISTRICT WITHIN THE CITY OF STUART; TO DESIGNATE A NAME FOR THE ARTS AND ENTERTAINMENT DISTRICT; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

* * * * *

WHEREAS, the Community Redevelopment Agency has been engaged with The Arts Council of Martin County for designation of the Downtown Arts & Entertainment District (the “District”) within certain boundaries shown on the map attached as “Exhibit 1”; and

WHEREAS, the stakeholders have requested that the City of Stuart designate the name “The Creek” as the official Downtown Arts and Entertainment District; and

WHEREAS, the Community Redevelopment Agency is interested in creating an arts destination and promote new arts, cultural and tourism opportunities; and

WHEREAS, the District will serve as the location of art galleries and art studios forming the core of an arts and entertainment district; and

WHEREAS, a complimentary mix of shops, restaurants and entertainment venues will support these uses; and

Resolution No. 10-2019 CRA
Downtown Arts & Entertainment District Designation

WHEREAS, in 2002, the City held a charette and the community indicated a desire to create an Arts District in this geographic area; and

WHEREAS, these elements are expected to generate interest in downtown Stuart and attract arts and cultural events.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF STUART, FLORIDA that:

SECTION 1: The City hereby designates the Arts and Entertainment District as “The Creek”, and

SECTION 2: The geographic boundaries of the Arts and Entertainment District shall be as depicted on the attached map titled “Downtown Arts & Entertainment District - Exhibit 1”; and

SECTION 3: The Community Redevelopment Agency fully approves and supports the designation of the District; and

SECTION 4: This resolution shall take effect upon adoption.

Board Member _____ offered the foregoing resolution and moved its adoption. The motion was seconded by Board Member _____ and upon being put to a roll call vote, the vote was as follows: vote was as follows:

REBECCA S. BRUNER, CHAIR
EULA R. CLARKE, VICE CHAIR
MERRITT MATHESON, BOARD MEMBER
MIKE MEIER, BOARD MEMBER
KELLI GLASS LEIGHTON, BOARD MEMBER
PETE WALSON, EX-OFFICIO BOARD MEMBER
NATHAN RITCHEY, EX-OFFICIO BOARD MEMBER

YES	NO	ABSENT

ADOPTED this _____ day of _____, 2019.

Resolution No. 10-2019 CRA
Downtown Arts & Entertainment District Designation

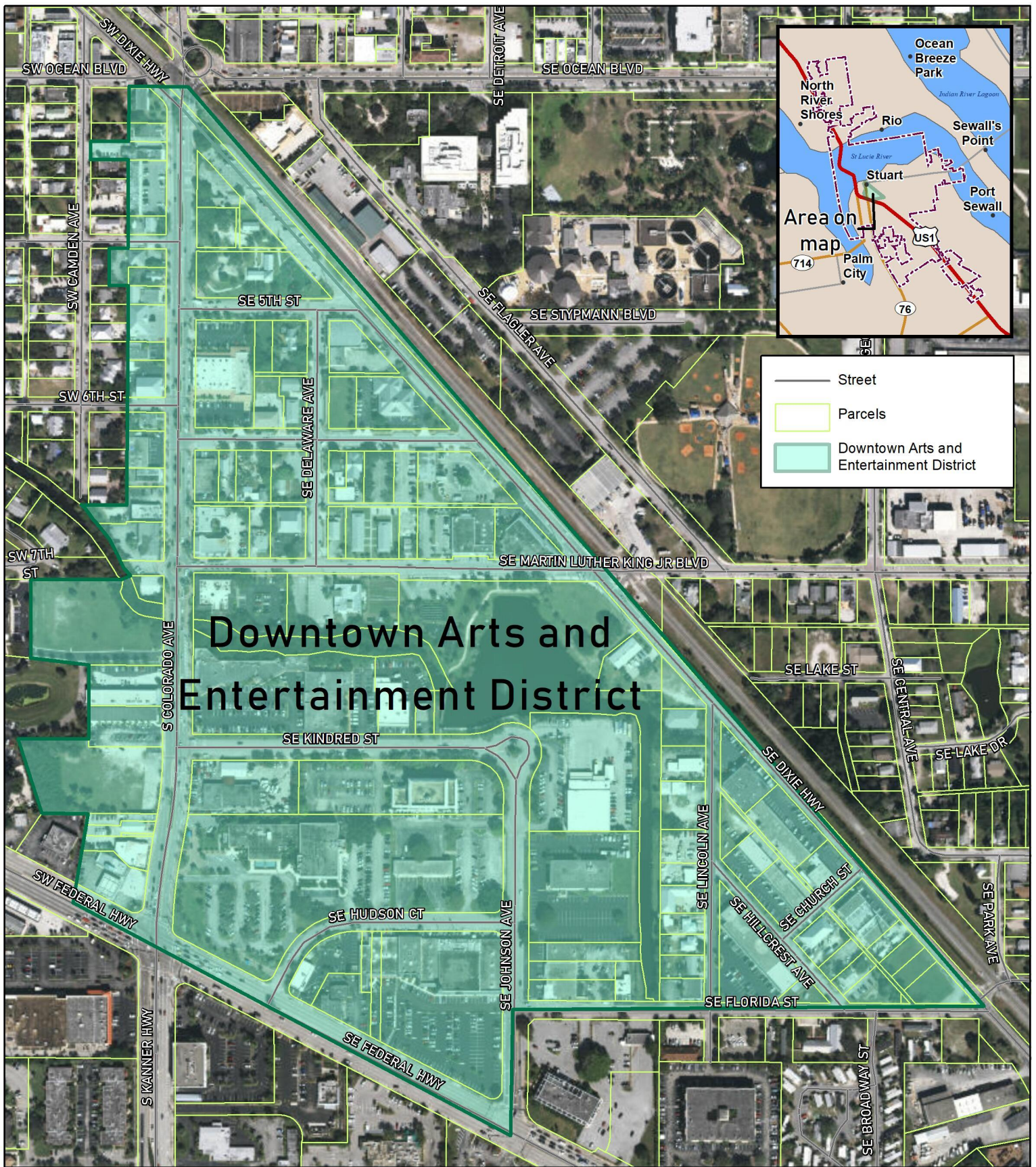
ATTEST:

MARY R. KINDEL
CITY CLERK

REBECCA S. BRUNER
BOARD CHAIR

APPROVED AS TO FORM
AND CORRECTNESS:

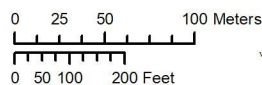
MICHAEL MORTELL
CITY ATTORNEY



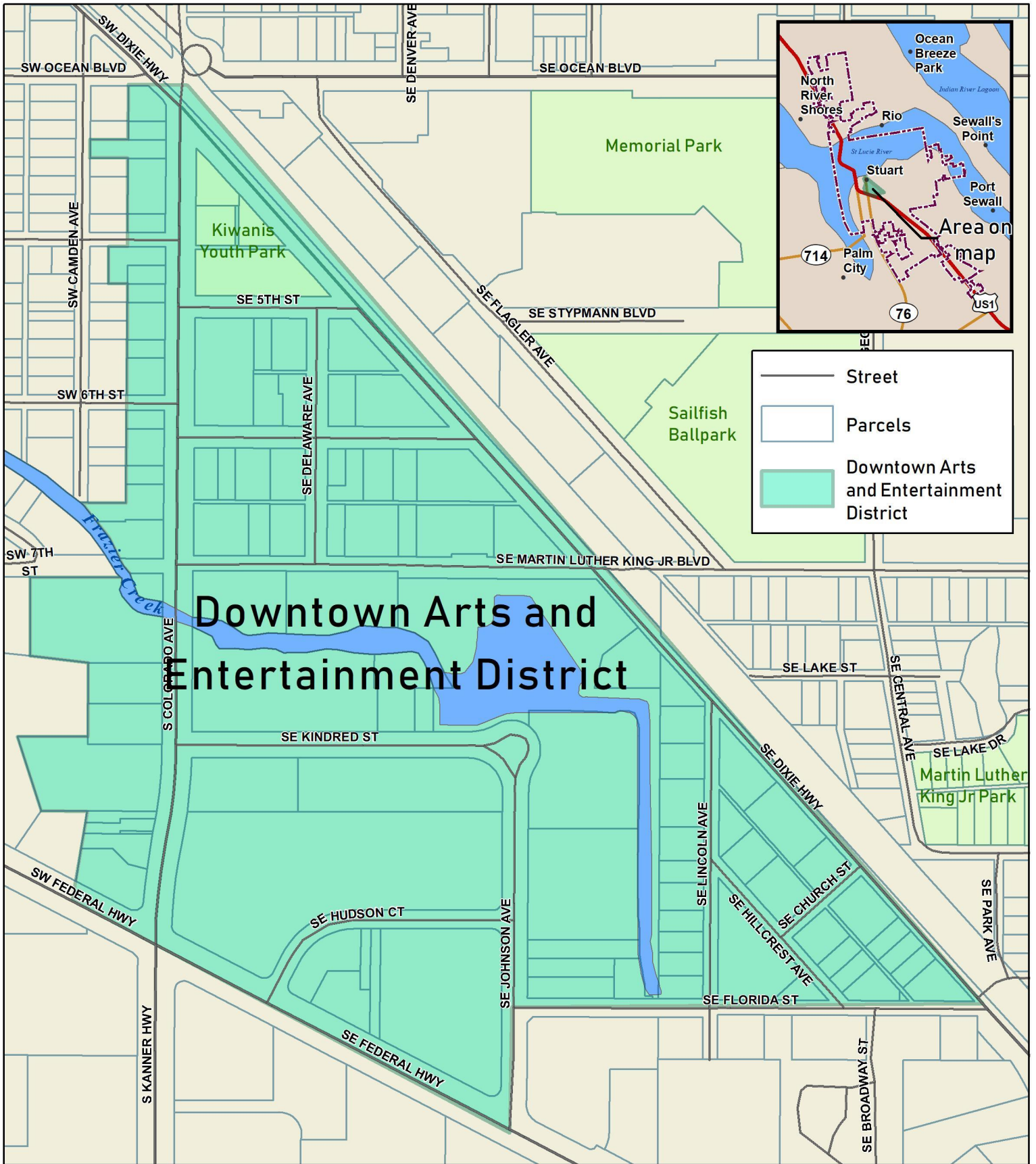
Downtown Arts and Entertainment District



Downtown Arts and Entertainment District - Exhibit 1



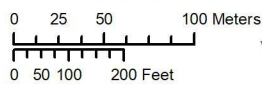
Proposed Arts and Entertainment has been created by the City of Stuart Development Department as well as the Arts Council of Martin County. Aerial Imagery source is ESRI, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, AeroGRID, IGN, and the GIS Users Community. This map is a conceptual planning tool only.



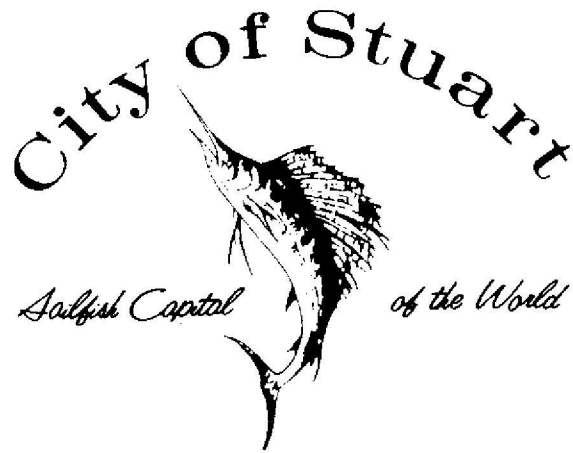
— Street
 □ Parcels
 ■ Downtown Arts and Entertainment District



Downtown Arts and Entertainment District -Exhibit 1



Proposed Arts and Entertainment has been created by the City of Stuart Development Department as well as the Arts and Entertainment Commission. This map is a conceptual planning tool only.



BEFORE THE COMMUNITY REDEVELOPMENT AGENCY
CITY OF STUART, FLORIDA

RESOLUTION NUMBER 16-02 CRA

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF STUART, FLORIDA APPROVING AND ADOPTING AMENDMENTS TO THE CRA REDEVELOPMENT PLAN PURSUANT TO THE "2001 CRA PLANNING CHARRETTE."; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

* * * *

BE IT RESOLVED BY THE STUART COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF STUART, FLORIDA that:

SECTION 1: The Stuart Community Redevelopment Agency of the City of Stuart, Florida hereby approving and adopting amendments to the CRA Redevelopment Plan pursuant to the "2001 CRA Planning Charrette."

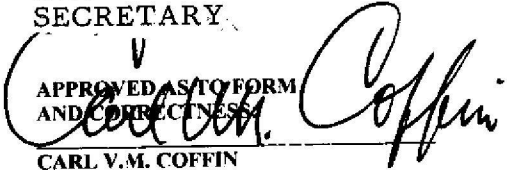
SECTION 2: This resolution shall take effect upon adoption.

PASSED AND ADOPTED this 12th day of August 2002.

ATTEST:


DIANNE M. O'DONNELL
SECRETARY


CHARLES S. FOSTER
CHAIRPERSON


APPROVED AS TO FORM
AND CORRECTNESS

CARL V.M. COFFIN
CITY ATTORNEY



BEFORE THE CITY COMMISSION
CITY OF STUART, FLORIDA

RESOLUTION NUMBER 138 - 02

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF STUART, FLORIDA
APPROVING AND ADOPTING AMENDMENTS TO THE CRA REDEVELOPMENT
PLAN PURSUANT TO THE "2001 CRA PLANNING CHARRETTE."; PROVIDING
FOR AN EFFECTIVE DATE.

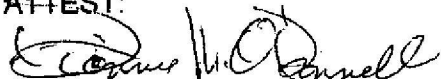
BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF STUART, FLORIDA
that:

SECTION 1: The City Commission of the City of Stuart, Florida hereby approves and adopts
amendments to the CRA Redevelopment Plan pursuant to the "2001 CRA Planning Charrette "

SECTION 2: This resolution shall take effect upon adoption.

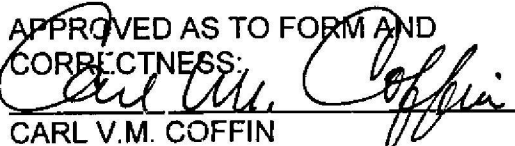
PASSED AND ADOPTED this 12th day of August, 2002.

ATTEST:


DIANNE M. O'DONNELL
CITY CLERK


CHARLES S. FOSTER
MAYOR

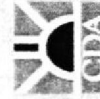
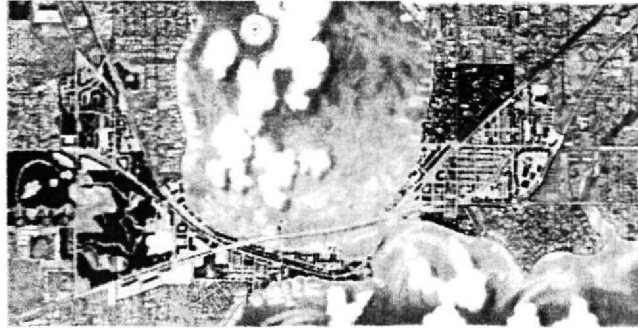
APPROVED AS TO FORM AND
CORRECTNESS:


CARL V.M. COFFIN
CITY ATTORNEY

COMMUNITY REDEVELOPMENT PLAN CITY OF STUART, FLORIDA

MASTER PLAN FOR THE FUTURE OF STUART

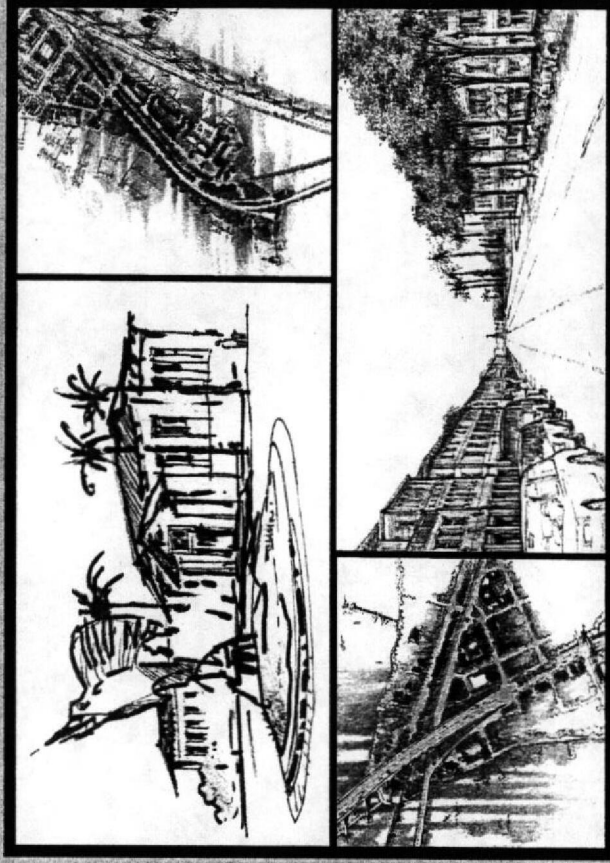
Adopted August 12, 2002



CIVIC DESIGN ASSOCIATES



The City of Stuart, Florida Community Redevelopment Plan



*Revisions and Amendment Approved by
CRA Board of Commission Adopted Resolution # 16-02 on August 12, 2002*

and City Commission Adopted Resolution # 138-02 on August 12, 2002

**City of Stuart City Commission and
Community Redevelopment Agency**

Charles S. Foster, Mayor / Chair
Karl J. Krueger, Jr., Vice-Mayor / Vice-Chair
Jeffrey A. Krauskopf, Commissioner
Michael J. Mortell, Commissioner
Gene C. Rifkin, Commissioner

City of Stuart Administration

David Collier, City Manager
Carl V. M. Coffin, City Attorney
William F. Underwood, II, Director of Administrative Services
Monica Graziani, City Development Director
Kim DeLaney, City Planner

**Community Redevelopment Board (CRB)
(Advisory Board)**

Nancy Hemphill, Chair
Mike Pescitelli, Vice-Chair
Bob Flagg
Arlene Green
Robert Skidmore, Sr.
Frank Wachua, Jr.
Meg Whitmer

Local Planning Agency

Gary Kelly, Chair
Dr. Edward Geary, Vice-Chair
Ted Astolfi
Michael Herbach
Alison Kip Kennedy
William Mathers
Rodger Osborne (non-voting member)
Ralph Parks

MLK, Jr. Boulevard Extension

There was considerable discussion during the public charrette of a possible extension of Martin Luther King, Jr. Boulevard across Frazier Creek to tie into US 1. While this would create greater vehicular and pedestrian interconnectivity, the Frazier Crescent neighborhood is still in the process of transitioning into a mixed-use neighborhood. The recommendation at this time is to not propose a connection but continue to evaluate the connection as redevelopment unfolds.

