



TOWN OF MELBOURNE BEACH

REGULAR TOWN COMMISSION MEETING

OCTOBER 18, 2023

AGENDA PACKET

TABLE OF CONTENTS
AGENDA OCTOBER 18, 2023

MEETING AGENDA – ADDITIONS/DELETIONS/CHANGES – Pages 3-5

CONSENT AGENDA

- A. Approval of the Regular Town Commission Meeting minutes September 21, 2023 – Pages 6-14
- B. Approval of the Special Town Commission Meeting - Final Budget Hearing minutes September 21, 2023 – Pages 15-18
- C. Reappointment of Board Members
 - 1. Reappointment of Peter Peterson to the Board of Adjustment – Page 19
- D. Appointment of new Board Member Alternates
 - 1. Appointment of Dawn Barlow to the Parks Board – Page 20
 - 2. Appointment of Todd Albert to the Planning – Pages 21-23

FINANCE/BUDGET REPORT – Pages 24-41

DEPARTMENT AND BOARD/COMMITTEE REPORTS

- A. Public Works Department – Page 42
- B. Building Department – Pages 43-48
- C. Code Enforcement – Pages 49-50
- D. Fire Department – Pages 51-54
- E. Police Department – Pages 55-61
- F. Town Clerk – Page 62

UNFINISHED BUSINESS

- A. Consideration of the proposals for audio-visual equipment in the community center – Pages 63-143

NEW BUSINESS

- A. Consideration of Resolution 2023-07 – Budget Amendment – Pages 144-146
- B. Discussion on stormwater updates and consider prioritizing areas of concern to move forward with engineering – Pages 147-150

ADMINISTRATIVE REPORTS

- A. Town Manager – Page 151

TASK LIST – Pages 152-155

Town of Melbourne Beach

REGULAR TOWN COMMISSION MEETING October 18, 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, October 18, 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, Unfinished 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. Meeting Agenda – Additions/Deletions/Changes**
- 5. Consent Agenda**
 - A. Approval of the Regular Town Commission Meeting minutes September 21, 2023
 - B. Approval of the Special Town Commission Meeting - Final Budget Hearing minutes September 21, 2023
 - C. Reappointment of Board Members
 1. Reappointment of Peter Peterson to the Board of Adjustment
 - D. Appointment of new Board Member Alternates
 1. Appointment of Dawn Barlow to the Parks Board
 2. Appointment of Todd Albert to the Planning
- 6. Proclamations/Presentations/Awards**
- 7. Finance/Budget Report**
- 8. Department and Board/Committee Reports**
 - A. Public Works Department
 - B. Building Department
 - C. Code Enforcement
 - D. Fire Department
 - E. Police Department
 - F. Town Clerk
- 9. Public Comment (Non-Agenda Items)**

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.
- 10. Public Hearings/Special Orders**
- 11. Unfinished Business**
 - A. Consideration of the proposals for audio-visual equipment in the community center
- 12. New Business**
 - A. Consideration of Resolution 2023-07 – Budget Amendment

A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, AMENDING THE BUDGET FOR THE FISCAL YEAR (FY) 2022-2023; AMENDING RESOLUTION NO 2023-02 RELATED TO THE USE OF ALL CARRYFORWARDS AND TRANSFERS FOR ALL FUNDS INCLUDING THE GENERAL FUND; ESTABLISHING AUTHORITY FOR THE TOWN MANAGER TO IMPLEMENT THE BUDGET; AND PROVIDING FOR ADOPTION.

B. Discussion on stormwater updates and consider prioritizing areas of concern to move forward with engineering

13. Administrative Reports

A. Town Attorney

B. Town Manager

14. Commission Reports

15. Task List

16. Public Comment

17. Adjournment

Town of Melbourne Beach

REGULAR TOWN COMMISSION MEETING
September 21, 2023
Immediately following the
Special Town Commission Meeting
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
Town Clerk Amber Brown

1. Call to Order

Mayor Wyatt Hoover called the meeting to order at 6:19 p.m.

2. Roll Call

Town Clerk Amber Brown conducted a roll call

Commission Members Present

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

Commission Members Absent

Commissioner Marivi Walker

Staff Members Present

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

3. Pledge of Allegiance and Moment of Silence

The Pledge of Allegiance and Moment of Silence were done in the meeting immediately prior to this one.

