



TOWN OF MELBOURNE BEACH
REGULAR TOWN COMMISSION MEETING

April 19, 2023

AGENDA PACKET

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Town of Melbourne Beach

REGULAR TOWN COMMISSION MEETING APRIL 19, 2023 at 6:00 p.m. COMMUNITY CENTER – 509 OCEAN AVENUE

PUBLIC NOTICE

AGENDA

The Town Commission will conduct a Regular Town Commission Meeting on Wednesday, April 19, 2023, in the Community Center to address the items below

Commission Members:

Mayor Wyatt Hoover
Vice Mayor Joyce D. Barton
Commissioner Sherri Quarrie
Commissioner Corey Runte
Commissioner Marivi Walker

Staff Members:

Town Manager Elizabeth Mascaro
Town Attorney Clifford Repperger
Town Clerk Amber Brown

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. Proclamations and Awards**
 - A. Presentation of proclamation commemorating the 100th anniversary of the incorporation of the Town of Melbourne Beach
- 5. Presentations by Special Guests**
- 6. Boards and Committees**
- 7. 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.
- 8. Approval of the Agenda**
- 9. Consent Agenda**
 - A. Approval of the Town Commission Workshop meeting minutes March 1, 2023
 - B. Approval of the Regular Town Commission meeting minutes March 15, 2023
 - C. Approval of the Town Commission Workshop meeting minutes April 5, 2023
 - D. Notice of fee adjustment from Waste Pro in accordance with the contract
 - E. Notice of proposed increases from the City of Melbourne for water and wastewater in accordance with the contract
- 10. Public Hearing**
- 11. Old Business**
 - A. Consideration of the proposal for an electric car charging station
 - B. Consideration of directing the Town Manager, Town Planner, Town Attorney, and Building Official to review and propose changes to the Town Code of Ordinances related to food trucks and restaurants
- 12. New Business**
 - A. Consideration of the proposal to repair the pier
 - B. Consideration of the proposed contract for a conceptual site plan for the boat ramp
 - C. Consideration of the proposed Town Commission meeting agenda outline
- 13. Reports**
 - A. Town Attorney Report
 - B. Town Manager Report
 - C. Departmental Reports
 1. Building Department
 2. Code Enforcement
 3. Public Works Department
 4. Police Department

5. Fire Department
 6. Finance Department
 7. Town Clerk
- D. Town Commissioners

14. Action Items

15. Adjournment

Proclamation

Town of Melbourne Beach

COMMEMORATING THE 100TH ANNIVERSARY OF THE INCORPORATION OF THE TOWN OF MELBOURNE BEACH, FLORIDA

WHEREAS, Melbourne Beach is considered Brevard's oldest beach community; and

WHEREAS, in June of 1883, Major Cyrus E. Graves purchased the 1.4 square miles that now constitutes the Town of Melbourne Beach from the government for \$1.25 per acre; and

WHEREAS, the original settlers of Melbourne Beach, including the Cummings, the Sweets, the Whitings, the Beaujeans, and the Ryckmans descended upon Melbourne Beach with a vision for the future; and

WHEREAS, many of the original structures and landmarks of Melbourne Beach still exist today including the historic Melbourne Beach Pier constructed in 1889, the Ryckman House built in 1890 as one of the first homes in Melbourne Beach, and the Community Chapel built in 1892; and

WHEREAS, the original economic plan for the residents was to construct and operate pineapple plantations, which was ultimately unsuccessful as all of the pineapples were wiped out in the freeze of 1894-1895; and

WHEREAS, in 1909 the Melbourne Beach Improvement Company was formed by some of the town's original residents with the mission to expand and enhance the community; and

WHEREAS, in 1923, the Town of Melbourne Beach was formally incorporated as a municipality in order to secure funding from bonds to pave local roads; and

WHEREAS, the Town of Melbourne Beach has a long and rich history including the Town Clerks office, which kept rattlesnake serum on hand and available for anyone who needed it, and the first Town Mayor, a female by the name of Lena Lamb, who held the Town's first Commission meeting on June 9th, 1923, which lasted almost a month before it officially adjourned on July 7th; and

WHEREAS, in its first 100 years, the Town of Melbourne Beach has grown from just a few residents to a population of over 3,200, but has maintained its unique small-town charm; and

WHEREAS, the Town's municipal government has also expanded over time to support the needs of the residents and provide critical community services;

NOW, THEREFORE, be it resolved, I, Mayor Wyatt Hoover, and the members of the Town of Melbourne Beach Commission do hereby proudly announce and proclaim that we take pride in all that the Town of Melbourne Beach has accomplished in its first century, and are pleased to spend this year honoring and celebrating the legacy of Melbourne Beach, while beginning Melbourne Beach's next 100 years of remarkable achievements and service to the community.

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 April Two Thousand Twenty-Three.

Town of Melbourne Beach

TOWN COMMISSION WORKSHOP MARCH 1, 2023 MEETING AT 6:00 p.m. COMMUNITY CENTER – 509 OCEAN AVENUE

MINUTES

Commission Members:

Mayor Wyatt Hoover
Vice Mayor Joyce Barton
Commissioner Sherri Quarrie
Commissioner Corey Runte
Commissioner Marivi Walker

Staff Members:

Town Manager Elizabeth Mascaro
Town Clerk Amber Brown

1. Call to Order

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

2. Roll Call

Town Clerk Amber Brown conducted roll call

Commission Members Present

Mayor Wyatt Hoover
Vice Mayor Joyce Barton
Commissioner Sherri Quarrie
Commissioner Corey Runte
Commissioner Marivi Walker

Staff Members Present

Town Manager Elizabeth Mascaro
Fire Chief Gavin Brown
Town Clerk Amber Brown

Commission Members Absent

3. Pledge of Allegiance and Moment of Silence

Mayor Wyatt Hoover led the Pledge of Allegiance

4. 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.

George Ann
416 Ocean Ave

George Ann wanted to speak about lifeguard cover, but because that is on the agenda she was asked to wait until that agenda item.

5. New Business

- A. Review and discuss options related to a fire department boat lift off the main pier or a new dock and boat lift in the southwest corner of Ryckman Park

Fire Chief Gavin Brown spoke about the Fire Department previously bringing the Commission the idea of installing a boat lift and dock for their Marine Rescue boat on the southwest corner of Ryckman Park. After receiving feedback the Fire Department put together a different option for a boat lift off the main pier. Fire Chief Gavin Brown presented the new proposal.

Mayor Wyatt Hoover asked about the security of the boat and lift on its own pier versus on the main pier.

Jeff Boos, Captain of the Melbourne Beach Fire Department, spoke about security being a concern, but they can put up cameras and there would be a gate.

Commissioner Sherri Quarrie asked if there would be any additions to it such as a jet ski or an additional boat, and what about the lighting.

Jeff Boos spoke about not having any additions to it. The Jet Ski and the other boat mentioned are for ocean rescue. The majority of the lights are on the boat itself, so there would not be significant lights on all the time.

Commissioner Corey Runte asked what the preference is between the first proposal for a new dock versus the second proposal for a lift on the existing pier. He would prefer having a matching roof to the main pier rather than the canvas and having the lift on the south side. The south side looks shorter than the north side, so could it be extended to match the north side and keep it further away from the public.

Jeff Boos spoke about his preference would be on the main pier for many reasons which include the depth being out farther, having a wider walk path to get down there, and maintenance.

Fire Chief Gavin Brown spoke about an additional reason being a significant cost saving on the construction which would then be put towards a new boat. The idea for having a canvas roof was it would be less obstructive to the view, but they are open to having a matching roof.

Mike Kalajian the structural engineer from Shoreline Marine who created the plans spoke about additional things to think about if you extend the dock or put a solid roof on you would need a lot more permitting which could take six months instead of six weeks.

Commissioner Sherri Quarrie spoke about permitting issues for solid roofs because of the seagrass.

Mike Kalajian spoke about a seagrass study would be required if you went with a solid roof. Whereas the canvas roof is considered temporary so the seagrass study would not be required.

Commissioner Marivi Walker spoke about agreeing with using the south side but would prefer the solid roof rather than the canvas.

Mayor Wyatt Hoover spoke about seagrass or oyster restoration that might be on the south side.

Town Manager Elizabeth Mascaro asked if you can put a canopy on now and then later when the permits go through install a solid roof.

Jeff Boos spoke about another consideration is the north side of the pier is private property.

Mayor Wyatt Hoover spoke about having general support for the main pier, matching the existing roof, and putting it on the south side.

Jim Simmons
409 Avenue B

Jim Simmons spoke about recommending holding off on permitting until it is brought before the residents.

Paula Panton
809 Riverside Dr

Paula Panton spoke about being in favor of it, but it should be on its own dock. The public dock gets packed with people. If the pier was built with State or Federal funds would that affect this?

Haley Conrad
2011 Oak St

Haley Conrad asked about how the Fire Department would get all of the people and equipment from the station to the boat.

Fire Chief Gavin Brown spoke about transporting the people using the ATV and all of the equipment is already on the boat. There is enough room for the ATV to drive down the pier.

Town Manager Elizabeth Mascaro spoke about the pier being reconstructed several times. There are no restrictions related to the pier.

Commissioner Corey Runte asked roughly what the cost difference would be between building a new pier versus using the existing pier.

Jeff Boos spoke about getting two quotes for the original plan which included building a dock for around \$90,000.00 plus roughly 10% to run water and electricity. It would be significantly less to put it on the main pier maybe \$30,000.00 plus roughly an additional \$10,000.00 for the solid roof.

Commissioner Sherri Quarrie spoke about her concern about a dock being built in the limited view of the river while sitting in the park.

Fire Chief Gavin Brown spoke about the diagram not being exact. There is a hidden area further south of the open area that has an opening between the mangroves.

Commissioner Marivi Walker asked if the ATV drives down the pier what happens to the people that are on the pier.

Fire Chief Gavin Brown spoke about there being plenty of room for people to stand off to the sides while the ATV drives down it. Public works drives down the pier for maintenance and there is plenty of room on both sides.

Jeff Boos spoke about being open to any concerns people have and changing things to make it work.

B. Discuss lifeguard coverage options

Mayor Wyatt Hoover spoke about an increase in ocean incidents, lifeguard coverage, and the increase in tourists.

Commissioner Corey Runte spoke about pursuing the County to fund the coverage for a year-round lifeguard.

Dan Maloney
1403 Pine

Dan Maloney spoke about not speaking for the County but speaking as a resident. He would like to see a resolution for this issue best case would be a year-round lifeguard. Indialantic seems to be in the same boat. Maybe get with Indialantic to coordinate something. Another consideration is the time of day of the incidents and what is the beach population after 5 pm. He is happy this discussion is happening. People do tell the lifeguards that they go to areas because a lifeguard is present.

Commissioner Sherri Quarrie asked about the protected coverage area of a lifeguard, and what are his thoughts on the placement of the life ring stations.

Dan Maloney spoke about the coverage area being 100 yards north and south of the tower, but they go where ever they are needed and keep eyes on outside of the area. The placement of the life rings is good.

**George Ann
416 Ocean Ave**

George Ann spoke about working as a lifeguard since 2008. There is an increase in population. There have been three drownings in the past week alone and she will not go to the beach on her days off without her can. When a lifeguard has to respond outside of their area then that heavily populated area is down a lifeguard. Lifeguards are important and there's more population in this area. Something needs to change, and it is really important to have this discussion.

Town Manager Elizabeth Mascaro asked if there is a lifeguard shortage.

Mayor Wyatt Hoover asked if George Ann thinks a year-round lifeguard is needed or just on the weekends.

George Ann spoke about there always being a shortage, but there is even more of a shortage now. With the increase in population, and the warmer water there should be a lifeguard every day year-round.

Commissioner Corey Runte asked about where the funds come from for the lifeguards at beaches that are not funded by municipalities.

**Jim Simmons
409 Avenue B**

Jim Simmons spoke about some of the life-guarded beaches are in the County's jurisdiction.

**Paula Panton
809 Riverside Dr**

Paula Panton spoke about getting more education by bringing in industry experts such as United State Lifesaving Association or Florida Beach Patrol to know the

industry standards. Are there signs to explain what the flags mean and put the flags out in public more. Maybe there are grants available for lifeguards.

Dan Maloney who works for Brevard County Ocean Rescue was asked about the details of the flags.

Dan Maloney spoke about the flags are flown on the lifeguard towers and there are condition signs on the tower that explain what the flags mean. In addition, there is a flag pole in Ocean Park where they display the flag when they are on duty.

Commissioner Corey Runte asked if it would be a big burden to have staff man the flags when lifeguards are not on duty.

Fire Chief Gavin Brown spoke about conditions changing constantly throughout the day so the flags get changed frequently. Plus it would add more liability if the conditions changed quickly and the flag didn't get changed right away.

Haley Conrad
2011 Oak St

Haley Conrad spoke about this being a great discussion and the lifeguard shortage is across the entire US. Maybe a way to help would be to have the flags on the life ring towers and have someone with the lifeguards that is not trained as a lifeguard to change out the flags.

NEW ACTION ITEM – Fact-finding about funding from other municipalities. Collaborate with Indialantic to start a dialogue. Reach out to US Lifeguard Association and Florida Beach Patrol to see what other heavy-traffic beaches are doing. Make sure the flag signs are up to date. Options and costs to get a lifeguard at our beach year-round.

C. Discuss having all Town parking stickers expire yearly

Town Manager Elizabeth Mascaro spoke about issuing more parking stickers than we have residents. Stickers are peeling off, people are moving in and out of Town, or selling their vehicles. The thought was it would be more convenient for residents to come once every five years for a new sticker, but they have never stopped coming.

Commissioner Marivi Walker spoke about all of the people that have stickers that no longer should.

Commissioner Corey Runte spoke about having people preregister and doing a bulk mailing.

Further discussion ensued

Jim Simmons
409 Avenue B

Jim Simmons spoke about being in favor of a yearly pass. The issue would be to make sure they have a valid registration so if they request online they would need to scan in their registration.

NEW ACTION ITEM – Timing for when residents can start requesting the new sticker, look at alternate vendors for the sticker for higher quality, and how to differentiate the sticker from year to year.

D. Discuss Citizen of the Year

Commissioner Corey Runte spoke about continuing to keep it secret so it is a surprise to whoever gets citizen of the year.

Jim Simmons
409 Avenue B

Jim Simmons spoke about not just going based on the nomination form, but calling the person that nominated the individual to see if they provide more details.

Email Town Clerk with the first and second choice by April 1st.

Commissioner Sherrie Quarrie provided a document related to a possible density increase in south Melbourne Beach. She spoke about someone trying to increase the density in south Melbourne Beach. It is not in our jurisdiction, but every increase will affect us because they will be driving through our Town. It was on the County's Planning and Zoning agenda, but it was taken off and that might happen a few times till the person thinks they can get it passed. She spoke about putting a game plan together.

Mayor Wyatt Hoover spoke about having some sample language prepared for the Regular Town Commission Meeting.

6. Adjournment

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

Meeting adjourned at 7:56 p.m.

ATTEST:

Wyatt Hoover, Mayor

Amber Brown, Interim Town Clerk

Town of Melbourne Beach

REGULAR TOWN COMMISSION MEETING March 15, 2023 at 6:00 p.m. COMMUNITY CENTER – 509 OCEAN AVENUE

MINUTES

Commission Members:

Mayor Wyatt Hoover
Vice Mayor Joyce Barton
Commissioner Sherri Quarrie
Commissioner Corey Runte
Commissioner Marivi Walker

Staff Members:

Town Manager Elizabeth Mascaro
Town Attorney Cliff Repperger
Finance Manager Jennifer Kerr
Building Official Robert Bitgood
Fire Chief Gavin Brown
Police Chief Melanie Griswold
Public Works Director Tom Davis
Town Clerk Amber Brown

1. Call to Order

Vice Mayor Joyce Barton called the meeting to order at 6:00 p.m.

2. Roll Call

Town Clerk Amber Brown conducted a roll call

Commission Members Present

Vice Mayor Joyce Barton
 Commissioner Sherri Quarrie
 Commissioner Corey Runte
 Commissioner Marivi Walker

Commission Members Absent

Mayor Wyatt Hoover

Staff Members Present

Town Manager Elizabeth Mascaro
 Town Attorney Clifford Repperger
 Building Official Robert Bitgood
 Public Works Foreman Sean Hasner
 Fire Chief Gavin Brown
 Public Works Director Tom Davis
 Town Clerk Amber Brown

3. Pledge of Allegiance and Moment of Silence

Vice Mayor Joyce Barton led the Pledge of Allegiance

~~4. Public Comments~~

Public Comment was moved to item 8 of the agenda

5. Approval of the Agenda

Vice Mayor Joyce Barton spoke about changing the order of the agenda to the following and taking the proclamations out of new business and having them as a separate category and correcting the address on the Consent Agenda Item B to 401 Atlantic St.

- Approval of Agenda
- Proclamations
- Consent Agenda
- Public Comment
- Public Hearings
- New Business
- Staff Reports
- Commission Comments
- Action Items

Corey Runte made a motion to approve the agenda as proposed; Commissioner Marivi Walker seconded; Motion carried 4-0.

6. Proclamations

- A. Consideration of Proclamation recognizing January 2023 as National Human Trafficking Awareness and Prevention Month

Vice Mayor Joyce Barton presented a Proclamation recognizing January 2023 as National Human Trafficking Awareness and Prevention Month.

- B. Consideration of Proclamation recognizing April 2023 as Water Conservation Month

Vice Mayor Joyce Barton presented a Proclamation recognizing April 2023 as Water Conservation Month.

7. Consent Agenda

- A. Approval of the Regular Town Commission Meeting Minutes February 15, 2023
 B. Approval of the site plan for ~~410~~ 401 Atlantic St – Garage addition
 C. Approval of the site plan for 214 Surf Rd – Building addition
 D. Approval of the site plan for 210 Second Ave – Cabana accessory structure
 E. Approval of the site plan for 320 Avenue A – Garage accessory structure

Commissioner Sherri Quarrie spoke about an issue with 320 Avenue A regarding a vehicle being able to access the garage due to the steps from the primary structure.

Commissioner Sherri Quarrie moved to approve the Consent Agenda with a condition specific to Item E 320 Avenue A that the steps do not infringe upon the car egress; Commissioner Marivi Walker seconded; Motion carried 4-0.

8. Public Comments

After being acknowledged by the Vice 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.

Public Comment was moved to after the consent agenda.

Erica Kesilman
502 Banyan Way

Erica Kesilman spoke about being here on behalf of the conscious learners group that meets in Ryckman Park. The group adopted the area in front of the Community Center to contribute to the beautification of the park. Recently they were informed that the area they adopted is being taken back by the Town. They are here to get more clarity on why and how they can continue to give back to the community. Erica provided several letters that the kids in the group made.

Town Manager Elizabeth Mascaro spoke about the Town hiring a landscaper and he was directed to take over the front area, but there are other areas that can be adopted. The areas around Town Hall will be taken care of by the landscape employee.

Brian Mackie
2203 Atlantic St

Brian Mackie spoke about the shooting that took place at Spessard Holland Beach Park. This was a life safety event and he is frightened and upset and desperate. Even though the partygoers accessed the beach from Spessard Holland North they set up sun canopies, generators, a sound system, and large speakers in front of the Breakers inside Town limits. There were hundreds of kids there. He was on the beach and could smell hashish, marijuana, and beer and would have been there during the shooting if he didn't decide to go to dinner. There were cars parked all over the grass, cars racing down the road with kids hanging out the windows. He spoke with an officer on a quad watching the party and asked him to do something to stop the noise and kids running all over the dunes and doing their business in the dunes and the officer said there was nothing he can do. Brian Mackie asked to please coordinate with the Brevard County Council and the Brevard County Sheriff's so an incident like this never happens to them again.

Amy Rickman
303 Sunset

Amy Rickman spoke about being present with Karen Lucas and Sheryl Davis on behalf of the Daughters of the American Revolution about their request to place a sign at the First Ave beach access. They spoke about the sign being about dune conservation so they would like it near the dune rather than in a kiosk. Since they originally requested this there have been two new signs put up at the First Ave Beach Access. One says please keep off the dune.

Commissioner Corey Runte spoke about making a strong effort about the number of signs because of the complaints from residents and guests about the quantity of public and private signs around town. Residents might be very sensitive to having non-municipal signage around public parks and beaches.

Amy Cunningham
2203 Atlantic St

Amy Cunningham spoke about the party last weekend that overflowed into the Town of Melbourne Beach. She is very appreciative of our Police, but asked as residents what they can do to get ahead of things like this. When the first shot happened a swarm of kids ran to their building knocking on doors.

Todd Kasik
2007 Neptune

Todd Kasik spoke about Oak Street has become a zoo. The volume of traffic, speed, and type of traffic. Try to keep people on A1A, put up a sign that says no through traffic or residents only. Oak Street used to be a good speed trap, but it's not any more he would like it to be. Nature of the traffic – construction trucks and commercial vehicles barreling down Oak Street. He asked for more signage and more law enforcement.

Commissioner Corey Runte spoke about having the same concerns but being surprised by the speed trailer data which shows the average speed was less than the speed limit.

Pat Zabinski
1500 Pine

Pat Zabinski spoke about making Second through Sixth Ave beach accesses residents only because residents go down there and there is no parking.

9. Public Hearing

A. Second reading of proposed Ordinance 2023-01 – Landscaping and Trees Section 9A and Fences and Walls 7A-53 and 7A-58

Town Attorney Clifford Repperger – second reading of Ordinance 2023-01

AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, AMENDING; APPENDIX “A” OF THE TOWN CODE OF ORDINANCES OF MELBOURNE BEACH, THE LAND DEVELOPMENT CODE; AMENDING CHAPTER 9A REGARDING LANDSCAPING AND TREES; SPECIFICALLY AMENDING SECTION 9A-4, PERMIT REQUIRED FOR CUTTING DOWN TREE; SPECIFICALLY AMENDING SECTION 9A-5, APPLICATION FOR PERMIT; REVIEW OF APPLICATION; SPECIFICALLY AMENDING SECTION 9A-6, ON-SITE INSPECTION; SPECIFICALLY AMENDING SECTION 9A-7, MINIMUM TREE PLANTINGS; SPECIFICALLY AMENDING SECTION 9A-10, EXCEPTIONS; SPECIFICALLY AMENDING SECTION 9A-12, PENALTY; AMENDING ARTICLE IV, CHAPTER 7A, SUPPLEMENTARY DISTRICT REGULATIONS; SPECIFICALLY AMENDING SECTION 7A-53, FENCES AND WALLS; SPECIFICALLY AMENDING SECTION 7A-58, VISION CLEARANCE AT CORNERS; PROVIDING A SEVERABILITY/INTERPRETATION CLAUSE; PROVIDING FOR CODIFICATION; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES AND RESOLUTIONS; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING AN ADOPTION SCHEDULE.