US 1 Highway Corridor

The US 1 corridor poses one of the greatest challenges of this redevelopment plan. Having been widened into a modern thoroughfare, the current six-lane configuration is out of scale with the surrounding areas. Traffic speeds are considerably higher than are encountered elsewhere in the study area, and the roadway carries extremely high volumes of commuter traffic in the AM and PM rush hours. Recently, the old drawbridge connection was abandoned in favor of an elevated viaduct that leaves the ground just north of Second Street, rising over the Street Lucie River and traversing the eastern shoreline of the North Point area before returning to grade at NW Wright Boulevard. The elevated portion is an imposing sight that dominates the view from many parts of Stuart.

In the southern part of the study area, development along either side of US 1 varies from one to four-story commercial office buildings that are still commercially viable to older and less intensive uses that will likely be redevelopment candidates in the future.

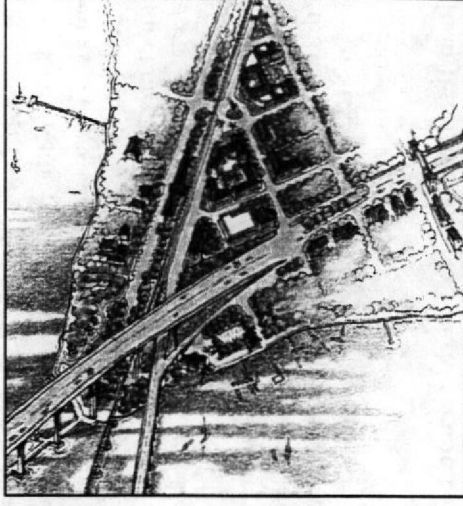
US 1 will remain a busy highway, and the proposed Urban Highway sub-district allows for the continuation of this type of highway-related commercial development.

The Arts District

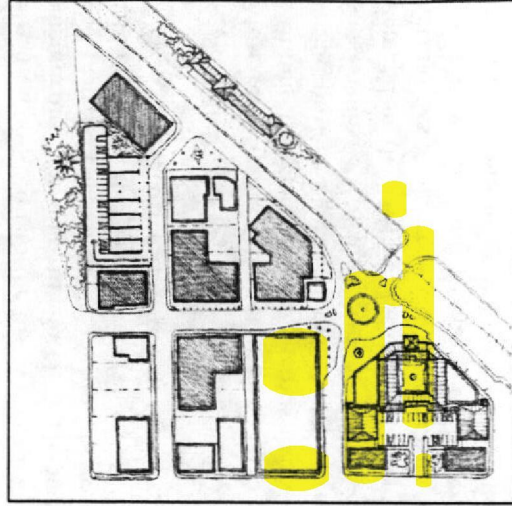
The triangular area bounded by Colorado Avenue on the west, Martin Luther King, Jr. Boulevard on the south, and Old Dixie Highway on the northeast is proposed as a live/work arts and crafts district. The proximity to the downtown area, the existing industrial character, and the many small art studios in the City of Stuart suggest that this area might be a natural focus for this type of activity. This area is depicted in Figure 4.17.

Several live/work building types are recommended for this district (Figure 4.18.) All three demonstrate the variations and flexibility possible with a principal building and a separate outbuilding located on the rear of the property. The first is a typical business start-up situation, where the living quarters are located

These images are for illustrative purposes only.



Potssdam Area Figure 4.16



Potssdam Area Figure 4.16 A

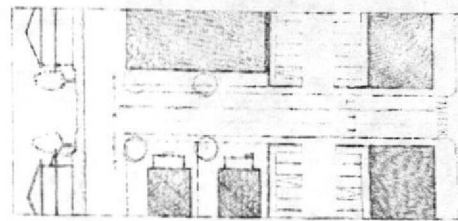
These images are for illustrative purposes only.

in the front, and the work area is located in the rear. The second is more suited to a well-established business and would have the living unit located in the rear. The third type is a combination unit that has the work area located on the ground floor of the principal building with the residential unit located above. Alternatively, building types like this offer the possibility of accommodating a secondary living unit, or "granny flat," that mingles affordable housing units within the urban fabric while generating additional revenue for the property owners.

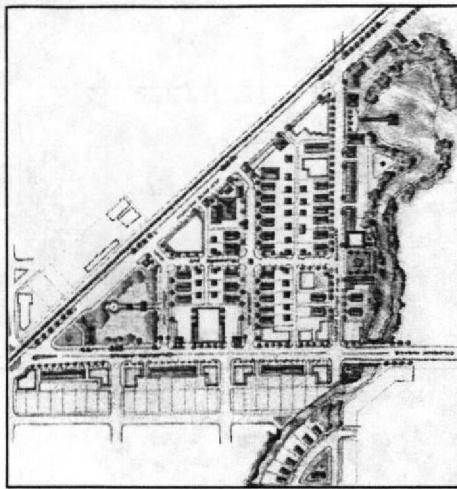
The general character of this area is illustrated in Figure 4.19. This axonometric view also shows the adjacent Frazier Creek area.

The North Point Area

The northern CRA expansion area includes a variety of different conditions, from existing residential neighborhoods to waterfront marine commercial to large tracts of undeveloped land. This area presents significant possibilities for transformation into a vibrant, mixed-use urban neighborhood. The plan for this area is shown in Figure 4.20.



Martin Luther King Boulevard Figure 4.17



District Live/Work Units Figure 4.18

These images are for illustrative purposes only.



CITY OF STUART, FLORIDA AGENDA ITEM REQUEST Joint CCM/CRA/CRB

Meeting Date: 10/28/2019

Prepared by: Pinal Gandhi-Savdas

Title of Item:

DOWNTOWN ARTS AND ENTERTAINMENT DISTRICT:

RESOLUTION No. 94-2019; A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF STUART, FLORIDA AUTHORIZE THE CREATION OF DOWNTOWN ARTS AND ENTERTAINMENT DISTRICT WITHIN THE CITY OF STUART; TO DESIGNATE A NAME FOR THE ARTS AND ENTERTAINMENT DISTRICT; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

Summary Explanation/Background Information on Agenda Request:

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The purpose of the Arts & Entertainment District is to facilitate creation of an arts destination, sustain established arts and cultural uses and promote new arts and cultural uses in the neighborhood. The Arts & Entertainment District is conceived as the location of art galleries and art studios forming the core of an arts and entertainment district. A complementary mix of shops, restaurants and entertainment venues will support these uses. These elements are expected to generate interest in downtown Stuart and attract arts and cultural events.

The 2002 CRA Plan which was formed from the "2001 CRA Planning Charette" indicated community's desire to create an Arts District in this geographic area because of the proximity to the downtown area, and many small art studios in this area suggested that this area might be a natural focus for this type of activity but the designation was never formalized (see attached excerpts from the 2002 CRA Master Plan).

Over the last two years, a group of entrepreneurs at 901 Hub on Johnson Ave., in conjunctions with the Arts Council of Martin county, have expanded efforts to create an official Arts & Entertainment District for the City of Stuart, call "The Creek." At ArtsFest 2019 (Feb 2019), information was shared and the public was encouraged to attend a series of workshops to generate ideas for the district, including a name. These workshops, hosted by 901 Hub, were well attended by community residents, attracting over 100 people at meetings, and 130 via an online survey about the name. The audience at the naming workshop meeting was very diverse in age, gender affiliation, political viewpoints, and backgrounds. Businesses in the district as well as representatives from the Economic Council of Martin County, the Arts Council of Martin County, and the Martin County Tourist Development Council have met under a variety of circumstances to dialogue about the next steps. As an example, an Arts Council invited task force who that gave direction to priorities for designating the geographic boundaries while another group which include experts from the Tourism Office met to finalize the name. The business coalition is moving forward to organize and guide future decisions affecting the district and have distributed information to the businesses in the district.

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1st tying into the City's Parking Day event at 555 Colorado.

The Arts Council is requesting to include the entire Arts & Entertainment District on the Mural Project Area Boundary Map for businesses to be eligible for the Mural Matching Grant Program. Currently, only a portion of the Arts & Entertainment District is included on the map. The program was limited to parcels (non-residential and mixed-use buildings or structures) within the Urban Code District and East Stuart Code District. It did not include parcels within the 2015 Expansion Area of the CRA. Staff will need to amend the map to include the entire Arts and Entertainment District to qualify for the program.

A notice was sent to all the property and business owners within the proposed Arts & Entertainment District informing of the public hearing to consider the designation of the district.

Funding Source:

N/A

Recommended Action:

Motion to approve Resolution No. 94-2019.

ATTACHMENTS:

Description	Upload Date	Type
▣ Resolution No. 94-2019 and Exhibits	10/16/2019	Resolution add to Y drive
▣ Excerpt from the 2002 CRA Plan	10/15/2019	Backup Material
▣ Mural Matching Grant Program Area Map	10/16/2019	Backup Material



**BEFORE THE CITY COMMISSION
CITY OF STUART, FLORIDA**

RESOLUTION No. 94-2019

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF STUART, FLORIDA AUTHORIZE THE CREATION OF DOWNTOWN ARTS AND ENTERTAINMENT DISTRICT WITHIN THE CITY OF STUART; TO DESIGNATE A NAME FOR THE ARTS AND ENTERTAINMENT DISTRICT; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

* * * * *

WHEREAS, the Community Redevelopment Agency has been engaged with The Arts Council of Martin County for designation of the Downtown Arts & Entertainment District (the “District”) within certain boundaries shown on the map attached as “Exhibit 1”; and

WHEREAS, the stakeholders have requested that the City of Stuart designate the name “The Creek” as the official Downtown Arts and Entertainment District; and

WHEREAS, the Community Redevelopment Agency is interested in creating an arts destination and promote new arts, cultural and tourism opportunities; and

WHEREAS, the District will serve as the location of art galleries and art studios forming the core of an arts and entertainment district; and

WHEREAS, a complimentary mix of shops, restaurants and entertainment venues will support these uses; and

WHEREAS, in 2002, the City held a charette and the community indicated a desire to create an Arts District in this geographic area; and

WHEREAS, these elements are expected to generate interest in downtown Stuart and attract arts and cultural events.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF STUART, FLORIDA that:

SECTION 1: The City hereby designates the Arts and Entertainment District as “The Creek”, and

SECTION 2: The geographic boundaries of the Arts and Entertainment District shall be as depicted on the attached map titled “Downtown Arts & Entertainment District - Exhibit 1”; and

SECTION 3: The City Commission fully approves and supports the designation of the District; and

SECTION 4: This resolution shall take effect upon adoption.

Commissioner _____ offered the foregoing resolution and moved its adoption. The motion was seconded by Commissioner _____ and upon being put to a roll call vote, the vote was as follows:

REBECCA S. BRUNER, MAYOR
EULA R. CLARKE, VICE MAYOR
KELLI GLASS LEIGHTON, COMMISSIONER
MERRITT MATHESON, COMMISSIONER
MIKE MEIER, COMMISSIONER

YES	NO	ABSENT	ABSTAIN

ADOPTED this _____ day of _____, 2019.

Resolution No. 94-2019
Arts & Entertainment Designation

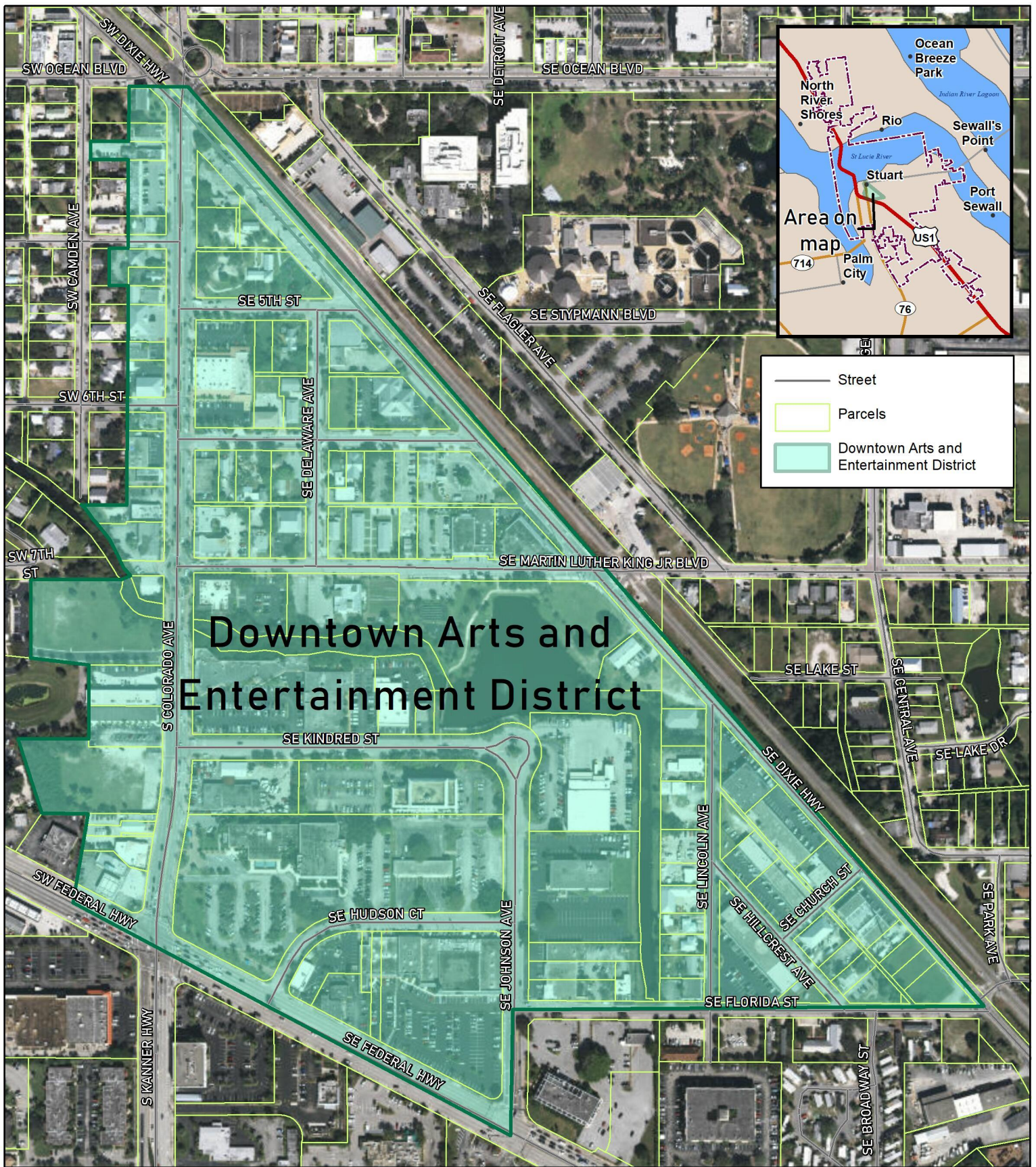
ATTEST:

MARY R. KINDEL
CITY CLERK

REBECCA S. BRUNER
MAYOR

APPROVED AS TO FORM
AND CORRECTNESS:

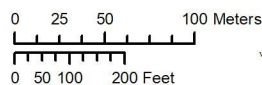
MICHAEL MORTELL
CITY ATTORNEY



Downtown Arts and Entertainment District

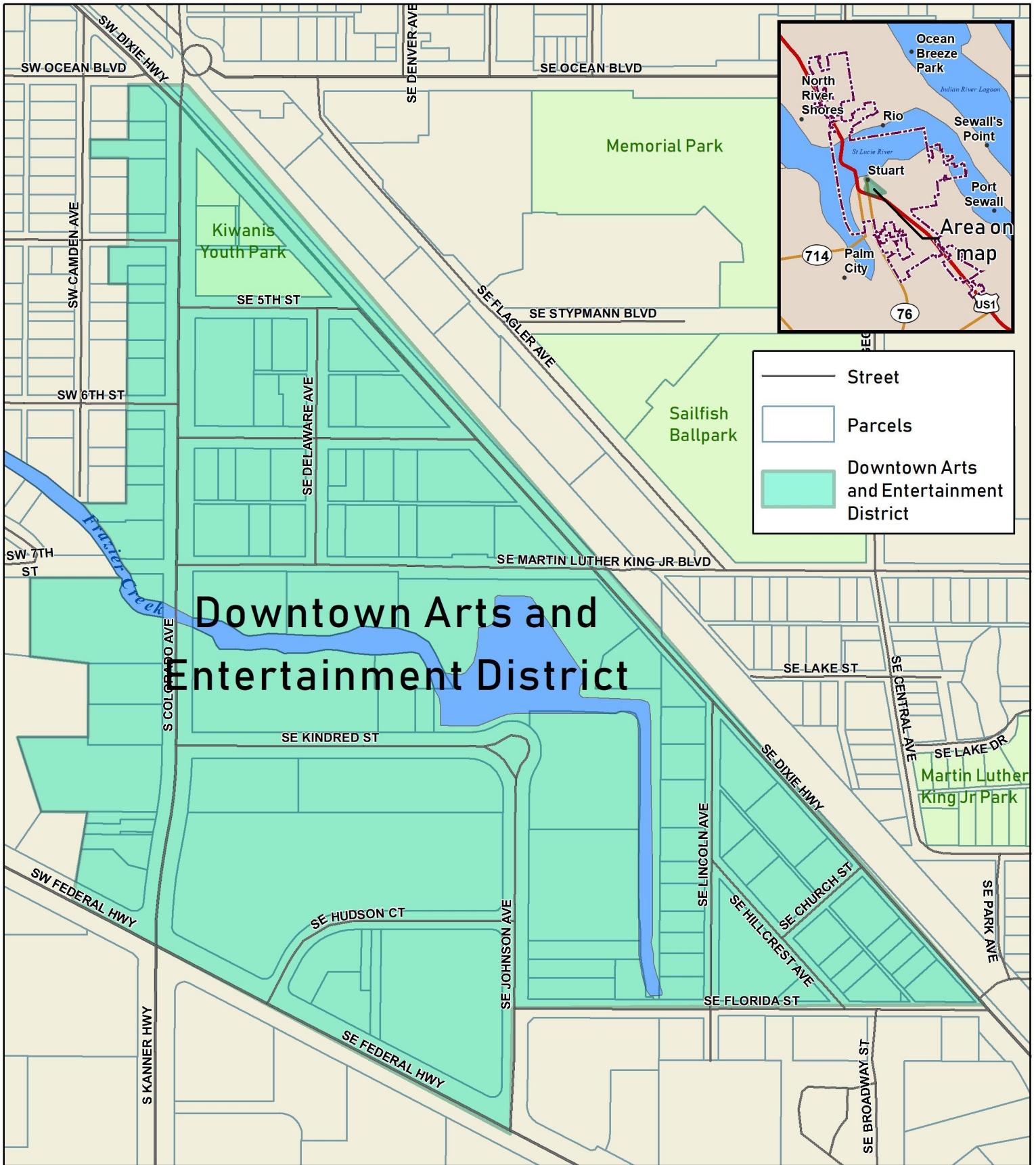


Downtown Arts and Entertainment District - Exhibit 1



Proposed Arts and Entertainment has been created by the City of Stuart Development Department as well as the Arts Council of Martin County. Aerial Imagery source is ESRI, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, AeroGRID, IGN, and the GIS Users Community. This map is a conceptual planning tool only.