4. Meeting Agenda – Additions/Deletions/Changes

Mayor Wyatt Hoover spoke about adding Resolution 2023-05 as New Business Item C.

Vice Mayor Joyce Barton made a motion to approve the agenda with the amendment to add Resolution 2023-05 as New Business Item C; Commissioner Corey Runte seconded; Motion carried 4-0.

5. Consent Agenda

- A. Approval of the Special Town Commission Meeting - Tentative Budget Hearing minutes September 11, 2023
- B. Approval of the Town Commission Workshop Meeting minutes August 23, 2023
- C. Approval of the Special Town Commission Meeting minutes August 23, 2023
- D. Approval of the Regular Town Commission Meeting minutes August 16, 2023
- E. Approval of the Special Town Commission Meeting – Executive Session minutes August 16, 2023
- F. Approval of the Town Commission Budget Workshop Meeting minutes August 2, 2023
- G. Approval of the Regular Town Commission Meeting minutes July 19, 2023

Commissioner Sherri Quarrie moved to accept the Consent Agenda as presented; Vice Mayor Joyce Barton seconded; Motion carried 4-0.

6. Proclamations/Presentations/Awards

- A. Presentation of a proclamation recognizing the month of September 2023 as National Suicide Prevention Month

Mayor Wyatt Hoover presented a proclamation recognizing the month of September 2023 as National Suicide Prevention Month.

- B. Presentation of a proclamation recognizing the week of September 17-23, 2023 as Constitution Week

Mayor Wyatt Hoover presented a proclamation recognizing the week of September 17-23, 2023 as Constitution Week.

Stephany Eley from the Daughters of the American Revolution thanked the Commission for recognizing Constitution Week.

- C. Presentation of a proclamation commemorating 70 years of dedicated service to the Town of Melbourne Beach provided by the Melbourne Beach Volunteer Fire Department

Mayor Wyatt Hoover presented a proclamation commemorating 70 years of dedicated service to the Town of Melbourne Beach provided by the Melbourne Beach Volunteer Fire Department.

7. Finance/Budget Report

Commissioner Corey Runte spoke about the Town being under the targeted budget.

Commissioner Sherri Quarrie spoke about the parking revenue and how it has helped the Town.

Commissioner Corey Runte made a motion to accept the finance report as presented; Vice Mayor Joyce Barton seconded; Motion carried 4-0.

8. Department and Board/Committee Reports

- A. Parks Board – Veterans Day event

Parks Board Members Lisa Kishegyi, Hailey Conrad, and Julie Samuels spoke about the Veterans Day special event application, proposed having the Spring Fest event on March 2nd and wanting to add a new Spanish bilingual class. The new class would cost \$65.00. They proposed increasing the pay for all of the classes to \$65.00.

Town Manager Elizabeth Mascaro spoke about the name Spring Fest needs to include the word kids or children.

Vice Mayor Joyce Barton spoke about liking the name Kids Entrepreneur Fair, or something similar with the words kids and entrepreneurs or business in it.

Commissioner Sherri Quarrie spoke about people not knowing what the event was based on the name. The budget has already been set. The Town cannot keep adding things that were not budgeted.

Commissioner Corey Runte spoke about supporting the date pending any unforeseen conflicts, the name can be figured out later, fully support the Veterans Day event, likes the idea of adding the bilingual class but get with the Town Manager about the budget.

Mayor Wyatt Hoover spoke about the Kids Business Fair was an excellent event. Another option for the name would be to make it long and include Kids Business Fair and Spring Fest.

Danika Warren
406 Coral Ave

Danika Warren spoke about this being the third year having a Veterans Day event, and since it is on a Saturday this year they are hoping to make it a little bigger this year.

Commissioner Sherri Quarrie spoke about presenting the proposal for the Veterans Memorial at the Veterans Day event.

The Commission agreed to present the concept design for the Veterans Memorial during the Veterans Day event.

Vice Mayor Joyce Barton made a motion to approve the special event application for the Veterans Day event on November 11, 2023; Commissioner Corey Runte seconded; Motion carried 4-0.

Commissioner Corey Runte made a motion to approve the proposed date for the Children's Business Fair/Spring Festival/Event on March 2, 2024 subject to the final approval with the application, name, and any other conflicts; Vice Mayor Joyce Barton seconded; Motion carried 4-0.