Vice Mayor Joyce Barton spoke about the background of this ordinance.

Town Attorney Clifford Repperger spoke about the changes being made after the first reading are highlighted in yellow. There are four recommendations from the planning and zoning deliberations that are included in the agenda memo but are not included in the Ordinance that is in the agenda packet. The recommendations are:

- Amend proposed Section 9A-7 (c) to remove the sentence, “Any trees that are removed for new construction shall be replaced by the same or similar species.”
- Amend the Ordinance to include an amendment to Section 1A-3 which would provide a definition of “Tree Density” based on the measure of trees per square foot of a lot’s pervious area.
- Amend proposed Section 9A-12, Penalty, to remove the phrase “or similar trees.”

- Amend Section 7A-53 (9) to require the last 25 feet of any fences or walls abutting the waterfront or beach to be reduced in height from six (6) feet to four (4) feet to protect neighboring riparian site lines.

Commissioner Corey Runte spoke about the first three recommendations were considered after being brought up at the first reading of the ordinance, and the last recommendation is not applicable.

Commissioner Corey Runte moved to approve the second reading of proposed Ordinance 2023-01 Landscaping and Trees Section 9A and Fences and Walls 7A-53 and 7A-58 as presented; Commissioner Sherri Quarrie seconded; Motion carried 4-0.

B. Second reading of proposed Ordinance 2023-02 – Second Kitchens

Town Attorney Clifford Repperger – second reading of Ordinance 2023-02

AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, AMENDING; APPENDIX “A” OF THE TOWN CODE OF ORDINANCES OF MELBOURNE BEACH, THE LAND DEVELOPMENT CODE; AMENDING SECTION 1A-3 TO ADD THE DEFINITION FOR KITCHEN OR KITCHEN FACILITY; AMENDING CHAPTER 7A REGARDING SECOND KITCHENS; SPECIFICALLY AMENDING SECTION 7A-31, SECTION 7A-32, AND SECTION 7A-33 TO PERMIT SECOND KITCHENS IN 1-RS, 2-RS, AND 3-RS ZONING DISTRICTS; CREATING SECTION 7A-72 TO PROVIDE SUPPLEMENTARY DISTRICT REGULATIONS FOR SECOND KITCHENS IN SINGLE FAMILY RESIDENTIAL DISTRICTS; PROVIDING A SEVERABILITY/INTERPRETATION CLAUSE; PROVIDING FOR CODIFICATION; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES AND RESOLUTIONS; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING AN ADOPTION SCHEDULE.

Roger Newell
506 Colony

Roger spoke about allowing a second kitchen when we have so many illegal, unlicensed, uninspected short-term rentals in this Town is a disaster. Owners that live elsewhere and claim no responsibility. Understands a lot of people’s hands are tied because of the State, but if this Town doesn’t show residents they are serious about keeping this little Town wonderful we are in big trouble. Allowing a second kitchen for a multigenerational family then they move out and the next owner could turn it into a multiple-family rental.

Vice Mayor Joyce Barton spoke about this not being for multiple families. It is for multigenerational families.

Commissioner Corey Runte spoke about this being worked on for months and those concerns were seriously thought about and taken into consideration. There are provisions in this Ordinance such as the requirement to have a homestead exemption.

Vice Mayor Joyce Barton spoke about the background history of this Ordinance.

Town Attorney Clifford Repperger spoke about there being a number of conditions that are designed to limit rentals such as the requirement to maintain a homestead exemption. At the first reading to the Planning and Zoning Board, one concern that was brought up was if the second kitchen would change from a single-family to a multifamily. The Town Commission requested the Town Planner review the concern, so the Ordinance with the Town Planners' response was brought back to the Planning and Zoning Board which approved the Ordinance with a 3-2 vote. The Town Planner Corey O'Gorman did not feel it would change a single-family dwelling to a multifamily.

Commissioner Corey Runte moved to approve the second reading of the proposed Ordinance 2023-02 for second kitchens; Commissioner Marivi Walker seconded; Motion carried 4-0.

10. Old Business

11. New Business

New Business Items A and B were moved to Item 6 on the agenda

- ~~A. Consideration of Proclamation recognizing January 2023 as National Human Trafficking Awareness and Prevention Month~~
- ~~B. New Business Item A was moved to follow the approval of the agenda, before the consent agenda.~~
- C. Consideration of a special event permit application

Town Manager Elizabeth Mascaro spoke about Patrick Zabinski wanting to hold a memorial service in the Park for his brother. Due to the number of possible attendees, it surpasses the threshold for a facility rental so it would require a special event permit.

Patrick Zabinski spoke about turning in all of the required paperwork and insurance, ordering additional trash cans, and anything else they need to do they will.

Commissioner Corey Runte moved to accept the special event permit application for the Zabinski Family as presented; Commissioner Marivi Walker seconded; Motion carried 4-0.

- D. Consideration of the installation of a Clean-Up Station at Ocean Park

Town Manager Elizabeth Mascaro spoke about receiving an email from Casie Farrell asking if they could install a Clean-Up Station at Ocean Park consisting of a post with buckets.

Commissioner Corey Runte spoke about being open to the idea, but our goal is to reduce sign pollution, but it would serve a physical purpose to collect physical pollution.

Vice Mayor Joyce Barton spoke about not liking how it looks and the wind would blow the buckets away.

Commissioner Sherri Quarrie spoke about welcoming the teens to come to our beaches and be in charge of collecting the garbage rather than leaving it up to the residents. Applaud the effort, but we could use their energy in a different way.

Commissioner Marivi Walker spoke about not being in favor of it as presented.

E. Consider approving the new contract for Computer Experts

Town Manager Elizabeth Mascaro spoke about receiving an updated contract from Computer Experts which has not been updated since May 2018. At that time there were 36 computing devices that Computer Experts were responsible for, now we have 64. They have been extremely helpful to us. The increase would be \$823 per month which equates to an annual increase from 2018 to 2023 of \$206.00 per year for the past 4 years.

Vice Mayor Joyce Barton spoke about Computer Experts being very helpful and that cyber security is a huge threat these days.

Commissioner Sherri Quarrie spoke about almost doubling our devices, but they are not doubling the fees so the dollar per device is less now.

Commissioner Corey Runte spoke about having a good experience with them, and the dollar per device did in fact decrease from \$49.00 to \$36.00 per device, so he is in favor of the contract renewal.

Commissioner Sherri Quarrie made a motion to renew the contract with Computer Experts based on the contract presented; Commissioner Marivi Walker seconded; Motion carried 4-0.

F. Consideration of request for reduction of code enforcement fine CEB 2019-CE-054

Town Attorney Clifford Repperger spoke about the code enforcement case from December 5, 2019, for the installation of a fence at 419 Ocean Unit #203 without a permit. The Code Enforcement Board approved a \$25.00 per day fine which started to accrue on January 5, 2020, until December 5, 2022. The total fine amount is \$26,675.00. On March 1st the Town received a Request for Reduction or Waiver of Fine amount. Because this case was first heard by the Code Enforcement Board prior to the transition to the Special Magistrate it was appropriate to bring the request directly to the Town Commission.

Dennis Fairbanks spoke about being the Attorney representing Jorge and Manuel Triana the owners of the property. The fine is for failure to obtain a permit for a

very small fence. The fine has bloomed from \$25.00 per day to \$26,000.00. His clients say they were unaware of the violation because there was a tenant there that installed the fence and did not inform them that this was going on. Consider the various factors and put the fine into context. They became aware of the violation in December 2022 when there was a lien search done and this came up. At that point, they immediately removed the violating fence which cost about \$100.00. The certified mail was signed for by his wife and she did not give him the mail. There are numerous factors and this is a very small and somewhat insignificant violation. They weren't aware that this little fence would become a problem. As soon as they became aware they acted on it immediately. They ask the Commission to consider what their affidavit and statement says and what they say is plausible. Why would they want to allow the \$25.00 per day fine to go on for two years when they could have fixed the issue for \$100.00. Asked that the fine be reduced to something reasonable rather than punitive.

Vice Mayor Joyce Barton asked about when the owners become aware of the issue and how.

Dennis Fairbanks spoke about the owners becoming aware when there was a lien search done in December 2022 on another unit and this lien came up and within a week the fence was taken down. The certified letter was signed by his wife and Mr. Triana says he never received it.

Commissioner Sherri Quarrie spoke about when they found out about the lien why wasn't the answer to pay the lien to make it go away. The only way to remove a lien is to pay it. The Town did everything it could to notify the LLC. She is not in favor of doing this when an LLC is coming to our Town to make a profit which is welcomed, but then to ask the Town to reduce the fee, so it doesn't cut into their profit. No matter what type of fence was put in it violated the building code and was assessed a fine based on the fine structure which wasn't paid for three years.

Dennis Fairbanks spoke about the placement of the fence did not violate the code it just violated the code for not having a permit. He asked what expenses the Town incurred related to this violation. Is the purpose to be punitive or to encourage people to follow the rules? Given the small nature of this violation, he asked that the Town Commission consider reducing the fine.

Commissioner Corey Runte asked how many units they own. As a landlord that visits the property multiple times a month did they ask the tenant if they got permission to install the fence or ask to see the building permit. Has the same tenant lived there for the three years that the fine was accruing?

Manuel Triana spoke about owning 10 units and the other 18 units are private owners and they have never had any problems with permits for 18 years. They thought a fence of less than four feet would not require a permit. Had they known the fence needed a permit they would not have allowed the \$25.00 per day fine to go on. The notice was posted on the door of the unit and the tenant took it down. The tenant in that unit has been the same for three years. Had they known about the violation they would have told the tenant to take the fence out.

Jorge Triana spoke about if he saw the fine initially they would have fixed it immediately to avoid the fine.

Commissioner Corey Runte asked about how much the Town is in for this case.

Town Attorney Clifford Repperger spoke about the Town being roughly \$2,500.00 in. The ultimate goal of code enforcement is to get compliance not to be punitive. A \$25.00 per day fine is reasonable, the notice was done correctly, but this is not a life safety situation. Every case is different and has its own set of facts and should be looked at on its own merit. It is very common in other jurisdictions to hear and consider reductions on fine amounts. It is completely up to the Town Commission on what they would like to do and determine what a reasonable fine is.

Commissioner Marivi Walker spoke about not liking the 26 thousand dollar fine, but she does not like the precedence it would set.

Vice Mayor Joyce Barton spoke about there being some degree of negligence and poor management.

Commissioner Sherri Quarrie spoke about due to the climate of this Town there are a lot of LLC owners here and the precedence it would set.

Mr. Triana spoke about not knowing a little fence would need a permit.

Commissioner Sherri Quarrie made a motion to let the fine stand;

Motion failed for lack of a second

Commissioner Marivi Walker made a motion to allow the fine to be reduced to something more reasonable based on the facts as outlined in the Request for Reduction and the Request for Reduction Worksheet to \$10,000.00;

Commissioner Corey Runte spoke about this being difficult because this is total negligence or lack of communication. As a landlord, it is your responsibility. The fact that his wife opened the letter and didn't tell him about it is not the Town's problem. Three years is a long time and he is not in favor of any fine reduction greater than 25%.

Commissioner Corey Runte seconded the motion with an amendment of a max reduction of 25% for a fine amount of \$20,006.25; Commissioner Marivi Walker approved the amendment to her motion; Motion carried 3-1 with Commissioner Sherri Quarrie dissenting.

12. Staff Reports

A. Town Attorney Report

Town Attorney Clifford Repperger spoke about the increased density issue related to south beaches that was been brought up at the last Town Commission Workshop which is only for one property that is 1.7 acres and they wanted to build an additional residential unit.

Commissioner Corey Runte made a motion to approve Mayor Hoover signing a letter of support declining any Comp Plan amendments or code changes proposed by the County, Commissioner Marivi Walker seconded, motion carried 4-0

B. Town Manager Report

Town Manager Elizabeth Mascaro spoke about the purchase of dangerous rip current signs for each crossover due to the number of drownings and near drownings in the area which you will have to walk to the left or right of the sign to go down to the beach. Brevard County is in charge of all of the lifeguards so Fire Chief Gavin Brown has been working with them and the other beachside fire departments.

Fire Chief Gavin Brown spoke about meeting with the other beachside agencies to see what can be done. They are looking into year-round lifeguards. He is working with the lifeguards in our zone to put a sign up during the day at the water line to mark the standing rip currents. He is speaking with the lifeguards about the feasibility of lifeguards doing preventative measures by driving up and down the beaches to educate the public. The lifeguards throughout the state are critically understaffed, and Brevard County has forgone staffing Spessard Holland South in order to staff Ocean Ave. The beachside agencies are banning together for coverage, so Melbourne Beach is now going to cover from the Pineda to the inlet. There is another big meeting coming up that will include the police. Prevention is what is needed, so they are looking at different ideas such as beach patrols that educate the public but don't enter the water. There was also a comment about having the volunteers be out there full-time, and the issue is that the volunteer firefighters have full-time jobs to support themselves so to staff the beach Monday through Friday would be extremely challenging. When there are incidents like this past Friday's drowning there were eight members that left their paying jobs to be out there for seven hours searching. That's the level of commitment the volunteers have that they are willing to do that, but to commit to taking time off of work on regular bases would not be sustainable. That being said they have in the past had volunteers go out at the lifeguards' request if there is a day that is especially dangerous. There was a weekend when the conditions were extreme and they did have volunteers go out and staff the beach with the ATV and Jet Ski.

Town Manager Elizabeth Mascaro spoke about there being quite a bit of money from Ocean Ave Parking rollover from last year; the Town could pay people to do beach patrols such as Surf Riders. They wouldn't go out to rescue anyone, but they would be familiar with the water and be able to recognize dangerous situations.

Vice Mayor Joyce Barton spoke about liking the idea of a beach ranger and having them be identified as such so they are not confused as lifeguards.

Fire Chief Gavin Brown spoke about the beach rangers should not be using the Police or Fire ATVs, so people do not confuse them with emergency responders.

Commissioner Corey Runte spoke about liking the approach, but does not want to lose site that it is the County's responsibility and the County Commission needs to step up. If lifeguards could make a good living wage without needing to go to college more people would do it. The County gets the tourism bed night tax and gets to decide how it's spent.

Fire Chief Gavin Brown spoke about looking into the bed tax and there is something in the statute that prevents the County from spending it on personnel. The cost of operating the Ocean Ave tower year-round would be roughly \$200,000 to \$250,000. That cost is for two lifeguards there seven days a week and an ATV with one supervisor going back and forth along Melbourne Beach. Cocoa Beach already has a Beach Ranger program, and Satellite Beach is looking into it. The best solution is year-round lifeguards.

Commissioner Sherri Quarrie asked Fire Chief Gavin Brown to elaborate on the collaboration with FWC and the other law enforcement agencies, and if there would be a way for the beach ranger to be proactive with situations like the party that the Breakers residents spoke about.

Fire Chief Gavin Brown spoke about when incidents like these happen there are a lot of different agencies that are involved and they all have different ways of communication. Police and Fire have different radios or different channels they communicate on. The beach ranger would not be there to enforce things, but they can notify the police department.

Town Manager Elizabeth Mascaro spoke about the people in the area needing to call 911 when they feel a situation is escalating. The Town can also increase the parking fee at Ocean Park to offset expenses to make sure the people that are there are safe.

Fire Chief Gavin Brown spoke about the idea of the Commission writing a formal letter to the County Commissioners.

C. Town Clerk Report

No additions

D. Departmental Reports

1. Building Department

Building Official Robert Bitgood spoke about the building department being busy and working on more public education.

2. Code Enforcement

Building Official Robert Bitgood spoke about having interviews, but the position is still open.

3. Public Works Department

Public Works Director Tom Davis spoke about the street signs being about 95% installed. The old post office renovations are getting close. He and the Town Manager have planned a walking route behind the pavilions and put about 50% of the coquina rock down. Finished building a free book box that is a miniature Town Hall.

Vice Mayor Joyce Barton spoke about the Osprey nest that FPL knocked down. She has a contact that builds platforms for Osprey.

4. Police Department

No additions

5. Fire Department

No additions

6. Finance Department

Commissioner Corey Runte made a motion to approve the finance report as presented; Commissioner Marivi Walker seconded; Motion carried 4-0.

13. Town Commission Comments

A. General Comments

Commissioner Corey Runte asked about the award Chief Melanie Griswold received.

Town Manager Elizabeth Mascaro spoke about Senator Debbie Mayfield recognizing Chief Griswold for her 20-plus years of service in Law Enforcement.

Vice Mayor Joyce Barton spoke about Commissioner Corey Runte being on the front cover of the Melbourne Beach magazine. Regarding Space Coast League of Cities, going into advocacy time. She spoke about SB170 which refers to re-advertisement costs. The priorities are short-term rentals, low-impact development, coastal control measures, complete streets, home rule, affordable housing, insurance crisis, hardening of utilities, cyber security, Indian River Lagoon funding, etc. From Transportation and Planning Organization, the bright line is going to start coming through. The A1A improvements are on schedule.

Town Attorney Clifford Repperger spoke about SB170 and a case where a municipality passed an ordinance on second reading. They advertised for the

initial second reading date and at the meeting, they continued the hearing to the next meeting. They did not re-advertise the new date. Years later a resident contested the ordinance and the court decided that based on the language that you are required to notice the second reading since they didn't notice the new meeting date the passing of that ordinance was invalid. This bill is to fix this.

Building Official Robert Bitgood spoke about bills that will probably pass that will affect the building department as far as how much time the building department has to do plan review. Currently, once the building department has all of the paperwork they have thirty days to review the permit. If it the bill passes the building department will only have one to three days to review it. If it does not get reviewed in time then it is considered issued and the permit fees are reduced.

Commissioner Sherri Quarrie spoke about the massive seaweed coming this way and the possibility of using the tractor.

Town Manager Elizabeth Mascaro spoke about it being turtle season so no equipment can be on the beach.

B. Review of Commission Action Item List

Closed

- **DAR Sign Placement** – Town Manager Elizabeth Mascaro spoke about putting the rotary sign and DAR sign in the kiosk in Ryckman Park – Closed
- **Isolate Dunes** - Closed

Updated

- **Order of Agenda** – Vice Mayor Joyce Barton spoke about different options to organize the agenda - April
- **Town Newsletter** – Town Clerk Amber Brown spoke about having two quotes and waiting on two others. The first one is just under \$1,800 and the other is about \$1,400. Town Manager Elizabeth Mascaro spoke about the new employee having experience with doing newsletters, so she will be working on that - April
- **Sixth Ave Boat Ramp:** Put on the Town Commission Workshop
- **SEA Project** – Put on the Town Commission Workshop
- **Live Streaming** - Town Clerk Amber Brown spoke about reaching out to a couple of individuals that are familiar with audio/visual systems. One wanted to get a feel for the price range before he spends a bunch of time looking into products. The Commission decided to send this out for RFP.

- **Charging Stations** – Town Manager Elizabeth Mascaro spoke about meeting with James Moore who spoke about the medium speed charging stations have gone down in price to \$3,000.00. Get a proposal. - April

14. Adjournment

Commissioner Corey Runte moved to adjourn; Commissioner Marivi Walker seconded; Motion carried 4-0.

Meeting adjourned at 9:35 p.m.

ATTEST:

Joyce Barton, Vice Mayor

Amber Brown, Town Clerk

Town of Melbourne Beach

TOWN COMMISSION WORKSHOP APRIL 5, 2023 MEETING AT 6:00 p.m. COMMUNITY CENTER – 509 OCEAN AVENUE

MINUTES

Commission Members:

Mayor Wyatt Hoover
Vice Mayor Joyce Barton
Commissioner Sherri Quarrie
Commissioner Corey Runte
Commissioner Marivi Walker

Staff Members:

Town Manager Elizabeth Mascaro
Town Clerk Amber Brown

1. Call to Order

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

2. Roll Call

Town Clerk Amber Brown conducted roll call

Commission Members Present

Mayor Wyatt Hoover
Vice Mayor Joyce Barton
Commissioner Sherri Quarrie
Commissioner Corey Runte
Commissioner Marivi Walker

Commission Members Absent

Staff Members Present

Town Manager Elizabeth Mascaro
Building Official Robert Bitgood
Police Chief Melanie Griswold
Fire Chief Gavin Brown
Public Works Director Tom Davis
Town Clerk Amber Brown

3. Pledge of Allegiance and Moment of Silence

Mayor Wyatt Hoover led the Pledge of Allegiance

4. 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.

Frank Thomas
606 Atlantic St

Frank Thomas spoke about being a local historian that has written a lot about the place since 1962. He interviewed Don Beaujean and Ruth Ryckman. Ryckman Park used to be referred to as River Park because it did not have a name. It was then named after Ruth Ryckman. Ocean Park is very generic. He mentioned naming it after someone historic.

Kate Wilborn
502 Second Ave

Kate Wilborn asked for an update regarding flooding and what should she do in the meantime. She spoke about getting a disproportionate amount of the Town's water. When there is an unexpected downpour who do the residents call? In the past, she has had water in her house up to her knees. She has been waiting for six years and waiting another two years is too long.

Commissioner Corey Runte spoke about the improvements on Second and Pine are at least 24 months out. As far as an emergency goes call the police department and they will dispatch the proper resources. The Town is actively working on the solution.

Police Chief Melanie Griswold spoke about life safety would be the most important thing.

5. New Business

A. Discussion on the Sixth Ave boat ramp

Town Manager Elizabeth Mascaro spoke about receiving the agreement from Bowman to look at the site. The plans would cost \$850.00.

Commissioner Sherri Quarrie asked about the enforcement of the storage of kayaks.

Town Manager Elizabeth Mascaro spoke about the kayak racks would be for temporary placement not for storage. It would allow people to drop off their kayaks and then park their vehicles. Another option is to not allow trailers to park at the boat ramp which would allow more vehicles to park. People would unload then

bring their vehicle and trailer home then bike or walk back to the boat ramp. There is no irrigation there which limits the options for landscaping.

Commissioner Corey Runte spoke about it being important to get a design on paper because most grants require the design already be done. The current state is unacceptable and needs to be fixed and beautified. This meeting would be to get a consensus on what the Commission wants there and get the neighboring residents' input.