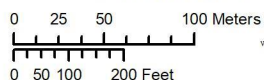
10282019 JOINT CRA/CRB/CCM



Downtown Arts and Entertainment District -Exhibit 1

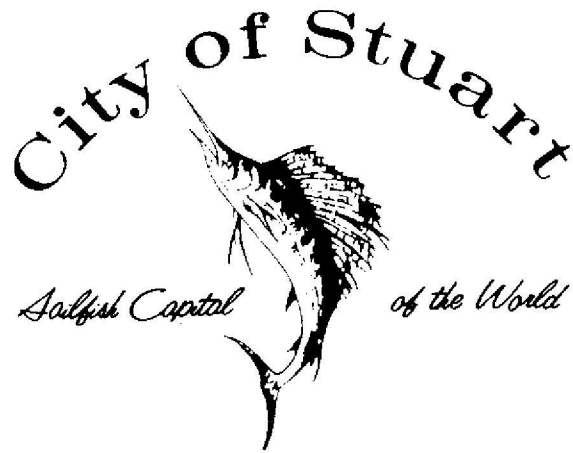


10282019 JOINT CRA/CRB/CCM



Proposed Arts and Entertainment has been created by the City of Stuart Development Department as well as the City of Stuart and Martin County. This map is a conceptual planning tool only.

Page 29 of 108



BEFORE THE COMMUNITY REDEVELOPMENT AGENCY
CITY OF STUART, FLORIDA

RESOLUTION NUMBER 16-02 CRA

A RESOLUTION OF THE COMMUNITY
REDEVELOPMENT AGENCY OF THE CITY OF
STUART, FLORIDA APPROVING AND ADOPTING
AMENDMENTS TO THE CRA REDEVELOPMENT
PLAN PURSUANT TO THE "2001 CRA PLANNING
CHARRETTE."; PROVIDING AN EFFECTIVE
DATE; AND FOR OTHER PURPOSES.

* * * *

BE IT RESOLVED BY THE STUART COMMUNITY
REDEVELOPMENT AGENCY OF THE CITY OF STUART, FLORIDA that:

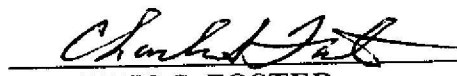
SECTION 1: The Stuart Community Redevelopment Agency of the City of Stuart,
Florida hereby approving and adopting amendments to the CRA Redevelopment
Plan pursuant to the "2001 CRA Planning Charrette."

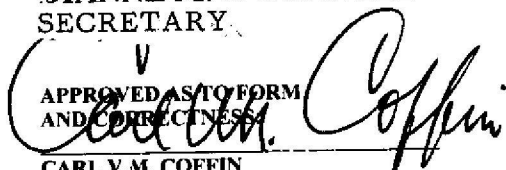
SECTION 2: This resolution shall take effect upon adoption.

PASSED AND ADOPTED this 12th day of August 2002.

ATTEST:


DIANNE M. O'DONNELL
SECRETARY


CHARLES S. FOSTER
CHAIRPERSON


APPROVED AS TO FORM
AND CORRECTNESS

CARL V.M. COFFIN
CITY ATTORNEY



BEFORE THE CITY COMMISSION
CITY OF STUART, FLORIDA

RESOLUTION NUMBER 138 - 02

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF STUART, FLORIDA
APPROVING AND ADOPTING AMENDMENTS TO THE CRA REDEVELOPMENT
PLAN PURSUANT TO THE "2001 CRA PLANNING CHARRETTE."; PROVIDING
FOR AN EFFECTIVE DATE.**

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF STUART, FLORIDA
that:

SECTION 1: The City Commission of the City of Stuart, Florida hereby approves and adopts
amendments to the CRA Redevelopment Plan pursuant to the "2001 CRA Planning Charrette "

SECTION 2: This resolution shall take effect upon adoption.

PASSED AND ADOPTED this 12th day of August, 2002.

ATTEST:

DIANNE M. O'DONNELL
CITY CLERK

CHARLES S. FOSTER
MAYOR

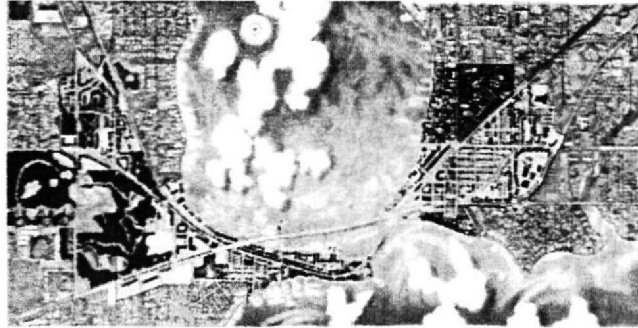
APPROVED AS TO FORM AND
CORRECTNESS:

CARL V.M. COFFIN
CITY ATTORNEY

COMMUNITY REDEVELOPMENT PLAN CITY OF STUART, FLORIDA

MASTER PLAN FOR THE FUTURE OF STUART

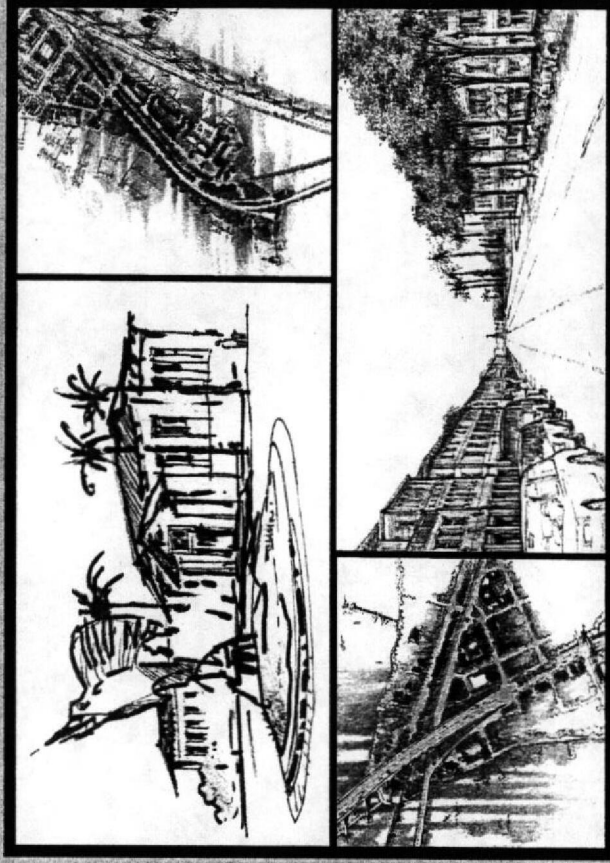
Adopted August 12, 2002



CIVIC DESIGN ASSOCIATES



The City of Stuart, Florida Community Redevelopment Plan



*Revisions and Amendment Approved by
CRA Board of Commission Adopted Resolution # 16-02 on August 12, 2002*

and City Commission Adopted Resolution # 138-02 on August 12, 2002

**City of Stuart City Commission and
Community Redevelopment Agency**

Charles S. Foster, Mayor / Chair
Karl J. Krueger, Jr., Vice-Mayor / Vice-Chair
Jeffrey A. Krauskopf, Commissioner
Michael J. Mortell, Commissioner
Gene C. Rifkin, Commissioner

**Community Redevelopment Board (CRB)
(Advisory Board)**

Nancy Hemphill, Chair
Mike Pescitelli, Vice-Chair
Bob Flagg
Arlene Green
Robert Skidmore, Sr.
Frank Wachua, Jr.
Meg Whitmer

Local Planning Agency

Gary Kelly, Chair
Dr. Edward Geary, Vice-Chair
Ted Astolfi
Michael Herbach
Alison Kip Kennedy
William Mathers
Rodger Osborne (non-voting member)
Ralph Parks

City of Stuart Administration

David Collier, City Manager
Carl V. M. Coffin, City Attorney
William F. Underwood, II, Director of Administrative Services
Monica Graziani, City Development Director
Kim DeLaney, City Planner

MLK, Jr. Boulevard Extension

There was considerable discussion during the public charrette of a possible extension of Martin Luther King, Jr. Boulevard across Frazier Creek to tie into US 1. While this would create greater vehicular and pedestrian interconnectivity, the Frazier Crescent neighborhood is still in the process of transitioning into a mixed-use neighborhood. The recommendation at this time is to not propose a connection but continue to evaluate the connection as redevelopment unfolds.

US 1 Highway Corridor

The US 1 corridor poses one of the greatest challenges of this redevelopment plan. Having been widened into a modern thoroughfare, the current six-lane configuration is out of scale with the surrounding areas. Traffic speeds are considerably higher than are encountered elsewhere in the study area, and the roadway carries extremely high volumes of commuter traffic in the AM and PM rush hours. Recently, the old drawbridge connection was abandoned in favor of an elevated viaduct that leaves the ground just north of Second Street, rising over the Street Lucie River and traversing the eastern shoreline of the North Point area before returning to grade at NW Wright Boulevard. The elevated portion is an imposing sight that dominates the view from many parts of Stuart.

In the southern part of the study area, development along either side of US 1 varies from one to four-story commercial office buildings that are still commercially viable to older and less intensive uses that will likely be redevelopment candidates in the future.

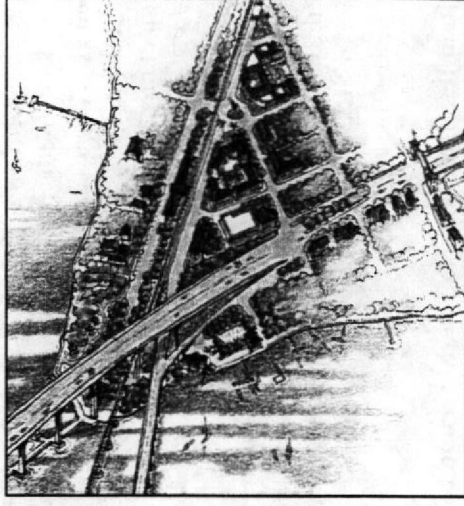
US 1 will remain a busy highway, and the proposed Urban Highway sub-district allows for the continuation of this type of highway-related commercial development.

The Arts District

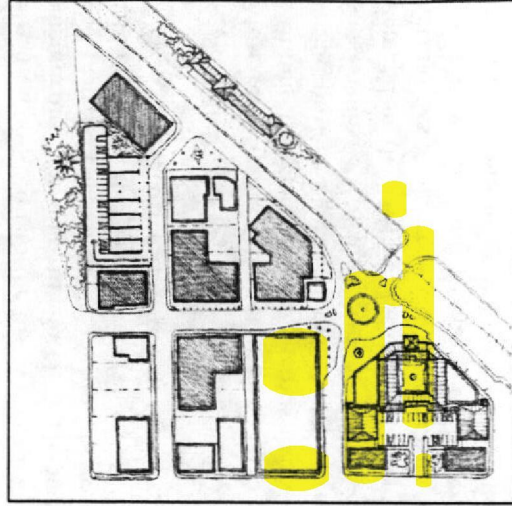
The triangular area bounded by Colorado Avenue on the west, Martin Luther King, Jr. Boulevard on the south, and Old Dixie Highway on the northeast is proposed as a live/work arts and crafts district. The proximity to the downtown area, the existing industrial character, and the many small art studios in the City of Stuart suggest that this area might be a natural focus for this type of activity. This area is depicted in Figure 4.17.

Several live/work building types are recommended for this district (Figure 4.18.) All three demonstrate the variations and flexibility possible with a principal building and a separate outbuilding located on the rear of the property. The first is a typical business start-up situation, where the living quarters are located

These images are for illustrative purposes only.



Pottdam Area Figure 4.16



Pottdam Area Figure 4.16 A

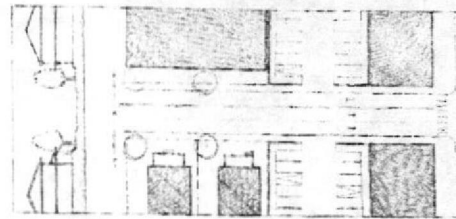
These images are for illustrative purposes only.

in the front, and the work area is located in the rear. The second is more suited to a well-established business and would have the living unit located in the rear. The third type is a combination unit that has the work area located on the ground floor of the principal building with the residential unit located above. Alternatively, building types like this offer the possibility of accommodating a secondary living unit, or "granny flat," that mingles affordable housing units within the urban fabric while generating additional revenue for the property owners.

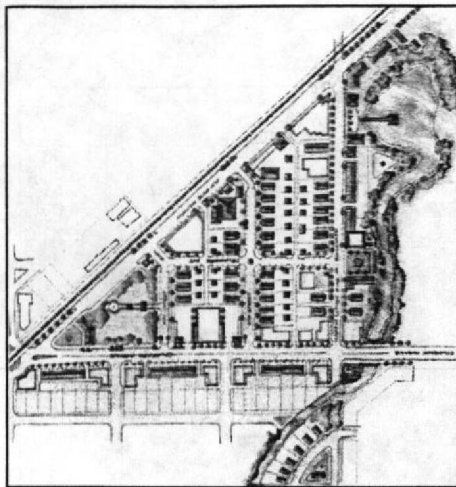
The general character of this area is illustrated in Figure 4.19. This axonometric view also shows the adjacent Frazier Creek area.

The North Point Area

The northern CRA expansion area includes a variety of different conditions, from existing residential neighborhoods to waterfront marine commercial to large tracts of undeveloped land. This area presents significant possibilities for transformation into a vibrant, mixed-use urban neighborhood. The plan for this area is shown in Figure 4.20.



Martin Luther King Boulevard Figure 4.17



District Live/Work Units Figure 4.18

These images are for illustrative purposes only.

CITY OF STUART, FLORIDA AGENDA ITEM REQUEST Joint CCM/CRA/CRB

Meeting Date: 10/28/2019

Prepared by: Pinal Gandhi-Savdas

Title of Item:

LICENSE AGREEMENT FOR VALET PARKING SERVICES PILOT PROGRAM (RC):

RESOLUTION No. 101-2018; A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF STUART, FLORIDA TO AUTHORIZING THE EXECUTION OF A LICENSE AGREEMENT BETWEEN THE CITY OF STUART AND THE PARKING SOLUTION TO UTILIZE THE PARKING LOT LOCATED BEHIND THE ANNEX BUILDING AND CITY HALL PARKING LOT FOR THE PURPOSE OF OPERATING A DOWNTOWN VALET PARKING SERVICES PILOT PROGRAM.

Summary Explanation/Background Information on Agenda Request:

On September 9, 2019, the City Commission authorized to issue a Request for Proposal (RFP) for the Downtown Valet Parking Services Pilot Program. The RFP was released on September 18, 2019. The City received one response from qualified operator. The proposal is from The Parking Solution, the company that has been operating the Downtown Valet Parking Program for the previous four years.

A selection committee consisting of City and CRA staff, Stuart Main Street board member and Downtown Business Association (DBA) board member was formed to review the proposal.

In the absence of competitive proposals, the committee evaluated The Parking Solution based on previous performance and experience in Downtown Stuart and the fact that they maintained their previous rate of \$5.00 per parked car to visitors despite reporting little to no revenue on Downtown parking in the last two years. They also provide parking services for other businesses in Stuart including LouRonzo's Italian Restaurant in downtown, Mondo WoodFire Grill, Dinallo's, Fresh Catch and Atlantic Symphony Orchestra at Lyrics.

The Downtown Valet Parking Services Pilot Program will be operated during the peak season, Thursday thru Saturday in the evenings from 5:00 PM – 10:00 PM from December 1, 2019 – May 31, 2020, with the option to extend the contract two times for one-year renewals, for a total of three years. The valet service provider will use the City's designated parking areas including the City Hall parking lot and the parking spaces behind the annex building, which has about 60 parking spaces available with the two lots combined. The valet operator will be able to park cars closer and stack cars, which will allow to increase the car storage.

