



TOWN OF MELBOURNE BEACH

TOWN COMMISSION REGULAR MEETING

MAY 19, 2021

AGENDA PACKET

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Town of Melbourne Beach
REGULAR TOWN COMMISSION MEETING
MAY 19, 2021 at 6:00 p.m.
COMMUNITY CENTER – 509 OCEAN AVENUE

AGENDA
PUBLIC NOTICE

**The Town Commission will conduct a Regular Town Commission Meeting
on Wednesday May 19, 2021 in the Community Center
to address the items below**

Commission Members:

Mayor Wyatt Hoover
Vice Mayor Joyce D. Barton
Commissioner Steve Walters
Commissioner Sherrie Quarrie
Commissioner Corey Runte

Staff Members:

Town Manager Elizabeth Mascaro
Town Clerk Jennifer Torres
Town Attorney Clifford Repperger

Notice: Commission discussion and possible action may occur during any Commissioner Meeting. The following sections of the Agenda are always subject to such discussion and possible action without further motion by the Commission: Changes to the Agenda, Public Hearings, Old Business, and New Business.

The public is advised that members of the Town Commission may be in attendance and participate in proceedings of the board. Attorney General Opinions (AGO) AGO 91-95, AGO 98-14, AGO 2000-68.

PURSUANT TO SECTION 286.0105, FLORIDA STATUTES, THE TOWN HEREBY ADVISES THE PUBLIC THAT: In order to appeal any decision made at this meeting, you will need a verbatim transcript of the proceedings. It will be your responsibility to ensure such a record is made. Such person must provide a method for recording the proceedings verbatim as the Town does not do so.

In accordance with the Americans with Disability Act and Section 286.26, Florida Statutes, persons needing special accommodations for this meeting shall, at least 5 days prior to the meeting, contact the Office of the Town Clerk at (321) 724-5860 or Florida Relay System at 711.

1. Call to Order – Led by Mayor Hoover**2. Roll Call****3. Pledge of Allegiance and Moment of Silence****4. Presentations**

A. Presentation and Review of Town Audit by James Moore

5. Boards and Committees

A. Review of Town Board Volunteer Applications to fill Board vacancies

6. Public Comments

After being acknowledged by the Mayor, members of the public should state their name and address for the record. The Commission encourages citizens to prepare their comments in advance. Each individual will have three (3) minutes to address the Commission on any topic(s) related to Town business not on the Agenda.

7. Approval of the Agenda**8. Consent Agenda**

- A. Approval of April 21, 2021 RTCM Draft Minutes – Town Clerk Torres
- B. Site Plan Review for 204 Riverside Drive, Melbourne Beach
- C. Site Plan Review for 211 5th Avenue, Melbourne Beach
- D. Reappointment of Diana Beacham to the History Preservation & Awareness Board Center Board for a term of 2 years

9. Public Hearings**10. Old Business**

- A. Consideration of reopening the Community Center and pavilions for rent – Town Manager Mascaro
- B. Consideration of recent discontinuation of state and national mask mandates – Town Clerk Torres

11. New Business

- A. Consideration of Health First Health Insurance Dropping Insurance Plans – Town Manager Mascaro

- B. Consideration of endorsing letter encouraging Governor Desantis to Veto HB403 (Home-based businesses) – Town Manager Mascaro
- C. Consideration of options to produce traffic calming on our most heavily traveled roadways – Town Manager Mascaro
- D. Consideration of increasing Town Hall and the Generator Building insurance coverage – Finance Manager Kerr
- E. Consideration of Proclamation recognizing National Safe Boating Week May 22-28, 2021 – Robert Triebell, PhD, 7th Coast Guard District

12. Staff Reports

- A. Town Attorney Report
- B. Town Manager Report
- C. Town Clerk Report
- D. Departmental Reports
 - 1. Building Department
 - 2. Public Works Department
 - 3. Code Enforcement
 - 4. Police Department
 - 5. Fire Department
 - 6. Finance Department

13. Town Commission Comments

- A. General Comments
- B. Review of Commission Action List

14. Adjournment

Town Commission Workshop

Section: Presentations

Meeting Date: May 19, 2021

Subject: Presentation and Review of Town Audit for Fiscal Year 2020 by James Moore

Submitted By: Town Manager Mascaro

Background Information: Audit for Fiscal Year 2020

Recommendation: Review Audit

Attachments: None

Town Commission Workshop

Section: Boards & Committees

Meeting Date: May 19, 2021

Subject: Review of Town Board Volunteer Applications

Submitted By: Jennifer Torres, Town Clerk

Background Information:

Recommendation: Consider approval of Town Board Volunteer Applications

Attachments:

- Town Board Application from Gail Gowdy for HPAB
- Town Board Application from Teresa Winter for HPAB
- Town Board Application from Dayle Hinman Farrell for HPAB
- Town Board Application from Daniel Hansen for HPAB
- Town Board Application from Tammy Sandberg for HPAB
- Town Board Application from Danika Feodoroff Warren (with resume) for HPAB, Parks, or Planning & Zoning
- Town Board Application from Julianne Samuel for Parks Board

Town Commission Workshop

Section: Consent Agenda

Meeting Date: May 19, 2021

Subject: Consent Agenda

Submitted By: Jennifer Torres, Town Clerk

Background Information:

- A. Approval of April 21, 2021 RTCM Draft Minutes – Town Clerk Torres
- B. Site Plan Review for 204 Riverside Drive, Melbourne Beach
- C. Site Plan Review for 211 5th Avenue, Melbourne Beach
- D. Reappointment of Diana Beacham to the History Preservation & Awareness Board Center Board for a term of 2 years

Recommendation: Consider approval of Consent Agenda

Attachments:

- April 21, 2021 RTCM Draft Minutes – Town Clerk Torres
- Site Plan Review for 204 Riverside Drive, Melbourne Beach
- Site Plan Review for 211 5th Avenue, Melbourne Beach
- Application for Reappointment of Diana Beacham

Town of Melbourne Beach

REGULAR TOWN COMMISSION MEETING

WEDNESDAY, APRIL 21, 2021, 6:00 p.m.
COMMUNITY CENTER, 509 OCEAN AVENUE

DRAFT MINUTES

Commission Members:

Mayor Wyatt Hoover
Vice Mayor Joyce D. Barton
Commissioner Steve Walters
Commissioner Sherrie Quarrie
Commissioner Corey Runte

Staff Members:

Town Manager Elizabeth Mascaro
Town Attorney Cliff Repperger
Town Clerk Jennifer Torres
Public Works Director Tom Davis
Fire Chief Gavin Brown

1. Call to Order

Mayor Hoover called the meeting to order at 6:00 p.m.