Vice Mayor Joyce Barton spoke about wanting to see different options for a seawall. A straight vertical seawall has the highest maintenance and is the least effective.

Mayor Wyatt Hoover spoke about the design including repairing the seawall and structural elements with something that has low impact, temporary use for kayak/paddleboard racks, bike racks, some amount of landscaping, parking for only small vehicles and no trailers, and a pavilion. With the potential to put a three or four-foot launch for kayaks and paddleboards.

Commissioner Corey Runte spoke about including a short launch if the neighboring homes are okay with it. Plan and include everything, but if we do not get grant funds then scale back. If we got grant funds then we could also include drilling a well for water for landscaping.

Mayor Wyatt Hoover spoke about approving the funds for the site plan at the next meeting.

Kate Wilborn
502 Second Ave

Kate Wilborn spoke about grant funding being great, but crowds are coming and that is one area that can be made residents only.

Mayor Wyatt Hoover spoke about not allowing trailers to park at the boat ramp which would mean people would have to bring their trailers elsewhere and walk or bike back to the ramp.

Commissioner Corey Runte spoke about the parking requirements should be discussed late on, and depending on where the grant money comes from the Town could still do resident parking only.

Allison Stephens
1508 Pine

Allison Stephens spoke about owning the property to the north of the ramp. She is for making it easier to launch, but when you launch your boat and have to leave to park elsewhere what do you do with your boat? Why not have the parking require a parking sticker? She is not for having a long dock and dredging, but she is for having a short dock as long as it is not too long to see into her backyard or allow multiple boats to be tied up and left sitting there.

Commissioner Corey Runte spoke about everyone wanting a dock, but letting the neighboring homes direct the conversation on how it looks.

Mayor Wyatt Hoover asked if Allison would be able to provide a length from the seawall that they would be okay with for a short dock.

Dave Micka
323 Fourth Ave

Dave Micka spoke about Town history when there were ramps at Third, Fourth, Fifth, and Sixth and you could not leave your trailer at them. When the roads were paved the height of the road made the ramps too steep to use. Over time Third and Fourth Ave ramps disappeared and Fifth Ave became a park. Fifth Ave used to be a launch for kayaks and paddleboards because of how shallow it was.

Commissioner Sherri Quarrie spoke about looking into other locations for a kayak and paddleboard launch.

Commissioner Corey Runte spoke about the boat ramp functioning just fine the way it is. It is just unsafe to launch a kayak due to the lack of maintenance. Splitting resources would cost more and take more time. This area is the biggest area the Town has, and it already operates in this capacity, there haven't been any incidents of a kayaker getting hit. It is the best that the Town has, it's just not ideal because there is nothing to hold onto.

Mayor Wyatt Hoover spoke about there being no reason to exclude paddleboards or kayaks from the Sixth Ave boat ramp. He suggested getting that area functional and in place then if the demand for the kayak and paddleboard storage exceeds what is at Sixth Ave then consider going through this process again for a different street. Create an action item to have staff look at other areas for an additional kayak or paddleboard launch.

Commissioner Sherri Quarrie spoke about looking at the long term and it might be that the Sixth Ave boat ramp cannot keep up with everything.

Commissioner Corey Runte spoke about agreeing to look at other streets in addition to Sixth Ave, but not in lieu of.

New Action Item – Have Town Staff look at and evaluate the remaining street end accesses for suitability to add resources for kayaks and paddleboards.

Betsy Baird
1111 River Rd

Betsy Baird asked why the Town needs to have storage for kayaks and paddleboards. If you live in Melbourne Beach can't you keep them at your house?

Mayor Wyatt Hoover spoke about it not being for long-term storage.

Commissioner Corey Runte spoke about it being like bike racks to temporarily put kayaks and paddleboards.

Kyle Shasteen with Bowman Consulting introduced himself and spoke about the site plan they will be putting together. He agreed with everything that was discussed and that this is going in the right direction.

Vance Bindley with Bowman Consulting introduced himself.

B. Discussion on the Ocean Ave concept drawings

Mayor Wyatt Hoover spoke about the history and background of this agenda item.

Commissioner Corey Runte spoke about needing to have a design in place to seek alternative funding.

Kyle Shasteen with Bowman Consulting spoke about some goals the Town wanted to accomplish with this project being traffic calming, pedestrian safety, and low-impact development. Right now there is a one-hundred-foot right of way and the lanes are 15 feet wide which is very large. At a minimum, for traffic calming, make the lane width smaller. The plans have 11-foot wide lanes. Drawing 1A has a median that changes in width to keep drivers attentive and the ends are wider to allow for U-turns. The parking changed to angled because of the one-way traffic. The pros to drawing 1A are the median for traffic calming, mid-blocks for pedestrian safety in the median, and you can add landscaping or retention in the median. A con of this layout is you lose some access because you will have to make a U-turn to access driveways or businesses on the other side of the road. One issue that was brought up is fire trucks being able to get around a broken-down vehicle, and an option is to use a mountable curb which would allow fire trucks to drive on them so the fire truck can pass. 1B also has 11-foot lane width and removed the median to allow access to driveways and businesses on the other side of the road. One pro is you gain more space on the north side for swales or water retention. To address parking, currently, there are 43 parking spots. In drawing 1A there would be 31 spaces and in drawing 1B there are 40 spaces. Angled parking spots require more overall space. Both drawings have a 5-foot wide bike lane on both sides of the road.

Commissioner Corey Runte asked if drawing 1A has room to add parking on the north side of the road.

Commissioner Marivi Walker asked about having just golf cart parking on the north side of the road.

The Commission agreed to liking the 1A drawing with the center median.

Mayor Wyatt Hoover spoke about heavy traffic going to Town Hall from A1A and the median sticks out blocking the driveway. Pull the median back to allow traffic to turn into the driveway from both directions.

Commissioner Sherri Quarrie asked how the transition will work from Riverside Dr being a wider road to Ocean Ave.

Kyle Shasteen spoke about following FDOT requirements for tapering roads.

Commissioner Marivi Walker asked about the end of Avenue A, Avenue B, and Sunset when you approach Riverside the road flares out so vehicles go faster.

Mayor Wyatt Hoover spoke about mirroring the west side of the Pine and Ocean intersection on the east side.

Commissioner Corey Runte asked why stop at Ocean and Pine rather than Ocean and Oak.

Mayor Wyatt Hoover spoke about planning all the way to Ocean and Oak, but for construction do it in phases starting at Riverside and Ocean.

Fire Chief Gavin Brown spoke about ladder trucks needing 25 feet for a turning radius, and Florida Fire Prevention Code says fire department access roads must have an unobstructed road width of 20 feet. He is not sure how it is applied if there is a median.

Neil Tompkins
2004 Neptune

Neil Tompkins asked what the implied traffic pattern is. Forcing everyone to come from the west to park is a pretty radical change so keep that in mind. Loves the idea of the traffic calming thoughts, but the unintended consequence of that is you will be changing how people park. Do a study to figure out traffic patterns. Be sure that the front overhang is not impeding pedestrian traffic. Also, make sure any landscaping that you want to keep is accounted for in the designs.

Kyle from Bowman spoke about the only way to find out how much traffic comes from each direction would be to get a traffic study done.

Commissioner Corey Runte spoke about it being possible that some traffic might divert through the side streets for ease of access rather than doing a U-turn, but on the flip side, he thinks it will reduce the traffic on side streets because it will make it less desirable to go through the area unless you're using the area.

Commissioner Sherri Quarrie spoke about the real traffic calming feature being the ends. Golf carts coming from the east will cut through the Town Hall driveway and the circle to get to the golf cart parking.

Public Works Director Tom Davis spoke about doing a meandering sidewalk to go around the oak trees.

Commissioner Sherri Quarrie spoke about using the retention area by the tennis court for golf cart parking.

Commissioner Corey Runte spoke about having traffic-rated stormwater tanks there so you can park golf carts.

C. Open discussion

Police Chief Melanie Griswold spoke about a special event application for a bike race at Rock Harbour Church. This will not take any resources from the Town as the Sherriff's Office will be handling traffic control. Normally this event is held at Gleason Park in Indian Harbour Beach, but there was a scheduling conflict this year so they had to find a different location.

Town Manager Elizabeth Mascaro spoke about this event application coming to this workshop because the event is only two days after the next regular meeting and that wouldn't provide any time if the Commission decided not to approve the event.

No Commissioners had an issue with the special event application.

6. Adjournment

Commissioner Corey Runte moved to adjourn; Commissioner Marivi Walker seconded; Motion carried 5-0.

Meeting adjourned at 8:06 p.m.

ATTEST:

Wyatt Hoover, Mayor

Amber Brown, Interim Town Clerk



April 10, 2023

Ms. Elizabeth Mascaro
 Town Manager
 Town of Melbourne Beach
 507 Ocean Avenue
 Melbourne Beach, FL 32951-2523

Re: Intent to Request Fuel/Collection Component, and Recycle Processing Fee Adjustment

Dear Ms. Mascaro:

Pursuant to the "Renewal and Amendment to the Contract Between the Town of Melbourne Beach and Waste Pro", Waste Pro is required to provide a letter of intent to request a fuel/collection component and recycle processing fee. Please accept this letter as notice to satisfy required submittal period. As a follow-up, notification has been updated with CPI adjustment.

$$\text{Fuel Adjustment} = \frac{\text{Jul-Dec 2022} - \text{Jan-Jun 2022}}{\text{Jul-Dec 2022}}$$

$$3.72\% = \frac{5.0215 - 4.841167}{4.841167}$$

$$\text{CPI Adjustment} = \frac{\text{Feb 2023} - \text{Feb 2022}}{\text{Feb 2022}}$$

$$5.25\% = \frac{283.663 - 269.521}{269.521}$$

$$\text{Recycle Processing Fee} = \frac{(\text{Bi-Annual Processing Fee Cost} / \text{Average Household Count})}{\text{Six Months}}$$

$$\$0.85 = \frac{(\$6,647.40 / 1,308)}{6}$$

Based on the calculations above, the new monthly rate will be \$22.17 per household, effective May 1, 2023. Waste Pro thanks you for your consideration of this matter.

Sincerely,

Dean Ulrich
 Division Manager
 Waste Pro of Florida, Inc.
 Mobile: 321-302-0218
dulrich@wasteprousa.com

City of Melbourne



Financial Services Department
900 E. Strawbridge Avenue • Melbourne, FL 32901 • (321) 608-7010 • Fax (321) 608-7048

March 24, 2023

Elizabeth Mascaro, Town Manager
Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach, FL 32951

Ms. Mascaro,

Pursuant to Section 16(d) of the Water Franchise Agreement between the City of Melbourne and the Town of Melbourne Beach, dated July 10, 2018, the City of Melbourne agreed to provide written notice to the Town Manager of Melbourne Beach at least thirty (30) days prior to any public hearing for the final approval of any proposed adjustments of service rates that would affect customers within the municipal boundaries of Melbourne Beach.

As discussed during the City of Melbourne's February 28, 2023 City Council Meeting, Council has directed staff with moving forward with the consideration of proposed increases for water and wastewater rates per thousand gallons, as well as the monthly service charge for both services.

To comply with the language found in Section 16(d) of the agreement, this letter shall constitute written notice of an effective date of the proposed 14% increase to both the per thousand gallon rate and monthly service charge of July 1, 2023, with an additional 8% increase for both the per thousand gallon rate and monthly service charge effective October 1, 2024.

As stated in your constituents' March billing statements, required by Florida State Statute §180.136, the first reading of the ordinance for the proposed increases is scheduled for the April 11, 2023 City Council Meeting to be held at 6:30pm, in the City of Melbourne Council Chambers located at 900 E. Strawbridge Ave, Melbourne, FL 32901.

The second and final reading is anticipated to take place at the April 25, 2023 City Council Meeting to be held at 6:30pm, in the City of Melbourne Council Chambers located at 900 E. Strawbridge Ave, Melbourne, FL 32901.

Please feel free to reach out to me with any questions or concerns.

Thank you,

A handwritten signature in black ink, appearing to read 'Ross McGinn', written over a white background.

Ross McGinn
Director of Finance
(321)-608-7014
ross.mcginn@mlbfl.org

Town Commission Meeting

Section: Old Business
Meeting Date: April 19, 2023
From: Elizabeth Mascaro, Town Manager
Subject: Electric Charging Stations

Background Information:

The Town Commission has reviewed electric charging stations in the past. James Moore of EVPlugz indicated to me the cost of the charging stations had gone down. I obtained a new quote. The price of the charger has been reduced by \$20.00.

The quote from 6/22 was \$6230.00 for a dual mounted Tesla V3

The quote from 3/23 is \$6250 for a dual port level 2.

Recommendation:

Consider the installation of a dual port level 2 electric car charger.

Attachments:

Quote from 6/2022

Quote from 3/2023

CITY OF MELBOURNE BEACH

Installation of two chargers at Rickman Park

Grand Total (USD)
\$6,610.00

BILL TO
City of Melbourne Beach

Estimate Number: 00040240
Estimate Date: June 17, 2022
Expires On: August 31, 2022

Services	Quantity	Price	Amount
Charger Install Outdoor pedestal with dual mounted Tesla V3 chargers and universal adapters. Supplied with dual 50A circuits with expansion capability for up to 6 additional chargers.	1	\$6,230.00	\$6,230.00
Timer Replace broken mechanical timer at EV Charger power panel.	1	\$180.00	\$180.00
City Permit Permit filed with local government.	1	\$200.00	\$200.00
Total:			\$6,610.00
Grand Total (USD) :			\$6,610.00

Notes / Terms

Individual line items may be performed by customer with cost adjusted accordingly.

Plugz LLC
 2412 Irwin St
 Suite #50

Contact Information
 (321) 549-7002
www.evplugz.net

Melbourne, FL 32901
 United States



ESTIMATE

Grand Total (USD)
\$6,800.00

BILL TO
City of Melbourne Beach
 Elizabeth Mascaro
 507 Ocean Avenue
 Melbourne Beach, Florida 32951
 United States

321-724-5860
 townmanager@melbournebeachfl.org

Estimate Number: 00040325

Estimate Date: March 24, 2023

Expires On: April 24, 2023

SERVICES	QUANTITY	PRICE	AMOUNT
Commercial Level 2 EV charger installation Installation of pedestal mounted dual port Level 2 Electric Vehicle rapid charger with wireless software updates and adaptive load management for future Electric Vehicle charger expansions	1	\$6,250.00	\$6,250.00
EV Charger parking signage Electric Vehicle charging sign with post and installation	2	\$150.00	\$300.00
City Permit Permit filed with local government.	1	\$250.00	\$250.00
Total:			\$6,800.00
Grand Total (USD):			\$6,800.00

Notes / Terms

Customer Signature of Approval

info@evplugz.net



Plugz LLC
 2412 Irwin St
 Suite #50
 Melbourne, Florida 32901
 United States

Contact Information
 ☐ (321) 549-7002 ☐
 www.evplugz.net

Town Commission Meeting

Section: Old Business
Meeting Date: April 19, 2023
From: Elizabeth Mascaro, Town Manager
Subject: Food Trucks-Town Code of Ordinances

Background Information:

In October of 2021 Food Trucks were on the agenda due to a new Florida Statue 509.102, which preempted the licensing and registration of food trucks and municipalities could not prohibit food trucks from operating in town.

Large numbers of food truck regularly appear at most outdoor events and venues as the demand continues to grow.

Our Town Code of Ordinances 1A-3 defines food trucks as

FOOD TRUCK. A vehicle (including trailers) operated by a mobile **food** vendor to prepare and sell **food** at multiple locations, typically operating at one location for more than 30 minutes.

The Town Code of Ordinances defines Restaurants as:

RESTAURANT. (1) A **restaurant** includes any building, vehicle, place, or structure, or any room or division in a building, vehicle, place, or structure where food is prepared, served, or sold, all for money or other consideration, for immediate consumption on or in the vicinity of the premises; called for or taken out by customers; or prepared prior to being delivered to another location for consumption. (2) A **restaurant** is an establishment where food and drink, which may include alcohol, are prepared, served, or consumed by customers in return for money.

The Florida Building Code defines restaurants in 303.3 Assembly Group A-2:

A-2 occupancy includes assembly uses intended for food and/or drink consumption including but not limited to: Banquet halls, casinos, nightclubs, restaurants, cafeterias and similar dining facilities including associated commercial kitchens, taverns and bars.

Restaurants are only allowed by *special exception* in zone 6B Downtown Business, and 7C General Commercial, Restaurants are not allowed in 8B Residential Business.

If food trucks are restaurants and restaurants are only allowed by special exception and municipalities are prohibited from preventing food trucks from doing business in town, then should our Code of Ordinances removed food trucks from the definition of restaurant and create a new definition for food trucks? In changing the definition of food trucks should the Town also consider adding some regulation around when and where food trucks can do business?

Recommendation:

Direct the Town Manager, Town Planner, Town Attorney and Building Official to review changes to the definitions in the Town Code of Ordinances, of food trucks and restaurants and to suggest possible regulations around the operation of food trucks.

Attachments:

Florida Building Code 303.3

Florida Statue 509.102

CHAPTER 3

USE AND OCCUPANCY CLASSIFICATION

SECTION 301 SCOPE

301.1 General. The provisions of this chapter shall control the classification of all buildings and structures as to occupancy and use. Different classifications of occupancy and use represent varying levels of hazard and risk to building occupants and adjacent properties.

SECTION 302 OCCUPANCY CLASSIFICATION AND USE DESIGNATION

302.1 Occupancy classification. Occupancy classification is the formal designation of the primary purpose of the building, structure or portion thereof. Structures shall be classified into one or more of the occupancy groups listed in this section based on the nature of the hazards and risks to building occupants generally associated with the intended purpose of the building or structure. An area, room or space that is intended to be occupied at different times for different purposes shall comply with all applicable requirements associated with such potential multipurpose. Structures containing multiple occupancy groups shall comply with Section 508. Where a structure is proposed for a purpose that is not specifically listed in this section such structure shall be classified in the occupancy it most nearly resembles based on the fire safety and relative hazard. Occupied roofs shall be classified in the group that the occupancy most nearly resembles, according to the fire safety and relative hazard involved, and shall comply with Section 503.1.4.

1. Assembly (see Section 303): Groups A-1, A-2, A-3, A-4 and A-5.
2. Business (see Section 304): Group B.
3. Educational (see Section 305): Group E.
4. Factory and Industrial (see Section 306): Groups F-1 and F-2.
5. High Hazard (see Section 307): Groups H-1, H-2, H-3, H-4 and H-5.
6. Institutional (see Section 308): Groups I-1, I-2, I-3 and I-4.
7. Mercantile (see Section 309): Group M.
8. Residential (see Section 310): Groups R-1, R-2, R-3 and R-4.
9. Storage (see Section 311): Groups S-1 and S-2.
10. Utility and Miscellaneous (see Section 312): Group U.

302.2 Use designation. Occupancy groups contain subordinate uses having similar hazards and risks to building occupants. Uses include, but are not limited to, those functional designations listed within the occupancy group descriptions

in Section 302.1. Certain uses require specific limitations and controls in accordance with the provisions of Chapter 4 and elsewhere in this code.

SECTION 303 ASSEMBLY GROUP A

303.1 Assembly Group A. Assembly Group A occupancy includes, among others, the use of a building or structure, or a portion thereof, for the gathering of persons for purposes such as civic, social or religious functions; recreation, food or drink consumption or awaiting transportation.

303.1.1 Small buildings and tenant spaces. A building or tenant space used for assembly purposes with an *occupant load* of less than 50 persons shall be classified as a Group B occupancy.

303.1.2 Small assembly spaces. The following rooms and spaces shall not be classified as Assembly occupancies:

1. A room or space used for assembly purposes with an *occupant load* of less than 50 persons and accessory to another occupancy shall be classified as a Group B occupancy or as part of that occupancy.
2. A room or space used for assembly purposes that is less than 750 square feet (70 m²) in area and accessory to another occupancy shall be classified as a Group B occupancy or as part of that occupancy.

303.1.3 Associated with Group E occupancies. A room or space used for assembly purposes that is associated with a Group E occupancy is not considered a separate occupancy.

303.1.4 Accessory to places of religious worship. Accessory religious educational rooms and religious auditoriums with *occupant loads* of less than 100 per room or space are not considered separate occupancies.

303.2 Assembly Group A-1. Group A-1 occupancy includes assembly uses, usually with fixed seating, intended for the production and viewing of the performing arts or motion pictures including, but not limited to:

Motion picture theaters
Symphony and concert halls
Television and radio studios admitting an audience
Theaters

303.3 Assembly Group A-2. Group A-2 occupancy includes assembly uses intended for food and/or drink consumption including, but not limited to:

Banquet halls
Casinos (gaming areas)
Nightclubs
Restaurants, cafeterias and similar dining facilities
(including associated commercial kitchens)
Taverns and bars

Fla. Stat. § 509.102

Section 509.102 - Mobile food dispensing vehicles; preemption

(1) As used in this section, the term "mobile food dispensing vehicle" means any vehicle that is a public food service establishment and that is self-propelled or otherwise movable from place to place and includes self-contained utilities, including, but not limited to, gas, water, electricity, or liquid waste disposal.

(2) Regulation of mobile food dispensing vehicles involving licenses, registrations, permits, and fees is preempted to the state. A municipality, county, or other local governmental entity may not require a separate license, registration, or permit other than the license required under s. 509.241, or require the payment of any license, registration, or permit fee other than the fee required under s. 509.251, as a condition for the operation of a mobile food dispensing vehicle within the entity's jurisdiction. A municipality, county, or other local governmental entity may not prohibit mobile food dispensing vehicles from operating within the entirety of the entity's jurisdiction.

(3) This section may not be construed to affect a municipality, county, or other local governmental entity's authority to regulate the operation of mobile food dispensing vehicles other than the regulations described in subsection (2).

(4) This section does not apply to any port authority, aviation authority, airport, or seaport.

Fla. Stat. § 509.102

Added by 2020 Fla. Laws, ch. 160, s 75, eff. 7/1/2020.

Town Commission Agenda Item

Section: New Business

Meeting Date: 4/19/2023

Subject: Repairs to Town Pier

Submitted By: Public Works Director Tom Davis

Background Information: As you know our pier suffered some structural damage in the storm last fall. Staff has been exploring repairing the damage and possible FEMA assistance. During this exploration we also requested that Land and Sea Dock builders evaluate the damage. They were asked because of the fact that that company actually did the major renovation of the pier 2017 circa. It was our belief that that company would have the most complete knowledge of pier construction and recognize any missing supports or structural damage issues.