The goal of the valet parking pilot program is to enhance the customer experience in Downtown Stuart and provide an overall benefit by achieving the following objectives:

- Increase overall parking capacity to meet the demand during season;
- Create a positive customer service with the objective of repeat business;
- Provide a greater convenience for Downtown visitors;
- Improve visitor's shopping and dining experience.

It is recommended that the City enter into an agreement with The Parking Solution based on their experience, qualifications, customer cost (\$5), and their proposed flat fee of \$150 per month and revenue sharing of \$2.50 for each car parked after the first 40 cars parked on each day of service. Below is a table of possible revenue sharing with the City after 40 paid customers on nightly basis:

# of parked cars/night	> 40 paid customer/night	Revenue Split/night
50	10	\$25
60	20	\$50
70	30	\$75
100	60	\$150
120 (max)	80	\$200

Approval of this item allows the City to properly manage parking and enhance accessibility in the downtown. There is no cost to the City to operate this program. The valet parking program has the potential to generate additional revenue for the City.

Staff is in the process of finalizing a license agreement with the vendor. It should be complete by the time the meeting takes place.

Funding Source:

N/A

Recommended Action:

City Commission Action Item:

Motion to approve Resolution No. 101-2019 to execute license agreement with The Parking Solution.

ATTACHMENTS:

	Description	Upload Date	Type
▢	Resolution No. 101-2019 Downtown Valet Parking Pilot Program	10/18/2019	Resolution add to Y drive
▢	Proposal List	10/17/2019	Backup Material
▢	The Parking Solution Proposal Submittal	10/17/2019	Backup Material
▢	Final RFP Advertised	10/17/2019	Backup Material
▢	Agenda Item Spetember 9, 2019	10/17/2019	Backup Material



**BEFORE THE CITY COMMISSION
CITY OF STUART, FLORIDA**

RESOLUTION NUMBER 101-2018

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF STUART, FLORIDA TO AUTHORIZING THE EXECUTION OF A LICENSE AGREEMENT BETWEEN THE CITY OF STUART AND THE PARKING SOLUTION TO UTILIZE THE PARKING LOT LOCATED BEHIND THE ANNEX BUILDING AND CITY HALL PARKING LOT FOR THE PURPOSE OF OPERATING A DOWNTOWN VALET PARKING SERVICES PILOT PROGRAM.

* * * * *

WHEREAS, the City of Stuart City Commission authorizes to execute license agreement to The Parking Solution for the operation of a Downtown Valet Parking Services Pilot Program.

WHEREAS, the City of Stuart City Commission recognizes the public benefit to provide valet service as an additional amenity to the downtown.

WHEREAS, the City of Stuart City Commission finds that providing a valet parking in the common parking lots during season will provide more efficient and convenient parking downtown which benefit the downtown businesses, residents and visitors.

WHEREAS, the Downtown Business Association and Stuart Main Street support downtown valet parking as service that provides parking options for those visiting the historic downtown.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF STUART, FLORIDA that:

SECTION 1: The Downtown Valet Parking Services Pilot Program shall utilize the City Hall parking lot located at 121 SW Flagler Avenue, as well as the parking lot behind the annex building located at 101 SW Flagler Avenue for the valet service;

Resolution No. 101-2019
Downtown Valet Parking Services Pilot Program

SECTION 2: The City Manager and City Clerk are hereby authorized and directed to execute the license agreement between the City of Stuart and The Parking Solution, from December 1, 2019 until May 31, 2020, with the option of two (2) additional renewals, upon the mutual written agreement of both parties. The license agreement is attached as "Exhibit A".

SECTION 3: The Parking Solution shall pay the City of Stuart a flat fee of \$150 per month and revenue sharing fee of \$2.50 for each car parked after the first 40 cars parked nightly. The fees will be deposited in the General Revenue Funds.

SECTION 3: This resolution shall take effect upon adoption.

Commissioner _____ offered the foregoing resolution and moved its adoption. The motion was seconded by Commissioner _____ and upon being put to a roll call vote, the vote was as follows:

REBECCA S. BRUNER, MAYOR
EULA R. CLARKE, VICE MAYOR
KELLI GLASS LEIGHTON, COMMISSIONER
MERRITT MATHESON, COMMISSIONER
MIKE MEIER, COMMISSIONER

YES	NO	ABSENT

ADOPTED this _____ day of _____, 2019.

ATTEST:

MARY R. KINDEL
CITY CLERK

REBECCA S. BRUNER
MAYOR

REVIEWED FOR FORM AND
CORRECTNESS:

MICHAEL MORTELL
CITY ATTORNEY



Procurement & Contracting Division
121 SW Flagler Ave. Stuart Fl. 34994
Phone: 772.288.5320

RFP #2019-204

Downtown Valet Parking Services Pilot Program

PROPOSERS SUBMITTED	
1	The Parking Solutions Jupiter, Florida



City of Stuart

Request for Proposal (RFP) No. 2019 - 204

Downtown Valet Parking Services Pilot Program

Due Date: Oct 11, 2019, 2:30pm

Submitted by:

The Parking Solution

Scott Jackson & Raj Patel



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Business Plan	(Tab 3)	9
Pricing Proposal	(Tab 4)	14
Insurance	(Tab 5)	15
Other information	(Tab 6)	16
Addenda	(Tab 7)	—



Oct 2nd, 2019

City of Stuart
RFP 2019-204

RE: Downtown Valet Parking Services Pilot Program

The Parking Solution & Valet Company, LLC., DBA **The Parking Solution**, is pleased to provide you with our proposal to deliver parking management services for **Downtown Stuart**.

Our proposal is focused on partnering with you to achieve key objectives aimed at ensuring your parking lot is operated in a professional and organized fashion while working to maximize revenue and ensure a pleasurable experience for all utilizing our services.

We are ideally suited to work with you because our company has been running parking services for **Downtown Stuart** for the previous four years without incident.

The search for a valet company that can suit all your needs is an important decision and **The Parking Solution** feels it possesses the knowledge, manpower and experience that are required to create a first-rate experience for **Downtown Stuart**.

The Parking Solution will create a positive, efficient, valet parking system for anyone who comes to **Downtown Stuart**. This will be accomplished by using our trained and professional management and attendant staff and our hands-on ownership team.

Scott Jackson, President

Raj Patel, Vice President
& Locations Manager

Corporate Structure & Location



The Parking Solution and Valet Co. LLC, was formed in 2011 by two individuals with deep parking experience. Scott Jackson and Raj Patel, who collectively held over 25 years of parking experience, desired to start their own company committed to the highest level of customer service, staffed with highly trained employees, and backed to provide financial stability.



The Parking Solution founders have a wealth of experience in providing parking services to condos, hotels, hospitals, country clubs, restaurants, sporting events, night clubs, theaters, banquet facilities, and private events. They have built an excellent reputation in the South Florida market by meeting and exceeding the expectations of our clients.

Mr. Jackson and Mr. Patel brought on partners and a board of directors in 2013 who could not only provide financial assistance to help **The Parking Solution** grow but also had experience in building and operating service companies.

Scott Jackson - Founder & President

Scott Jackson is the founder and current President of **The Parking Solution**. Scott has over twenty years experience in the parking industry. Scott's experience started in the late 90's when he got a job as a valet parking attendant. Within two years Scott held his first management position, he was charged with running the valet parking operations for a large south Florida mall. Scott went on to become an Area Manager for many years before joining Raj to form **The Parking Solution**. Scott has developed an excellent reputation with clients and competitors alike and is widely recognized in the Florida parking industry.

Raj Patel - Vice President & Locations Manager



Raj is a founder and current Vice president of **The Parking Solution**. Raj also holds the title of Locations Manager and is in charge of running the day to day operations at a majority of our south Florida locations.

Raj's experience started in the mid 90's when he was hired as a valet parking attendant at a local golf course. Raj worked his way into a management position at a huge resort and spa within his first year. Raj was named General Manager of the south Florida valet company in his third year and retained that position until joining forces with Scott and starting their own company. Raj is responsible for starting new accounts, training our staff and development of our employees while ensuring high levels of satisfaction from our clients and customers.

Our Board of Directors:

Mr. Donald C. Tomasso

Currently Mr. Tomasso is the Chairman and co-owner of Metro Offices, a cutting edge workspace solutions company in the Washington,D.C. metro area. He is also Co-Founder and President of Scarlet Oak Investments, LLC.

Previously Mr. Tomasso has served in a wide array of positions with a number of nationally-renowned businesses. He was President of NorthStar Healthcare Income, Inc. and an advisor of NorthStar Healthcare Income Advisor, LLC, after having been a Senior Advisor to Wakefield Capital Management, Inc, the predecessor of NorthStar Healthcare, and Managing Member of Wakefield Capital, LLC. Mr. Tomasso was President of Manor Care Health Services as well as having served in a number of executive management positions at the Marriott Corp. for over 15 years.

Mr. Tomasso is a member of the board of Washington College in Chestertown, MD and a member of the Dean's Advisory Board of the Lebow College of Business at Drexel University, his Alma Mater.

Kathleen Buchanan

President, CEO, co-founder and co-owner of Metro Offices. Under Ms. Buchanan's leadership Metro Offices has steadily evolved into a leading provider of innovative workspace solutions for small and large-scale businesses, as well as government agencies and contractors at nine premier locations.



Prior to starting Metro Offices, Ms. Buchanan was employed by Commercial Office Management Corp. where she worked her way up to President, then she doubled the number of locations of the company and opened one international location.

Ms. Buchanan has twice been honored by the National Foundation for Women Business Owners, has been the recipient of the Brava Award, and Washington Business Journal featured her as a Woman Executive in the Metro Area.

Metro Offices has been named to the INC. 5000 list of the fastest-growing companies, Smart CEO 100 Best-Run companies, and Bank of America and Washington Business Journal's Top 25 Women-Owned businesses.

James "Jamie" Jackson

Mr. Jackson is currently a partner in Metro Offices headquartered in the Metropolitan Washington, D.C. marketplace providing outsourced workspace to commercial and government clients, as well as serving as the managing partner of the ownership group of The Parking Solution whose main office is in Florida.

Mr. Jackson began in the savings and loan industry which led to his appointment by President Ronald Reagan to the Federal Home Loan Bank Board. This board also provided oversight for the Federal Savings and Loan Deposit Insurance Corporation, and it served as the Board of Directors of Freddie Mac.

Mr. Jackson was CEO of Commonwealth Mortgage Corp. He chaired the Federal Reserve Advisory Committee on the Mortgage Industry. He served as President of Oak Tree Capital, managing real estate and Savings and Loans for the OTC. At Computer Sciences Corp. he served as Mid-Atlantic Practice Director of the Financial Service Practice.



At CSC, Mr. Jackson was awarded Client Developer of the Year recognition.

Experience



The Parking Solution was formed in 2011 by two individuals with deep parking experience. Scott Jackson and Raj Patel, who collectively held over 25 years of parking experience, desired to start their own company committed to the highest level of customer service and staffed with highly trained employees.

The Parking Solution provides parking services for a variety of business types and clients. **The Parking Solution** also does over 200 private events a year including weddings, meetings, galas and such. Below is a partial list of clients:

Client	Contract Start
Brick & Barrel Pub, North Palm	June 2019
Lynora's, Jupiter	March 2018
Papi Chulo's, Jupiter	January 2019
Amrit Resort & Residences, Singer Island	August 2019
Indian Crossroads Plaza, Stuart	October 2018
Eden House Condo, Miami	January 2016
Courvoisier Court Condo, Miami	January 2016
City Palms Condo, West Palm Beach	December 2012
Fiorella Building, Stuart	September 2018
Frigate's Waterfront, North Palm Beach	August 2012
Frigate's Waterfront, Melbourne	September 2019
Sinai Residences, Boca Raton	November 2015
Palmetto Place Condo, Boca Raton	October 2017
The Carlisle, Lantana	July 2018
Jewish Federation of Palm Beach, Boca Raton	September 2013
City of Stuart , Stuart	November 2015
LouRonzo's Italian Fusion, Stuart	April 2015
Mondo WoodFire Grill, Stuart	March 2018
Dinallo's, Stuart	February 2016
Fresh Catch, Stuart	October 2017
Atlantic Symphony Orchestra, Stuart	December 2015
Blue Typhoon Bar & Grill, Jacksonville	June 2016

Business Plan



1. Operations

A. Management: Hands on management will decide staffing needs. If more staffing is required due to volume we can pull valets from close locations to help out until the rush is over. Customers will pull up to our valet podium and receive a parking ticket (3-part ticket, the other parts of ticket are placed on key ring and inside drivers window). When customers return they will approach podium and hand their ticket to a valet to retrieve their car. We estimate a wait time of less than three minutes due to proximity of lot compared to valet podium location and traffic flow.

B. Customer Service: We train our team on service, our procedures and known hazards at that particular location.

We are in constant contact with our clients, we want to know any known issues that need to be addressed, any employees that might not fit with that location, any special functions or higher than normal attendance that might require additional valets or management. We strive to be proactive and not reactive.



Accountability. We know there are always problems and issues with any operation. We will always be accountable for our actions & operations and if mistakes are made we will fix them, not with excuses but with actions. We will deal with issues that arise immediately. The key is to always learn from our mistakes and not repeat them.

We believe that we consider and plan for every possible situation; however, our experiences over the years in the parking industry indicate to us that something new will occur to challenge our staff. We carefully plan and train management and onsite employees which is detailed specifically in our plan. We believe that our operating plan provides a blend of traditional, personalized, professional services with concentration on revenue control.



C. Safety: Hazards need to be evaluated and eliminated to make that responsibility easier on our employees. We have written and practical tests that new employees must pass and a mentor program employees must go through before they are ready to work at our locations.

D: Security: Keys are placed in a locking professional key podium

E. Reporting: **The Parking Solution** will provide weekly reports detailing number of customers serviced each day, records of all income and expenses, any complaints received and the resolution of complaint, estimated customer wait times and staffing levels for each day of service.



2. Location

A: Counter; We buy professional valet podiums that lock and can hold hundreds of keys in an easy, efficient manner.

B: Signage; We work with our clients on the designs and wordage to put on signage that will be on the valet podium, we have stock signs and custom signs.



C: Traffic Control; Cones and signs will be used to show customers how the traffic will flow.

D: Maintenance; **The Parking Solution** shall be responsible for maintenance, repairs and cleaning of the valet podium and valet area.

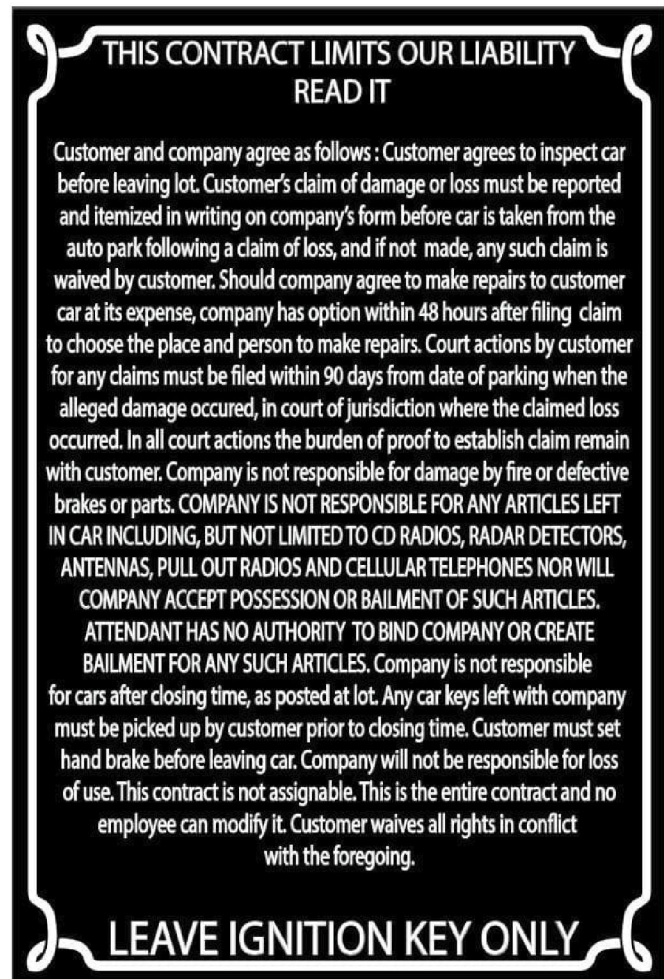
3. Personnel



A. Training; We have written and practical tests that new employees must pass and a mentor program employees must go through before they are ready to work at our locations.

B. Staffing; Staffing will be based on anticipated volume.

C. Staff: **The Parking Solution** will ensure that all employees maintain a current Florida drivers license, have no outstanding warrants, have never been convicted of a DUI. The company and not individual employees will be responsible for bond against theft, embezzlement and other losses of customer vehicles and personal property, within reason. This contract is on our podiums and on our valet tickets.



4. Pricing



- A. Rates: **The Parking Solution** proposes charging \$5.00 per parked car to customers.
- B. Vouchers: Shall await City's direction on vouchers



Price Proposal and Forms



The Parking Solution proposes charging customers of valet services \$5.00 per car.

We propose paying to the City a fee, flat rate, of \$150 per month. In addition to this fee **The Parking Solution** will split revenue with the City nightly after 40 full rate cars are parked. **The Parking Solution** will use revenue from first 40 cars parked nightly to pay employees, costs, insurance and hopefully make a profit. After the first 40 paid customers we will split revenue evenly with the City, \$2.50 for each customer to City and TPS. The more successful this parking service is the more money the City will make but this structure ensures that **The Parking Solution** has a better chance of not losing money.