2. Roll Call

Commissioners Present:

Mayor Wyatt Hoover
 Vice Mayor Joyce D. Barton
 Commissioner Steve Walters
 Commissioner Sherrie Quarrie
 Commissioner Corey Runte

Staff Present:

Town Manager Elizabeth Mascaro
 Town Attorney Cliff Repperger
 Town Clerk Jennifer Torres
 Public Works Director Tom Davis
 Fire Chief Gavin Brown
 Building Assistant Beth Crowell

3. Pledge of Allegiance and Moment of Silence

Led by Mayor Hoover

4. Presentations

Mark Ryan, City Manager of Indian Harbour Beach, presented the Town of Melbourne Beach with a certificate of recognition on behalf of the FCCMA President acknowledging and celebrating the Town's 30th year as Commission form of government. He also acknowledged the dedicated work of Town Manager Elizabeth Mascaro.

Town Manager Mascaro thanked Mr. Ryan for his support.

Before moving on to public comments, Commissioner Runte apologized for leaving the last Commission meeting early but said he found out that night he and his wife are having twins in September.

The Commission members and staff congratulated Commissioner Runte on the happy news.

5. Public Comments

Danielle Gilberts
505 Magnolia Ave

Ms. Gilberts explained she does a community service called cost sharing of community produce in which she orders produce and she and her community split it among them and cost share the produce. She would like to ask the Commission for consideration to allow this as she feels it is a benefit for everyone and causes no disturbance to her neighbors.

Town Manager Mascaro explained there was a complaint and she involved the Town Planner and found that the code does not allow this use - with the exchange of money for produce.

Commissioner Runte asked if she was buying in bulk from all local farmers, if friends and family come get it – and if they split the cost.

She replied yes. Commissioner Runte said it's a good service and he does not view it as a code violation. He recommended approving it and waiving any reference to it being a code violation.

Vice Mayor Barton said she used to be part of a food co-op and thinks it is a wonderful thing.

Town Attorney Repperger said the issue should be looked at further and they can determine if the code needs to be changed to allow this use or if it falls within the code.

Commissioner Runte said he would like to give her permission to go forward.

Mayor Hoover suggested the Town researches the code and then revisit the issue, but in the meantime, they would agree to allow her to continue.

Jim Simmons
409 Avenue B

Mr. Simmons noted that after reviewing the packet, there are two items, one in the Action Items section and the other in the Town Manager Report that should have been adequately noticed as agenda items on the agenda. By not doing this, the items – which include parking and expansion of outdoor seating – do not allow for public comment and input. He urged the Commission follow proper procedure and the processes that have been established.

Andrew Thompson
Owner of snowmobile, shaved ice

Mr. Thompson said he was invited by the owner of the Melbourne Beach market to set up their food truck in the parking lot.

Mayor Hoover interrupted saying the item is on the agenda and will be discussed tonight so he should reserve his public comment until that time.

Alan Ross
7437 S Highway A1A

In regard to Rotary, Mr. Ross said that in the last Commission meeting, they were given requirements for operating the beer tent and he would like them to consider changing three of them:

- In regard to wearing gloves – he did some research and it appears this is not part of CDC guidelines.
- In regard to the requirement that every server must complete a server alcohol training program. It takes three hours to complete, which is unreasonable. Instead, he proposed that two people at all times are certified.
- He felt background checks for all is intrusive and asked the Commission to rethink that.

Commissioner Walters said we don't need 30 people to take the course and agreed that background checks are not needed.

Commissioner Walters moved to waive the requirements placed upon the Melbourne Beach Rotary for oversight of the beer tent during Founders Day, including gloves, background checks, and to allow for two alcohol certified servers on duty at all times;

Commissioner Quarrie read from minutes of the March RTCM where the Commission previously agreed upon the requirements listed just last month.

Commissioner Runte seconded; Motion carried 4-1 with Commissioner Quarrie in dissent.

Bruce Morgan
501 Sunset Blvd.

Mr. Morgan shared a flyer about his history program. He prepared a video and during Founders Day, he would like to keep it on permanent loop. He asked for technical assistance from Town Hall and Chief Brown agreed to assist.

Marie Louise Barker
511 Riverside Drive

Ms. Barker asked why the Town decided to begin charging for parking and the Mayor explained that we participate in beach nourishment which requires a certain number of spots are open to the public.

Commissioner Runte added that there was an informal inventory done on weekends and there was no one there and they did not want to limit a natural resource for others when it was not being used.

6. Approval of the Agenda

Commissioner Quarrie moved to approve the agenda; Commissioner Runte seconded; Motion carried 5-0.

7. Consent Agenda

- A. Approval of March 3, 2021 TCW Draft Minutes – Town Clerk Torres
- B. Approval of March 17, 2021 RTCM Draft Minutes – Town Clerk Torres
- C. Site Plan Review for 204 Dogwood Avenue, Melbourne Beach
- D. Site Plan Review for 405 Riverside Drive, Melbourne Beach
- E. Site Plan Review for 203 Riverside Drive, Melbourne Beach

Commissioner Quarrie moved to approve the consent agenda; Commissioner Runte seconded; Motion carried 5-0.

8. Public Hearings

9. Old Business

- A. Consideration of FDOT Landscape Grant Submission Allotment Increase – Town Manager Mascaro

Town Manager Mascaro said she met with the designer who gave an estimate of what it would cost for her firm to prepare the high level plans that FDOT would require to apply for this grant. The Commission approved \$5,000 but her cost is \$9,750.

Town Manager Mascaro is requesting an increase to \$9,750 for two sets of certified plans to submit to FDOT for a grant.

Commissioner Runte thanked Vice Mayor Barton for finding this grant. He went on to say the designer they have in place is the best in the county and among the top ten in the state.

Commissioner Runte moved to approve increasing the grant submission allotment for the landscape designer, Susan Hall, from \$5,000 to \$9,750; Commissioner Quarrie seconded;

Public Comments

Crystal Cain
309 Surf

Ms. Cain asked why the design landscaper was not directed to observe the Town's sustainability act.

Commissioner Runte said they have not received the grant yet. Mayor Hoover asked the Town to provide the designer with a copy of the sustainability guidelines.

Motion carried 5-0.

B. Consideration of Mural for Ocean Avenue Bathrooms – Town Manager Mascaro

Town Manager Mascaro presented the Commission with several designs provided by the artist Lance Beringer, for the Ocean Park bathrooms.

They agreed the Tarpon image was impressive and that his work is in line with what they are looking for.

Commissioner Quarrie said she would like to see what color he had in mind for the rest of the building.

Commissioner Runte moved to approve that artist Lance Beringer follow up with additional renderings of the mural and that they discuss them at the next RTCM meeting with the suggestion of using the tarpon art; Commissioner Quarrie seconded;

Public Comments

Ms. Nelson
Avenue B

Ms. Nelson said the area has a lot of vandalism and the Commission should keep that in mind because they don't want the art to be destroyed.

Motion carried 5-0.