On April 6, 2023 a representative of Land and Sea conducted a visual examination of the pier. A detained proposal for the repairs was provided to us on April 7, 2023. See attached proposal.

Recommendation: Proceed with the pier repairs as proposed by Land and Sea as a sole source provider. This recommendation is based upon the facts that Land and Sea constructed the majority of the existing structure thus has the most knowledge of the piers structure. Also the fact that they are prepared to begin the work in a very short turnaround time. This is a significant point given the current complexion of the dock building industry where turnaround times are running months.

We also feel some sense of urgency because of the hurricane season quickly approaching. Our beliefs are that should we experience a significant storm with the pier in its' current condition damages could be significant.



LAND AND SEA MARINE

CONSTRUCTION

CENTRAL FLORIDA'S FINEST DOCKS AND SEAWALLS

STATE CERTIFIED GENERAL CONTRACTORS #CGC1515639

105 N. PALM AVE.
INDIALANTIC, FL 32903
OFFICE: 321.837.0888
FAX: 321.837.0887

PROPOSAL

TO:
Melbourne Beach Pier
C/O Sean Hasner
Melbourne Beach, FL

JOB LOCATION:
Same

DATE: 4/7/2023

PROPOSAL # 1007221

WE HEREBY SUBMIT THE FOLLOWING SPECIFICATIONS AND ESTIMATES FOR YOUR CONSIDERATION:

Replace missing and detached 3x6 x- bracing:

- Total of 5 that are missing completely
- Total of 42 that were ripped off by the storm at one end
- Recommend replacing all 47 with new. These boards are severely damaged and degraded. Having been violently ripped through the bolts leaving large holes and split and shattered ends.

----- \$7,150.00

Land And Sea Marine carries Marine Liability, Jones Act and USL&H (U.S. Longshoreman and Harbor Workers) Compensation Insurance as required by Federal law. Working in, on or over navigable waters falls under the Federal Longshoreman and Harbor Workers Act and State Workers Compensation coverage or exemptions do not protect you from benefits or liabilities owed under Federal law in the event of an injury or death. With Land And Sea Marine, you are hiring a properly insured professional for your Marine Construction project.

- This quotation is valid for 60 days.
- Any addition to, alteration or deviation from above specifications involving additional materials and/or labor will be an additional cost over and above this proposal and will require written approval prior to proceeding with additional work. This includes additional work required to penetrate through sub-strate obstructions or rock.
- This is a construction project that may have potential incidental impacts to other areas of the property and while great care and attention will be taken to minimize the construction impact to surrounding areas, Land and Sea Marine will not be held responsible for the repair of possible damaged shrubs, irrigation lines or other features or utilities that encroach in the access line of the construction area.
- Land and Sea Marine will provide all permit drawings at no cost, however any other additional fees required or incurred by governing municipalities including but not limited to city, county or state permitting fees, engineering costs, surveying costs, etc. are to be paid by owner as they are unknown.

WE HEREBY PROPOSE TO FURNISH MATERIALS AND LABOR COMPLETE IN ACCORDANCE WITH THE ABOVE SPECIFICATIONS FOR THE TOTAL SUM OF: \$7,150.00 or Seven Thousand One Hundred Fifty Dollars

PAYMENT TO BE MADE AS FOLLOWS: \$750.00 deposit due at acceptance; Draw 1 of \$3,400.00 due at commencement; and Final draw 2 of \$3,000.00 due upon completion

ACCEPTANCE OF PROPOSAL — THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

AUTHORIZED SIGNATURE:

DATE:

Town Commission Meeting

Section: New Business
Meeting Date: April 19, 2023
From: Elizabeth Mascaro, Town Manager
Subject: Bowman Contract –Boat Ramp

Background Information:

The Town Commission requested a proposal from Bowman Engineering to provide professional design services to the boat ramp at the end of Sixth Avenue. Bowman has agreed to provide one (1) conceptual site plan to include locations for new landscaping, trailer parking and a kayak/paddle board rack(s). The contract allows for one set of comments from the Commission for revisions to the site plan.

The contract price is \$850.00

Recommendation:

Review and consider the proposed contract for a conceptual site plan for the boat ramp.

Attachments:

Bowman Contract

AGREEMENT FOR PROFESSIONAL SERVICES

This agreement is hereby made and entered into this 4th day of April, 2023, by and between BOWMAN CONSULTING GROUP, LTD. (hereinafter referred to as "CONSULTANT"), and **Town of Melbourne Beach** (hereinafter referred to as "CLIENT").

Town of Melbourne Beach
Elizabeth Mascaro, Town Manager
507 Ocean Ave.
Melbourne Beach, FL 32951
321-724-5860

Email: TownManager@melbournebeachfl.org

Project: 6th Avenue Boat Ramp Park Conceptual Site Plan Project

Scope of Services: CONSULTANT agrees to provide the following Professional Services as requested by the CLIENT, in accordance with the attached General Contract Provisions. (If additional pages are necessary, they are identified as Attachment A.)

On February 7th, 2023, Kyle Shasteen met with Elizabeth Mascaro and Tom Davis of the Town of Melbourne Beach to review the scope of the Project. An existing boat ramp with unpaved parking is located on the Indian River Lagoon at the western end of 6th Ave. in the Town of Melbourne Beach.

The project will include a conceptual site plan which will show locations for new landscaping, trailer parking, and kayak/paddle board racks. The conceptual site plan will not include changes to the location, size, or operation of the actual existing boat ramp.

Task 01 – Conceptual Site Plan

The CONSULTANT agrees to:

- Review City Maps and Land Development Codes to determine the applicable street requirements with respect to zoning and future use;
- Coordinate with Town staff to obtain existing as-built data;
- Prepare one (1) conceptual site plan options based upon gathered information and client request. Conceptual site plan will include landscape areas, potential parking, and location of kayak/paddle board racks.

Note: This task does not include detailed landscaping design or renderings.

Fee: \$850.00 Lump Sum

Bowman anticipates one (1) set of comments from Client and conceptual site plan revisions during this task. (Additional changes to be billed on a Time and Expense basis.)

Ocean Avenue Street Scape
Elizabeth Mascaro
4/4/2023

Summary: This Agreement is accepted on the date last signed below and is subject to the terms and conditions stated above, the attached General Contract Provisions and any provisions set forth herein. Cancellation of any task by CLIENT prior to completion shall be subject to payment for time and expenses incurred up to point of cancellation.
If CLIENT concurs with the above Scope of Services and fees, please sign below and return one copy to Bowman Consulting Group, Ltd., P.O. Box 245, Herndon, Virginia 20172-0245.

Agreed To and Accepted By:

Bowman Consulting Group, Ltd.

Town of Melbourne Beach

By:  _____

By: _____

Name Erik Juliano

Name Elizabeth Mascaro

Title Branch Manager

Title Town Manager

Date 4/4/2023

Date _____

Bowman

TERMS AND CONDITIONS

These Terms and Conditions are incorporated by reference into the Proposal and its exhibits (the "Proposal") from Bowman Consulting Group, Ltd. ("BCG") to **Town of Melbourne Beach** ("Client") for performance of services described in the Proposal and associated with the project described in the Proposal (the "Project"), and in any subsequent approved Change Order related to the Project. These Terms and Conditions, the accepted Proposal, and any Change Orders or other amendments thereto, shall constitute a final, complete, and binding agreement (the "Agreement") between BCG and Client, and supersede any previous agreement or understanding.

1. Scope of Services. BCG will provide the services expressly described in and limited by the Proposal (the "Scope"). If in BCG's professional judgment the Scope must be expanded or revised, BCG will forward a change order agreement to Client that describes the revision to the Scope (the "Change Order") and the adjusted fee associated therewith.

2. Standard of Care. The standard of care for all services performed by BCG for Client shall be the care and skill ordinarily used by members of the applicable profession practicing under similar circumstances at the same time and locality of the Project. Client shall not rely upon the correctness or completeness of any design or document prepared by BCG unless such design or document has been properly signed and sealed by a licensed professional on behalf of BCG.

3. Payment Terms. BCG will invoice Client monthly or more frequently based on a percentage of the work completed for lump sum tasks, number of units completed for unit tasks, and actual hours spent for hourly tasks. Invoices are due and payable in full upon receipt without offset of any kind or for any reason. BCG shall have the discretion to apply payments made by Client to an invoice or retainer account of Client in accordance with its business practices. Client agrees to pay a finance charge of one and one-half percent (1.5%) per month from the invoice date on any unpaid balance not received by BCG within thirty (30) days of the invoice date. Payment of invoices is subject to the following further terms and conditions:

(a) If any invoice is not paid in full within forty-five (45) days of the invoice date, and Client has not timely and in good faith disputed the invoice as provided below, BCG shall have the right at its election by giving notice to Client to either: (i) suspend the performance of further services under this Agreement and, at its sole discretion, suspend the performance of further services on other projects which are being performed by BCG on behalf of Client or any related Client entities, until all invoices are paid in full and BCG has received a retainer in such amount as BCG deems appropriate to be held as described below; or (ii) deem Client to be in material breach of this Agreement and proceed pursuant to Section 17 below. Client agrees to pay any and all charges, costs or fees incurred in collection of unpaid invoices, including reasonable attorneys' fees and costs. Following BCG's election above, BCG shall bear no liability to Client or any other person or entity for any loss, liability or damage resulting from any resulting delay, and any schedule for the performance of services hereunder prepared previously shall be deemed void with any future schedule for the performance of services requiring the approval of both Client and BCG.

(b) If Client disputes any submitted invoice, Client shall give written notice to BCG within thirty (30) days of the invoice date detailing the dispute. If no written notice of a dispute is provided to BCG

within that time period, the invoice shall then be conclusively deemed good and correct. If part of an invoice is disputed, Client shall remain liable to timely pay the undisputed portion of the invoice in accordance with the terms of this Agreement. Client and BCG shall promptly negotiate in good faith to resolve any disputed portion of an invoice.

4. Retainer and Other Payments. BCG reserves the right to require that Client make a payment to be held by BCG as an advance against future billings (the "Retainer"). The Retainer is not intended as the regular source of payment for invoices issued to Client under this Agreement or otherwise, and the parties intend that the Retainer be applied to the final invoice for the services described in the Agreement, or against any other unpaid amounts owed to BCG should Client (or any affiliate of Client) fail to timely pay invoices due BCG. The Retainer account may consist in part of payments applied by BCG pursuant to the authority granted it under Paragraph 3 above. If the Retainer is applied during the course of the Agreement, Client agrees to promptly replenish the Retainer upon request of BCG. Upon the conclusion of this Agreement, or its earlier termination, BCG shall (a) apply the Retainer to any unpaid amount owed BCG by Client (or its affiliates), and (b) return any unapplied portion to Client. The Retainer shall not be required to be held in a separate account nor shall it bear interest, and the Retainer may include other amounts paid to BCG by Client with respect to the Project or other projects.

5. Client Duties and Responsibilities. Client shall inform BCG of any special criteria or requirements related to the Project or Scope, and shall timely and at its cost furnish any and all information in its possession relating to the Project, including reports, plans, drawings, surveys, deeds, topographical information and/or title reports. BCG shall bear no responsibility for errors, omissions, inaccuracy or incompleteness in third-party information or additional costs arising out of its reliance upon such third-party information supplied by Client. Client warrants and represents that: (a) Client has obtained the full and unconditioned prior written consent from any third-party for BCG to use such third-party information; (b) such consent shall be provided to BCG upon request; and (c) such consent shall be in a form that, in BCG's reasonable discretion, does not violate any applicable law, regulation, or code of ethics. If the Scope requires a current title report, Client shall timely and at its cost provide such title report to BCG. If the Scope includes preparation of plats to be recorded in the land records of the Project jurisdiction, Client shall timely prepare, submit, and record necessary deeds and pay all recording fees associated with deeds and plats. All off-site easements are the responsibility of Client. Client shall indemnify and hold harmless BCG from and against any and all claims, demands, losses, costs, and liabilities, including without limitation reasonable attorney fees and expenses incurred by BCG and arising out of (a) Client's breach of this Agreement or (b) an action by Client or a third-party with respect to any matter not included in the Scope or that is excluded from the responsibility of BCG pursuant to this Agreement.

6. Insurance. BCG and its employees are protected by workman's compensation, commercial general liability, automobile liability, and professional liability insurance policies. Upon request of Client, BCG shall provide a certificate of insurance to Client evidencing such coverage and shall attempt to include Client as an additional insured on those coverages that permit additional insured status. Client acknowledges it has been offered the opportunity to review the current limits of such coverage and finds them satisfactory, and further agrees that in no event shall BCG's liability to Client or any party claiming through Client be greater than the limits of such insurance. From time to time BCG may, without notice to Client, amend the carriers, conditions, exclusions, deductibles or limits of any such insurance; provided that prior to any decrease in any insurance limit becoming effective BCG shall give notice thereof to Client.

7. Potential Liability of BCG. The following provisions shall operate with respect to any potential liability of BCG arising under the Agreement:

(a) Client may not assert that there is a breach, defect, error, omission or negligence in the services performed by BCG that Client believes creates liability on the part of BCG unless Client gave written notice to BCG not later than the first to occur of (i) the beginning of any corrective work, or (ii) thirty (30) days after Client had knowledge of the existence of the breach, defect, error, omission or negligence. BCG shall have the opportunity to participate in decisions regarding the corrective work, and Client shall ensure that corrective action is taken at the lowest reasonable expense under the circumstances.

(b) Notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of BCG and BCG's officers, directors, partners, employees, agents, and consultants to Client and anyone claiming through Client, shall not in any manner whatsoever exceed the direct losses incurred by Client (to the extent of and in proportion to BCG's comparative degree of fault) that resulted from the error, omission or negligent act of BCG in the performance of services under this Agreement.

(c) To the fullest extent permitted by law, BCG and BCG's officers, directors, partners, employees, agents, and sub-consultants shall not be liable to Client or anyone claiming through Client for any special, incidental, indirect, or consequential damages whatsoever arising out of, resulting from, or in any way related to the Project or this Agreement, regardless of whether such damages are alleged to be caused by the negligence, professional errors or omissions, strict liability, breach of contract, or breach of express or implied warranty.

(d) Client agrees that BCG's shareholders, principals, partners, members, agents, directors, officers and/or employees shall have no personal liability whatsoever arising out of or in connection with this Agreement or the performance of services hereunder.

8. Certificate of Merit. In addition to the requirement of notice under section 7(a) above, Client shall make no claim (whether directly or in the form of a third-party claim) against BCG unless Client shall have first provided BCG with a written certification executed by an independent professional licensed in the state in which the Project is located and licensed in the profession to which the claim relates. Such certificate shall: (a) contain the name and license number of the certifier; (b) specify each and every act or omission which the certifier contends constitutes a violation of the standard of care expected of a professional performing professional services under similar circumstances; (c) state in complete detail the basis for the certifier's opinion that each such act or omission constitutes such a violation; and (d) be provided to BCG thirty (30) days prior to the presentation of and as a precondition to any such claim, or the institution of any mediation, arbitration, judicial or other dispute resolution proceeding.

9. Conflict Resolution and Applicable Law. Any dispute, controversy or claim arising out of or relating to this Agreement, or the breach thereof, that cannot be resolved by the parties and for which the amount in controversy is less than One Hundred Thousand Dollars (\$100,000.00) shall be settled by arbitration administered in Fairfax County, Virginia by the American Arbitration Association in accordance with its Commercial Arbitration Rules and Expedited Procedures, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction over the parties. For any other dispute, controversy or claim arising out of or relating to this Agreement, or the breach thereof, the parties agree to first submit such dispute, controversy or claim to non-binding mediation, with each party to bear its own costs of such mediation and to equally share the costs of any mediator. If such mediation does not successfully resolve all issues, then the parties agree that the state and federal courts located in Virginia

shall have jurisdiction and venue over such dispute. This Agreement shall be governed and interpreted in accordance with the laws of the state in which the Project is located, without giving effect to conflicts of laws principles thereof.

10. Ownership of Documents and Other Rights of BCG.

(a) All reports, plans, specifications, computer files, field data, notes, and other documents and instruments prepared by BCG as instruments of service ("Work Product") shall remain the property of BCG up until such time as all monies due to BCG have been paid in full, at which time (i) Client may take possession of the Work Product, and (ii) BCG shall be deemed to have granted Client a fully paid, non-exclusive license to use the same solely for the Project. Subject to such license BCG shall retain all common law, statutory, and other reserved rights, including the copyright to all Work Product. If Client or a party acting on Client's behalf modifies any part of the Work Product or reuses them on a different project, Client agrees to indemnify and hold BCG harmless from any claim, liability or cost (including reasonable attorneys' fees and defense costs) arising therefrom. Client acknowledges that if BCG provides Client with Work Product in an electronic or digital format ("Electronic Data"), Client is responsible for cross checking the Electronic Data with the applicable paper document for full conformance and consistency between such paper document and the Electronic Data.

(b) BCG reserves the right to include photographs and descriptions of the Project in its promotional, marketing, and professional materials. Client grants its consent to BCG for BCG to install reasonable signage at the Project equivalent to that which is or could be installed by other vendors to the Project.

11. Modification. From time to time BCG may either in writing or by electronic mail submit a Change Order to Client and Client shall be deemed to have approved such Change Order if: (a) Client signs the Change Order; (b) Client signifies its consent to the Change Order by electronic mail; or (c) a representative of Client with actual or apparent authority to approve the Change Order orally approves it and BCG subsequently confirms such approval in writing or by email and begins work associated therewith without receiving written or electronic mail objection thereto. Except for Change Orders authorized by Client as provided immediately above, this Agreement may be amended, modified, or supplemented only in writing signed by all parties hereto. Any signature required or permitted hereunder may be either by hand or by electronic signature.

12. Exclusions from Scope. By way of illustration and not limitation, unless specifically included in the Scope, BCG has no obligation or responsibility for: (a) favorable or timely comment or action by any governmental entity; (b) taking into account off-site conditions or circumstances that are not clearly visible or reasonably ascertainable by the performance of on-site services; (c) the accurate location or characteristics of any subsurface utility or feature that is not clearly and entirely visible from the surface; or (d) structural design (including, but not limited, to structural design of retaining wall(s) or of special drainage structure(s)).

13. Limits of Scope.

(a) Early Bid Documents. Client agrees that if it requests submission of Work Product documents to contractors for bid purposes either prior to full completion thereof by BCG or prior to final governmental approval, the potential exists for additional design and construction costs arising

from required subsequent revisions and additions to BCG design documents so as to conform to those of other design disciplines and/or governmental agencies, and any such costs shall be Client's responsibility.

(b) Estimates. Any cost, timing or quantity estimates provided as a part of the Scope are estimates only and reflect BCG's judgment as a design professional familiar with the construction industry, but expressly do not represent a guarantee of quantities or construction costs. Client agrees that BCG has no control over contractors as to cost, timing, or quantity matters, and further agrees that if Client desires greater accuracy as to construction costs it should engage an independent cost estimator.

(c) Construction Means and Methods. Client agrees that BCG does not control and is not responsible for construction means, methods, techniques, sequences, or procedures, or for any safety precautions in connection with the Project or for the acts or omissions of any contractor, subcontractor, or any other person or entity performing work for the Project.

(d) Shop Drawing Review. If specifically included in the Scope, BCG shall review and check the contractor's shop drawings, product data, and samples, but only for the limited purpose of checking for general conformance with the intent of such contract documents. Client acknowledges that such review is not for the purpose of determining or substantiating the accuracy and completeness of other details, such as dimensions or quantities, or for substantiating instructions for installation or performance of equipment or systems designed by the contractor. BCG's review shall not constitute approval of safety precautions, construction means, methods, techniques, schedules, sequences or procedures, or of structural features.

(e) Plan and Permit Processing. If the Scope includes preparation of plans and/or plats for review and approval by public agencies, submission and processing of such plans and plats in a manner consistent with a normal course of business is included within the Scope. If Client requests BCG to either expedite the plan review process by attending meetings, hand carrying plans and documents from agency to agency, or performing similar services, or to prepare and process permit applications of any type, then, unless specifically included in the Scope, those services will be performed by BCG as hourly rate services under Section 14 below.

(f) Building Plan Coordination. If the Scope includes preparation of site plans, site grading plans, subdivision plans, or similar plans that involve coordination with building plans (including architectural, mechanical, structural, or plumbing plans) to be prepared by others, Client shall provide such building plans to BCG by such date and in such state as BCG reasonably deems necessary to timely perform its services. If Client fails to so provide building plans to BCG, BCG may make reasonable assumptions regarding building characteristics in order to timely perform its services and any later revisions to BCG plans required to properly coordinate them with building plans will require a Change Order, subject to an additional fee.

14. Fees by Hourly Rate Schedule. If Client requests BCG to perform services not included in the Proposal or an approved Change Order (including, without limitation, attending meetings and conferences on an as-needed basis with public agencies), Client shall compensate BCG for such services in accordance with the Hourly Rate Schedule attached to and made a part of the Agreement. Expert witness testimony or participation at legal discussions, hearings or depositions, including necessary preparation time, will be charged at 150% of the quoted rates. If the Project extends beyond the calendar year in which the Proposal

is dated, BCG may, by giving notice to Client, revise its Hourly Rate Schedule once each calendar year, but no sooner than twelve (12) months after the date of the Proposal.

15. Covenants Benefiting Third-Parties. BCG and Client acknowledge that from time to time third-parties may request BCG to execute documents which benefit that third-party. These documents may include certifications, consent of assignment, and/or waiver of certain of BCG's rights under this Agreement ("Requested Covenant"). Client acknowledges that execution of Requested Covenants is beyond the Scope, is at BCG's discretion, and, if BCG decides to so execute a Requested Covenant, the language, terms, and conditions of such Requested Covenant must be acceptable to BCG, at BCG's discretion.

16. Assignment. This Agreement may not be assigned by one party without the express written consent of the other party. Notwithstanding the forgoing, BCG may employ consultants, sub-consultants, or subcontractors as it deems necessary to perform the services described in the scope. Also, BCG may assign its right to receive payments under this Agreement.