1. Monthly Fee Paid: \$150.00
2. Revenue split >40 paid customers nightly

Insurance

ACORD		CERTIFICATE OF GARAGE INSURANCE		DATE ISSUED (1/1)		
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.						
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If ENDORSEMENT IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).						
PRODUCER		CONTACT		DATE		
Jacobs Insurance Agency		Name: Jackie Egerter		08/19/2019		
2328 N. Congress Avenue		Phone: (561) 957-8400		Fax: (561) 957-9065		
Suite 2A		Email: Jackie@jacobs8.com				
West Palm Beach		FL 33406		INSURER'S AFFIDAVIT OF COVERAGE		
INSURED		THE PARKING SOLUTIONS & VALET Co, LLC		NAIC #		
1810 Calusa Drive		BOYDTON BEACH		FL 33439		
		INSURER A: IRIS/AT HAT/AT HAT CO		35/44		
		INSURER B: STANFORD				
		INSURER C: SEABRIGHT INS CO				
		INSURER D:				
		INSURER E:				
		INSURER F:				
COVERAGES PROD/CUSTOMER ID: PART 10 CERTIFICATE #: REVISION #:						
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
ACORD	TYPE OF INSURANCE	DATE	POLICY NUMBER	POLICY EFF. DATE	POLICY EXP. DATE	LIMITS
A	GARAGE LIABILITY ANY AUTO UNINSURED AUTO Yulet	08/20/2019	0800201312	08/20/2020	08/20/2020	AUTO ONLY (if accident) \$ 1,000,000 OTHER THAN AUTO ONLY \$ 1,000,000 AGGREGATE \$ 2,000,000
A	GARAGE KEEPERS LIABILITY LEGAL LIABILITY DIRECT BASIS PRIMARY EXCESS	08/20/2019	0800201312	08/20/2020	08/20/2020	COMPT. OF SPECIFIED COLLISION LOG \$ 1,425,000 LOG \$ LOG \$ LOG \$
	COMMERCIAL GENERAL LIABILITY CLAIMS MADE OCCUR					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (if commercial) \$ MED EXP (if not personal) \$ PERSONAL & ADJ. BURY \$ GENERAL AGGREGATE \$ FRODOITS - COMMERCIAL \$
	UMBRELLA LIAB EXCESS LIAB RETENTION					EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 PER \$ STATUTE \$ OTHER \$
C	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/DIRECTOR/CLERK (Mandatory in MD) If yes, then the carrier REMOVES COVER	06/06/2019	WC8BK1020130001	06/06/2020	06/06/2020	E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
REMARKS (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)						
CERTIFICATE HOLDER IS LISTED AS ADDITIONAL INSURED						
CERTIFICATE HOLDER				CANCELLATION		
STUART				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.		
FL 34996-2351				AUTHORIZED REPRESENTATIVE Jackie Egerter		

ACORD 30 (2016/03)

The ACORD name and logo are registered marks of ACORD



Other Information

The Parking Solution has been providing parking services for Downtown Stuart for four years now, we have the experience and we know the staffing needs to run this operation. **The Parking Solutions** record in running the Downtown operations is spotless.

The Parking Solution has made little to no money on Downtown parking the last two years due to lot allocated being full more often than not before we start working and thus limiting the amount of cars we can park. This proposed new lot is a much better option, however allowing cars to stay in lot after 5pm is self defeating. This lot will be mostly full to full at 5pm everyday and allowing cars to stay in those spots for up to 3 hours will not work very well. We strongly urge that this policy be changed to run a successful valet parking operation.

City of Stuart

121 SW Flagler Avenue • Stuart • Florida 34994

Department of Financial Services

Procurement Division

purchasing@ci.stuart.fl.us

PH: 772-288-5320 • FAX: 772-600-1202



Request for Proposal (RFP) No. 2019-204

Downtown Valet Parking Services Pilot Program

Event	Date
Date RFP Issued	September 18, 2019
Due date for proposer questions	October 4, 2019
RFP Due Date	October 11, 2019

City of Stuart
RFP 2019-204
Downtown Valet Parking Services Pilot Project

Advertisement

Proposals for a Downtown Valet Parking Services Pilot Project will be received by the City of Stuart at the Procurement Office, 121 S.W. Flagler Avenue, Stuart, Florida, 34994, until October 11, 2019 at 2:30 P.M.

The City of Stuart is seeking qualified firms to provide valet parking services in the downtown area, as described herein.

An original, six (6) copies and **one (1) electronic copy (PDF format preferred) on a CD or flash drive** must be submitted in sealed envelopes/packages addressed to Procurement Division, City of Stuart, and marked **RFP 2019-204 Downtown Valet Parking Services Pilot Program**. Submittals received after that date and time will not be accepted or considered and will be retained in the Procurement Office unopened.

A complete bid package can be obtained by contacting the Procurement Office at 772-288-5320, purchasing@ci.stuart.fl.us or from DemandStar at <http://www.demandstar.com> or by calling (800) 711-1712. The City of Stuart is not responsible for the content of any bid package received through any 3rd party bid service or any source.

Mail/Overnight/Hand Deliver Submittal Responses to:

**Stuart City Hall
Procurement Office
121 S.W. Flagler Avenue
Stuart, Florida 34994**

Mark outside of envelope: RFP 2019-204 Downtown Valet Parking Services Pilot Program

**Dated: 09/11/19
Published: 09/18/19**

PART 1 - GENERAL INFORMATION

1.1. OVERVIEW

This Request for Proposal (RFP) provides guidelines for the submission of proposals in response to the City of Stuart's solicitation for firms and individuals to provide valet parking services in the downtown area at the Operator's sole cost and expense, as described herein.

1.2. PROPOSERS' COSTS

The City shall not be liable for any costs incurred by Proposers in connection with preparation of a response to this RFP.

1.3. INQUIRIES

The City will not respond to oral inquiries. Interested proposers may contact the Procurement Office regarding questions about the proposal at the Procurement Division, City Hall, 121 SW Flagler Avenue, Stuart, FL 34994, email: purchasing@ci.stuart.fl.us. The Procurement Office will also receive written requests for clarification concerning the meaning or interpretation of this RFP, until October 4, 2019. Questions shall be faxed or emailed with reference to the RFP number. All proposers are expected to carefully examine the proposal documents. Any ambiguities or inconsistencies should be brought to the attention of the City through written communication with the City prior to opening of the proposals.

Respondents may not contact any member of the selection committee, City employee or City elected official during this solicitation process. All questions or requests for clarification must be routed through the Procurement Office.

1.4. DELAYS

The City may delay scheduled due dates, if it is to the advantage of the City to do so. The City will notify proposers of all changes in scheduled due dates by written addenda submitted to the City.

1.5. QUALIFICATION SUBMISSION AND WITHDRAWAL

The City will receive all proposals at the following address:

**Stuart City Hall
Procurement Division
121 S.W. Flagler Avenue
Stuart, Florida 34994**

To facilitate processing, please mark the outside of the envelope as follows: **RFP 2019-204 Downtown Valet Parking Services Pilot Program**. The envelope shall also include the proposer's return address. Respondents shall submit one (1) original, six (6) copies and one (1) electronic copy (PDF format preferred) on a CD or flash drive of their proposal submittal in a sealed envelope marked as noted above. A proposer may submit the proposal by personal delivery, mail, or express shipping service.

**THE CITY MUST RECEIVE ALL PROPOSALS BY
2:30 P.M. ON Friday October 11, 2019**

Due to the irregularity of mail service, the City cautions proposers to assure actual delivery of mailed or hand-delivered proposals directly to the City's Procurement Office, as specified above,

prior to the deadline set for receiving proposals. A proposal received by the City Procurement Office after the established deadline will be returned unopened to the proposer.

Proposers may withdraw their proposal submissions by notifying the City in writing at any time prior to the deadline for proposal submittal. Proposers may withdraw their submissions in person or by an authorized representative. Proposers and authorized representatives must provide the letter of withdrawal, picture identification, proof of authorization (in the case of authorized representatives), and provide the City with a signed receipt for the withdrawn proposal. After the deadline, proposals once opened, become a public record of the City and are subject to the provisions of the Florida Public Records Law. As such they are subject to public disclosure in accordance with Chapter 119, Florida Statutes.

1.6. ADDENDA

If revisions become necessary, the City will provide written addenda. It is the responsibility of the proposer to obtain any addenda issued. The City will make every effort to notify registered Proposers by email that an addendum has been made to the RFP. The City shall not be responsible for providing notice of addenda to potential proposers who receive an RFP package from sources other than the City or DemandStar. All addenda issued by the City must be acknowledged within the proposal at the time it is submitted to the City. Failure to acknowledge all addenda may result in disqualification.

1.7. EQUAL OPPORTUNITY

The City recognizes fair and open competition as a basic tenet of public procurement and encourages participation by minority and women owned business enterprises.

1.8. CONTRACT

A final contract will be negotiated with a term agreement for an initial one (1) year period with the option of two (2) additional one (1) year renewals, upon the mutual written agreement of the parties.

1.9. DEVELOPMENT COSTS

Neither the City nor their representatives shall be liable for any expenses incurred in connection with the preparation of a response to this RFP. Respondents should prepare their submittals simply and economically, providing a straightforward and concise description of the respondent's ability to meet the requirements of the RFP.

1.10. INSURANCE

The successful professional shall not commence any work in connection with this agreement until it has obtained all of the following types of insurance and the City has approved such insurance. Nor shall the successful professional allow any subcontractor to commence work on its subcontract until all similar insurance required of the subcontractor has been so obtained and approved. All insurance policies shall be with insurers licensed and authorized to do business in the State of Florida. The successful professional shall maintain required insurance coverage for the full term of this agreement or for such longer periods as may be specifically required herein. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida and rated no less than "B" as to management and no less than Class "VIII" as to strength in accordance with the A.M. Best Company Insurance Guide, or its equivalent as determined by the City in its sole discretion.

Loss Deductible Clause: The City shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the professional and/or subcontractor providing such insurance.

Worker's Compensation Insurance: The professional/service provider shall maintain during the life of this Agreement, Worker's Compensation Insurance for all of its employees connected with the work of this project that complies fully with the State of Florida Worker's Compensation Law, F.S. 440.

General Liability: The Proposer shall, during the life of this agreement take out and maintain broad form Commercial General Liability including but not limited to bodily injury, property damage, contractual liability, products and completed operations, and personal injury with limits of not less than \$1,000,000 per occurrence, \$1,000,000 aggregate covering all work performed under this Contract. Include broad form property damage (provide insurance for damage to property under the care custody and control of the contractor)

Business Automobile: The professional/service provider shall during the life of this agreement take out and maintain Business Automobile Liability form with coverage for symbol 1 (any auto) with limits of not less than \$1,000,000.00 combined single limit or \$500,000.00 per person/ \$1,000,000.00 per accident bodily injury and \$250,000.00 per accident property damage.

Certificates of Insurance: The Proposer, upon notice of award, will furnish Certificate of Insurance Forms. These shall be completed by the authorized Resident Agent and returned to the Procurement g Office. This certificate shall be dated and show:

- a) The name of the insured contractor, the specified job by name and job number, the name of insurer, the number of the policy, its effective date, and its termination date.
- b) Statement that the Insurer will mail notice to the City at least thirty (30) days prior to any material changes in provisions or cancellation of the policy.
- c) The City of Stuart is to be specifically included as an ADDITIONAL INSURED on General Liability Insurance and Business Automobile Liability Insurance.
- d) The City of Stuart shall be named as Certificate Holder. Please Note that the Certificate Holder should read as follows:

**City of Stuart
121S.W. Flager Avenue
Stuart, FL 34994**

- e) No City Division, Department, or individual name should appear on the certificate. NO OTHER FORMAT WILL BE ACCEPTABLE.
- f) The "Acord" certification of insurance form should be used.

1.11. PUBLIC ENTITY CRIMES

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit proposals or contract with the City for construction of a public building or public works; may not submit bids for 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 any public entity; and may not transact business with any public entity in excess of the threshold amount provided for in s. 287 for CATEGORY TWO for a period of 36 months from the date being placed on the convicted vendor list. Questions regarding this statement should be directed to the State of Florida, Bureau of State Procurement (850) 488-8440.

1.12. SUSPENDED VENDOR

An entity or affiliate who has been placed on the State of Florida Suspended Vendor List will not be considered for award. The Suspended Vendor List is available on the State's website at:

http://dms.myflorida.com/business_operations/state_purchasing/vendor_information

1.13. ASSIGNMENT & SUBCONTRACTING

The successful proposer will not be permitted to assign its contract with the City or to subcontract any of the work requirements to be performed.

1.14. PUBLIC RECORDS

Proposals become "public records" and shall be subject to public disclosure consistent with Chapter 119.07 Florida Statutes. Document files may be examined, during normal working hours by appointment. Requested information in this RFP will not be considered confidential and/or proprietary.

All documents and other materials made or received in conjunction with this project will be subject to public disclosure requirements of chapter 119, Florida Statutes. The proposal will become part of the public domain upon opening. Vendors shall not submit pages marked "proprietary" or otherwise "restricted".

1.15. PUBLIC RECORDS LAW: Public Records Relating to Compliance, Request for Records; Noncompliance, & Civil Action

Note: If the Proposer has questions regarding the application of Chapter 119, Florida Statutes, to the Proposer's duty to provide public records relating to this contract, contact the office of the City Clerk as the custodian of Public Records for the City of Stuart, and all the respective departments at 772-288-5306 or mkindel@ci.stuart.fl.us, City of Stuart, City Clerk 121 SW Flagler Avenue, Stuart, FL 34994 per F.S. 119.12.

In compliance with F.S. 119.0701 the Proposer shall:

- a) Keep and maintain public records required by the public agency to perform the service.
- b) Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
- c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Proposer does not transfer the records to the public agency.
- d) Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the Proposer or keep and maintain public records required by the public agency to perform the service. If the Proposer transfers all public records to the public

agency upon completion of the contract, the Proposer shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Proposer keeps and maintains public records upon completion of the contract, the Proposer shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

A request to inspect or copy public records relating to a public agency's contract for services must be made directly to the public agency. If the public agency does not possess the requested records, the public agency shall immediately notify the Proposer of the request, and the Proposer must provide the records to the public agency or allow the records to be inspected or copied within a reasonable time.

If a Proposer does not comply with the public agency's request for records, the public agency shall enforce the contract provisions in accordance with the contract.

A Proposer who fails to provide the public records to the public agency within a reasonable time may be subject to penalties under F.S. [119.10](#).

If a civil action is filed against a Proposer to compel production of public records relating to a public agency's contract for services, the court shall assess and award against the Proposer the reasonable costs of enforcement, including reasonable attorney fees, if:

1. The court determines that the Proposer unlawfully refused to comply with the public records request within a reasonable time; and
2. At least 8 business days before filing the action, the plaintiff provided written notice of the public records request, including a statement that the Proposer has not complied with the request, to the public agency and to the Proposer.

A notice complies with subparagraph 2 above, if it is sent to the public agency's custodian of public records and to the Proposer at the Proposer's address listed on its contract with the public agency or to the Proposer's registered agent. Such notices must be sent by common carrier delivery service or by registered, Global Express Guaranteed, or certified mail, with postage or shipping paid by the sender and with evidence of delivery, which may be in an electronic format.

A Proposer who complies with a public records request within eight (8) business days after the notice is sent is not liable for the reasonable costs of enforcement.

1.16. TAXES & LICENSES

Proposer shall, at his own expense, pay all licenses, fees and taxes on labor, insurance benefits, vacations, holidays, and all manner of other charges, levies or fees of every description, and comply with all local ordinances, state and federal laws, rules and regulations applicable to business to be carried on under this contract.

- a) Licenses: Firms utilizing employee leasing companies, Proposers, both corporate and individual, must be fully licensed and certified for the type of work to be performed in the State of Florida at the time of receipt. The submittal of any Proposer that is not fully licensed and/or certified shall be rejected.
- b) Sunbiz: Proposers, both corporate and individual, must provide proof that their firm is registered with the Division of Corporations for the State of Florida.
- c) Business Tax Receipt: Proposer shall comply with Business Tax Receipt requirements for their business location. A copy of the business tax receipt or proof of exemption must

be included with the submittal package, if applicable. The successful company will be required to register with the City of Stuart business tax division.

1.17. BACKGROUND INFORMATION

As part of the evaluation process, the City reserves the right, to require a Proposer to submit such evidence of his/her qualifications as it may deem necessary, and may consider any evidence available to it as to the qualifications and abilities of the Proposer, including past performance (experience) with the City by the Proposer or any of their Owners.

1.18. REFERENCES/RECORD CHECK

As part of the evaluation process, the City may conduct an investigation of references, including but not limited to, a record check of consumer affairs complaints. Proposer's submission of their RFP constitutes acknowledgment of the process and consent to investigate. City is the sole judge in determining Proposer's qualifications.

1.19. DRUG-FREE WORKPLACE

Preference shall be given to businesses with Drug-Free Work Place (DFW) programs. Whenever two or more proposals which are equal with respect to price, quality, and service are received by the City for the procurement of commodities or contractual services, a proposal received from a business that completes the attached DFW form certifying that it is a DFW shall be given preference in the award process.

1.20. COMPETENCY OF RESPONDENTS

Proposals will be considered only from firms which are regularly engaged in the business of providing the goods and/or services as described in this RFP and who can provide evidence that they have established a satisfactory record of performance to insure that they can satisfactorily execute the services under the terms and conditions stated herein. The term "equipment and organization" as used herein shall be construed to mean a fully equipped and well established company in line with the best business practices in the industry and as determined by the proper authorities of the City.

1.21. PERFORMANCE EVALUATION

Throughout the contract period the vendor(s) performance will be monitored by City staff. If vendor performance fails to meet the standards specified and receives an unacceptable rating, the City may without cause and without prejudice to any other right or remedy, terminate the contract whenever the City determines that such termination is in the best interest of the City. Vendor's receiving an unacceptable rating will be notified by certified mail. Contract termination shall be served by written notice by the Procurement Division.