C. Review submission of work flow of the building department from permit application through final inspection – Town Manager Mascaro

Town Manager Mascaro explained the process and introduced Beth Crowell from the Building Department for questions.

Ms. Crowell gave a rundown of department operations. Commissioner Runte congratulated her for a job well done. Ms. Crowell said that Building Specialist Greg Schaefer deserves a lot of credit as well.

She went on to say that the software they currently use is outdated - from 2004 – and they hope to invest in new software soon.

10. New Business

- A. Consideration of Proclamation recognizing National Police Memorial Week as May 9-15, 2021 – Police Chief Griswold

Commissioner Quarrie moved to approve the proclamation for National Police Memorial Week; Commissioner Runte seconded; Motion carried 5-0.

- B. Consideration of creating an Ordinance relating to zoning requirements for Mobile Food Dispensing Vehicles and provide general standards for operating Mobile Food Dispensing Vehicles – Town Manager Mascaro

Town Mascaro advised the Commission that they may want to create rules related to the operation of food trucks within the Town.

Town Attorney Repperger clarified that if a food truck is invited by the owner to be on their property, it is allowed. He went on to explain the current code.

The Commission agreed that the next action should be to contact the Town Planner and ask him for his formal opinion. After that, there may be a need to draft additional language in the code to customize the process.

Public Comment

***Jim Simmons
409 Avenue B***

Mr. Simmons said that food truck regulations can be created but adequate parking is the issue. Ocean Park was leased to us to provide access to the beach, not for private businesses. He added that you have to maintain minimum parking, and then if you have additional space, perhaps it's acceptable.

***Justin Miravalle
Snowmobile Shaved Ice, Palm Bay***

Mr. Miravalle suggested the Commission members take a look at Palm Bay's website and how they address food trucks. There are specific things that need to be addressed when there is a mobile food vendor out there. You don't want an eyesore, but if you have them nicely placed, they can be good. It's on the food truck owners to know the laws. He went on to say that food trucks increase foot traffic, the owners have to be licensed and trained in food service.

Commissioner Runte moved to authorize the Town Manager to consult with the Town Planner to address solutions related to food trucks within the Town; Commissioner Quarrie seconded; Motion carried 5-0.

12. Staff Reports

A. Town Attorney Report

Town Attorney Repperger said he finished composing the agreement/contract for the home owner association related to the trees planted on Ocean Avenue and will present it soon.

B. Town Manager Report

Town Manager Mascaro said she will bring the "Everything Parking" as an agenda item at the RTCM.

Commissioner Walters asked the Town Manager to share information about the recent promotions within the police department. He also expressed his thanks to Rick Dovale for taking the extra time and making an effort to do something nice for the children.

Town Manager Mascaro said Sergeant Matthew Smith has been appointed to the Lieutenants position. Corporal Jason Hinchman has been appointed acting Sergeant. FTO Jason Sadler has been appointed to the Corporals position.

Commissioner Walters requested the Commission agree to approve the draft of a formal letter to FDOT to ask for left hand turn signal at Ocean Avenue and A1A.

The other Commission members agreed.

Commissioner Walters asked for an update on Vacation Rentals

Town Manager Mascaro said we have registered two and Code Enforcement found four more who need to comply.

C. Town Clerk Report - None

D. Departmental Reports

1. Building Department - None
2. Public Works Department

Mayor Hoover suggested doing a white background on numbers at Ocean Park for better visibility. PWD Davis agreed.

PWD Davis noted that of the 133 stop bars in town –95 are completed and the rest will be done within the week.

3. Code Enforcement – None

Commissioner Walters said Bob Schaefer, the Code Enforcement officer, is doing a great job and he seems to be very personable with the public. He hasn't heard a single complaint. He added that he also had the opportunity to speak to a property appraiser who said Beth Crowell of the Building Department is doing a great job.

4. Police Department – None

5. Fire Department

Chief Brown gave a brief update on beachside COVID vaccinations

6. Finance Department

Commissioner Runte moved to approve the March Finance Report; Commissioner Quarrie seconded; Motion carried 4-1 with Commissioner Walters in dissent.

13. Town Commission Comments

A. General Comments

The Commission asked that the issue of outdoor parking be made into an agenda item for the June RTCM.

B. Review of Commission Action List

Updates

- **Schedule Workshops with Various Boards:** Bring proposed schedule to May RTCM
- **Everything Parking:** Town Manager Mascaro said this will come back as an agenda item at June RTCM. She will take a look at other municipalities that have changed parking space size – for example City Of Melbourne recently changed theirs. She will call around and survey.
- **Beautification grant** – Keep open – Grant should be awarded in June, move to July RTCM for update

- **Bike Trail Options:** PWD Davis asked to move the item to next month saying the department has now fine-tuned the spray and will have them down by May.
- **Faded crosswalks:** PWD Davis said they completed Ocean and Pine and FDOT did one near the market. FDOT will evaluate the ones in their area. He went on to say that of the 133 stop bars in town – since they purchased the striping machine, 95 have been completed with the rest to be done next week. He will update again in May with FDOT progress.

Commissioner Quarrie brought up traffic flow issues and asked when they will be discussing that. Town Manager Mascaro said she had a meeting with the Mayor and the Police Chief and said she would place the item on the agenda.

14. Adjournment

Commissioner Quarrie moved to adjourn; Commissioner Runte seconded; Motion carried 5-0.

Meeting adjourned at 8:49 p.m.



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ESTABLISHED 1883

Site Plan Review

Applicable Codes

Town of Melbourne Beach Land Development Code
2020 Florida Building Code

Date: April 22, 2021
Owner: MCCLELLAN, SCOTT ALLEN; MCCLELLAN, KELLY DORCAS
Owner Address: 611 ROYAL OAKS DR FRIENDSWOOD TX
Site Address: 204 RIVERSIDE DR MELBOURNE BEACH FL
Parcel ID: 28-38-06-50-A-4
Zoning: 1RS

Proposed Project: New Single Family Dwelling. Drainage will be reviewed by Town Engineer.

References: Town of Melbourne Beach Code of Ordinances: 7A-31, Ordinance 2019-06

Proposed Project: New single-family dwelling.

References: Town of Melbourne Beach Code of Ordinances: 7A-31

Request: Approval by Planning and Zoning Board, Town Commission for construction of a new single-family dwelling.

Staff Review: The property lies in Zoning District 1RS

- 1). Project is a new single family dwelling as a principle use. A home was demolished along with trees (by permit) for the development of a new single-family dwelling.
- 2). The Building Lot Zoning District requirements of min. lot area, width and depth.
Lot area is 34,412 sq. ft. min. 12,000 sq. ft.
Lot width is at the front 122 ft., rear 106 ft. min. 100 ft.
Lot depth is at the west 298 ft., east 296 ft. min. 120 ft.
- 3). Lot coverage has a maximum of 30% for principle structure .
Lot coverage per plan is 19 % Footprint of Primary Structure is 6,531 sq. ft.
Max allowed for Primary Structure is 10,323 sq. ft. for Lot Area of 34,412 sq. ft.
Minimum pervious area per lot is 30%. Pervious area is 67%
- 4). Structure maximum height for zoning district is 28 ft.
The proposed height provided is 19' 6 ¼".
Flood Zone X

5). Zoning District Setback requirements

Proposed Primary Structure Front Setback 61' 6" (min. 25 ft.)