B. Public Works Department

Public Works Director Tom Davis spoke about the latest project is removing the semi-circle and turning it into a green space. When the project continues the ramp into the Community Center will be on the front of the building. Spoke about Florida State Statutes allowing municipalities to use any type of traffic control device to regulate traffic flow and safety.

Commissioner Sherri Quarrie asked about making sure the rental forms have very strongly worded language about keeping the doors closed since the building just had a remediation treatment.

Commissioner Corey Runte spoke about wanting to revisit the fees.

Commissioner Sherri Quarrie spoke about having staff present the updated fees to the Commission.

C. Building Department

Building Official Robert Bitgood spoke about wanting to focus on education for the next fiscal year.

D. Code Enforcement

Building Official Robert Bitgood spoke about Code Enforcement Officer Jim Turner being very responsive and being out and educating the public.

E. Fire Department

Fire Chief Gavin Brown spoke about finishing the ISO process, continuing the Fire 1 class for Melbourne Beach and Indian Harbour Beach, and doing a community CPR class.

F. Police Department

No additions

G. Town Clerk

No additions

9. Public Comment (Non-Agenda Items)

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 La Grassa
412 First Ave

Frank La Grassa spoke about if someone gets a second kitchen for a relative and then sells the house or that relative moves out and it is not being used for that purpose. Does the Town have the right to go in and see if it is in violation of the ordinance? No community has been able to control it instead the community is ruined. Spoke about the Planning and Zoning Board did not approve it, and a Member of the Board said they were told to approve the ordinance or they would be replaced.

Mayor Wyatt Hoover spoke about the Town is not able to go into people's homes.

Commissioner Corey Runte spoke about having several meetings on the ordinance, and the Planning and Zoning Board recommended approval of the ordinance.

Building Official Robert Bitgood spoke about how since that ordinance has been approved there have not been any permits for second kitchens.

Mayor Wyatt Hoover spoke about the purpose of the ordinance.

Jim Simmons
409 Avenue B

Jim Simmons spoke about the Planning and Zoning Board being an advisory board, so no one would be kicked off the Board.

Haley Conrad
2011 Oak St

Haley Conrad spoke about the Town being able to put the stop signs in, but the question as to why the Town did not follow the MUTCD guidance was not answered. Asked if the Commission is still going to have a professional engineer review the stop signs on Riverside, and if the geotechnical report that was approved at the last meeting is complete and is it available. Asked about any change in the location of the skate park.

Commissioner Corey Runte spoke about the stop signs will be reviewed as part of the Riverside Dr repaving project and to email the Town Manager for the geotechnical report, and no set location has been approved for the skate park but there are multiple options

Commissioner Sherri Quarrie spoke about the money that was put towards the skate park was approved for investigation of putting the skate park in that location.

Danika Warren
406 Coral Ave

Danika Warren asked if a skate park is going to benefit the majority of the Town and the residents. Very concerned about having one in Town. People come here from all over because it is a quiet and safe place. If you have been to any other skate parks there is noise, and in Satellite Beach the police get called there related to drug use.

Mayor Wyatt Hoover spoke about those concerns and questions will come up, but we are way before that stage right now.

Commissioner Corey Runte spoke about receiving a lot of requests for a skate park, and previously contacted the County and they said there is no room to put it at Flutie Field.

Julie Samuels
2320 S River Rd

Julie Samuels spoke about not being against the skate park, but what about the empty lot next to public works? Take out a 30-year mortgage and slowly pay it off with parking income and expand the park.

Commissioner Sherri Quarrie spoke about that previously being brought up and the cost of the lot was too high.

Commissioner Corey Runte spoke about being in favor of that, but the Town cannot afford it.

10. Public Hearings/Special Orders

11. Unfinished Business

- A. Preliminary discussion pertaining to the request to investigate the feasibility of an in-house, year-round, ocean rescue lifeguard program

Fire Chief Gavin Brown spoke about why this was brought up, what is currently being done, and options moving forward. This upcoming fiscal year the County will honor the same contract that the Town had last year. Starting next fiscal year the 50% cost sharing would go into effect. Starting now there will be a year-round supervisor patrolling our area, and a year-round guarded beach at Spessard Holland and the boardwalk in Indialantic. Option 1 is to stick with BCOR and re-evaluate the options next year. Option 2 is to start our own seasonal program for approximately \$265,604 to get the same service that the County provides. Option 3 is to start our own year-round for approximately \$398,604.