1.22. REJECTION OF PROPOSALS

The CITY reserves the right to accept or reject any or all proposals, part of proposals, and to waive minor irregularities or variations to specifications contained in proposals, and minor irregularities in the proposal process.

1.23. CONFLICT OF INTEREST

The Proposer covenants that they presently have no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services hereunder. The Proposer further covenants that no person having any such known interest shall be employed or conveyed an interest, directly or indirectly, in the contract.

1.24. CONE OF SILENCE

A Cone of Silence shall be in effect during the Competitive Solicitation beginning upon the advertisement for requests for proposals, requests for qualifications and competitive bids. The Cone of Silence shall continue through the negotiation phase for requests for proposals and requests for qualifications.

The Cone of Silence shall terminate at the time the City Commission or City Manager makes final award of a bid or gives final approval of a contract or contract amendment, rejects all bids or responses to the Competitive Solicitation, or takes other action in the Competitive Solicitation.

Any person or entity that seeks a contract, contract amendment, award, recommendation, or approval related to a Competitive Solicitation or that is subject to being evaluated or having its response evaluated in connection with a Competitive Solicitation, including a person or entity's representative shall not have any communication with any City Commissioner, the City Manager and their respective support staff or any person or group of persons appointed or designated by the City Commission or the City Manager to evaluate, select, or make a recommendation to the City Commission or the City Manager regarding a Competitive Solicitation.

Any action in violation of this section shall be cause for disqualification of the bid or the proposal. The determination of a violation shall be made by the City Manager.

PART 2 - STATEMENT OF WORK

2-1. BACKGROUND

The City of Stuart requests the services of a qualified Operator to provide valet parking services in the downtown area at the Operator's sole cost and expense. There are approximately sixty (60) spaces to utilize for parking. The selected Operator will be required to enter into an agreement with the City and the Community Redevelopment Agency (CRA) to provide these services. The proposed minimum valet parking service requirements are as follows:

The selected Operator shall administer, manage and operate a valet parking service for visitors to the downtown area.

1. Valet operation shall be during the peak season from December 1, 2019 – May 30, 2020.
2. Valet parking services shall be provided Thursday thru Saturday, 5:00 p.m. to 12:00 a.m. Increasing or decreasing days and times to accommodate for customer demand may be proposed by the operator or City and will be subject to City Approval.
3. Valet parking service set-up location to be mutually agreed upon by the City and the Operator.
4. Parking Storage: Exclusive valet parking areas will be provided by the City. Parking areas have been identified in Attachment A.
5. This program excludes the City's agreement with a private valet operator and Louronzo's Italian Restaurant to utilize the three "Loading Zone" parking spaces on the east side of SE Colorado Avenue (adjacent to Louronzo's) for valet parking operation and utilizing private parking lots at the east end of the historic district for parking storage.
6. The proposal excludes the parking spaces behind the Annex Building and City Hall parking lot for City marked vehicles (maximum of 6 parking spaces).
7. The proposal excludes maximum of 7 parking spaces on 2nd and 3rd Thursday of the month for Advisory Board Members during public meeting held at the City Hall in the evening. The selected operator shall coordinate with the City for parking arrangements for the board members.
8. The proposed valet parking areas shall remain public parking lots until 5 PM. Any vehicles parked in the parking lots shall be allowed to remain after 5 PM (3-hour parking time applies).
9. Proposed Rate: The Operator shall propose standard rate for valet service.
10. Revenue Sharing Proposal: The operator shall provide revenue sharing fee structure based on the proposed operation rate and schedule in the price proposal. The payment to the City shall be on or before the 5th day of each month.
11. Valet Staff: Operator shall provide a staffing plan, an appropriate valet staff training program and uniforms.
12. Marketing Program: The operator will cooperate with the City in marketing efforts for this service.
13. Customer Service: The selected valet services operator must respond immediately to customer complaints and inquiries. Operator is expected to provide excellent customer service to internal and external clients.
14. The City will have the right to establish reasonable rules and regulations and/or operating directives for the valet operations.
15. Operations will be monitored and changes made as appropriate. It is the City's intent

to offer a quality valet parking operation, at the same time causing little or no disruption to the downtown's existing traffic patterns.

16. Records and Reports: The operator will provide weekly reports to the CRA Administrator by Tuesday of the following service week, which include the following information:

- the number of customers served each day of operation;
- maintain accounting records of all income and expenses related to revenue collection and provide a weekly summary to the City;
- complaints received and the resolution of the complaint;
- customer wait times for drop off and retrieving vehicles;
- staffing levels for each day of service; and
- documentation describing incidents or accidents.

PART 3 - EVALUATION OF SUBMISSIONS

EVALUATION METHOD AND CRITERIA

The City reserves the right to evaluate each response on a separate and individual basis. The City further reserves the right to reject any and all responses submitted, or accept a response deemed most advantageous to the City. While the City desires to achieve a cost effective analysis, the emphasis is on quality, not necessarily the lowest cost. The City's selection committee will evaluate proposals and will select the proposer which meets the best interests of the City. The City shall be the sole judge of its own best interests, the proposals, and the resulting negotiated agreement.

An Evaluation Committee composed of five (5) City staff shall meet to evaluate each response in accordance with the requirements of this solicitation. Each Committee member will rank all proposals based on the criteria below. The top ranked firms may be required to provide a presentation to the selection committee. The selection committee will recommend award to the top ranked firm.

The City's decisions will be final. This criterion shall be utilized in the evaluation of the proposals. The City's evaluation criteria will include, but not be limited the following:

- Firm Qualifications
- Business Plan
- Pricing and Compensation Schedule
- References
- Quality of submittal

Selection: Proposals will be evaluated using the above criteria. The City will assign this task to a Selection Committee. The City of Stuart reserves the right to select the most qualified individuals/firms from review of the packages submitted or to interview the most qualified Respondents prior to requesting authorization to negotiate an agreement with the highest ranked respondents. Individuals/firms will be notified in writing if they are selected for interview. Notices for interviews will contain explicit instructions concerning location, date, time and length of interviews.

Terms and Conditions: Any actual or prospective Proposer who disputes the reasonableness, necessity or competitiveness of the terms and conditions of this request for proposals; selection or award recommendation shall file such dispute in writing with the City Manager, not later than close of business on the proposal opening date, as to the terms and conditions, and within ten (10) days of award recommendation. The City reserves the right to reject any or all proposals without recourse, to waive technicalities and informalities or to accept the proposal which in its sole judgment best serves the interest of the City.

PART 4 - INSTRUCTIONS FOR PREPARING SUBMISSIONS

4-1. RULES FOR SUBMISSIONS

The submission must name all persons or entities interested in the submission as principals. The proposal must declare that it is made without collusion with any other person or entity submitting a proposal pursuant to the RFP. The interested firm or individual must submit one (1) original, six (6) copies and **one (1) electronic copy (PDF format preferred) on a CD or flash drive** of their proposal. Please tab all support documents or attachments according to the order established in the following paragraph.

IMPORTANT NOTE:

To expedite the evaluation of responses, it is mandatory that all respondents follow the format and instructions contained herein. The City retains the option to reject any response that does not conform to the stated requirements.

4-2. PROPOSAL FORMAT

Proposers should prepare their proposals using the following format. Proposers shall label, tab and organize proposal submittal documents utilizing the following format as outlined below. All attachments as requested shall be inserted in the back of each corresponding section.

In preparing your proposal, proposer should assume that the City has no previous knowledge of their product or capabilities. Each response shall be prepared simply and economically, providing a straightforward and concise description of the respondent's capabilities regarding the specific work to be performed pursuant to this solicitation. Emphasis should be concentrated on conformance to the solicitation instructions, responsiveness to the solicitation requirements, and on completeness and clarity of content.

All abbreviations and acronyms used in the response shall be kept to a minimum and defined upon their first usage. Page size shall be 8.5 x 11 inches, foldouts are not acceptable. The text size should be 11 point or larger using Arial or Times New Roman font only.

Letter of Transmittal: The response format shall contain a letter of transmittal. The Letter of Transmittal will summarize in a brief and concise manner the Proposer's understanding of the scope of work and make a positive commitment to timely perform the work. Provide a statement indicating the respondent's interest in, knowledge of, and resources necessary to provide the services described in this RFP. An agent authorized to contractually bind Proposer must sign the Letter of Transmittal indicating the agent's title or authority. The transmittal letter shall not exceed two pages in length.

Tab 1 ~ Corporate Structure and Location

Firms shall provide a brief profile of their company, which should include their history, locations of their corporate and satellite offices, location of their project team, corporate structure, ownership interest, and the length of company's existence.

Tab 2 ~ Experience

Indicate the company's number of years of experience in providing services with other governmental entities in the State of Florida. List all Florida Clients within the last three years with client name and dates of contract (from and to).

Tab 3: Business Plan

The Respondent shall submit a Business Plan that provides details of the day-to-day operations of the valet parking service, including but not limited to:

1. Operations

- a. Management: Provide details including supervision, staffing, accommodations for handicap- adapted vehicles, reservations, process for drop-off and pick-up and estimated wait times.
- b. Customer Service: Provide procedures for handling customer service and complaints.
- c. Safety: Provide an Accident Prevention and Safety Program to be used by staff.
- d. Security: Provide details regarding the securing of parking areas and vehicle keys.
- e. Reporting: The selected Operator will provide weekly reports by Tuesday of the following service week, which include information such as the number of customers served each day of operation; records of all income and expenses; complaints received and the resolution of the complaint; estimated customer wait times for drop-off and retrieving vehicles; staffing levels for each day of service; and documentation describing incidents or accidents.

2. Location

- a. Counter: The kiosk or booth shall be attractive and designed/located so that it does not conflict with ADA regulations or pedestrian safety and usage of the sidewalk.
- b. Signage: Signage shall be placed on or close to the counter, which provides the name of the concessionaire, rates, and times of service. City shall approve the signage and its location before it goes into production or is installed.
- c. Traffic Control: A traffic flow and queuing plan shall be established to ensure consistent stacking and movement of vehicles, both dropping off and picking up.
- d. Maintenance: The selected Operator shall be responsible for the maintenance, repairs and cleaning of the counter and surrounding areas.

3. Personnel

- a. Training: The selected Operator will be responsible for training all employees with the duties and responsibilities under the agreement. The selected Operator shall provide ongoing customer service training.
- b. Staffing: The counter shall be staffed with sufficient personnel to greet customers dropping off their vehicles and assist customers picking up their vehicles.
- c. Staff: The selected Operator shall ensure that employees assigned to perform valet parking services are bonded against theft, embezzlement and other losses of customer vehicles and personal property; maintain a valid Florida State Driver's License appropriate for the types of vehicles being driven; have no outstanding warrants; and have never been convicted of DUI. All employees should present a well-groomed and professional appearance; be positive and courteous attitude at all times; never use foul or inappropriate language; be alert, attentive and responsive while on duty; remain calm when encountering an upset customer; listen attentively; obey all traffic laws and rules; and not commit any act which may bring discredit upon the City of Stuart.

4. Pricing

- a. Rates: The Operator shall provide standard rate for valet service.
- b. Vouchers: The City will coordinate with downtown businesses to determine if reduced rates can be incorporated into the valet parking program, or if such complimentary service should be left in the hands of the individual businesses as a benefit to their patrons.

Tab 4: Price Proposal and Forms

Provide revenue sharing fee structure based on the proposed operations rate and schedule.

Tab 5: Insurance

Provide a statement agreeing to obtain (prior to award) Insurance with coverages as detailed in the RFP. A certificate of insurance indicating that the firm has coverage in accordance with the requirements herein set forth may be furnished by the firm to the City along with their qualification data. A properly completed Accord Form is preferable. The City of Stuart must be named as an additional insured for all General Liability prior to entering into a contract.

Tab 6: Other Information

Provide any information pertinent to this project that will provide insight to the evaluators about the qualifications, fitness and abilities of the Respondent (please limit this information to two pages).

Tab 7: Addenda (if applicable)

All addenda issued pursuant to this solicitation must be acknowledged and submitted as part of the proposal package.

PART 5 – FORMS

DRUG-FREE WORK PLACE CERTIFICATION

Whenever two (2) or more bids/proposals, which are equal with respect to price, quality, and service, are received by the City of Stuart for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in number (1).
4. In the statement specified in number (1), notify the employees that as a condition for working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction on or plea of guilty or nolo contendere to any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any singular state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Section 287.087, Florida Statutes.

This Certification is submitted by _____
(Individual's Name)

Of

(Name of Company)

Who does hereby certify that said Company/Vendor has implemented a drug-free workplace program, which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

Date

Signature

Public Entity Crimes Form
NOTIFICATION OF PUBLIC ENTITY CRIMES LAW

Pursuant to Section 287.133, Florida Statutes, you are hereby notified that a person or affiliate who has been placed on the convicted contractors list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity; may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit proposals on leases or real property to a public entity; may not be awarded or perform work as a contractor, supplier, sub-Proposer, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 [F.S.] for Category Two [\$35,000.00] for a period of thirty-six (36) months from the date of being placed on the convicted contractors list.

Acknowledged by:

Company Name

Signature

Name and title (Print or Type)

Date

Conflict of Interest Disclosure Form

The award of this contract is subject to the provisions of Chapter 112, Florida Statutes. All Proposers must disclose within their proposal: the name of any officer, director, or agent who is also an employee of the City of Stuart.

Furthermore, all Proposers must disclose the name of any City employee who owns, directly or indirectly, an interest in the Proposer's firm or any of its branches.

The purpose of this disclosure form is to give the City the information needed to identify potential conflicts of interest for key personnel involved in the award of this contract.

The term "conflict of interest" refers to situations in which financial or other personal considerations may adversely affect, or have the appearance of adversely affecting, an employee's professional judgment in exercising any City duty or responsibility in administration, management, instruction, research, or other professional activities.

Please check one of the following statements and attach additional documentation if necessary:

_____ To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other Cities, Counties, contracts, or property interest for this proposal.

_____ The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other Cities, Counties, contracts, or property interest for this proposal.

Company Name

Signature

Name and title (Print or Type)

Date

Attachment A
Map of Valet Parking Area



CITY OF STUART, FLORIDA AGENDA ITEM REQUEST CITY COMMISSION

Meeting Date: 9/9/2019

Prepared by: Pinal Gandhi-Savdas

Title of Item:

RFP FOR VALET SERVICE OPERATOR (RC):

RESOLUTION No. 83-2019; A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF STUART, FLORIDA TO ADVERTISE A REQUEST FOR PROPOSAL (RFP) FOR VALET OPERATOR TO PROVIDE VALET PARKING SERVICES IN THE DOWNTOWN AREA; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

Summary Explanation/Background Information on Agenda Request:

Staff is requesting to issue Request for Proposal (RFP) for valet parking services on the City Hall parking lot and behind the Annex Building. The valet service will be during the peak season, Thursday thru Saturday in the evenings from 5:00 p.m. - 12:00 a.m. from December 1, 2019 - May 30, 2020. The valet service will not impact the regular City Hall business hours.

In the previous years, the City had an agreement with the valet service operator to set-up valet in front of the City Hall and utilize the public parking lot behind the Stuart Heritage Museum (Feed Store) for storing cars. The Downtown Valet Parking Program allowed the public to valet their vehicle at a cost of \$5 per car, Friday and Saturday evenings from 5 PM - 10 PM, from December - June. The valet service paid the City a flat fee of \$125 per month for the operation of the valet service and the use of right-of-way.

However, last year when the City implemented extending the 3-hour parking restrictions to 8 PM to promote exterior parking for downtown employees and increase opportunity for visitor parking, the valet service operator noticed that the downtown employees started parking behind the Feed Store where there is no time restrictions leaving little to no space available for valet parking storage. The valet service had to turn away people because there was no parking space available.

Currently, there are about 60 parking spaces available with the two lots combined (City Hall parking lot and behind the Annex Building). An advantage of exclusive valet parking is that valets can park cars closer and stack cars, which will help to double the number of cars they can park with the two parking areas (120 cars or more). With the exclusive valet program, we will provide more car storage, convenient service and location, less wait time, less stress, reduce traffic congestion from drivers searching for parking space, and efficient service to give a better experience for our visitors in downtown. The program will exclude the public parking area behind the Feed Store.

The proposal will require the valet service operator to provide revenue sharing program and data on the customers served to determine the demand for the service and desire to pay for convenient parking. The service will be provided at the Operator's sole cost and expense. The proposed program would be during season for one (1) year and the City would have the option for continuing the program based on the findings and feedback (see attached Scope of Services) .

The proposed program was recently presented to MainStreet and Downtown Business Association (DBA) and they are in support of exclusive valet program on City parking lots (see attached).

Funding Source:

N/A

Recommended Action:

Motion to approve Resolution No. 83-2019 to issue RFP to provide valet service in downtown Stuart.

ATTACHMENTS:

Description	Upload Date	Type
▣ Resolution No. 83-2019	8/29/2019	Resolution add to Y drive
▣ Valet Scope of Services	8/29/2019	Exhibit
▣ Letters of Support	8/16/2019	Backup Material



**BEFORE THE CITY COMMISSION
CITY OF STUART, FLORIDA**

RESOLUTION NUMBER 83-2019

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF STUART, FLORIDA TO ADVERTISE A REQUEST FOR PROPOSAL (RFP) FOR VALET OPERATOR TO PROVIDE VALET PARKING SERVICES IN THE DOWNTOWN AREA; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

* * * * *

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF STUART, FLORIDA that:

SECTION 1: The City Commission of the City of Stuart hereby authorizes staff to advertise a Request for Proposal (RFP) for valet operator to provide valet parking services in the Downtown area.

SECTION 2: This resolution shall take effect upon adoption.

Commissioner _____ offered the foregoing resolution and moved its adoption. The motion was seconded by Commissioner _____ and upon being put to a roll call vote, the vote was as follows:

REBECCA S. BRUNER, MAYOR
EULA R. CLARKE, VICE MAYOR
KELLI GLASS LEIGHTON, COMMISSIONER
MERRITT MATHESON, COMMISSIONER
MIKE MEIER, COMMISSIONER

YES	NO	ABSENT	ABSTAIN

Resolution No. 83-2019
RFP for Valet Operator

ADOPTED this 9th day of September 2019.