Proposed Primary Structure West Side Setback 15' 1" (min. 15 ft.)

Proposed Primary Structure East Side Setback 15' 1" (min. 15 ft.)

Proposed Primary Structure Rear Setback 66' (min. 25 ft.)

6). Sediment and Erosion control measures shall be met and approved by the Building Official in accordance with the Town of Melbourne Beach Code of Ordinances (27-28) and Florida Building Code (3307.1).

7). On-site Storm water Retention Control measures shall be met and approved by the Building Official in accordance with the Town of Melbourne Beach Code of Ordinances (27-28) and the Florida Building Code (3307.1). Town Engineer will submit a review of drainage per Ordinance 2019-06. Town Engineer will be required for final inspection before a Certificate of Occupancy may be issued as per Ordinance 2019-06. Minimum Landscaping Standards shall be met.

Based on the above review, I find the proposed site plan for the referenced property is in compliance with The Town of Melbourne Beach Code of Ordinances.

**John Stone
Building Official**



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ESTABLISHED 1883

Site Plan Review

Applicable Codes

Town of Melbourne Beach Land Development Code
2020 Florida Building Code

Date: April 22, 2021
Owner: PINDAR, SEAN M
Owner Address: 221 5TH AVE MELBOURNE BEACH FL
Site Address: 221 5TH AVE MELBOURNE BEACH FL
Parcel ID: 28-38-08-FY-27-4
Zoning: 3RS

Proposed Project: Additions to a single-family dwelling. Drainage will be reviewed by Town Engineer.

References: Town of Melbourne Beach Code of Ordinances: 7A-33,
Ordinance 2019-06

Proposed Project: Additions to a single-family dwelling.

Request: Approval by Planning and Zoning Board, Town Commission for construction of an addition.

Staff Review: The property lies in Zoning District 3RS

- 1). Project is additions to a single family dwelling as a principle use.
No out-buildings will be removed for the additions.
- 2). The Building Lot Zoning District requirements of min. lot area, width and depth.
Lot area is 13,503 sq. ft. min. 10,000 sq. ft.
Lot width is 89 ft. min. 90 ft.
Lot depth is 150.34 ft. min. 100 ft.
- 3). Lot coverage has a maximum of 30% for principle structure.
Lot coverage per plan is 24.8 % Footprint of Primary Structure is 3,347 sq. ft.
Max allowed for Primary Structure is 4,050 sq. ft. for Lot Area of 13,503 sq. ft.
Minimum pervious area per lot is 30%. Pervious area is 52.9%
- 4). Structure maximum height for zoning district is 28 ft.
The proposed height provided is 25.35 ft.
Flood Zone X

5). Zoning District Setback requirements

Proposed Addition Rear Setback 41' 4" (min. 25 ft.)

Proposed Addition West Side Setback 15' 3 ½" (min. 15 ft.)

Proposed Primary Structure East Side Setback 18' 1" (min. 15 ft.)

All additions are in the rear and sides of the primary structure. The front set-back of the primary structure is existing at 29' 4 ½"

6). Sediment and Erosion control measures shall be met and approved by the Building Official in accordance with the Town of Melbourne Beach Code of Ordinances (27-28) and Florida Building Code (3307.1).

7). On-site Storm water Retention Control measures shall be met and approved by the Building Official in accordance with the Town of Melbourne Beach Code of Ordinances (27-28) and the Florida Building Code (3307.1). Town Engineer will submit a review of drainage per Ordinance 2019-06. Town Engineer will be required for final inspection before a Certificate of Completion may be issued as per Ordinance 2019-06. Minimum Landscaping Standards shall be met.

Based on the above review, I find the proposed site plan for the referenced property is in compliance with The Town of Melbourne Beach Code of Ordinances.

**John Stone
Building Official**

Town Commission Workshop

Section: Old Business

Meeting Date: May 19, 2021

Subject: Community Center and Pavilions Rentals

Submitted By: Elizabeth Mascaro, Town Manager

Background Information:

With the Governor's Executive Order of May 3, 2021, eliminating and preempting the Executive Order 2020-52 declaring the State of Emergency. With the increased percentage of individuals having received some form of COVID-19 shot, the elimination of the mask mandate and increasing number of phone calls to Town Hall requesting to rent the Community Center, I would ask the Commission to consider reopening the Community Center and pavilion's for rent.

Recommendation: Reopen the Community Center and pavilion's for rent without restrictions.

Attachments: Executive Order 21-102

Town Commission Workshop

Section: Old Business

Meeting Date: May 19, 2021

Subject: Discontinuation of Mask Mandates

Submitted By: Jennifer Torres, Town Clerk

Background Information: The Governor's Executive Order of May 3, 2021, eliminated and preempted the Executive Order 2020-52 declaring the State of Emergency and CDC Guidelines now say that fully vaccinated people can resume activities without wearing a mask or physically distancing, except where required by federal, state, local, tribal, or territorial laws, rules, and regulations, including local business and workplace guidance.

Recommendation: Recognize State and National guidance

Attachments:

- Executive Order 21-102
- Current CDC Guidelines
- Emergency Order 2020-14
- Emergency Order 2020-15
- State of Emergency

Town Commission Workshop

Section: New Business
Meeting Date: May 19, 2021
Subject: Health First Health Insurance Dropping Insurance Plans
Submitted By: Elizabeth Mascaro, Town Manager

Background Information:

The Town received notification from Intercoastal Insurance that Health First was dropping their small and large group health insurance plans effective 11/1/2021, unless the plan renews prior to the drop date. The Town's plan renews on October 1, 2021, and we will be able to renew our plan for another year.

Intercoastal Insurance is researching other options that offer similar benefits to what the Town receives through Health First. Based on current premiums Florida Blue's monthly premium would be \$15,789.66 compared to Health First at \$15,130.37. Our current insurance premium for FY2021 is \$14,708.44. The estimated increase for the Town for FY2022 is \$421.93 Health First vs \$1081.26 for Florida Blue.

Recommendation: At this time there is no need for action. Mid way through FY2022 the Town should revisit what other health insurance plans are available for Town employees. Depending upon the amount of increase in premiums, the Commission may need to consider a revision to our current health insurance policy.