17. Termination. Either party may terminate the provision of further services by BCG under this Agreement for convenience with thirty (30) days advance notice to the other party. In addition, following a material breach by the other party, the non-breaching party may terminate the provision of further services by BCG under this Agreement by giving ten (10) days prior notice and an opportunity to cure to the reasonable satisfaction of the non-breaching party. Client acknowledges that its failure to timely pay undisputed invoices is a material breach and that full payment of all undisputed invoices is required to cure such breach. Following any termination of services: (a) Client shall immediately pay BCG for all services performed through the termination date, including reasonable costs of transitioning the Project to a new design professional designated by Client, if applicable; (b) BCG shall have the right to withhold from Client the use or possession of Work Product prepared by BCG for Client under this or any other agreement with Client, until all outstanding invoices are paid in full; (c) if the termination by BCG resulted from a material breach by Client, BCG shall have the right to withdraw any Work Product or other documents filed with any governmental agency by BCG in its name on behalf of Client; and (d) if Client selects a new design professional then, as a condition of transferring any files or documents, Client and Client's new design professional shall execute BCG's standard Electronic File Transfer Agreement or such other similar agreement as the parties shall in good faith negotiate.

18. Miscellaneous. If any provision of this Agreement shall be held invalid, illegal or unenforceable, the other provisions of this Agreement shall remain in full force and effect. The failure of a party to enforce any provision hereof shall not affect its right at a later time to enforce same. A waiver by a party of any condition or breach hereunder must be in writing to be effective and, unless that writing provides otherwise, shall waive only one instance of that condition or breach. This Agreement is solely for the benefit of the parties hereto and, to the extent provided herein, their respective affiliates, directors, officers, employees, agents and representatives, and no provision of this Agreement shall be to confer upon third-parties any remedy, claim, liability, reimbursement, cause of action, or other right. The headings in this Agreement are for convenience and identification purposes only, are not an integral part of this Agreement, and are not to be considered in the interpretation of any part hereof. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. References in this Agreement to any gender shall include references to all genders. Unless the context otherwise requires, references in the singular include references in the plural and vice versa. The words "include," "including," or "includes" shall be deemed to be followed by the phrase "without limitation." The individual who signs this Agreement warrants that he has the authority to sign as, or on behalf of, Client, and to bind Client to all of the terms and conditions of this Agreement. To the extent that they are

Ocean Avenue Street Scape
Elizabeth Mascaro
4/4/2023

inconsistent or contradictory, the terms of the Proposal or an authorized Change Order shall supersede these Terms and Conditions.

19. Notices. Any notice, request, instruction, or other document to be given hereunder by a party hereto shall be in writing and shall be deemed to have been deemed delivered: (a) on the day sent if delivered personally or by courier service during regular business hours (i.e., prior to 5:00 p.m. on weekdays that are not Federal holidays); (b) on the business day after the day sent if sent by overnight delivery service; or (c) two business days after the day sent if sent by certified mail or delivered by two-day delivery service.

If to Client, notice shall be addressed to the individual signing this Agreement at the address noted on the Proposal.

If to BCG, notice shall be sent to the address set forth in the proposal, with a copy sent to:

Bowman Consulting Group, Ltd.
12355 Sunrise Valley Drive, Suite 520
Reston, Virginia 20191
Attn: Robert A. Hickey

or to such other individual or address as a party hereto may designate for itself by notice given as herein provided.

Town Commission Meeting

Section: New Business
Meeting Date: April 19, 2023
From: Joyce Barton, Vice Mayor
Subject: Town Commission Agenda Outline

Background Information:

Recommendation:

Approve the proposed Town Commission agenda outline

Attachments:

Proposed agenda outline

Proposed Outline for Town Commission Meetings:

1. Call to Order / Pledge of Allegiance / Invocation
2. Roll Call
3. Approve Meeting Agenda - Additions / Deletions / Changes
4. Approve Consent Agenda
5. Proclamations / Presentations
6. Finance / Budget Report
7. Department / Board Reports
8. Public Comment not on the Agenda
9. Public Hearings / Special Orders
10. Unfinished Business
11. New Business (Rename: Agenda Items or Action Items)
12. Administrative Reports
13. Commission Reports
14. Long-Range Planning Updates (Formerly: Action Items)
15. Public Comments
16. Adjournment

Proposed by: Vice Mayor Joyce Barton

4/19/2023



Town Manager Report for April 2023

1. Brewer Paving & Development, LLC have targeted early May for repairs to the roadway at Cherry and Rosewood. Melbourne Water moved their water pipe to allow Brewer to install a larger stormwater pipe.
2. Attended County Managers Meeting. Discussed current legislation being presented. Melbourne Beach will host Manager's lunch on April 21st in the Community Center.
3. Reviewing Town Ordinances with Town Planner and Building Official for Zones 8B and 6B in response to requests from two Engineering firms and residents.
4. Working with Dave Micka on updating documents for vacation rentals and reviewing outstanding applications.
5. Working with department heads to wrap up Founders Day plans.
6. Working with Office Clerk to learn new position.



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ESTABLISHED 1883

Building Department Report

March 2023

- permits issued 73
- Construction value of the 73 permits totaled \$3,079,856.07
- Total permit fees \$37,401.21
- 119 inspections completed
- 100 plans reviewed
- 0 site plan review for P&Z
- 0 vacation rental inspections
- 0 new homes
- 0 stop work order

Permit List

Permit	Type	Address	Applicant	Issued	Expired	Paid
PRB23-0019	Res Building	210 SECOND AVE	NEELY, CHARLES SCOTT	03/30/202	09/26/202	\$574.00
PRR23-0024	Reroof	304 3RD AVE	SUNVENA ROOFING	03/16/202	09/12/202	\$831.22
PWS23-0022	Window, Door, & Shutter	306 FOURTH AVE	NEIGHBORHOOD WINDOWS AND DOORS	03/28/202	09/24/202	\$394.63
PRR23-0023	Reroof	422 FOURTH AVE	FLORIDA ROOF BROS LLC	03/17/202	09/13/202	\$583.58
PWS22-0040	Window, Door, & Shutter	209 FIFTH AVE	Roll Tite Shutters East, Inc.	03/13/202	09/09/202	\$462.74
PF23-0008	Fence	216 FIFTH AVE	DUTTLINGER, GARY	03/08/202	10/10/202	\$94.00
PRB23-0015	Res Building	216 FIFTH AVE	DUTTLINGER, GARY	03/14/202	09/10/202	\$328.00
PF23-0009	Fence	419 5TH AVE	SUPERIOR FENCE & RAIL OF BREVARD COUNTY INC	03/02/202	08/29/202	\$93.46
PE23-0012	Electrical	201 SIXTH AVE C	Peter J Grandinetti	03/03/202	08/30/202	\$79.00
PRB23-0022	Res Building	401 ATLANTIC ST	TVR CONSTRUCTION INC	03/30/202	09/27/202	\$3280.00
PPR23-0003	Pool Resurface	610 ATLANTIC ST	CUSTOM POOL RENOVATIONS INC	03/16/202	09/12/202	\$230.63
PCB22-0001	Com Building	1005 ATLANTIC ST	STEVEN W. PRICE CONSTRUCTION. INC.	03/17/202	09/13/202	\$172.01
PM23-0008	Mechanical	1403 ATLANTIC ST	John T Arrigo	03/13/202	09/23/202	\$232.50
PRR23-0025	Reroof	1403 ATLANTIC ST	Sal Vitale The Roof Doctor	03/31/202	09/27/202	\$317.55
PWS23-0025	Window, Door, & Shutter	1903 ATLANTIC ST 231	East Coast Shutter, Inc	03/30/202	09/26/202	\$181.66
PWS23-0015	Window, Door, & Shutter	2101 ATLANTIC ST 531	SUNSET VIEW WINDOWS AND DOORS RYAN BITGOOD	03/06/202	10/11/202	\$438.41
PM23-0012	Mechanical	2207 ATLANTIC ST	WHITLOCK, GARY	03/21/202	09/17/202	\$393.33
PWS23-0013	Window, Door, & Shutter	315 ATLANTIC ST	All Pro Garage Doors Inc	03/22/202	09/18/202	\$312.63
PG23-0003	Generator	809 ATLANTIC ST 0	GENERX GENERATORS	03/20/202	10/11/202	\$470.97
PF23-0007	Fence	1427 ATLANTIC ST	Viking Fence & Deck Inc.	03/01/202	08/28/202	\$98.62
PCD23-0010	Paver, Concrete, & Deck	1427 ATLANTIC ST	ATLANTIC DREAMSCAPES INC	03/02/202	08/29/202	\$267.43
PWS23-0017	Window, Door, & Shutter	312 AVENUE A	FLORIDA WINDOW & DOOR SOLUTIONS NICOLE FANTOZZI	03/22/202	09/18/202	\$127.00
PPL23-0002	Pool	404 AVENUE B	Watershapes by Greg Ginstrom	03/14/202	09/10/202	\$1407.84
PF23-0006	Fence	307 BANYAN WAY	Carrie's Fence of Palm Bay	03/02/202	10/09/202	\$129.00
PF23-0012	Fence	222 CHERRY DR	321 FENCE	03/20/202	09/16/202	\$292.13
PM23-0010	Mechanical	602 CITRUS CT	WILLIAM HONEYCUTT	03/16/202	09/24/202	\$272.14
PCD23-0012	Paver, Concrete, & Deck	405 DRIFTWOOD AVE	HARDEN, THURMAN L	03/20/202	09/24/202	\$230.63
PPR23-0002	Pool Resurface	208 ELM AVE	BREVARD POOLS, INC	03/08/202	09/23/202	\$332.62
PSH23-0004	Shed	401 FIFTH AVE	TUFF SHED, INC	03/27/202	10/07/202	\$169.48
PRB23-0016	Res Building	311 HIBISCUS TRL	Bremer Boys, LLC	03/17/202	09/13/202	\$615.00
PRR23-0021	Reroof	407 HIBISCUS TRL	JT ROOFING & MAINTENANCE INC	03/13/202	10/01/202	\$355.93
PE23-0011	Electrical	604 HIBISCUS TRL	KENNETH EDISON	03/06/202	09/02/202	\$79.00

Permit List

Permit	Type	Address	Applicant	Issued	Expired	Paid
PWS23-0018	Window, Door, & Shutter	701 HIBISCUS TRL	Affordable Glass Protection Inc	03/13/202	09/09/202	\$320.10
PWS23-0016	Window, Door, & Shutter	415 MAGNOLIA AVE	MICHAEL LIVINGSTON	03/03/202	08/30/202	\$549.10
PE23-0020	Electrical	508 MAGNOLIA AVE	LOTT, MARK	03/21/202	09/17/202	\$79.00
PRB23-0011	Res Building	602 MANGO DR	CK Development LLC	03/01/202	09/17/202	\$973.75
PE23-0022	Electrical	602 MANGO DR	Johnny Sharrone, Jr	03/30/202	09/26/202	\$79.00
PRB23-0012	Res Building	921 OAK ST	BLUE HORIZON RENOVATIONS, LLC	03/01/202	10/10/202	\$871.25
PWS23-0012	Window, Door, & Shutter	2009 OAK ST	FUS TRUST	03/01/202	09/09/202	\$258.30
PCB23-0002	Com Building	309 OCEAN AVE	Coastal Construction LLC	03/28/202	09/24/202	\$2767.50
PE23-0017	Electrical	419 OCEAN AVE	JAMES HECK	03/02/202	09/05/202	\$79.00
PM23-0007	Mechanical	500 OCEAN AVE	MERRITT ISLAND AIR & HEAT	03/02/202	09/02/202	\$189.27
PRR23-0011	Reroof	1103 ORANGE ST	HEART ROOFING INC	03/10/202	09/06/202	\$453.00
PM23-0014	Mechanical	1103 ORANGE ST	Watson, Sherrie	03/30/202	10/02/202	\$315.60
PCD22-0047	Paver, Concrete, & Deck	602 PINE ST	ALLIANCE PAVERS	03/02/202	09/25/202	\$329.21
PMC23-0001	Miscellaneous	701 PINE ST	HOFFMAN, ROBERT J SR	03/03/202	09/11/202	\$79.00
PRB23-0009	Res New Construction	2204 REDWOOD AVE	GROUNDLED BUILDS BREVARD, LLC	03/21/202	10/10/202	\$3586.25
PPR23-0001	Pool Resurface	396 RIVER VW	DOUBLE ACTION PLASTERING INC	03/08/202	09/04/202	\$215.25
PRB23-0018	Res Building	398 RIVER VW	FL CONTRACTING SERVICES LLC	03/29/202	09/25/202	\$440.75
PM23-0011	Mechanical	439 RIVER VW	John N McMillan	03/20/202	09/16/202	\$473.45
PE23-0019	Electrical	406 RIVER VIEW LN	JAMES HECK	03/17/202	09/30/202	\$79.00
PF23-0003	Fence	411 RIVER VIEW LN	Carrie's Fence of Palm Bay	03/02/202	10/09/202	\$351.17
PRB23-0014	Res Building	419 RIVER VIEW LN	DON BO, INC.	03/31/202	09/30/202	\$1943.63
PE23-0010	Electrical	445 RIVER VIEW LN	MICHAEL OBRIEN	03/08/202	09/17/202	\$199.93
PF23-0011	Fence	303 RIVERSIDE DR	Carrie's Fence of Palm Bay	03/20/202	09/16/202	\$278.04
PRR23-0022	Reroof	701 RIVERSIDE DR	R & R Roofing of Brevard Inc	03/20/202	10/11/202	\$334.15
PSH23-0001	Shed	1904 ROSEWOOD DR	LOPRETE, JOSEPH ANTHONY	03/07/202	09/03/202	\$139.03
PRR23-0008	Reroof	1904 ROSEWOOD DR	LOPRETE, JOSEPH ANTHONY	03/14/202		\$292.13
PE23-0014	Plumbing	1905 ROSEWOOD DR	NICHOLAS ARMSTRONG	03/02/202	08/29/202	\$639.54
PWS23-0021	Window, Door, & Shutter	2002 ROSEWOOD DR	LOWE'S COMPANIES INC	03/28/202	09/24/202	\$79.00
PF23-0013	Fence	302 SHANNON AVE	SUPERIOR FENCE & RAIL OF BREVARD COUNTY INC	03/28/202	09/24/202	\$265.87
PE23-0015	Electrical	502 SUNSET BLVD	Pingston Electric LLC	03/02/202	10/01/202	\$316.12
PRB23-0013	Res Building	502 SUNSET BLVD	Doors By Tim, LLC	03/02/202	09/09/202	\$2317.55
PF23-0010	Fence	502 SUNSET BLVD	American Fence of Brevard	03/07/202	09/03/202	\$321.39
PE23-0018	Plumbing	502 SUNSET BLVD	Steven Goodner Jr	03/13/202	09/23/202	\$879.23

Permit List

Permit	Type	Address	Applicant	Issued	Expired	Paid
PWS23-0019	Window, Door, & Shutter	502 SUNSET BLVD	Tropical Doors Inc	03/29/202	09/25/202	\$279.21
PRB23-0021	Res Building	536 SUNSET BLVD	Danbilt Construction LLC	03/22/202	09/18/202	\$1486.25
PCD23-0013	Paver, Concrete, & Deck	536 SUNSET BLVD	MELBOURNE LAWN & LANDSCAPE	03/29/202	09/25/202	\$79.00
PSH23-0003	Shed	210 SURF RD	BLANKENSHIP, ROBIN F LIFE ESTATE	03/10/202	10/09/202	\$162.93
PRR23-0020	Reroof	211 SURF RD	DC ROOFING	03/01/202	09/11/202	\$368.95
PWS23-0020	Window, Door, & Shutter	303 SURF RD	ISLAND DOORS INC	03/29/202	10/02/202	\$237.00
PM23-0009	Mechanical	409 SURF RD	John T Arrigo	03/16/202	10/04/202	\$363.17
PWS23-0014	Window, Door, & Shutter	301 THIRD AVE	RUHFEL, DAVID E	03/13/202	09/09/202	\$133.00

Total Permits: 73
Total Paid: \$37451.21

Inspection Totals

Building - Final	2
Column & Tie Beam	5
Dry-In	12
Drywall	6
Electric Pre-Power	1
Electrical	2
Final Building	7
Final Electrical	3
Final Fence	6
Final Mechanical	7
Final Paver, Concrete, & Deck	9
Final Pool	1
Final Pool Enclosure	1
Final Pool Resurface	1
Final Pool Safety	1
Final Reroof	8
Final Sewer & Water	2
Final Solar	2
Final window, Door, & Shutter	9
Footer	2

Inspection Totals

Framing	2
In Progress	1
In-Progress	4
Insulation	1
Rough Building	1
Rough Electrical	5
Rough Mechanical	1
Rough Miscellaneous	1
Rough Plumbing	7
Sewer Connect	1
Sheathing	1
Sheathing (or Affidavit)	1
Slab	3
Temp Power	1
Underground Plumbing	2

Total # of Inspections: 119

Public Works Activities

March 2023

Illicit spill Sands on the Beach – sewage coming from opened lid on clogged line. Removed the contaminated soil and replaced with new crushed concrete.

Re-conditioned the Beajean/Post Office replica in Ryckman Park (more to do)

Constructed a path along wall rear of pavilion area Ryckman

Cleaned all the plant growth on wall behind pavilion and Pressure washed it

Raked and removed debris Sunset median

Revamp irrigation system at Library (coordinated with Brevard County)

Tree trimming and clearing various locations including crossovers (ongoing)

Used Ditch Witch cleaned stormwater baffle boxes

Worked with Keep Brevard Beautiful created plan for Sargassum

Cut up and removed a very large tree limb that had fallen in Ryckman Park

Completed removal of cable on pier

Completed installation of wood rails on pier – stainless

Placed crushed coquina entrance to Ocean Park

Installed Rip Current signs on beach at all crossovers

Assisted in preparation/ execution of Spring Fest event

Contacted FPL and got Osprey nest basket on pole near the pier

Installed new light covers in elevator

Installed more streetscape poles and signs on Ocean

Opened new beach walk on area boardwalk Ocean Park

Shades installed on part of playground Ryckman

Set up Community Center for two meetings

No pets allowed signs installed tennis courts

Moved speed and info trailer for PD numerous times

Installation of the new gate system completed

Completed installation of rope lines at crossovers to stop walking onto the dunes

Repaired storm drain cover at Ocean and Oak



Melbourne Beach Police Department

Monthly Report

March 2023



Operations:

In March 2023, The Department responded to 1239 calls for service and 127 house checks.

Activity:

- 24 Citations
- 126 Traffic Stops
- 135 Traffic Enforcement
- 1 Traffic Complaint
- 81 Parking Citations

Our radar trailer continues to be placed in various locations throughout the Town.

PD News

- The Police Department has lost and found miscellaneous items that have been brought into the department, for example, keys, sunglasses, and children's toys. These items were found at our beach accesses and Rychman Park. If you believe you may have lost things, come to the Police Department during business hours Monday – Friday, 8 am to 5 pm.
- Congratulations to Officer Bradley who has been promoted to Corporal. We wish you the best!
- Ofc. Sullivan will be attending SRO school over the summer.
- Beginning Memorial weekend our Officers will be utilizing our ATV beach patrol on the weekends through the end of summer. The Melbourne Beach Officers will patrol our beach, the accesses, and the parks to remind beachgoers of Rip Currents and any parking concerns.

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:

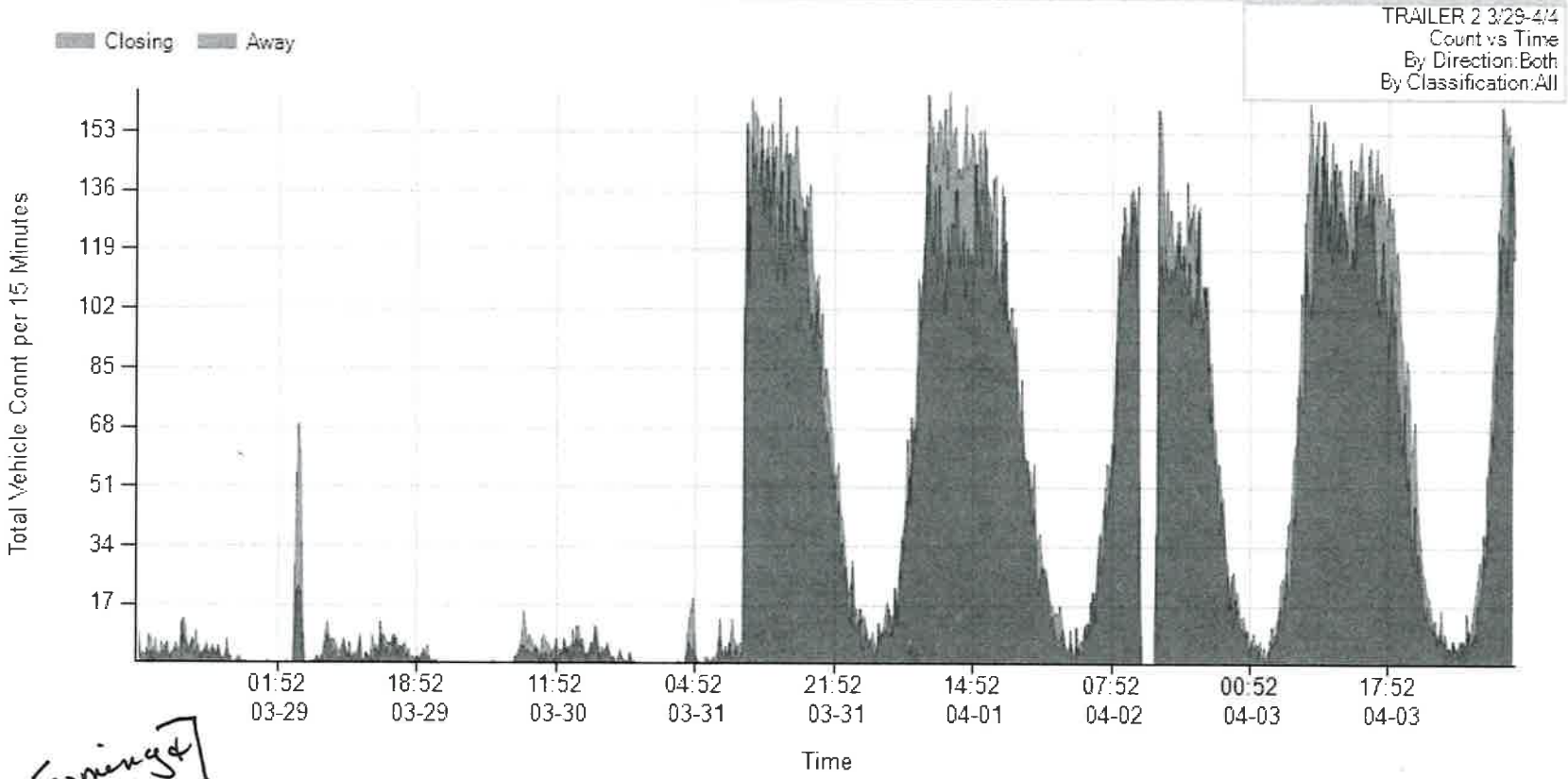
- Speed Trailer report
- Sergeant's monthly reports