ATTEST:

MARY R. KINDEL
CITY CLERK

REBECCA S. BRUNER
MAYOR

APPROVED AS TO FORM
AND CORRECTNESS:

MICHAEL MORTELL
CITY ATTORNEY

DOWNTOWN VALET PARKING SERVICES PILOT PROGRAM

SCOPE OF SERVICES

Scope of Work

The City of Stuart requests the services of a qualified Operator to provide valet parking services in the downtown area at the Operator's sole cost and expense. The selected Operator will be required to enter into an agreement with the City and the Community Redevelopment Agency (CRA) to provide these services. The proposed minimum valet parking service requirements are as follows:

General

The selected Operator shall administer, manage and operate a high quality valet parking service for visitors to the downtown area.

1. Valet operation shall be during the peak season from December 1, 2019 – May 30, 2020.
2. Valet parking services shall be provided Thursday thru Saturday, 5:00 p.m. to 12:00 a.m. Increasing or decreasing days and times to accommodate for customer demand may be proposed by the operator or City and will be subject to City Approval.
3. Valet parking service set-up location to be mutually agreed upon by the City and the Operator.
4. Parking Storage: Exclusive valet parking areas will be provided by the City. Parking areas have been identified in Attachment I.
5. This program excludes the City's agreement with a private valet operator and Louronzo's Italian Restaurant to utilize the three "Loading Zone" parking spaces on the east side of SE Colorado Avenue (adjacent to Louronzo's) for valet parking operation and utilizing private parking lots at the east end of the historic district for parking storage.
6. The proposal excludes the parking spaces behind the Annex Building and City Hall parking lot for City marked vehicles (maximum of 6 parking spaces).
7. The proposed valet parking areas shall remain public parking lots until 5 PM. Any vehicles parked in the parking lots shall be allowed to remain after 5 PM (3-hour parking time applies).
8. Proposed Rate: The Operator shall propose standard rate for valet service.
9. Revenue Sharing Proposal: The operator shall provide revenue sharing fee structure based on the proposed operation rate and schedule in Attachment II. The payment to the City shall be on or before the 5th day of each month.
10. Valet Staff: Operator shall provide a staffing plan, an appropriate valet staff training program and uniforms.
11. Marketing Program: The operator will cooperate with the City in marketing efforts for this service.
12. Customer Service: The selected valet services operator must respond immediately to customer complaints and inquiries. Operator is expected to provide excellent customer service to internal and external clients.
13. The City will have the right to establish reasonable rules and regulations and/or operating directives for the valet operations.

14. Operations will be monitored and changes made as appropriate. It is the City's intent to offer a quality valet parking operation, at the same time causing little or no disruption to the downtown's existing traffic patterns.
15. Records and Reports: The operator will provide weekly reports by Tuesday of the following service week, which include the following information:
- the number of customers served each day of operation;
 - maintain accounting records of all income and expenses related to revenue collection and provide a weekly summary to the City;
 - complaints received and the resolution of the complaint;
 - customer wait times for drop off and retrieving vehicles;
 - staffing levels for each day of service; and
 - documentation describing incidents or accidents.

Business Plan

The Respondent shall submit a Business Plan that provides details of the day-to-day operations of the valet parking service, including but not limited to:

1. Operations

- a. Management: Provide details including supervision, staffing, accommodations for handicap- adapted vehicles, reservations, process for drop-off and pick-up and estimated wait times.
- b. Customer Service: Provide procedures for handling customer service and complaints.
- c. Safety: Provide an Accident Prevention and Safety Program to be used by staff.
- d. Security: Provide details regarding the securing of parking areas and vehicle keys.
- e. Reporting: The selected Operator will provide weekly reports by Tuesday of the following service week, which include information such as the number of customers served each day of operation; records of all income and expenses; complaints received and the resolution of the complaint; estimated customer wait times for drop-off and retrieving vehicles; staffing levels for each day of service; and documentation describing incidents or accidents.

2. Location

- a. Counter: The kiosk or booth shall be attractive and designed/located so that it does not conflict with ADA regulations or pedestrian safety and usage of the sidewalk.
- b. Signage: Signage shall be placed on or close to the counter, which provides the name of the concessionaire, rates, and times of service. City shall approve the signage and its location before it goes into production or is installed.
- c. Traffic Control: A traffic flow and queuing plan shall be established to ensure consistent stacking and movement of vehicles, both dropping off and picking up.
- d. Maintenance: The selected Operator shall be responsible for the maintenance, repairs and cleaning of the counter and surrounding areas.

3. Personnel

- a. Training: The selected Operator will be responsible for training all employees with the duties and responsibilities under the agreement. The selected Operator shall provide ongoing customer service training.
- b. Staffing: The counter shall be staffed with sufficient personnel to greet customers dropping off their vehicles and assist customers picking up their vehicles.
- c. Staff: The selected Operator shall ensure that employees assigned to perform valet parking services are bonded against theft, embezzlement and other losses of customer vehicles and personal property; maintain a valid Florida State Driver's License appropriate for the types of vehicles being driven; have no outstanding warrants; and have never been convicted of DUI. All employees should present a well-groomed and professional appearance; be positive and courteous attitude at all times; never use foul or inappropriate language; be alert, attentive and responsive while on duty; remain calm when encountering an upset customer; listen attentively; obey all traffic laws and rules;

and not commit any act which may bring discredit upon the City of Stuart.

4. **Pricing**

- a. Rates: The Operator shall provide standard rate for valet service. Please utilize Attachment II to officially submit pricing information.
- b. Vouchers: The City will coordinate with downtown businesses to determine if reduced rates can be incorporated into the valet parking program, or if such complimentary service should be left in the hands of the individual businesses as a benefit to their patrons.

Compensation Schedule/Program

Provide a cost proposal/revenue sharing program in Attachment II. At the sole discretion of the City, revenue share may be amended in favor of the operator, if the operator's expenses exceed net revenue. The Operator shall provide appropriate documentation for review by the City to be considered.

Agreement

The term for the Agreement awarded in response to this RFP is one (1) year. The City shall have the option to renew under the same terms and conditions for up to two (2) additional, one (1) extensions. All renewals shall be in writing.

The selected Operator shall maintain comprehensive general liability insurance covering its operation under this Agreement in an amount not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate. Such insurance shall name the City of Stuart as an additional insured. The selected operator's policy to cover Liability and Worker's Compensation. The selected operator's Liability policy would cover damage to any vehicle that is under the care, custody and control of the valet company, including collision. This Certificate of Insurance must be in place for the entire contract period(s).

The selected Operator agrees to indemnify and hold harmless the City of Stuart for all property damage, bodily injury or personal injury that arises because of valet parking services. This obligation survives termination or revocation of this Agreement.

EVALUATION AND NEGOTIATION PROCESS

A selection committee appointed and approved in accordance with the City of Stuart Purchasing Policies will review all submittals and make a recommendation to the City Commission based upon the established evaluation criteria. A selected group of Firms may be required to make an oral presentation to the Selection Committee. Such a presentation will provide an opportunity for the Firms to clarify the information provided in their proposal. If oral presentations are given, the final decision of the Selection Committee will be based on the tabulation from the oral presentations. The Selection Committee will present its recommendations to the Stuart City Commission, which has the authority to make the final determination and award contracts. Submittals will be evaluated on a POINTS BASIS. The City reserves the right to make selections based on the submittals only or to request presentations before determining the final ranking. The criteria listed below will be used in the evaluation process to determine the successful respondent. If only one (1) submittal is received, it will be reviewed, and subject to acceptance/negotiation by the using department and the Purchasing Division.

Evaluation Criteria

The City will conduct a comprehensive, fair and impartial evaluation of all Proposals received in response to this RFP. The City may appoint a selection committee to perform the evaluation. Each Proposal will be analyzed to determine overall responsiveness and qualifications. The selection committee may select all, some or none of the Respondents for interviews. If the City elects to conduct interviews, Respondents may be interviewed and re-scored based upon the same criteria. The City may also request additional information from Respondents at any time prior to final approval of a selected Respondent. The City reserves the right to select one, or more, or none of the Respondents to provide valet parking services. Final approval of a selected Respondent is subject to the action of the Stuart City Commission.

Evaluation Criteria shall be as follows:

- | | |
|---|-----------|
| ▪ Experience, Background and Qualifications | 25 points |
| ▪ Business Plan | 30 points |
| ▪ Pricing and Compensation Schedule | 35 points |
| ▪ References | 10 points |

NEGOTIATIONS FOR PROJECTS: will be held with the most qualified firm for compensation, which the City determines, is fair, competitive, and reasonable. Should the City be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price the City determines to be fair, competitive, and reasonable, negotiations with that firm will be formally terminated. The City will then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the City will terminate negotiations. The City will then undertake negotiations with the third most qualified firm.

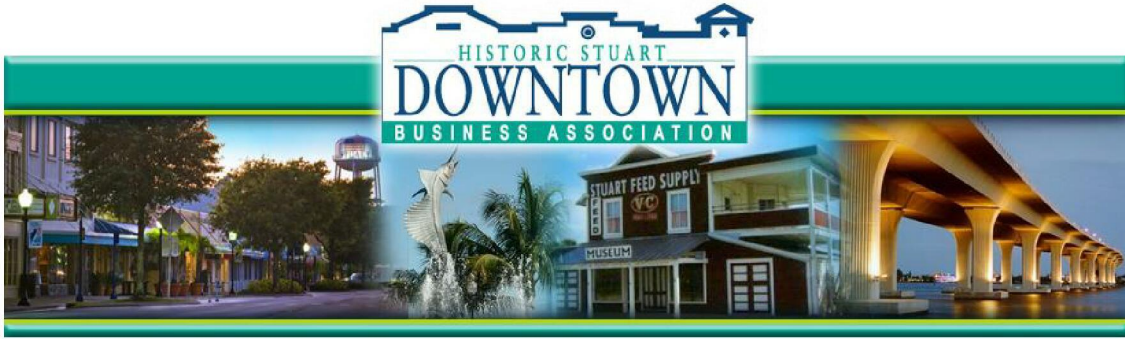
Should the City be unable to negotiate a satisfactory contract with one of the top three firms, the City shall select additional firms in the order of their competence and qualification and continue negotiations until an agreement is reached.

ATTACHMENT I
Map of Valet Parking Areas



ATTACHMENT II
Cost Proposal Form

Provide revenue sharing fee structure based on the proposed operation rate and schedule in the space provided below.



August 14, 2019

Pinal Gandhi-Savdas
CRA Administrator City Of Stuart
121 SW Flagler Avenue
Stuart, FL 34994

RE: Support for Exclusive Valet Parking

Dear Pinal,

The Downtown Business Association of Stuart (DBA) would like to lend its support to the proposed valet parking changes the CRA is recommending and was presented to DBA meeting on August 14, 2019. Efficient parking with stacking of vehicles, which valet parking offers, will expand parking availability.

The DBA enjoys the collaborative relationship between the City of Stuart CRA and staff. This partnership is critical to the overall well-being of historic downtown Stuart. Thanks for including our organization in your planning for historic downtown.

Sincerely,

Bill Moore
President, DBA
Owner, Kilwins of Stuart



P.O. Box 3035
Stuart, FL 34995

Board of Directors

Mark Brechbill

Kim Capen

David Collier

Anthony DiFruscio

Ginger Eha

Denise Feenan

Jim Hatch

Michael Houston

Patti McAuley

Terry McCarthy

Mike McCarty

Rick Miller

Paul Nunley

Nik Schroth

Bill West

To the City of Stuart Board of Commissioners
2019
City Hall
Stuart FL 34949

August 15,

Dear Commissioners:

As the governing board of the Stuart Main Street Association, we are writing to express our enthusiastic support of the Community Redevelopment Agency's proposed update to the CRA plan.

Key elements and details of the plan were presented at our August 13, 2019 Board meeting. The presentation, made by Pinal Gandhi-Savdas and Kevin Freeman, was impressive. Both responded to our questions and comments with professionalism and candor.

It has long been a position of the Main Street Board that bond financing be utilized to complete brick and mortar CRA projects in a more expeditious manner and this plan seems to lay the ground work for this to occur. We look forward to continued dialog and input on specific design elements.

We offer our support of the plan, its proposed work projects and the ongoing optimization of existing programs such as the mural program and valet parking in conjunction with feedback from our partners in the DBA.

Sincerely,

Nikolaus Schroth, President, Stuart Main Street Board of Directors

Office

101 SW Flagler Ave.
Stuart, FL 34994

772-286-2848
Fax 772-600-1257

CC: Pinal Gandhi-Savdas, Kevin Freeman, Community Redevelopment Board, all SMS Board members

CITY OF STUART, FLORIDA AGENDA ITEM REQUEST Joint CCM/CRA/CRB

Meeting Date: 10/28/2019

Prepared by: Pinal Gandhi-Savdas and Tim Voelker

Title of Item:

PROPOSED ON-STREET PARKING CHANGE ON AKRON AVE (RC):

RESOLUTION No. 77-2019; A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF STUART, FLORIDA DEDICATING ON-STREET PARKING ON THE EAST SIDE OF SW AKRON AVENUE FROM SW OCEAN BLVD TO SW 5TH STREET; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

Summary Explanation/Background Information on Agenda Request:

With the recent redevelopment along SW Akron Avenue, there has been an increase in the number of vehicles parked along the street. Due to the narrow width of the street, parking on both sides has created a safety concern in that an emergency vehicle is unable to get through when two vehicles are parked on opposite sides of the street. As part of the City of Stuart's ongoing commitment to street safety, the City would like to install "no parking signs" along the west side of the street. **On-street parking will be allowed along the east side of the street.** Parking on only one side of the street will allow for sufficient space for an emergency vehicle to get through.

A notice was mailed to all the residents and property owners along SW Akron Avenue, notifying of the public hearings on the proposed change (see attached map).

Community Redevelopment Board

On October 1, 2019, the Community Redevelopment Board unanimously recommended approval of the proposed on-street parking change on Akron Avenue.

Funding Source:

N/A

Recommended Action:

Requires two separate motions of approval:

CRA Board - Recommend approval of Resolution No. 77-2019 for dedicating on-street parking on the east side of SW Akron Avenue.

CCM - Recommend approval of Resolution No. 77-2019.

ATTACHMENTS:

Description	Upload Date	Type
□ Resolution No. 77-2019 and Exhibit	9/4/2019	Resolution add to Y drive
□ Map for notification of public hearings	8/13/2019	Backup Material
□ Letter of Support	10/7/2019	Backup



**BEFORE THE CITY COMMISSION
CITY OF STUART, FLORIDA**

RESOLUTION NUMBER 77-2019

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF STUART, FLORIDA DEDICATING ON-STREET PARKING ON THE EAST SIDE OF SW AKRON AVENUE FROM SW OCEAN BLVD TO SW 5TH STREET; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

* * * * *

WHEREAS, the City Commission of the City of Stuart, Florida is prohibiting on-street parking on the west of SW Akron Avenue from SW Ocean Blvd to SW 5th Street; and

WHEREAS, the SW Akron Avenue is too narrow to allow on-street parking on both sides of the street; and

WHEREAS, parking on both sides has created a safety concerns in that an emergency vehicle is unable to get through when two vehicles are parked on opposite sides of the street; and

WHEREAS, as part of City of Stuart ongoing commitment to street safety, the City will install “No Parking” sign on the west side of the street.

WHEREAS, parking on only one side of the street will allow for sufficient space for an emergency vehicle to get through; and

WHEREAS, the on-street parking will be restricted to the east of SW Akron Avenue as depicted in attached hereto as “Exhibit A”.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF STUART, FLORIDA that:

SECTION 1: The City Commission hereby approves on-street parking restricted to the east side of SW Akron Avenue from SW Ocean Blvd to SW 5th Street.

SECTION 3: This resolution shall take effect upon adoption.

Commissioner _____ offered the foregoing resolution and moved its adoption. The motion was seconded by Commissioner _____ and upon being put to a roll call vote, the vote was as follows:

REBECCA S. BRUNER, MAYOR
EULA R. CLARKE, VICE MAYOR
KELLI GLASS LEIGHTON, COMMISSIONER
MERRITT MATHESON, COMMISSIONER
MIKE MEIER, COMMISSIONER

YES	NO	ABSENT	ABSTAIN

ADOPTED this 23rd day of September 2019.