Attachments: Letter from Intercoastal Insurance

Town Commission Workshop

Section: New Business

Meeting Date: May 19, 2021

Subject: Letter Encouraging Governor Desantis to Veto HB403

Submitted By: Elizabeth Mascaro, Town Manager

Background Information:

The House of Representatives quickly passed HB403 (Home Based Business) after the House rejected the Senate Bill which was more favorable to municipalities. The House Bill allows for industrial related uses, such as car repairs in residential neighborhoods and preempts local control on hours of operation.

The Florida League of Cities is working very diligently behind the scenes to encourage the Governor to Veto HB403. This letter also encourage the Governor to Veto HB403.

Recommendation: Approved the attached letter

Attachments: Letter to Governor Desantis

1 A bill to be entitled

2 An act relating to home-based businesses; creating s.
3 559.955, F.S.; specifying conditions under which a
4 business is considered a home-based business;
5 authorizing a home-based business to operate in a
6 residential zone under certain circumstances;
7 prohibiting a local government from certain actions
8 relating to the licensure and regulation of home-based
9 businesses; authorizing specified business owners to
10 challenge certain local government actions;
11 authorizing the prevailing party to recover specified
12 attorney fees and costs; providing an effective date.

13
14 Be It Enacted by the Legislature of the State of Florida:

15
16 Section 1. Section 559.955, Florida Statutes, is created
17 to read:

18 559.955 Home-based businesses; local government
19 restrictions.-

20 (1) For purposes of this section, a business is considered
21 a home-based business if it operates, in whole or in part, from
22 a residential property and meets the following criteria:

23 (a) The employees of the home-based business who work at
24 the residential dwelling also reside in the residential
25 dwelling, except that up to two employees who do not reside at

26 the residential dwelling may work at the residential dwelling.
27 However, employees of the home-based business who do not
28 primarily work at the residential dwelling are not required to
29 reside in the dwelling.

30 (b) Parking related to the business activities of the
31 home-based business complies with local zoning requirements.

32 (c) As viewed from the street, the use of the residential
33 property is consistent with the uses of the residential areas
34 that surround the property. However, incidental and short-term
35 business uses and activities may be conducted at the residential
36 property.

37 (d) The activities of the home-based business are
38 secondary to the property's use as a residential dwelling.

39 (2) A home-based business that operates from a residential
40 property as provided in subsection (1):

41 (a) May operate in an area zoned for residential use.

42 (b) May not be prohibited, restricted, regulated, or
43 licensed in a manner that is different from other businesses in
44 a local government's jurisdiction.

45 (c) Is only subject to applicable business taxes under
46 chapter 205 in the county and municipality in which the home-
47 based business is located.

48 (3) Local governments may not enact or enforce any
49 ordinance, regulation, or policy, or take any action to license
50 or otherwise regulate a home-based business in violation of this

51 section.

52 (4) Any adversely affected current or prospective home-
53 based business owner may challenge any local government action
54 in violation of this section. The prevailing party in a
55 challenge may recover reasonable attorney fees and costs
56 incurred in challenging or defending the action, including
57 reasonable appellate attorney fees and costs.

58 Section 2. This act shall take effect July 1, 2021.

Town Commission Workshop

Section: **New Business**

Meeting Date: **May 19, 2021**

Subject: **Traffic Calming and Road Safety**

Submitted By: **Elizabeth Mascaro, Town Manager**

Background Information:

Mayor Hoover, Chief Griswold and I met to discuss different options that may help produce traffic calming on our most heavily traveled roadways. Items for the Commissions consideration:

1. Lowering the speed limit to 15 mph on east-west roads
2. Lowering the speed limit to 20mph on north-south roads
3. Adding speed bumps to locations with high traffic speed. These could be permanent or moveable depending upon the need.
4. Enlarge the Welcome to Melbourne Beach sign on A1A (Oak)

A "Summer Safety Program" designed to educate children and adults on road safety. The Police Department will generate a safety message weekly to be posted on all Town media sites simultaneously. Topics will include Bike Safety and Rules of the Road for bicyclists and pedestrians. The Police will gently increase their interaction with bicyclist, educating them when they don't obey traffic signs.

The Police Department would also like to fit children with bike helmets and promote bike safety in conjunction with their summer Movie in the Park.

Recommendation: Consider reducing speed limits
 Consider the addition of speed bumps (possibly moveable)
 Enlarging Town signs

Attachments: Florida Laws for Bicyclists

Note: The Town of Melbourne Beach is undergoing modifications to provide enhanced access to documents for individuals who are visually impaired and to comply with the requirements of the Americans with Disabilities Act (ADA) to make reasonable accommodations. While these modifications are being made some attachments may not be included as part of the online agenda packet. If you would like to obtain a document

To: Town Manager
Commission

From: Tom Davis
Public Works Director

Subject: Consideration of using Traffic Speed Humps

Contact was made with Brevard County Traffic Engineering who offered in substance the following:

Brevard County installs these humps only as a last resort. They actually petition all of the residents on the affected street. In this process 85% of the residents have to want the humps. Once that is completed the next step involves a speed study, research as to width and height to make certain it complies with all ADA standards. After multiple months this task is completed and the job is engineered then carried out.

The cost for the humps on South Tropical with construction, signage and striping is approximately \$3000.00 each. They opined that the cost has more than likely increased.

Brevard County Engineering does not recommend speed humps or bumps. They believe that these should be as a last resort once enforcement and other efforts have failed.

Since installation of the humps on South Tropical they have been flooded with calls (very angry residents) demanding removal of the humps.

Dave Burton, owner of Burton Paving, was consulted in reference to asphalt speed humps. Mr. Burton advises against the use of the speed humps. He advised that the cost would be considerably more than \$3000 per hump. Additionally he warned of using the asphalt humps because of potential damage to a vehicle and ongoing damage to the humps when vehicles bottom out. Mr. Burton suggested that if the Town did make the decision to use speed humps we should use the rubber premade type.

It was also learned from Mr. Burton that in his experience well maintained stop bars and such markings on the roadway seems to calm traffic speeds.

Initial research into the cost of the rubber speed humps indicate a cost of approximately \$600 per hump.

It also been learned from the Chief of Police traffic calming efforts are being reviewed in concert with Indianantic Police Department.

Given this information my personal position on using speed humps and/or bumps has changed from in favor to proceed with caution.

Regular Town Commission Meeting Agenda

Section: Finance

Meeting Date: May 19, 2021

Subject: Insurance Coverage

Submitted By: Jennifer Kerr, Finance Manager

Background Information

The Scheduled Asset Endorsement Report conducted by Florida Municipal Insurance Trust (FMIT) revealed that the current coverage amount suggested on some of the Town's buildings has increased.

The following are suggested by FMIT:

Ryckman House/Restroom: Current coverage is \$224,000. Suggested coverage is \$269,280.

Pier with Attached Pavilion: Current coverage is \$424,032. Suggested coverage is \$572,000.

Town Hall Building: Current coverage is \$2,250,000. Suggested coverage is \$3,096,000.