Stay Safe, Chief Melanie Griswold

Posted speed
35 MPH
/

Survey Name	TRAILER 2 3/29-4/4	Location	Acacia/ oak ,Melbourne Beac...	Speed Unit	Miles/Hour
Start	2023-03-28 08:52	Traffic Direction	Undefined	Speed Limit	40
Stop	2023-04-04 09:36	Zone	Normal	Min Speed Threshold	10
Operator		Min Following Time	0.0	Max Speed Threshold	120
Survey Direction	Both	Time Resolution	1	Speed Resolution	1

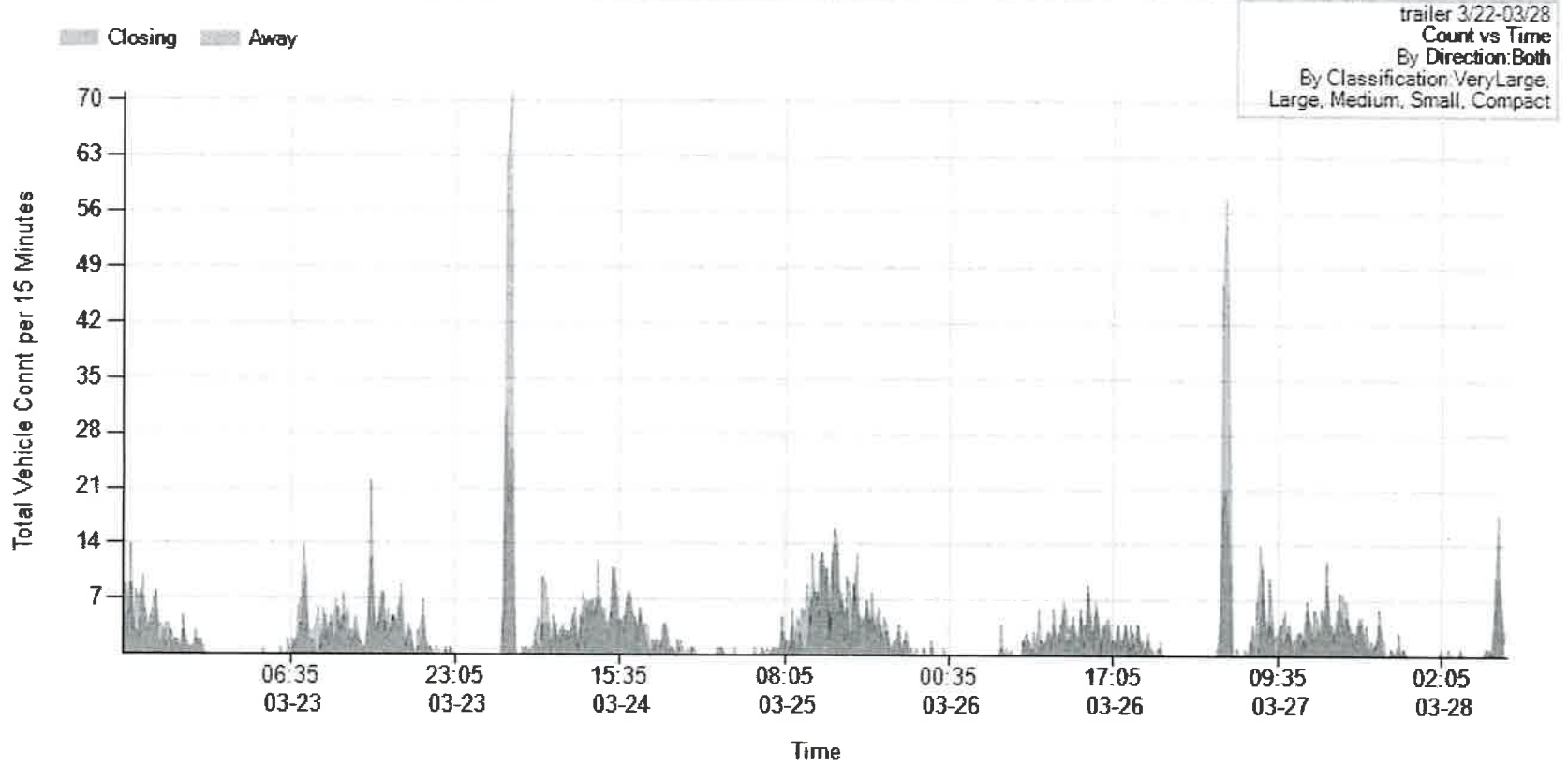
7 days



[coming & going]

Total Vehicle Count	58737	100%	Average Speed	34.4	MPH	In Pace Count	42608	72%
Under Limit Count	53676	91%	Minimum Speed	5	MPH	10 mph Pace	30 - 39	MPH
Over Limit Count	5061	9%	Maximum Speed	94	MPH	Standard Deviation	5	MPH
10 Over Limit Count	209	0%	85Speed Percentile	39	MPH	Average Speed Over Limit	43.4	MPH

Survey Name	trailer 3/22-03/28	Location	400 blk first avenue 3, Melbour...	Speed Unit	Miles/Hour
Start	2023-02-17 14:05	Traffic Direction	Undefined	Speed Limit	25
Stop	2023-03-28 08:46	Zone	Normal	Min Speed Threshold	10
Operator		Min Following Time	0.0	Max Speed Threshold	120
Survey Direction	Both	Time Resolution	1	Speed Resolution	1



Total Vehicle Count	9174	100%	Average Speed	17.4	MPH	In Pace Count	7315	79%
Under Limit Count	9003	98%	Minimum Speed	6	MPH	10 mph Pace	13 - 22	MPH
Over Limit Count	171	2%	Maximum Speed	54	MPH	Standard Deviation	3	MPH
10 Over Limit Count	32	0%	85Speed Percentile	21	MPH	Average Speed Over Limit	30.7	MPH

Sprinkler



MELBOURNE BEACH POLICE DEPARTMENT
Jason Hinchman
Sergeant

507 Ocean Ave, Melbourne Beach, FL 32951
 Phone: (321) 723-4343 Fax: (321)725-3253



Monthly Report March 2023

House Checks: 49 (03/22/23)

- 03/04: Traffic Crash (Hit and Run) in the 1000 block of Atlantic Street. The victim's vehicle was unattended and parked. Victim's vehicle had minor damage and was driven away by the owner. The suspect vehicle left the scene. No information on the suspect vehicle after the investigation.
- 03/05: Baker Act of a female in the 200 block of Ocean Avenue.
- 03/11: Traffic Crash (Hit and Run) Oak Street and Sunset Blvd. An unknown suspect vehicle hit several bushes and a stop sign in the area. This case is still open for further investigation.
- 03/11: AOA- BCSO (Shooting) North Spessard Holland. Melbourne Beach Officers arrived and assisted with securing the scene and crowd control.
- 03/11: Domestic disturbance in the 1700 block of Orange Street. Father and Daughter were having a verbal argument about the daughter being intoxicated. No injuries were reported on scene, and the parties were separated.
- 03/13: Assist other agency (BCSO) unresponsive male in the 800 block of Galaxy Lane (County Jurisdiction). Brevard County Sheriff's Office took over the scene.
- 03/14: Domestic verbal at the First Avenue beach access. The male and female had a verbal argument over lost vehicle keys.
- 03/19: Death investigation in the 500 block of Second Avenue. Death was considered a natural cause. The case was closed.
- 03/21: Traffic crash at Ocean Avenue and Atlantic Street. One vehicle involved hit a wooden pole. No injuries were reported on the scene, and the vehicle was towed from the scene.
- 03/21: Traffic crash in the area of Elm Avenue and Redwood Avenue. One vehicle involved hit a parked object. No injuries were reported on scene, and the vehicle was removed by the driver. The driver was also issued a citation.
- 03/28: Fraud in the 200 block of Surf Road. Male and females reported that their taxes were

filed without their knowledge. The case is still open for further investigation.

- 03/29: Domestic disturbance in the 300 block of Avenue A. Male and female were in a verbal disturbance. No injuries or crimes took place.

**MELBOURNE BEACH POLICE DEPARTMENT****Jason Sadler****Sergeant****507 Ocean Ave, Melbourne Beach, FL 32951****Phone: (321) 723-4343****Fax: (321)725-3253**Sgt. Sadler Monthly Report March 2023

3/10- Traffic crash in the 300 block of Ocean Avenue. No injuries or major damage.

3/18- Narcotics seized for destruction in the 100 blk of Ocean Avenue from a vehicle search.

3/19- Traffic stop on a vehicle for an equipment violation in the area of Oak Street and Highway A1A. 4.1 grams of marijuana was seized for destruction.

3/24- Assisted Indianalantic Police Department with a drowning in the 200 blk of South Miramar Avenue. The case was turned over to the Indianalantic Police Department.

- Total House Checks - 78



**Melbourne Beach
Vol. Fire Department**
507 Ocean Avenue
Melbourne Beach, FL 32951
(321)724-1736
FireChief@MelbourneBeachFL.org

FIRE DEPARTMENT MONTHLY REPORT ***March 2023***

Incident Response

For the month of March 2023, the Melbourne Beach Volunteer Fire Department responded to 8 calls for service. The average number of responding volunteer personnel per paged out call for the month was 10.

Breakdown:

- 5 Fire/Rescue 911 Calls (Paged out)
- 1 Public Service – Assist Resident
- 1 Public Service – Gemini Fire Drill
- 1 Vacation Rental Fire Inspection

Department Membership

- Certified Firefighters: 23
- Support Services Personnel: 6
- Administrative Personnel: 2
- Probationary Personnel: 5

Notable Incidents

- 03/10/2023 – Mutual Aid to IFD for drowning. Fire-1, Ski-58, ATV-58, E-58, & Safety-1 responded to assist in the multi-agency search and rescue operation. Searched area for victim for 6 hours before passing the search over to USCG at dark.
- 03/17/2023 – Power pole on fire by pier in Melbourne Beach. Fire caused by osprey trying to build nest in area and debris falling on FPL equipment causing short circuiting. Secured area and worked with FPL to extinguish fire and remove debris. A permanent osprey nest was installed on the pole to try to prevent future occurrences.
- 3/24/2023 – Mutual Aid to IFD for drowning. Ski-58 & ATV-58 responded and was canceled en-route, victim already pulled from water, no need for additional water assets.

Notable Events

As they did in February, the Department continued to respond to multiple water rescue / drowning incidents at the beaches during the month of March. Many of the incidents are believed to be due to strong rip currents and beachgoers inexperienced with ocean swimming. It is stressed that all ocean swimming should be done near a lifeguarded beach. Chief Brown continues to work with other local fire, rescue, and law enforcement agencies to improve coordination and response to these incidents. The possibility of year-round life guard coverage for Ocean Park is also still being investigated.

The Melbourne Beach Volunteer Fire Department started another Volunteer Firefighter Certification Program. The 191 hour training program is accredited by the State of Florida, and certifies individuals to serve as volunteer firefighters. The course is instructed by the Department's 7 volunteer State Certified Fire Instructors and Chief Brown. In addition to the 8 Students from Melbourne Beach, multiple students from Indianalantic and Indian Harbour Beach Fire Departments are also attending the class.

A few members of the Fire, Police, Town Hall, and Public Works Departments participated in the St. Baldrick's Space Coast Conquers event to help raise money for childhood cancer research. Statistically more children are lost to cancer in the U.S. than to any other disease, with about 1 in every 263 children (under the age of 20) being diagnosed. The Melbourne Beach team was able to raise \$1,285 for the cause.

The beach wheelchair was rented out multiple times during the month of March. Many residents and visitors commented on how nice it was for the Town to have this equipment available free of charge to rent for those with mobility challenges.

The Department partnered with Indianalantic Fire Department and Florida City Gas to conduct a multi-agency emergency response to natural gas training event.

The Department hosted a local Girl Scout troop learning about citizens who are friendly and helpful in the community. Some of our Departments female firefighters spoke with the girls about being helpful, safety, and fire prevention. The troop was also given a fire station tour and a chance to sit in the fire trucks and squirt the fire hose.

Chief Brown attended multiple coordination meetings including the Space Coast Fire Chiefs meeting, EOC Wildfire meeting, EOC FPL meeting, MBVFA board meeting, and FWC marine task force meeting.

Mandatory annual harassment prevention training was conducted for all Department volunteers. This years course was in-person with an instructor brought in from FMIT.

Fire Department leadership continues to work with the Volunteer Firefighters Association Board of Directors and multiple marine contractors to discuss potential ideas and funding options for the construction of a dock & boat lift for the Fire Department's marine rescue boat. The Association agreed to consider funding the project, and additional information and ideas will be brought to the Town Commission Workshop in May.

Melbourne Beach VFD

Melbourne Beach, FL

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Incident Address and Type for Date Range (Landscape)

Incident Status(s): All Incident Statuses | Start Date: 03/01/2023 | End Date: 03/31/2023

INCIDENT #	DATE	LOCATION TYPE	ADDRESS	INCIDENT TYPE	ALARM	CLEARED SCENE
2023-36	03/07/2023		2100 Oak ST , Melbourne Beach, FL, 32951	Public service	03/07/2023 09:00	03/07/2023 09:00
2023-37	03/07/2023		1005 Atlantic ST , Melbourne Beach, FL, 32951	No incident found on arrival at dispatch address	03/07/2023 15:40	03/07/2023 15:40
2023-38	03/10/2023		259 Wave Crest AVE , Indialantic, FL, 32903	Search for person in water	03/10/2023 13:42	03/10/2023 13:42
2023-39	03/16/2023		312 2nd AVE , Melbourne Beach, FL, 32951	Special type of incident, other	03/16/2023 14:00	03/16/2023 14:30
2023-40	03/16/2023		519 Ocean AVE , Melbourne Beach, FL, 32951	Public service	03/16/2023 14:30	03/16/2023 14:30
2023-41	03/17/2023	Intersection	Ocean AVE / Riverside Dr, Melbourne Beach, FL, 32951	Outside equipment fire	03/17/2023 14:40	03/17/2023 14:40
2023-42	03/24/2023		509 S Miramar AVE , Indialantic, FL, 32903	Search for person in water	03/24/2023 15:36	03/24/2023 15:45
2023-43	03/29/2023		201 Ocean AVE , Melbourne Beach, FL, 32951	Detector activation, no fire - unintentional	03/29/2023 19:31	03/29/2023 19:31

Location Type is only filled in when it is marked Intersection, Directions, or National Grid on Basic Info 3.



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Melbourne Beach VFD

Melbourne Beach, FL

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Personnel Count per Incident for Date Range

Start Date: 03/01/2023 | End Date: 03/31/2023

INCIDENT				NUMBER OF PEOPLE		
NUMBER	DATE	INCIDENT TYPE	FDID	ON APPARATUS	NOT ON APPARATUS	TOTAL
2023-36	3/7/2023 09:00:00	553 - Public service	19112	1	0	1
** 2023-37	3/7/2023 15:40:54	622 - No incident found on arrival at dispatch address	19112	6	6	12
** 2023-38	3/10/2023 13:42:24	342 - Search for person in water	19112	10	3	13
2023-39	3/16/2023 14:00:00	900 - Special type of incident, other	19112	1	0	1
2023-40	3/16/2023 14:30:00	553 - Public service	19112	1	0	1
** 2023-41	3/17/2023 14:40:44	162 - Outside equipment fire	19112	4	6	10
** 2023-42	3/24/2023 15:36:44	342 - Search for person in water	19112	3	5	8
** 2023-43	3/29/2023 19:31:12	744 - Detector activation, no fire - unintentional	19112	5	4	9

TOTAL # OF INCIDENTS: 8

AVERAGES:

3.9

3.0

6.9

Total # of incidents
paged out for
volunteer response: 5

** Without EMS Assist or Service Calls:
(Paged out 911 calls only)

5.6

4.8

10.4

Only REVIEWED incidents included

Note: 900 series "Special Incidents" include fire inspections performed.



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Doc Id: 358

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Memo

To: Mayor, Vice Mayor and Commissioners
From: Jennifer Kerr, Finance Manager
Date: April 11, 2022
Re: March Fiscal Year 2023

We are in the sixth month of our fiscal year 2023. The target expenditure rate for March is 50.00%. All departments are managing their expenditures well at this time. All budget items highlighted in green are over the target rate but within the anticipated spending of that budget line. Items highlighted in yellow are being monitored, and 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 47.50%. The Departmental expenditure rate breakdown is as follows:

Legislative:	37.04%
Executive:	44.20%
Finance:	50.59%
Legal:	47.11%
Comp & Plan:	19.38%
General Services:	48.79%
Law Enforcement:	50.79%
Fire:	32.31%
Code:	41.32%
Public Works:	50.74%
Grounds Keeping:	47.40%
Parks:	81.97%

Discussion Items:

The Town received Parking Revenue in March in the amount of \$23,873.96. That is a 41% increase in paid parking from February.

We are actively working with FEMA for Funding for Hurricane Nicole.

The FY22 Audit is in the process of being finalized.

REVENUE AND EXPENDITURE FOR TOWN OF MELBOURNE BEACH

Balance As Of 03/31/2023

Fund: 001 GENERAL FUND

Account Category: Revenues	Description	ORIGINAL BUDGET	Encumbrance	Available	% Used
001-00-311.00.00	AD VALOREM TAXES	2,418,002.00	0.00	179,283.48	92.59
001-00-312.41.00	LOCAL OPTION COUNTY GAS TAX	93,000.00	0.00	73,095.91	21.40
001-00-314.10.00	UTILITY SERVICES TAX FPL	248,000.00	0.00	133,282.95	46.26
001-00-314.30.00	UTILITY SERVICES TAX WATER	52,500.00	0.00	30,429.70	42.04
001-00-314.40.00	UTILITY SERVICES TAX GAS	0.00	0.00	(52.63)	100.00
001-00-314.40.10	UTILTIY GAS TAX AMERIGAS	7,700.00	0.00	(20,277.85)	363.35
001-00-314.40.20	UTILITY GAS TAX SUBURBAN	1,000.00	0.00	486.35	51.37
001-00-314.40.30	UTILTIY GAS TAX FERRELL	2,800.00	0.00	1,453.81	48.08
001-00-314.40.40	UTILITY GAS TAX SAM'S GAS	0.00	0.00	(80.02)	100.00
001-00-315.00.00	COMMUNICATIONS SERVICE TAX	137,000.00	0.00	90,281.75	34.10
001-00-316.00.00	OCCP. LIC	16,000.00	0.00	2,442.19	84.74
001-00-323.10.00	FRANCHISE FEES FPL	190,000.00	0.00	122,257.01	35.65
001-00-323.70.00	FRANCHISE FEES SOLID WASTE	40,000.00	0.00	21,350.30	46.62
001-00-323.70.10	SOLID WASTE COMMERCIAL	13,500.00	0.00	7,224.75	46.48
001-00-329.20.00	BONFIRE PERMIT	900.00	0.00	900.00	0.00
001-00-329.50.00	LOW SPEED VEHICLE REGISTRATION	0.00	0.00	(500.00)	100.00
001-00-329.50.10	LOW SPEED VEHICLE PERMIT FEE	0.00	0.00	(450.00)	100.00
001-00-334.40.00	FMIT SAFETY GRANT	7,500.00	0.00	7,500.00	0.00
001-00-335.12.00	STATE REVENUE SHARING PROCEEDS	87,000.00	0.00	38,843.64	55.35
001-00-335.15.00	ALCOHOLIC BEVERAGE LICENSES	4,600.00	0.00	4,600.00	0.00
001-00-335.18.00	HALF CENT SALES TAX LOCAL GOV	192,000.00	0.00	112,518.57	41.40
001-00-342.20.00	SAFETY INSPECT FEE VAC RENTAL	800.00	0.00	885.00	(10.63)
001-00-342.20.10	SAFETY RENEWAL-VAC RENTALS	800.00	0.00	800.00	0.00
001-00-345.10.00	VAC RENTAL APP FEE-INITIAL	5,000.00	0.00	4,450.00	11.00
001-00-345.10.10	VAC RENEWAL FEE - RENTALS	2,500.00	0.00	(750.00)	130.00
001-00-361.10.00	INTEREST ON INVESTMENTS	4,000.00	0.00	(6,434.25)	260.86
001-00-369.00.00	MISCELLANEOUS REVENUE	2,500.00	0.00	1,219.31	51.23
001-00-369.00.49	INSURANCE RECOVERY	350.00	0.00	350.00	0.00

77.18

	Description	ORIGINAL BUDGET	Encumbrance	Available	% Used
Department: 13 FINANCE					
001-13-369.00.00	MISCELLANEOUS REVENUE	0.00	0.00	(35.00)	100.00
					100.00
Department: 21 LAW ENFORCEMENT					
001-21-312.52.00	INSURANCE PREMIUM TAX	45,500.00	0.00	45,500.00	0.00
001-21-337.20.00	SCHOOL RESOURCE OFFICER	65,000.00	0.00	16,250.00	75.00
001-21-337.25.01	STATE LE COMPUTER GRANT	1,000.00	0.00	1,000.00	0.00
001-21-347.90.01	SPECIAL EVENTS	1,000.00	0.00	1,000.00	0.00
001-21-351.00.00	FINES - LAW ENFORCEMENT	7,500.00	0.00	4,366.93	41.77
001-21-351.13.00	PARKING TICKETS	600.00	0.00	300.00	50.00
001-21-351.13.10	ACCIDENT REPORT	100.00	0.00	(18.00)	118.00
001-21-369.00.00	MISCELLANEOUS REVENUE	0.00	0.00	(56.00)	100.00
					43.38
Department: 22 FIRE CONTROL					
001-22-322.30.00	FIRE PROTECTIVE SERVICES	5,000.00	0.00	3,545.00	29.10
001-22-369.00.00	MISCELLANEOUS REVENUE	500.00	0.00	500.00	0.00
001-22-369.55.10	SHARED TRAINING	1,000.00	0.00	1,000.00	0.00
					22.38
Department: 29 CODE ENFORCEMENT					
001-29-359.00.00	OTHER FINES AND FORFEITURES	800.00	0.00	(19,206.25)	2,500.78
					2,500.78
Department: 72 PARKS & RECREATION					
001-72-347.41.00	FOUNDER'S DAY	6,000.00	0.00	1,245.00	79.25
001-72-347.50.00	FACILITY RENTALS	8,000.00	0.00	4,835.00	39.56
					56.57
Overall Revenue Rate:					76.42