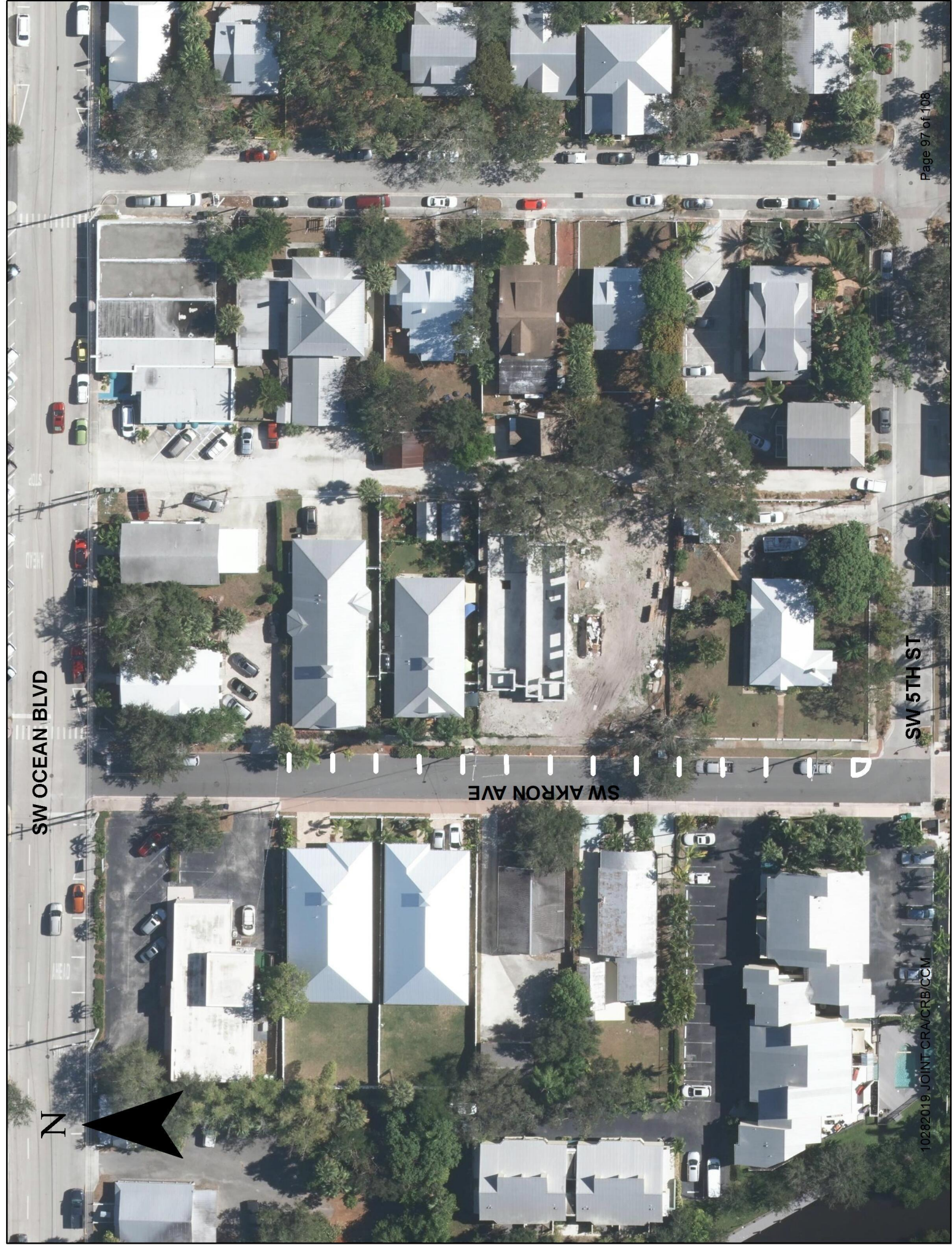
ATTEST:

MARY R. KINDEL
CITY CLERK

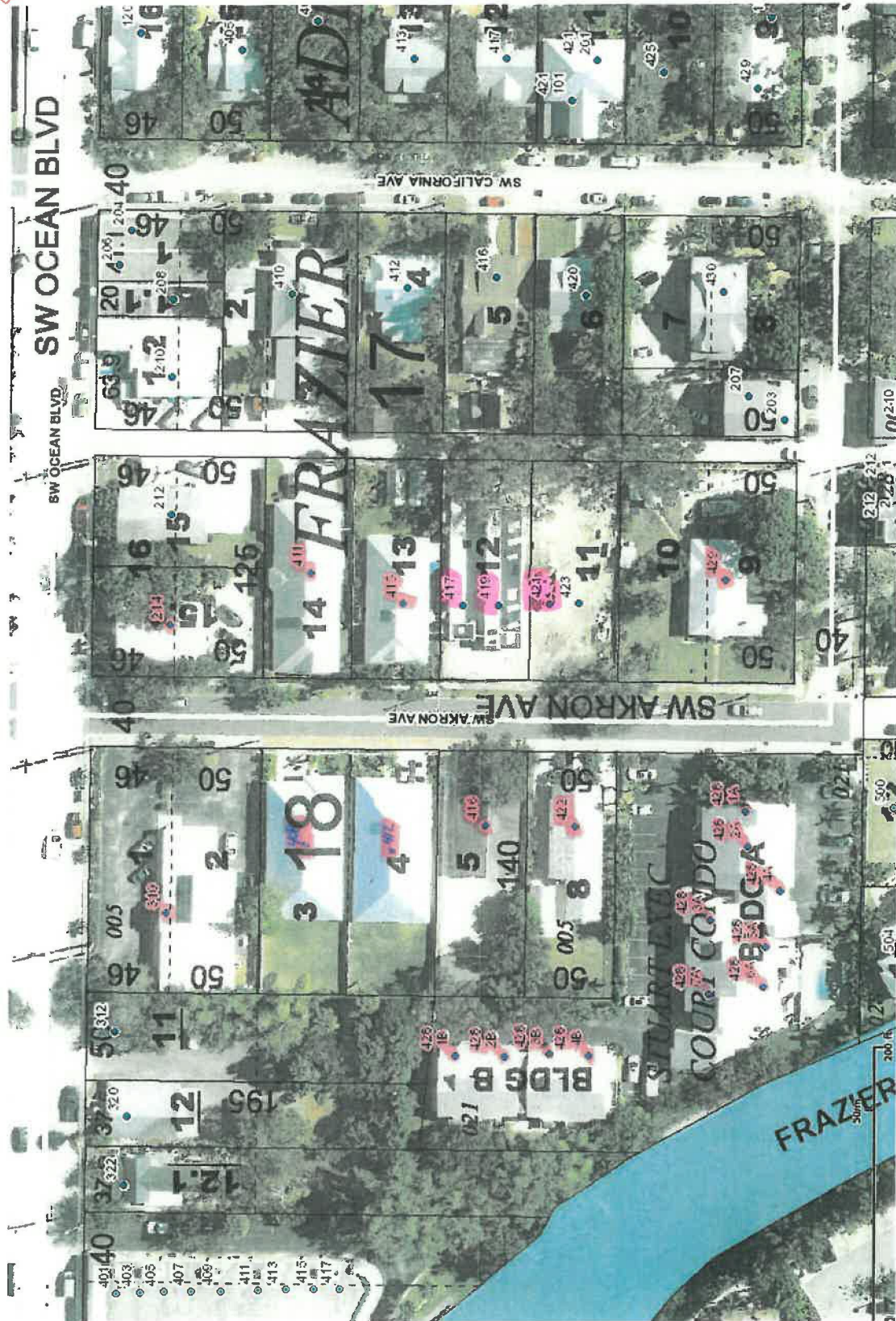
REBECCA S. BRUNER
MAYOR

APPROVED AS TO FORM
AND CORRECTNESS:

MICHAEL MORTELL
CITY ATTORNEY



COPY



From: [Rick Bell](#)
To: [Gandhi-Savdas, Pinal](#)
Subject: SW Akron On- Street Parking
Date: Tuesday, September 17, 2019 1:29:00 PM

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Mrs Gandhi-Savdas,

Thank you for the above referenced re-notice regarding parking on Akron Ave between West Ocean and Fifth Street. We live on this block at 419 and own additional vacant property next door to 419 and are keenly interested in resolving this issue as soon as possible. Unfortunately we will be out of the country On October 1, 2019 and, therefore, unable to attend the CRB hearing on that date.

Please let this letter stand as our support of parking on one side on the street only, but additionally request that the parking spaces on the east side of Akron be clearly marked with paint to allow the most efficient parking possible.

Thank you
Rick Bell
419 S W Akron Ave
Stuart, Fl 34994,
772-260-8506 Cell
redgarbell@gmail.com

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MINUTES

COMMUNITY REDEVELOPMENT/HISTORIC PRESERVATION BOARD

OCTOBER 1, 2019 AT 4:00PM
CITY COMMISSION CHAMBERS
121 S.W. FLAGLER AVE.
STUART, FLORIDA 34994

COMMUNITY REDEVELOPMENT BOARD MEMBERS

Chair – Chris Lewis
Vice Chair – Frank Wacha
Board Member – Faye James
Board Member – Tom Campenni
Board Member – Pete Walson
Board Member – Cristina Maldonado
Board Member – Nathan Ritchey

ADMINISTRATIVE

Development Director, Kev Freeman
CRA Administrator, Pinal Gandhi-Savdas
Board Secretary, Jordan Pinkston

CALL TO ORDER  4:00 PM

ROLL CALL  4:00 PM

Present: Pete Walson, Frank Wacha, Faye James, Tom Campenni, Nathan Ritchey
Cristina Maldonado, Chris Lewis

APPROVAL OF MINUTES  4:00 PM

Motion: Action: Approve

Moved by: Tom Campenni

Seconded by: Frank Wacha

Motion passed unanimously.

APPROVAL OF AGENDA

Motion: Action: Approve

Moved by: Frank Wacha

Seconded by: Tom Campenni
Motion passed unanimously.

COMMENTS FROM THE PUBLIC (5 min. max): None.

COMMENTS FROM THE BOARD MEMBERS  **4:01 PM**

Faye James wanted to say that she appreciated the City Manager and staff coming out to the 10th Street meeting on September 17, 2019 to share their plans for 2020. She appreciated that they shared her ideas and recommendations with the public.

COMMUNITY REDEVELOPMENT BOARD

1. Proposed on-street parking change on SW Akron Ave.

PRESENTATION  **4:02 PM**

Tim Voelker, Assistant to Public Works Director and City Engineer

COMMENTS FROM THE BOARD MEMBERS:

Nathan Ritchey asked for confirmation that it was still going to be a two-way street.

Tim Voelker confirmed that it would still be a two-way street and there would be no on-street parking signs on the west side of the street and in front of some of the resident's homes.

Nathan Ritchey asked if parking would be allowed in either direction or if you were able to park north if you are heading south.

Tim Voelker confirmed that if you were heading south and wanted to park on-street you would have to turn around and head north.

Tom Campenni asked who initiated the request.

Tim Voelker said that it was back in November 2017 by code enforcement. He said there were notices sent out and it was put on hold when we got minimal push back, but it was brought back to our attention that residents want it by a letter of support.

Cristina Maldonado said that part of the purpose is for emergency vehicles, but this does not allow much room for a two-way street for an emergency vehicle. She said it only allows fourteen feet and is not very safe.

Tim Voelker said it was possible for a vehicle to stop and pull over to the side if there are spaces available.

Tom Campenni said that this is a problem everywhere and that this road has sidewalks that can be utilized too.

Nathan Ritchey said you currently have those problems on 6th street. He would be opposed to have it turned into a one-way street that would only go north. He personally uses that road to come from US1 to Colorado.

Frank Wacha said that he thinks it is a great plan.

Pete Walson asked how wide a lane had to be to make a two-way street.

Tim Voelker said that the minimum is 10 feet, ideally 12 feet.

Pete Walson asked why they care if cars park north or south.

Nathan Ritchey said it was because it is illegal to park a car facing in the opposite way of traffic.

Pete Walson asked what the name of the street was for sailfish circle. He said that Joan Jefferson Road has striping for parking, but the yellow line in the center of the road is not in the middle.

COMMENTS FROM THE PUBLIC (5 min. max): None.

MOTION:

Action: Approve.

Moved by: Frank Wacha

Seconded by: Tom Campenni

Motion passed unanimously.

OTHER MATTERS BEFORE THE BOARD: None.

STAFF UPDATE

Kev Freeman advised about the updates we are making to the City of Stuart Comprehensive Plan. With that there are a number of public outreach meetings, one of which is happening next Monday, October 7 in the Chamber at 4PM and encouraged the board to attend.

ADJOURNMENT **4:14 PM**

Motion: Action: Approve

Moved by: Tom Campenni

Seconded by: Frank Wacha

Motion passed unanimously.

Chris Lewis, Chair

Jordan Pinkston, Board Secretary

**CITY OF STUART, FLORIDA
AGENDA ITEM REQUEST
Joint CCM/CRA/CRB**

Meeting Date: 10/28/2019

Prepared by: Mary Kindel, City Clerk

Title of Item:

APPROVAL OF 4/22/2019 JOINT CRA/CRB/CCM MINUTES. (ALL BOARDS MAY APPROVE)
(RC)

Summary Explanation/Background Information on Agenda Request:

The regularly scheduled Joint meeting in July 2019 was cancelled, therefore the 4/22/19 Joint CRA/CRB/CCM Minutes are included on this agenda for approval.

Funding Source:

N/A

Recommended Action:

Please approve Minutes.

ATTACHMENTS:

Description	Upload Date	Type
4/22/2019 Jt. CRA/CRB/CCM Minutes	10/22/2019	Attachment

MINUTES
SPECIAL MEETING OF THE STUART CITY COMMISSION
COMMUNITY REDEVELOPMENT AGENCY AND
COMMUNITY REDEVELOPMENT BOARD
HELD April 22, 2019
AT 4:30 PM Commission Chambers
121 SW FLAGLER AVE.
STUART, FLORIDA 34994

CITY COMMISSION

Mayor Rebecca S. Bruner
Vice Mayor Eula R. Clarke
Commissioner Kelli Glass Leighton
Commissioner Merritt Matheson
Commissioner Mike Meier

COMMUNITY REDEVELOPMENT AGENCY

Chairperson - Rebecca S. Bruner
Vice Chairperson - Eula R. Clarke
Board Member - Kelli Glass Leighton
Board Member - Merritt Matheson
Board Member - Mike Meier
Ex Officio Board Member - Nathan Ritchey (ABSENT)
Ex Officio Board Member - Pete Walson

COMMUNITY REDEVELOPMENT BOARD

Chairman - Chris Lewis (ABSENT)
Vice Chairman - Frank Wacha (ABSENT)
Board Member - Faye James
Board Member - Tom Campenni
Board Member - Pete Walson
Board Member - Cristina Maldonado
Board Member - Nathan Ritchey (ABSENT)

ADMINISTRATION

City Manager, David Dyess
City Attorney, Michael Mortell
City Clerk, Mary R. Kindel
Development Director, Kevin Freeman

ROLL CALL



4:30 PM Roll Call.

Present: Rebecca S. Bruner, Eula R. Clarke, Kelli Glass Leighton, Merritt Matheson, Mike Meier, Pete Walson, Faye James, Tom Campenni, Cristina Maldonado

**Absent: Chris Lewis, Frank Wacha, Nathan Ritchey
Board Member - Nathan Ritchey (ABSENT)**

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA



4:31 pm Motion: Move approval of Agenda.

Moved by: Board Member Glass Leighton

Seconded by: Board Member Campenni

Motion passed unanimously.

PRESENTATIONS



4:32 PM 1. SHEPARD PARK BOAT TRAILER PARKING IMPROVEMENTS

Tim Voelker, City Engineer and Assistant Public Works Director gave a brief presentation on Shepard Park Boat Trailer Improvements, reviewing the improvements previously made to Shepard Park. Boat trailer parking continues to be an issue. Total cost of the project is \$500,000; \$225,000 FIND Grant application submitted in March with an expected response in November. City cost is \$275,000. The FIND Grant does not cover landscaping therefore the project's trees would be covered by the City. The City's cost is broken down as follows:

Transportation Impact Fees - \$50,000

Tree Fund - \$80,000

CRA - \$145,000

Presentation followed by a brief discussion.

COMMUNITY REDEVELOPMENT AGENCY



5:04 PM 2. BUDGET AMENDMENT: GREEN BIKE LANES, S. COLORADO AVE:

RESOLUTION No. 05-2019 CRA; A RESOLUTION OF THE BOARD OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF STUART, FLORIDA, AUTHORIZING BUDGET AMENDMENT #5 TO THE FY 2019 CRA BUDGET TO TRANSFER FUNDS FROM THE CRA FUND BALANCE TO ALLOCATE TO THE GREEN BIKE LANES PILOT PROJECT IN THE AMOUNT OF \$60,000 TO INSTALL GREEN BIKE LANE MARKINGS AT CONFLICT POINTS BETWEEN VEHICLES AND BICYCLISTS ON

COLORADO AVENUE FROM CONFUSION CORNER TO SE KINDRED STREET TO INCREASE THE VISIBILITY OF THE FACILITY IN DOWNTOWN STUART; PROVIDING FOR CONFLICTS; SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE, AND FOR OTHER PURPOSES.

Pinal Gandhi-Savdas, CRA Administrator, presented on the Green Bike Lanes Pilot Project. Per the direction of the Boards at the Joint Meeting in November 2018, staff was directed to explore a pilot program for bike lanes on Colorado Avenue. Three options provided: Thermoplastic at \$52,000, Traffic Paint at \$16,000, or Epoxy Resin at \$30,000. Thermoplastic is the leading standard used by FDOT.

Board Member Meier recommended the Epoxy Resin and commented on the flow of the lanes at the round-about on Colorado and signage.

Discussion on the cost, quality of materials, and public safety.

 **5:27 PM Motion: Move approval of budget amendment bringing bike lanes to Colorado Ave., No. 05-2019 CRA.
Moved by: Board Member Meier
Seconded by: Board Member Clarke
Motion passed 4/2 in favor.**

Bruner	YES
Clarke	YES
Glass Leighton	NO
Matheson	YES
Meier	YES
Walson	NO

Public Comment:

1) Armond Pasquale – Opposes bike lanes.

CITY COMMISSION

 **5:30 PM CONSENT CALENDAR**

3. APPROVAL OF 02/25/2019 CRA MINUTES

4. APPROVAL OF 01/28/2019 JOINT CRA/CRB/CCM MINUTES

 **5:30 PM Motion: Move approval of the Consent Agenda.
Motion: Board Member Glass Leighton
Seconded: Board Member Walson
Motion passed unanimously.**

ORDINANCES

COMMUNITY REDEVELOPMENT BOARD



5:30 PM ADJOURNMENT

CCM

Mary R. Kindel, City Clerk

Rebecca S. Bruner, Mayor

**Minutes to be approved at the Joint CCM/CRA/CRB
Meeting this 28th day October, 2019.**

CRA

Mary R. Kindel, City Clerk

Rebecca S. Bruner, Chairperson

**Minutes to be approved at the Joint CCM/CRA/CRB
Meeting this 28th day October, 2019.**

CRB

Mary R. Kindel, City Clerk

Chris Lewis, Chairperson

**Minutes to be approved at the Joint CCM/CRA/CRB
Meeting this 28th day October, 2019.**