Generator Building: Current coverage is \$18,000. Suggested coverage is \$52,000.

Historical Center: Current coverage is \$136,640. Suggested coverage is \$176,800.

If we adopt all suggested coverage this would result in an increase cost of \$9,891 to the current premium.

Current Premium: \$36,341

New Premium with suggested coverage: \$46,232

Recommendation:

Our recommendation is to increase Town Hall and the Generator Building coverage. This will result in an increase cost of \$4,800 to the current premium.

Attachments:

Scheduled Asset Endorsement Report

Note: The Town of Melbourne Beach is undergoing modifications to provide enhanced access to documents for individuals who are visually impaired and to comply with the requirements of the Americans with Disabilities Act (ADA) to make reasonable accommodations. While these modifications are being made some attachments may not be included as part of the online agenda packet. If you would like to obtain a document not currently provided, please contact our Town Clerk at (321) 724-5860 or townclerk@melbournebeachfl.org

Town Commission Workshop

Section: New Business

Meeting Date: May 19, 2021

Subject: Proclamation recognizing National Safe Boating Week

Submitted By: United States Coast Guard Auxiliary

Background Information: The United States Coast Guard Auxiliary has requested the Town recognize May 22-28 as National Safe Boating Week with a Proclamation

Recommendation: Approve Proclamation

Attachments: National Safe Boating Week Proclamation

NATIONAL SAFE BOATING WEEK
May 2021

IT IS HEREBY PROCLAIMED BY THE MAYOR OF THE TOWN MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, that:

WHEREAS, more Americans are heading to waterways for recreation and relaxation as opportunities for water activities expand each year, and

WHEREAS, it is essential that both novice and experienced boaters practice safe boating habits, which include participating in a safe boating course, ensuring that the vessel has proper equipment, and that all passengers wear a life jacket, and avoid the use of alcohol, and

WHEREAS, every year hundreds of lives are lost in boating accidents. The number of fatalities can be reduced and boating made more pleasurable if boaters would exercise knowledge, care, and courtesy necessary for safe boating, and

WHEREAS, the United States Coast Guard Auxiliary focuses on boating safety with emphasis on safe boating education classes and vessel safety examinations, and

WHEREAS, the South Brevard Flotilla 17-02, United States Coast Guard Auxiliary annually provides vessel safety examinations upon request.

NOW, THEREFORE, I, Jim Simmons, Mayor of the Town of Melbourne Beach, by virtue of the authority of said office, do hereby proclaim May 22nd through May 28th, 2021 as:

NATIONAL SAFE BOATING WEEK

in the Town of Melbourne Beach, and encourages all citizens who use our waterways to acquire the skills and knowledge essential to practice safe boating.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Melbourne Beach to be affixed this Nineteenth day of May, Two Thousand Twenty One.

Jim Simmons, MAYOR

ATTEST:

Jennifer Torres, TOWN CLERK

1. As of Friday May 14th the Town has issued 1520 parking permits.
2. The current revenue for the parking as of Noon on May 14th: \$23,257.75

March revenue:	\$ 2,700.25	456 units
April revenue:	\$14,081.25	2621 units
May revenue to date:	\$ 6,476.25	1111 units
3. The Orange Street Paving Project has removed all of the Miami curbing and is in the process of making the initial dig for the swales. The project was only delay 2 days due to rain. Residents have spoken with me and Director Davis with questions in person and by phone. Director Davis and I have met with residents accompanied by Brewer's Project Supervisor to discuss specific areas of concern. To date there are no unanswered question by residents. Once the swales are graded, the next step will be mill and pave the road.
4. On Thursday, May 6th, Town Hall employees worked shifts at the Covid Shot Center with Satellite Beach and Indian Harbour Beach. This was the final event for Town Hall participations due to the readily available COVID-19 shots which don't require prior registrations. The event was very successful. One additional shot day, on Saturday May 8th was manned by Fire Chief Brown and the Melbourne Beach Volunteer Firefighters.
5. The Town has received very positive feedback from residents, craft vendors and food vendors on Founders Day. Many of the craft vendors sold out as did many of the food trucks. We have received very positive feedback on the bands, band location and vendor locations. Residents enjoyed being able to sit in the shade and move freely through the center of the park. The Police Department estimated @1100 people were in attendance at 11:00am. There was only 1 minor disturbance through the entire event that involved 2 minors. We also received very positive feedback on our cooling station. There was one complaint of not having enough handicapped parking and one complaint on why we had no baked goods.
6. Corey O'Gorman, Town Planner and I reviewed the final edits to the Comprehensive Plan. P&Z has already made its recommended changes to the plan. Once the edits are complete the plan will come back to the Commission for a final approval.
7. The Green House Gas Emissions project has been completed. The results of the plan are attached. Due to our small size, our impact to the environment is minimal, however there are still steps that can reduce our emissions.
8. Leslie Maloney of EAB has provided me with some strategic locations for solar panels on Town Hall. Curtis Byrd's' daughter is also conducting an analysis of our electric usage to determine what other steps Town Hall may take to further reduce our output. An agenda item will be coming for June on Town Hall Energy Usage.
9. The new Parks Board members met in May to discuss possible recreational projects and beautification projects for the river access points, Circle Park and Triangle Park.
10. The Conscious Learners Homeschool Group (ages 3-12) have taken over the two, ground level gardens area, of Christmas Tree Circle. They purchased their plants from Butterfly Native. The group plans on coming to their garden every Friday to weed, prune, and examine the foliage for butterflies, bees and new growth.

11. Lance Beringer is midway through his mural project in Ocean Park. I have received very positive comments from the residents. One resident, who is in Ocean Park nearly every morning, emailed me to let me know the gents who fish in the morning greatly admire his artwork.

12. The Pineapple Triathlon will not be held in 2021. I have received notification from Rotary that the next race will be in June of 2022.

Building Department Report

April 2021

- 43 permits issued
- Construction Value of the 43 permits totaled \$605,999.00
- Total Permit fees \$8,797.79
- 108 inspections completed
- 68 plans reviewed
- 2 Site Plan review for P&Z
- 3 BTR reviews
- 0 new homes

Overview Public Works Activities

April 2021

Ocean Park and several other park areas received attention this month. We cleaned and trimmed the areas along with irrigation repairs. As we move into the hot summer months we make certain that our irrigation systems are in good working order.

The area around the Ocean Park restrooms received considerable attention. The heavily overgrown sea grapes were removed. By taking this action we felt that we reduced the security risk by opening up the area. In the past there have been cases of homeless person/s setting up homestead there. We can now light the area also reducing the vandalism risk.

Our goal is to have Ocean Park some what of a show piece for the many visitors who now pay to park there. The visual image sometimes helps reduce attacks against our assets. The real bonus is an attractive park for our residents.