Account Category: Expenditures	Description	ORIGINAL BUDGET	Encumbrance	Available	% Used
Department: 11 LEGISLATIVE					
001-11-500.11.00	EXECUTIVE SALARIES	16,200.00	0.00	8,100.06	50.00
001-11-500.12.00	REGULAR SALARIES	56,710.00	0.00	29,445.62	48.08
001-11-500.21.00	FICA TAXES - EMPLOYER PORTION	4,338.00	0.00	1,450.61	66.56
001-11-500.22.20	RETIREMENT TOWN EMPLOYEES	6,754.00	0.00	3,509.27	48.04
001-11-500.23.01	HEALTH INSURANCE	5,940.00	0.00	2,474.65	58.34
001-11-500.23.02	LIFE INSURANCE	68.00	0.00	28.59	57.96
001-11-500.25.00	UNEMPLOYMENT COMPENSATION	181.00	0.00	138.17	23.66
001-11-510.31.00	PROFESSIONAL SERVICES	2,902.00	0.00	0.00	100.00
001-11-510.40.00	TRAVEL & MEETINGS	3,640.00	0.00	2,225.46	38.86
001-11-510.40.10	TRAVEL & MEETINGS - STAFF	2,788.00	0.00	1,357.34	51.31
001-11-510.47.00	PRINTING	5,015.00	0.00	4,911.36	2.07
001-11-510.48.00	PROMOTIONAL ACTIVITIES	800.00	0.00	396.02	50.50
001-11-510.48.40	LEGAL NOTICES	10,000.00	0.00	8,431.94	15.68
001-11-510.49.50	ELECTION EXPENSE	2,500.00	0.00	1,909.81	23.61
001-11-510.54.00	DUES & SUBSCRIPTIONS	875.00	0.00	450.00	48.57
001-11-510.54.10	TRAINING & SCHOOLS	4,410.00	0.00	4,410.00	0.00
001-11-510.64.00	MACHINERY & EQUIPMENT	2,000.00	0.00	825.67	58.72
001-11-510.64.01	CAPITAL OUTLAY	50,000.00	0.00	43,812.50	12.38
001-11-543.00.00	LICENSES & FEES	7,421.00	0.00	1,046.14	85.90
					37.04

	Description	ORIGINAL BUDGET	Encumbrance	Available	% Used
Department: 12 EXECUTIVE					
001-12-500.12.00	REGULAR SALARIES	143,243.00	0.00	80,229.05	43.99
001-12-500.14.00	SALARIES OVERTIME	0.00	0.00	(80.57)	100.00
001-12-500.21.00	FICA TAXES - EMPLOYER PORTION	10,958.00	0.00	5,525.54	49.58
001-12-500.22.01	RETIREMENT - ICMA	17,060.00	0.00	10,967.67	35.71
001-12-500.22.20	RETIREMENT TOWN EMPLOYEES	4,436.00	0.00	2,986.00	32.69
001-12-500.23.01	HEALTH INSURANCE	25,561.00	0.00	13,190.41	48.40
001-12-500.23.02	LIFE INSURANCE	749.00	0.00	334.86	55.29
001-12-500.25.00	UNEMPLOYMENT COMPENSATION	458.00	0.00	356.92	22.07
001-12-510.31.00	PROFESSIONAL SERVICES	0.00	0.00	(853.00)	100.00

001-12-510.40.00	TRAVEL & MEETINGS	1,320.00	0.00	852.33	35.43
001-12-510.52.50	GAS & OIL	2,400.00	0.00	1,200.00	50.00
001-12-510.54.00	DUES & SUBSCRIPTIONS	3,595.00	0.00	2,151.00	40.17
001-12-510.54.10	TRAINING & SCHOOLS	450.00	0.00	450.00	0.00
					44.20

Description		ORIGINAL BUDGET	Encumbrance	Available	% Used
Department: 13 FINANCE					
001-13-500.12.00	REGULAR SALARIES	109,053.00	0.00	56,623.63	48.08
001-13-500.21.00	FICA TAXES - EMPLOYER PORTION	8,343.00	0.00	4,050.97	51.44
001-13-500.22.20	RETIREMENT TOWN EMPLOYEES	12,988.00	0.00	6,803.07	47.62
001-13-500.23.01	HEALTH INSURANCE	14,824.00	0.00	6,176.76	58.33
001-13-500.23.02	LIFE INSURANCE	136.00	0.00	57.18	57.96
001-13-500.25.00	UNEMPLOYMENT COMPENSATION	349.00	0.00	264.35	24.26
001-13-510.31.00	PROFESSIONAL SERVICES	5,300.00	0.00	0.00	100.00
001-13-510.32.00	AUDITING SERVICES	26,600.00	0.00	15,600.00	41.35
001-13-510.32.90	BANKING FEES	6,900.00	0.00	1,527.69	77.86
001-13-510.40.00	TRAVEL & MEETINGS	1,200.00	0.00	214.75	82.10
001-13-510.47.00	PRINTING	180.00	0.00	180.00	0.00
001-13-510.54.00	DUES & SUBSCRIPTIONS	60.00	0.00	60.00	0.00
001-13-510.54.10	TRAINING & SCHOOLS	800.00	0.00	686.00	14.25
001-13-764.10.00	Filing Fee Clerk-Parking Ticke	50.00	0.00	50.00	0.00
					50.59

Description		ORIGINAL BUDGET	Encumbrance	Available	% Used
Department: 14 LEGAL COUNSEL					
001-14-510.31.00	PROFESSIONAL SERVICES	96,000.00	0.00	47,466.50	50.56
001-14-510.31.01	CODE ENFORCEMENT ATTORNEY	10,000.00	0.00	8,600.00	14.00
					47.11

Description		ORIGINAL BUDGET	Encumbrance	Available	% Used
Department: 15 COMPREHENSIVE PLANNING					
001-15-510.31.00	PROFESSIONAL SERVICES	20,000.00	0.00	16,125.00	19.38
					19.38

	Description	ORIGINAL BUDGET	Encumbrance	Available	% Used
Department: 16 FEMA - HURRICANE DAMAGE					
001-16-510.51.00	OFFICE SUPPLIES	0.00	0.00	(542.20)	100.00
001-16-530.46.12	MAINTENANCE SUPPLIES	0.00	0.00	(325.55)	100.00
001-16-530.46.40	GROUNDS MAINTENANCE	0.00	0.00	(2,376.56)	100.00
					100.00

	Description	ORIGINAL BUDGET	Encumbrance	Available	% Used
Department: 19 GENERAL SERVICES					
001-19-500.24.00	WORKERS COMPENSATION	2,618.00	0.00	2,618.00	0.00
001-19-510.31.00	PROFESSIONAL SERVICES	4,020.00	0.00	1,861.25	53.70
001-19-510.31.11	SECURITY	3,308.00	0.00	(1,589.50)	148.05
001-19-510.34.10	JANITORIAL SERVICES	17,000.00	0.00	8,187.00	51.84
001-19-510.35.00	PRE-EMPLOYMENT EXP	300.00	0.00	48.00	84.00
001-19-510.41.00	TELEPHONE	18,240.00	0.00	5,949.42	67.38
001-19-510.41.10	COMMUNICATION SERVICES	43,056.00	0.00	20,822.36	51.64
001-19-510.43.00	STREET LIGHTS	47,000.00	0.00	22,572.05	51.97
001-19-510.43.10	ELECTRICITY	38,500.00	0.00	24,657.33	35.95
001-19-510.43.20	WATER & SEWER	3,520.00	0.00	1,776.28	49.54
001-19-510.43.50	WASTE TAX SERVICE	3,300.00	0.00	1,031.09	68.75
001-19-510.45.00	GENERAL LIABILITY INSURANCE	85,728.00	0.00	20,685.75	75.87
001-19-510.45.01	FLOOD INSURANCE	3,751.00	0.00	3,751.00	0.00
001-19-510.45.02	PROPERTY INSURANCE	69,960.00	0.00	21,991.50	68.57
001-19-510.45.03	AUTO INSURANCE	8,172.00	0.00	2,045.25	74.97
001-19-510.46.10	OFFICE EQUIPMENT MAINTENANCE	4,232.00	0.00	2,682.30	36.62
001-19-510.46.15	EQUIPMENT MAINTENANCE	25,000.00	0.00	7,290.00	70.84
001-19-510.46.36	PEST CONTROL	3,000.00	0.00	1,537.68	48.74
001-19-510.47.00	PRINTING	500.00	0.00	(15.14)	103.03
001-19-510.49.90	ADOPT AN AREA	1,500.00	0.00	1,298.84	13.41
001-19-510.49.98	CONTINGENCY	25,000.00	0.00	25,000.00	0.00
001-19-510.49.99	MISCELLANEOUS	300.00	0.00	300.00	0.00
001-19-510.51.00	OFFICE SUPPLIES	11,000.00	0.00	5,314.65	51.69
001-19-510.51.10	POSTAGE	1,400.00	0.00	563.80	59.73

001-19-510.52.10	JANITORIAL SUPPLIES	3,500.00	0.00	459.04	86.88
001-19-510.54.00	DUES & SUBSCRIPTIONS	325.00	0.00	(70.03)	121.55
001-19-510.64.01	CAPITAL OUTLAY	39,916.00	0.00	281.83	99.29
001-19-543.00.00	LICENSES & FEES	21,286.00	0.00	11,438.55	46.26
001-19-581.00.00	TRANSFER OUT	115,000.00	0.00	115,000.00	0.00
					48.79

Department: 21 LAW ENFORCEMENT		ORIGINAL BUDGET	Encumbrance	Available	% Used
001-21-500.12.00	REGULAR SALARIES	627,879.00	0.00	293,383.66	53.27
001-21-500.12.50	HOLIDAY PAY	20,000.00	0.00	719.75	96.40
001-21-500.14.00	SALARIES OVERTIME	15,000.00	0.00	7,495.68	50.03
001-21-500.14.16	HURRICANE PAY	18,000.00	0.00	5,992.94	66.71
001-21-500.15.00	EDUCATION INCENTIVE PAY	6,800.00	0.00	2,527.50	62.83
001-21-500.15.01	FIRST RESPONDER	8,000.00	0.00	5,075.00	36.56
001-21-500.21.00	FICA TAXES - EMPLOYER PORTION	52,087.00	0.00	23,720.82	54.46
001-21-500.22.02	POLICE PENSION	206,912.00	0.00	96,912.00	53.16
001-21-500.22.20	RETIREMENT TOWN EMPLOYEES	5,217.00	0.00	2,365.53	54.66
001-21-500.23.01	HEALTH INSURANCE	210,119.00	0.00	161,626.99	23.08
001-21-500.23.02	LIFE INSURANCE	2,700.00	0.00	1,291.44	52.17
001-21-500.23.10	STATUTORY AD&D	1,000.00	0.00	0.00	100.00
001-21-500.24.00	WORKERS COMPENSATION	16,853.00	0.00	0.00	100.00
001-21-500.25.00	UNEMPLOYMENT COMPENSATION	2,179.00	0.00	1,520.30	30.23
001-21-520.31.00	PROFESSIONAL SERVICES	725.00	0.00	165.39	77.19
001-21-520.34.40	DISPATCHING SERVICES	17,785.00	0.00	(533.55)	103.00
001-21-520.40.00	TRAVEL & MEETINGS	3,324.00	0.00	2,476.18	25.51
001-21-520.41.10	COMMUNICATION SERVICES	5,388.00	0.00	4,161.20	22.77
001-21-520.46.10	OFFICE EQUIPMENT MAINTENANCE	5,500.00	0.00	(1,723.35)	131.33
001-21-520.46.15	EQUIPMENT MAINTENANCE	5,500.00	0.00	5,500.00	0.00
001-21-520.46.16	RADAR CALIBRATION	700.00	0.00	600.00	14.29
001-21-520.46.20	VEHICLE MAINTENANCE	17,000.00	0.00	1,132.93	93.34
001-21-520.48.00	PROMOTIONAL ACTIVITIES	3,000.00	0.00	3,000.00	0.00
001-21-520.48.50	CRIME PREVENTION	2,100.00	0.00	618.74	70.54
001-21-520.49.99	MISCELLANEOUS	100.00	0.00	100.00	0.00

001-21-520.51.10	POSTAGE	150.00	0.00	144.60	3.60
001-21-520.52.00	UNIFORMS	7,000.00	0.00	510.59	92.71
001-21-520.52.05	PROTECTIVE GEAR	8,328.00	0.00	6,587.04	20.90
001-21-520.52.50	GAS & OIL	40,000.00	0.00	32,202.10	19.49
001-21-520.52.70	MEDICAL	500.00	0.00	118.57	76.29
001-21-520.52.90	OPERATING SUPPLIES	4,320.00	0.00	984.90	77.20
001-21-520.54.00	DUES & SUBSCRIPTIONS	935.00	0.00	100.60	89.24
001-21-520.54.10	TRAINING & SCHOOLS	6,400.00	0.00	5,800.00	9.38
001-21-520.64.01	Capital Outlay	18,400.00	93,436.00	(99,473.80)	132.81
001-21-543.00.00	LICENSES & FEES	13,837.00	0.00	745.43	94.61
001-21-581.00.00	TRANSFER OUT	13,479.00	0.00	13,479.00	0.00
					50.79

Description		ORIGINAL BUDGET	Encumbrance	Available	% Used
Department: 22 FIRE CONTROL					
001-22-500.12.00	REGULAR SALARIES	88,036.00	0.00	44,539.70	49.41
001-22-500.14.50	STIPEND PAYROLL	38,689.00	0.00	26,442.00	31.65
001-22-500.21.00	FICA TAXES - EMPLOYER PORTION	9,695.00	0.00	5,343.28	44.89
001-22-500.22.01	RETIREMENT - ICMA	7,513.00	0.00	3,720.75	50.48
001-22-500.22.20	RETIREMENT TOWN EMPLOYEES	2,973.00	0.00	1,650.98	44.47
001-22-500.23.01	HEALTH INSURANCE	25,626.00	0.00	12,923.29	49.57
001-22-500.23.02	LIFE INSURANCE	136.00	0.00	62.81	53.82
001-22-500.23.10	STATUTORY AD&D	207.00	0.00	(415.00)	300.48
001-22-500.24.00	WORKERS COMPENSATION	16,750.00	0.00	8,323.50	50.31
001-22-500.25.00	UNEMPLOYMENT COMPENSATION	282.00	0.00	207.04	26.58
001-22-520.34.40	DISPATCHING SERVICES	5,400.00	0.00	2,800.00	48.15
001-22-520.35.00	PRE-EMPLOYMENT EXPENSE	2,060.00	0.00	1,623.00	21.21
001-22-520.36.00	ANNUAL PHYSICALS	4,375.00	0.00	2,475.00	43.43
001-22-520.40.00	TRAVEL & MEETINGS	750.00	0.00	597.00	20.40
001-22-520.41.10	COMMUNICATION SERVICES	1,644.00	0.00	686.61	58.24
001-22-520.46.15	EQUIPMENT MAINTENANCE	9,152.00	0.00	4,182.09	54.30
001-22-520.46.20	VEHICLE MAINTENANCE	26,100.00	0.00	21,279.62	18.47
001-22-520.46.30	BUILDING MAINTENANCE	1,000.00	0.00	952.65	4.74
001-22-520.48.55	FIRE PREVENTION	4,600.00	0.00	3,275.00	28.80

001-22-520.51.00	OFFICE SUPPLIES	400.00	0.00	51.03	87.24
001-22-520.52.00	UNIFORMS	7,135.00	0.00	6,845.06	4.06
001-22-520.52.02	S.C.B.A.	1,975.00	0.00	435.14	77.97
001-22-520.52.05	PROTECTIVE GEAR	2,925.00	0.00	2,415.19	17.43
001-22-520.52.10	JANITORIAL SUPPLIES	1,000.00	0.00	133.31	86.67
001-22-520.52.20	TOOLS & HARDWARE	2,000.00	0.00	1,838.38	8.08
001-22-520.52.50	GAS & OIL	6,600.00	0.00	4,472.81	32.23
001-22-520.52.70	MEDICAL	1,400.00	0.00	403.60	71.17
001-22-520.54.00	DUES & SUBSCRIPTIONS	435.00	0.00	414.00	4.83
001-22-520.54.10	TRAINING & SCHOOLS	7,525.00	0.00	7,075.00	5.98
001-22-520.54.12	TRAINING MATERIALS	1,960.00	0.00	1,453.64	25.83
001-22-520.64.01	Capital Outlay	82,369.00	30,000.00	52,369.00	0.00
001-22-543.00.00	LICENSES & FEES	13,304.00	0.00	(333.90)	102.51
001-22-581.00.00	TRANSFER OUT	15,277.00	0.00	15,277.00	0.00

32.31

Description	ORIGINAL BUDGET	Encumbrance	Available	% Used
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Department: 29 CODE ENFORCEMENT

001-29-500.12.00	REGULAR SALARIES	14,898.00	0.00	8,987.63	39.67
001-29-500.21.00	FICA TAXES - EMPLOYER PORTION	1,140.00	0.00	650.32	42.95
001-29-500.22.20	RETIREMENT TOWN EMPLOYEES	1,774.00	0.00	1,345.04	24.18
001-29-500.23.10	STATUTORY AD&D	21.00	0.00	0.00	100.00
001-29-500.24.00	WORKERS COMPENSATION	230.00	0.00	230.00	0.00
001-29-500.25.00	UNEMPLOYMENT COMPENSATION	48.00	0.00	38.34	20.13
001-29-520.31.00	PROFESSIONAL SERVICES	0.00	0.00	(1,000.00)	100.00
001-29-520.40.00	TRAVEL & MEETINGS	35.00	0.00	35.00	0.00
001-29-520.46.12	MAINTENANCE SUPPLIES	50.00	0.00	50.00	0.00
001-29-520.46.20	VEHICLE MAINTENANCE	150.00	0.00	150.00	0.00
001-29-520.51.00	OFFICE SUPPLIES	125.00	0.00	104.81	16.15
001-29-520.51.10	POSTAGE	350.00	0.00	247.64	29.25
001-29-520.51.20	RECORDING COSTS	120.00	0.00	120.00	0.00
001-29-520.52.00	UNIFORMS	150.00	0.00	150.00	0.00
001-29-520.52.50	GAS & OIL	150.00	0.00	150.00	0.00
001-29-520.54.10	TRAINING & SCHOOLS	75.00	0.00	75.00	0.00

41.32

	Description	ORIGINAL BUDGET	Encumbrance	Available	% Used
Department: 41 PUBLIC WORKS					
001-41-500.12.00	REGULAR SALARIES	207,196.00	0.00	113,221.39	45.36
001-41-500.14.00	SALARIES OVERTIME	0.00	0.00	(2,023.59)	100.00
001-41-500.21.00	FICA TAXES - EMPLOYER PORTION	15,850.00	0.00	7,725.83	51.26
001-41-500.22.20	RETIREMENT TOWN EMPLOYEES	24,677.00	0.00	13,225.73	46.40
001-41-500.23.01	HEALTH INSURANCE	31,953.00	0.00	16,281.62	49.05
001-41-500.23.02	LIFE INSURANCE	236.00	0.00	49.11	79.19
001-41-500.23.10	STATUTORY AD&D	83.00	0.00	0.00	100.00
001-41-500.24.00	WORKERS COMPENSATION	2,618.00	0.00	2,618.00	0.00
001-41-500.25.00	UNEMPLOYMENT COMPENSATION	663.00	0.00	508.29	23.33
001-41-530.40.00	TRAVEL & MEETINGS	150.00	0.00	150.00	0.00
001-41-530.43.10	ELECTRICITY	5,000.00	0.00	(64.48)	101.29
001-41-530.43.50	DUMP SERVICE	2,000.00	0.00	2,000.00	0.00
001-41-530.46.12	MAINTENANCE SUPPLIES	6,500.00	0.00	3,846.19	40.83
001-41-530.46.15	EQUIPMENT MAINTENANCE	5,000.00	0.00	791.44	84.17
001-41-530.46.20	VEHICLE MAINTENANCE	9,500.00	0.00	3,533.58	62.80
001-41-530.46.30	BUILDING MAINTENANCE	8,500.00	0.00	3,296.02	61.22
001-41-530.46.31	MAINTENANCE OLD TOWN HALL	600.00	0.00	550.00	8.33
001-41-530.46.32	RYCKMAN HOUSE	700.00	0.00	(296.00)	142.29
001-41-530.46.35	PIER MAINTENANCE	1,500.00	0.00	(3,964.31)	364.29
001-41-530.46.40	GROUNDS MAINTENANCE	7,000.00	0.00	858.39	87.74
001-41-530.52.00	UNIFORMS	3,125.00	0.00	1,069.55	65.77
001-41-530.52.05	PROTECTIVE GEAR	1,000.00	0.00	33.73	96.63
001-41-530.52.20	TOOLS & HARDWARE	4,750.00	0.00	1.01	99.98
001-41-530.52.25	TOOL RENTALS	3,500.00	0.00	3,147.24	10.08
001-41-530.52.50	GAS & OIL	5,800.00	0.00	3,962.36	31.68
001-41-530.53.10	STREET REPAIR	7,500.00	0.00	1,905.54	74.59
001-41-530.53.20	STREET SIGNS	8,500.00	0.00	2,412.83	71.61
001-41-530.54.10	TRAINING & SCHOOLS	1,500.00	0.00	1,400.20	6.65
001-41-530.57.25	WELDING	500.00	0.00	321.54	35.69
001-41-530.64.01	CAPITAL OUTLAY	10,000.00	0.00	0.00	100.00
001-41-581.00.00	TRANSFER OUT	16,927.00	0.00	16,927.00	0.00
					50.74

	Description	ORIGINAL BUDGET	Encumbrance	Available	% Used
Department: 42 GROUNDS KEEPING					
001-42-500.14.00	SALARIES OVERTIME	0.00	0.00	(408.53)	100.00
001-42-530.34.91	LANDSCAPING	22,300.00	0.00	16,767.58	24.81
001-42-530.46.12	MAINTENANCE SUPPLIES	1,000.00	0.00	855.28	14.47
001-42-530.46.15	EQUIPMENT MAINTENANCE	2,500.00	0.00	2,421.07	3.16
001-42-530.46.40	GROUNDS MAINTENANCE	25,910.00	0.00	20,026.33	22.71
001-42-530.46.43	TREE EXPENSE	2,000.00	0.00	(1,975.00)	198.75
001-42-530.52.00	UNIFORMS	3,125.00	0.00	3,031.60	2.99
001-42-530.52.05	PROTECTIVE GEAR	575.00	0.00	575.00	0.00
001-42-530.52.20	TOOLS & HARDWARE	500.00	0.00	(117.86)	123.57
001-42-530.54.10	TRAINING & SCHOOLS	300.00	0.00	300.00	0.00
001-42-530.64.01	CAPITAL OUTLAY	0.00	0.00	(10,859.00)	100.00
					47.40