We are excited that we have been able to complete the re-stripping of all 133 stop bars in Town. A nice savings estimated at \$6000. By purchasing a striping machine (\$2800) we were able to do this and will be able to maintain those markings in the future.

The exercise area near the pavilions has been cleaned up and mulch was placed there. It is our hope that we may be able to expand that area in the future.

Door locks have been service at the Old Town Hall making it ready for when it re-opens.

The Orange Street project has begun. The Town Manager and I went door to door advising the residents who will be affected. We answered many questions and met many of our residents. They were pleased with the fact that we took time to explain the project.

The last few days of this month were consumed in large part by preparing for Founders' Day.

As supported by the accompanying activities report we had a busy month and a productive month.

Again thank you for your support.

Public Works Activities

April 2021

Removed some of shrubs/bushes scattered throughout Ocean Park

Completed parking signs at 6th ave. and rules signs/rip current new

Painted large yellow chevrons on pavement Ocean Park showing directions of travel

Removed huge overgrowth of Sea Grapes around Ocean Park restrooms

Irrigation repair ocean ave.

Clean out undergrowth surrounding Ocean Park restrooms on north area

Ongoing street stop bar markings

Two personnel to COVID shot area

Moved speed trailer for PD

Repositioned Parking kiosk Ryckman Park

Face to face notification to Orange residents with Town Mgr.

Door lock work at Old Town Hall

Replaced missing board old post office

Pre- construction meeting with Brewer ref. Orange project

Repaired kiosk display board Loggerhead

Irrigation work at Ocean Park

Replaced seat safety switch tractor

Repaired urinal at Ocean Park/Roto Man company assist

Ass't FD with information sign

Clean storm grates where applicable

Repaired storm inlet tops at Harlan and Riverside (2) (\$2000 savings)

Ground down a very large high area in pavement at Neptune

Irrigation in 5th ave. river park and other areas

Transported ATV for PD to and from dealer for service x 2

Cleaned feces from inside the crawl through pipe playground

Worked on irrigation time post office area

Replaced all the landscape timbers at Ryckman Park

Trimmed all shrubs around Town Hall

Palm tree trimming Ryckman and Pier

Placed large landscape stone at swale by Ocean and Oak

Cleaned up and mulched exercise area by pavilions

Marked entire Ryckman Park for Founders' Day

Coordinated arrival and set up of equipment for Founders' Day



Melbourne Beach Police Department

Monthly Report

April 2021



In April, we had a total of 3 arrests ranging from Battery- Domestic Violence and Driving Under the Influence. House checks/residential and business checks are continued daily. The officers and I continue to be proactive as they conducted several "directed traffic enforcement details" throughout the town. Our radar trailers are also placed in various locations throughout the city to assist in deterring speeders.

We had several animal complaints/calls this month consisting of:

Cat stuck on a roof

Dogs on the beach

Loose dogs

White loose peacock

One of our areas of high-volume calls consists of Injured/Ill persons. These calls are unpredictable, and each of the officers is First Responder/CPR/AED certified and is first on the scene to provide medical treatment as necessary. Our agency assisted Brevard County Sheriffs Department with two death investigations.

All reports and calls for service are checked each day by either myself or a supervisor. Depending on the type of crime we have, procedures are in place to take the appropriate action to resolve the issue.

Community Event

Movie in the Park was held on April 23rd. "Sonic the Hedgehog" We had a successful attendance for this event. We provided popcorn, snow cones and brought out the yard games, and played with the kids while waiting for the movie to begin. Thank you, Sgt. Kino and Admin Assist Amber Brown in planning this event. We all look forward to it.

PD News

On April 23rd, we began our Summer Series of public service announcements ranging from Carseats, Bicycle and Pedestrian laws, and Click it or Ticket, to name a few. The PSA's will be posted on our FaceBook weekly throughout the summer.

SRO Dovale continues to meet with the Threat Assessment Team regarding pre-post-action plans on fire drills and various scenarios.

The Melbourne Beach Police Officers and I are committed to community policing and keeping our town safe, which is our #1 priority.

Please see the attachments:

- Sergeant's monthly reports

Stay Safe, Chief Melanie Griswold

MELBOURNE BEACH POLICE DEPARTMENT
Steven Kino
Sergeant
507 Ocean Ave, Melbourne Beach, FL 32951
Phone: (321) 723-4343 Fax: (321)725-3253

MEMORANDUM

TO: LT. Smith

FROM: Sgt. Kino

RE: April Monthly Call Report

DATE: 04/30/2021

4/4- DUI in the area of S. Miramar Ave. and Miami Ave. in Indialantic. A H/F was placed under arrest for DUI.

4/4- Battery Domestic Violence in the 300 block of Ocean Ave. An intoxicated w/f was seen hitting her significant other in the parking lot. She was arrested and then transported to the Pd for booking and processing before being turned over to the jail van.

4/5- DWLS with knowledge in the area of S. Miramar Ave. and Thirteenth Ave. in Indialantic. Stopped the vehicle for speeding and the h/m driver advised that he did not have a valid driver's license. He was issued a court date and ROR on scene.

4/5- Traffic crash in the area of Oak St. and Colony St. Three vehicles involved and one was towed from the scene. There were no injuries on scene and the driver of V1 was issued a citation.

4/18- Petit theft in the 500 block of Banyan Way. Unknown juveniles removed a few no parking poles from the yard. A neighbor observed this happen and followed the suspects down the road where they dropped the items. The victim signed a decline to prosecute and did not want to pursue charges.

4/20- Domestic disturbance verbal only in the 300 block of Second Ave. A father and son

got into a verbal argument. The father allowed his son to stay and sleep a few hours while he went to work and the son left without incident.

4/28- Three vehicle burglaries in the 200 block of Surf Rd. Two victims signed declines and the other wants to pursue charges. All of the vehicles were unlocked.

4/29- Traffic crash in the 300 block of Ocean Ave. No injuries and no roadblocks, the driver of vehicle 1 was cited on scene.