	Description	ORIGINAL BUDGET	Encumbrance	Available	% Used
Department: 72 PARKS & RECREATION					
001-72-570.48.10	FOUNDER'S DAY	7,000.00	0.00	5,480.00	21.71
001-72-570.48.50	MOVIES IN THE PARK	1,800.00	0.00	870.00	51.67
001-72-570.48.52	FOURTH OF JULY	500.00	0.00	0.00	100.00
001-72-570.48.53	CHRISTMAS DECORATIONS PARK	3,000.00	0.00	(1,898.02)	163.27
001-72-570.48.60	EASTER EGG HUNT	200.00	0.00	200.00	0.00
001-72-570.48.90	RECREATION PROGRAMS	5,000.00	0.00	4,059.06	18.82
001-72-570.63.01	TENNIS COURT EXPEDITURES	500.00	0.00	(185.97)	137.19
001-72-570.63.02	BBALL & VBALL COURTS	500.00	0.00	(175.79)	135.16
001-72-570.63.05	BOCCE COURT EXPEDITURES	500.00	0.00	430.02	14.00
001-72-570.64.01	CAPITAL OUTLAY	32,600.00	0.00	525.00	98.39
					81.97

Overall Expenditure Rate:

47.50

Fund: 104 ENVIRONMENTAL ADVISORY BOAR

Account Category: Revenues	Description	ORIGINAL BUDGET	Encumbrance	Available	% Used
Department: 00					
104-00-271.00.99	CARRY FORWARD	4,904.00	0.00	4,904.00	0.00
104-00-337.90.01	OTHER GRANTS	568.00	0.00	568.00	0.00
104-00-366.47.00	DONATIONS	5,000.00	0.00	0.00	100.00
104-00-381.00.00	TRANSFERS IN	5,374.00	0.00	5,374.00	0.00
					31.55

Account Category: Expenditures	Description	ORIGINAL BUDGET	Encumbrance	Available	% Used
Department: 72 PARKS & RECREATION					
104-72-570.31.00	PROFESSIONAL SERVICES	2,000.00	0.00	2,000.00	0.00
104-72-570.40.00	TRAVEL & MEETINGS	0.00	0.00	(74.95)	100.00
104-72-570.46.12	MAINTENANCE SUPPLIES	0.00	0.00	(65.00)	100.00
104-72-570.46.40	GROUNDS MAINTENANCE	960.00	0.00	640.98	33.23
104-72-570.51.00	OFFICE SUPPLIES	0.00	0.00	(81.98)	100.00
104-72-570.52.50	GAS FOR COMPOSTING TRUCK	1,092.00	0.00	448.90	58.89
104-72-570.64.01	CAPITAL OUTLAY	8,000.00	0.00	6,079.48	24.01
					25.76

Fund: 125 BUILDING DEPT

Account Category: Revenues	Description	ORIGINAL BUDGET	Encumbrance	Available	% Used
Department: 24 PROTECTIVE INSPECTIONS					
125-24-322.00.00	BUILDING PERMITS	160,000.00	0.00	32,552.44	79.65
125-24-322.10.00	ZONING PLAN REVIEW	1,000.00	0.00	(1,062.50)	206.25
125-24-322.10.10	SITE PLAN REVIEW P&Z	12,000.00	0.00	7,000.00	41.67
125-24-322.20.00	BUILDING PLAN REVIEW	12,000.00	0.00	11,320.00	5.67
125-24-322.31.00	ADVERTISING COSTS	250.00	0.00	250.00	0.00
125-24-322.31.20	P&Z ADVERTISING	100.00	0.00	(207.15)	307.15
125-24-329.00.00	OTHER LICENSES, FEES & PERMITS	700.00	0.00	(6,914.50)	1,087.79
125-24-329.00.10	BOA VARIANCE FEES	2,000.00	0.00	2,000.00	0.00
125-24-354.00.00	LOCAL ORDINANCE VIOLATION	8,000.00	0.00	676.16	91.55
					76.73

Account Category: Expenditures	Description	ORIGINAL BUDGET	Encumbrance	Available	% Used
125-24-500.12.00	REGULAR SALARIES	141,440.00	0.00	68,878.35	51.30
125-24-500.14.00	SALARIES OVERTIME	0.00	0.00	(820.50)	100.00
125-24-500.21.00	FICA TAXES - EMPLOYER PORTION	10,820.16	0.00	5,237.75	51.59
125-24-500.22.20	RETIREMENT TOWN EMPLOYEES	16,845.50	0.00	8,088.22	51.99
125-24-500.23.01	HEALTH INSURANCE	27,083.00	0.00	16,313.24	39.77
125-24-500.23.02	LIFE INSURANCE	136.00	0.00	44.23	67.48
125-24-500.23.10	STATUTORY AD&D	42.00	0.00	42.00	0.00
125-24-500.24.00	WORKERS COMPENSATION	655.00	0.00	655.00	0.00
125-24-500.25.00	UNEMPLOYMENT COMPENSATION	452.61	0.00	325.99	27.98
125-24-520.40.00	TRAVEL & MEETINGS	300.00	0.00	300.00	0.00
125-24-520.51.00	OFFICE SUPPLIES	500.00	0.00	(1,650.26)	430.05
125-24-520.51.10	POSTAGE	75.00	0.00	75.00	0.00
125-24-520.52.00	UNIFORMS	260.00	0.00	19.08	92.66
125-24-520.52.20	TOOLS & HARDWARE	75.00	0.00	75.00	0.00
125-24-520.52.50	GAS & OIL	500.00	0.00	307.21	38.56
125-24-520.54.00	DUES & SUBSCRIPTIONS	4,200.00	0.00	(2,645.00)	162.98
125-24-520.54.10	TRAINING & SCHOOLS	350.00	0.00	350.00	0.00
125-24-520.64.01	Capital Outlay	16,000.00	0.00	5,359.95	66.50
125-24-543.00.00	LICENSES & FEES	350.00	0.00	237.05	32.27
					54.02

Fund: 172 OCEAN PARK PARKING FUND

Account Category: Revenues	Description	ORIGINAL BUDGET	Encumbrance	Available	% Used
Department: 00					
172-00-271.00.99	CARRY FORWARD	62,536.22	0.00	62,536.22	0.00
Total Dept 00					
Department: 75 TOWN PARKS					
172-75-342.10.00	PARKING TICKET REVENUE	15,000.00	0.00	10,200.00	32.00
172-75-344.50.00	PARKING METER REVENUE	98,000.00	0.00	59,646.68	39.14
					38.19

Account Category: Expenditures	Description	ORIGINAL BUDGET	Encumbrance	Available	% Used
172-75-500.12.00	REGULAR SALARIES	34,000.00	0.00	18,793.02	44.73
172-75-575.31.02	LIFEGUARD CONTRACT	21,945.00	0.00	21,945.00	0.00
172-75-575.32.90	BANKING FEES	5,500.00	0.00	3,359.43	38.92
172-75-575.34.10	JANITORIAL CLEANING	1,800.00	0.00	750.00	58.33
172-75-575.34.91	LANDSCAPING	3,500.00	0.00	3,334.29	4.73
172-75-575.41.10	IPS COMMUNICATIONS FEE	4,020.00	0.00	1,882.42	53.17
172-75-575.43.10	ELECTRICITY	2,700.00	0.00	1,347.42	50.10
172-75-575.43.20	WATER & SEWER	1,700.00	0.00	1,188.91	30.06
172-75-575.43.50	DUMP SERVICE	660.00	0.00	660.00	0.00
172-75-575.46.12	MAINTENANCE SUPPLIES	1,500.00	0.00	620.24	58.65
172-75-575.46.31	BUILDING MAINT RESTROOMS	1,200.00	0.00	1,100.43	8.30
172-75-575.46.40	GROUNDS MAINTENANCE	3,000.00	0.00	2,423.51	19.22
172-75-575.46.41	MOWING CONTRACT	9,000.00	0.00	8,066.25	10.38
172-75-575.46.43	TREE EXPENSE	500.00	0.00	500.00	0.00
172-75-575.52.10	JANITORIAL SUPPLIES	350.00	0.00	350.00	0.00
172-75-575.53.15	PARKING LOT REPAIRS	1,500.00	0.00	683.91	54.41
172-75-575.53.20	SIGNS	300.00	0.00	(207.64)	169.21
172-75-575.63.03	VOLLEYBALL COURT	2,000.00	0.00	844.59	57.77
172-75-575.64.01	CAPITAL OUTLAY	16,000.00	0.00	16,000.00	0.00
172-75-581.00.00	TRANSFER OUT	1,400.00	0.00	1,400.00	0.00
172-75-764.10.00	Filing Fee Clerk-Parking Ticke	30.00	0.00	0.00	100.00
					24.48

Fund: 175 RYCKMAN CROSSOVER PARKING FL

Account Category: Revenues	Description	ORIGINAL BUDGET	Encumbrance	Available	% Used
Department: 00					
175-00-271.00.99	CARRY FORWARD	97,998.78	0.00	97,998.78	0.00
Department: 75 TOWN PARKS					
175-75-342.10.00	PARKING TICKET REVENUE	9,500.00	0.00	8,150.00	14.21
175-75-344.50.00	PARKING METER REVENUE	60,500.00	0.00	16,757.06	72.30
175-75-344.50.10	PARK PASS REVENUE	3,000.00	0.00	1,400.00	53.33
					63.96

Fund: 175 RYCKMAN CROSSOVER PARKING

Account Category: Expenditures	Description	ORIGINAL BUDGET	Encumbrance	Available	% Used
175-75-500.12.00	REGULAR SALARIES	320.00	0.00	320.00	0.00
175-75-500.21.00	FICA TAXES - EMPLOYER PORTION	2,625.00	0.00	1,445.57	44.93
175-75-500.22.20	RETIREMENT TOWN EMPLOYEES	4,088.00	0.00	2,228.17	45.49
175-75-500.23.01	HEALTH INSURANCE	7,967.00	0.00	3,499.85	56.07
175-75-575.32.90	BANKING FEES	2,000.00	0.00	572.95	71.35
175-75-575.32.95	IPS BANKING FEE	4,200.00	0.00	4,200.00	0.00
175-75-575.41.15	IPS COMMUNICATION FEE	2,500.00	0.00	1,684.04	32.64
175-75-575.50.00	RECREATION PROGRAMS	10,500.00	0.00	6,550.00	37.62
175-75-581.00.00	TRANSFER OUT	31,500.00	0.00	31,500.00	0.00
					20.85

Fund: 351 BEAUTIFICATION

Account Category: Revenues	Description	ORIGINAL BUDGET	Encumbrance	Available	% Used
Department: 00					
351-00-271.00.99	CARRY FORWARD	45,665.09	0.00	45,665.09	0.00
351-00-381.00.00	TRANSFERS IN	30,000.00	0.00	30,000.00	0.00

Account Category: Expenditures	Description	ORIGINAL BUDGET	Encumbrance	Available	% Used
Department: 41 PUBLIC WORKS					
351-41-500.23.01	HEALTH INSURANCE	2,755.00	0.00	1,861.57	32.43
351-41-500.23.02	LIFE INSURANCE	68.00	0.00	34.22	49.68
351-41-500.23.10	STATUTORY AD&D	21.00	0.00	0.00	100.00
351-41-500.24.00	WORKERS COMPENSATION	653.00	0.00	653.00	0.00
351-41-500.25.00	UNEMPLOYMENT COMPENSATION	110.00	0.00	82.33	25.15
351-41-570.31.00	PROFESSIONAL SERVICES	15,000.00	0.00	15,000.00	0.00
351-41-570.34.91	LANDSCAPING	30,000.00	0.00	30,000.00	0.00
351-41-570.43.15	ELECTRICAL WORK	3,000.00	0.00	3,000.00	0.00
351-41-570.46.40	GROUNDS MAINTENANCE	2,500.00	0.00	1,108.84	55.65
351-41-570.53.20	STREET SIGNS	1,500.00	0.00	(2,019.47)	234.63
351-41-570.64.01	CAPITAL OUTLAY	0.00	7,597.00	(7,597.00)	0.00
					10.59

APRIL 2023 ACTION ITEMS

ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
<i>DAR Sign Placement</i>	2/15/2023		3/15/2023		
DATE	DIRECTION/NOTES				
3/15/2023	Town Manager – The kiosk in Ryckman Park will be for these types of signs including the Rotary one.				
2/15/2023	Added to Action Items – Placement of a DAR sign				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
<i>Investigate options to isolate access to the dunes</i>	11/16/2022		3/15/2023	Mayor Hoover	Town Manager and Tom Davis
DATE	DIRECTION/NOTES				
2/15/2023	Tom Davis – A resident contacted DEP and due to turtles the wood fencing had to be removed, so colored rope is being installed instead				
1/18/2023	Tom Davis – Installing wood snow fence				
11/16/2022	Added to Action Items				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
<i>Change the order of the agenda for Town Commission meetings</i>	2/15/2023	4/19/2023		Joyce Barton	Town Clerk
DATE	DIRECTION/NOTES				
3/15/2023	Vice Mayor Joyce Barton spoke about different options. Email out different options.				
2/15/2023	Added to Action Items – Town Clerk will bring proposed changes to the order of the agenda				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTER	ASSIGNED TO
<i>Town Newsletter</i>	1/18/2023	4/19/2023		Corey Runte	
DATE	DIRECTION/NOTES				
3/15/2023	Town Clerk – Waiting on two more quotes, received one that is just under \$1,800 and one that is about \$1,400.				

APRIL 2023 ACTION ITEMS

	Town Manager – Spoke about the new employee has experience doing newsletters and will be working on it.				
2/15/2023	Get 3 quotes for publishing and mailing every other month on 11x17 in color				
1/18/2023	Added to Action Items – Get costs for a single page or bifold, potential content, schedule, and production options				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
Research Charging Stations	11/20/20	4/19/2023		Simmons	Town Manager/PWD
DATE	DIRECTION/NOTES				
3/15/2023	Town Manager – The price for the medium-speed charging station has gone down to \$3,000. Get a quote.				
11/16/2022	Town Manager – Received feedback that without a fast charger, a car would have to be there all day				
10/19/2022	Town Manager – Got other quotes which has raised additional questions				
8/17/2022	Town Manager – having a very hard time getting companies to come out				
6/15/2022	Town Manager met with James Moore (NOT associated with the auditors) who has a company that installs charging stations he recommended putting a charging station in a pay-to-park spot. Vice Mayor stated James Moore’s company installed a station Grace Lutheran				
12/15/2021	TM said new charging companies are coming out and installing their own stations with incentives and it may be a good idea to wait and see what they are. Rapid charge is 3-4 times the cost.				
10/20/2021	Commissioner Runte reached out to two vendors he works with update Nov. 2021				
9/15/2021	TM does not have an update. Commissioner Runte explained the companies are hard to reach or non-responsive- still working on it. Update next month				
8/18/2021	Update at September RTCM				
7/21/2021	Update at August RTCM				
6/16/2021	Follow up on “Electrify” a company that leases charging stations				
5/19/2021	Update at June RTCM				
4/21/2021	Town Manager was given a list by Commissioner Runte to evaluate and update again at May RTCM.				
1/20/2021	Update again at April RTCM				
12/16/2020	<i>Town Manager Mascaro said there is a lot to understand about these charging stations that effect cost and what’s included. Update again at January 2021 RTCM.</i>				
11/18/2020	<i>Commission advised to keep this item open until the stations are installed</i>				
10/21/2020	<i>Commission approved cost to replace breaker box and TM to get vendor contacts from Comm. Runte</i>				

APRIL 2023 ACTION ITEMS

8/19/2020	<i>PWS said breaker box must be replaced at cost of \$3,000-\$4,000. Commission asked TM to find install/generic cost for Sept RTCM.</i>				
7/15/2020	<i>TM shared that the offer from Tesla no longer available, they cost \$500. TM is looking at other options and will come back in August with information. Commission asked TM to look for similar offers and/or grants as Tesla was offering.</i>				
6/17/2020	<i>Electricians scheduled Wed. Parking spot for bikes and two for charging stations. Update July RTCM</i>				
3/18/2020	<i>Commission suggested TM get with Tesla to see what they may offer - including getting one at no cost. Tobe discussed again at May TCW.</i>				
6/3/2020	<i>Commission asked TM to contact Tesla to see what they have to offer. Update June RTCM.</i>				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
<i>Lifeguard coverage</i>	3/15/2023	4/19/2023		Wyatt Hoover	
DATE	DIRECTION/NOTES				
3/15/2023	Added to Action Items – Fact finding related to funding from other municipalities, open a dialogue with Indialantic, reach out to US Lifesaving Association and Florida Beach Patrol to see what other heavy-traffic beaches are doing, make sure flag signs are up to date, options and costs to get a lifeguard at our beach year round.				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
<i>Parking Stickers</i>	3/15/2023	4/19/2023		Wyatt Hoover	
DATE	DIRECTION/NOTES				
3/15/2023	Added to Action Items – Timing for when residents can start requesting the new sticker, look at alternate vendors for the sticker for higher quality, and how to differentiate the sticker from year to year.				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTER	ASSIGNED TO
<i>Options and costs for live streaming</i>	9/21/2022	5/17/2023		Joyce Barton	Town Clerk
DATE	DIRECTION/NOTES				

APRIL 2023 ACTION ITEMS

3/15/2023	Town Clerk – Spoke with an individual who is familiar with audio/visual equipment and wanted to get a feel for the price range prior to spending time looking into products. Commission decided to send this out for RFP.				
1/18/2023	Town Clerk – Contacted several companies who advised not interested, cannot get the products, or didn't respond. Will start contacting individuals that use audio visual equipment rather than companies.				
11/16/2022	Town Clerk - contacted other municipalities to see how they stream and what they use and also reaching out to private companies. This item ties into the upgrades to the audio system that was approved, but not done yet to make sure the systems are compatible.				
9/21/2022	Added to Action Items				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
Evaluate street ends for suitability for kayak and paddleboard launch	4/5/2023	5/17/2023		Wyatt Hoover	
DATE	DIRECTION/NOTES				
4/5/2023	Added to Action Items – Have Town Staff look at and evaluate the remaining street end accesses for suitability to add resources for kayaks and paddleboards				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
Sixth Ave boat ramp improvements	8/17/2022	6/21/2023		Commissioner Runte	Town Manager/ PW Director
DATE	DIRECTION/NOTES				
3/15/2023	Put on the Town Commission Workshop				
2/15/2023	Tom Davis- met with Bowman Engineering at Sixth Ave boat ramp to get them to draw something up				
1/18/2023	Tom Davis – installed the geogrid and painted the wall, considering installing a kayak rack Commissioner Corey Runte – come up with future vision plans and get concept drawings/proposals to beautify it and address parking				
11/16/2022	Joyce Barton – Spoke about possible grant options Corey Runte – Research funding options Mayor Hoover – Start with fixing the seawall				

APRIL 2023 ACTION ITEMS

9/21/2022	Discussed under new business agenda item D.				
8/17/2022	Research what the exact issue is with parking that prevents the Town from getting grant money				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTER	ASSIGNED TO
S.E.A. PROJECT	2/17/2021	7/19/2023		Mayor Hoover	Town Manager
Date	Directions/Notes				
3/15/2023	Put on the Town Commission Workshop				
1/18/2023	Town Manager – Waiting on the concept drawings from Bowman.				
11/16/2022	TM – Next step is the concept drawings and sidewalks Corey Runte – Get a quote from the Town’s secondary civil engineering company				
9/21/2022	Waiting to hear back from BSE				
7/20/2022	TM – The workshop is scheduled for August 24 th at 6:30 pm.				
6/15/2022	Town Manager – Spoke with Neal, 2 proposed dates in August, bring final date next month				
5/18/2022	Town Manager – additional parking spots are done, planting in Bicentennial Park was done, new poles along Ocean Ave are in the works. The next big-ticket item is underground retention for stormwater Mayor Hoover – FDOT will be doing their portion of A1A fiscal year 2026. Schedule a public workshop in July.				
04/20/2022	Town will have a tent during Founders Day to discuss the S.E.A. Vision and get feedback from the residents. Waiting on estimates for new Town signs from Fast Signs. Flowers planted at the very north end of Bi-Centennial. Flowers also planted around Ryckman House. Established 4 more spaces for golf cart parking.				
2/16/2022	Town Manager Mascaro has met with the resident volunteer and they are currently working on the plan – she will provide another update again in March. Mayor Hoover suggested researching FDOT funding for Bicentennial Park and making it an entrance to the Town with a more impressive sign.				
1/17/2022	Vision statement was approved. An update will be given at February RTCM.				
12/15/2021	Update at January RTCM with Dix Height information.				
10/20/2021	Discussed during meeting in depth. Update at Nov. RTCM				
9/15/21	Currently working on RFP for gardening services and will present it at next RTCM as an agenda item. TM has not been able to make contact with Susan Hall				
8/18/2021	Added landscaping of Parks to Action item – and discussed RFP for landscaping services				
7/21/2021	Check in with Susan (include VM Barton) and update at August RTCM				
6/16/2021	Commission will no longer pursue FDOT grant but will continue research of other funding and grants.				

APRIL 2023 ACTION ITEMS

4/21/2021	Commission approved increasing payment. Grant will be awarded in June. Update July RTCM
3/17/2021	VM Barton researched FDOT landscape grant. Commission approved \$5,000 to begin landscape design process with an architectural designer. Discuss at April TCW and April RTCM.
2/17/2021	Explore grants, etc. Discuss at TCW on March 3, 2021
12/2/2020	<i>Mayor Hoover suggested they do the necessary research and reach out to landlords and business owners, starting with the area east of the traffic light on both sides of the road north and south – and then meet again to discuss in February. Plan for workshops with business owners and PNZ involvement</i>
12/16/2020	<i>Commissioner Walters requested the Town research a better microphone system, including the option of wireless microphones. He feels the sound quality of the current microphones is very poor. Dual timers were also requested by the Commission (we have one and need one more).</i>