**MELBOURNE BEACH POLICE DEPARTMENT****Jason Hinchman****Sergeant****507 Ocean Ave, Melbourne Beach, FL 32951****Phone: (321) 723-4343****Fax: (321)725-3253****Monthly Report April 2021**

- 04/06- Death Investigation of male in the 300 block of Banyan Way. Turned over to the Brevard County Sheriff's Office to investigate.
- 04/06- Death Investigation of female in the 2000 block of Atlantic St. Turned over to the Brevard County Sheriff's Office to investigate.
- 04/08- Arrested female for driving under the influence of alcohol in the 300 block of Ocean Ave. The Vehicle was stopped for driving with no headlights and leaving the roadway several times.
- 04/08- Vehicle crash between (1) vehicle and two pedestrians in the 200 block of Ocean Ave. Two pedestrians sustained injuries; one was transported to the hospital by ambulance, and the other was transported to Orlando hospital by helicopter. No other injuries and minor damage to the vehicle.
- 04/09- Fire in the 400 block of First Ave. Fire only damaged a wooden fence. Melbourne Beach Volunteer Fire Department put the fire out.
- 04/15- Arrested a male for a Brevard County Warrant (failure to appear) in the 200 block of Fifth Ave. the male subject was part of a disturbance.
- 04/17- Vehicle crash between (2) vehicles at First Ave and Oak Street. One of the vehicles hit a power pole after the initial impact; Florida Power & Light arrived on scene and reported no damage to the pole. No injuries were reported, both vehicles had disabling damage and were towed from scene
- 04/22- Vehicle crash between (2) vehicles at Colony St and Oak St. One person with possible injuries was transported to hospital. Both vehicles were towed from the scene.
- 04/22- Vehicle crash between (3) vehicles in the 1400 block of Atlantic St. One driver was transported to the hospital with possible injuries, two vehicles had disabling damage and were towed from the scene.

FIRE DEPARTMENT MONTHLY REPORT

April 2021

Incident Response

For the month of April 2021, the Melbourne Beach Volunteer Fire Department responded to 16 calls for service. The average number of responding volunteer personnel per paged out call for the month was 10.

Breakdown:

11 Fire/Rescue 911 Calls (paged out)

2 Public Assist

2 Vaccination Task Force Event

1 Fire Drill Standby

Notable Incidents

The Fire Department responded to a motor vehicle crash involving 2 young children in the 200 blk. of Ocean Avenue. One child was transported by ambulance to a local area hospital in stable condition, the other child was flown by helicopter to a children's hospital in Orlando in stable condition.

The Fire Department responded to brush and fence fire in the 400 blk. of 1st Avenue. The Fire was quickly extinguished preventing damage to a nearby home and shed.

The Fire Department responded to a 3 vehicle crash in the 1400 blk. of Atlantic St. involving 1 vehicle that rolled over and had a victim entrapped. The victim was extricated and then transported to a local area hospital by ambulance in stable condition. The occupants of the other vehicles involved refused treatment or transport.

Membership

☐ Certified Firefighters: 16

☐ Support Services Personnel: 12

☐ Administrative Personnel: 3

☐ Probationary Personnel: 3

Notable Events

In addition to weekly Brevard EOC conference calls, Fire Chief Brown attended multiple meetings with other local Beachside Fire Chiefs (Indialantic, Indian Harbor Beach, & Satellite Beach) as part of the Task Force assigned to establish a beachside COVID-19 vaccination site. The Task Force held 2 successful large scale vaccination events in April.

Deputy Chief John Miller & Chief Brown attended the SCFCA quarterly Training Committee Meeting.

The Fire Department & MBVFA met with Darley for a demonstration of their new EMILY remote controlled water rescue craft.

Safety Officer Dave Micka, Spt./EMT Mike Dean, and Chief Brown all attended a hazardous materials course in Cocoa on gas detection techniques.

As directed by the Town Manager, Chief Brown assisted Bruce Morgan with technical support for the Founders Day history presentation.

Safety Officer Dave Micka and Chief Brown attended multiple planning meetings for the Melbourne Beach Founders Day event.

COVID-19 Vaccination Task Force Update

The MBVFD and the Town of Melbourne Beach has partnered with the other local beachside municipalities (Indialantic, Indian Harbour Beach, and Satellite Beach), the Florida Department of Health, and Brevard County Emergency Management to establish a Beachside Vaccination Task Force.

The Task Force held 2 large scale vaccination events in April that were both well attended.

The MBVFD also has the capability to vaccinate homebound patients within the Town of Melbourne Beach as needed.

Grant Updates

As mentioned last month, The Melbourne Beach Vol. Fire Department has been named a 2021 grant recipient by the Firehouse Subs Public Safety Foundation®. The grant is for new custom waterproof extrication tools and will expand the capabilities of the fire department for rescuing entrapped victims due to vehicle accidents, structural collapse, or natural disasters. The grant is valued at up to \$33,180.00. The custom tools have been ordered and we expect delivery sometime in the next few months.

As mentioned in February, the Department was been awarded a FEMA AFG-S grant for \$1,537 for the purpose of obtaining additional PPE related to COVID response. This grant is to assist with the purchase of respirator adapters, filter cartridges, and tyvek suits. At this time we are still awaiting delivery of the filter cartridges before we can submit for reimbursement and close out the grant.

The Department submitted a new FEMA AFG grant to assist in offsetting the cost of purchasing new radios for the Fire Department. At this point we are awaiting notification on if we were successful with this attempt.

Extractor Washer & Dryer (Capitol Item) Update

The overall project is moving forward, ahead of plan, and the project is scheduled to be complete by May 20th, 2021.

As mentioned previously, prices for the supplies, labor, and equipment have gone up significantly since the project was submitted back in 2020. The updated estimated cost for the project with the new prices has left the project budget approx. \$6000 short. The Melbourne Beach Volunteer Firefighters Association has agreed to step up and fund this additional unforeseen cost.

As mentioned previously, the Fire Department has partnered with 3 other local municipal fire departments to purchase an extractor style washer and rack dryer. To assist with the cost of the project, the Department submitted and was awarded a partial regional FEMA Assistance to Firefighters Grant in the amount of \$22,272. While this is not the full amount requested, it will certainly help offset the cost to the Town and to the other fire departments partnering in this project. A MOU between the participating municipalities was signed at the Commission Meeting in October.

Memo

To: Mayor, Vice Mayor and Commissioners
From: Jennifer Kerr, Finance Manager
Date: May 12, 2021
Re: April 2021

We are in the seventh month of our fiscal year 2021. The target expenditure rate for April is 58.3%. All departments are managing their expenditures even though several budget lines are over the targeted expenditure rate. All budget items highlighted in green are over the target rate but within the anticipated spending of that budget line. All items highlighted in yellow are being monitored. Items highlighted in red are over expended. Some budget lines are fully expended early in the budget year while other lines like salaries and health insurance are paid on a monthly basis. The total General Fund expenditure rate, year to date is 55.9%. The Departmental expenditure rate breakdown is as follows:

Legislative:	54.8%
Executive:	62.9%
Finance:	66.5%
Legal:	49.7%
Comp & Plan:	35.4%
General Services:	47.7%
Law Enforcement:	59.4%
Fire:	42.0%
Code:	56.2%
Public Works:	58.0%
Parks:	53.3%
Ocean & Ryckman Parks:	47.8%

Discussion Items:

Paid parking began on March 26, 2021. In March the Town received \$2,702.75 in parking funds. In April the Town received \$16,329.11 in parking funds.

We received \$9,242.84 from Brevard County Board of County Commissioners from the Cares Act Fund for COVID related payroll expenses.

We have been awarded \$2,663 from the FMIT Safety Grant. We have not received payment as of this date.