Vice Mayor Joyce Barton asked if the issue was just an anomaly and that maybe seasonal coverage is enough.

Fire Chief Gavin Brown spoke about how the beach conditions have not changed, but the drownings have brought awareness, and now there are guarded beaches close to Town both north and south. North of Town the Indialantic Boardwalk and south of Town Spessard Holland Beach both have year-round lifeguard towers now. His opinion is to go another year with the County and see how it works. There was one weekend that BCOR asked for additional staffing during a rough weekend. The Fire Department had resources out on the beach doing preventative measures and there were no rescues that weekend. Recommends taking the County's offer, so they share half of the cost, then if the Town chooses to add more coverage that part would be fully paid for by the Town.

Commissioner Corey Runte spoke about agreeing with the recommendation to go with the county for this coming year. Although he does not like the signs at the beach crossovers; having to physically walk around the sign is very effective. Keep it on the task list and push it out for 6 months then reassess.

Commissioner Sherri Quarrie spoke about it being disheartening. They are bringing all of the people here so they should pay for all of it.

Julie Samuels
2320 S River Rd

Julie Samuels spoke about how the Town should not pay anything because none of the Melbourne Beach residents go to the beach there, and all Brevard County residents already pay County taxes.

Jim Simmons
409 Avenue B

Jim Simmons spoke about how the Town would never be able to staff that position if we took it on. No matter what let the County keep the contract.

12. New Business

A. Consideration of the updated fee schedule for Bowman Consulting Group LTD

Town Manager Elizabeth Mascaro spoke about the fee schedule on file was the original one, so to continue using them the Commission will need to decide if you would like to pay the new rate. The fees are in line with what other engineering firms charge the Town.

Town Attorney Clifford Repperger spoke about the fee schedule is from 2017.

Commissioner Corey Runte spoke about the County just approved the same rates.

Commissioner Sherri Quarrie asked how long the fee schedule is good for.

Town Manager Elizabeth Mascaro spoke about it being for indefinitely until they request new fees.

Commissioner Corey Runte made a motion to approve the updated rate schedule under the existing continuing services agreement with Bowman Consulting Group as presented; Commissioner Sherri Quarrie seconded; Motion carried 4-0.

B. Consideration of the Waste Pro fuel component and recycle processing fee adjustment

Town Manager Elizabeth Mascaro spoke about the current contract requires Waste Pro to notify the Town when they increase their fees, so this is just a notification. The contract comes up in 2024, so the contract will be brought up next year.

Commissioner Sherri Quarrie spoke about Waste Pro being excellent.

Dean Hillridge Division Manager for Waste Pro spoke about appreciating being the Town's vendor.

C. Resolution 2023-05

Town Attorney Clifford Repperger spoke about this Resolution being a request for a partial vacation of a utility easement which is holding up the sale of the property. This would vacate 2 feet of the easement. The easement is dedicated to the public for drainage and utility use, and all of the utility companies have approved this.

Vice Mayor Joyce Barton made a motion to approve Resolution 2023-05; Commissioner Corey Runte seconded; Motion carried 4-0.

13. Administrative Reports

A. Town Attorney

No additions

B. Town Manager

No additions

14. Commission Reports

Mayor Wyatt Hoover congratulated Commissioner Corey Runte on his new baby, and for being named as one of the 12 finalists for the 40 under 40 by LEAD Brevard.

15. Task List**Updated:**

Parking Stickers –Town Manager Elizabeth Mascaro spoke about the new parking stickers that have been ordered and will be turquoise - Closed

Lifeguard Coverage – Move to March 2024

Options and Costs for Live Streaming – Town Clerk Amber Brown spoke have about having 4 quotes and a second meeting with another local company - October

16. Public Comment

Jim Simmons
409 Avenue B

Jim Simmons spoke about being concerned about not tracking the stickers by number.

Town Manager Elizabeth Mascaro spoke about the stickers will be tracked by number.

Mayor Wyatt Hoover spoke about a pro-rated schedule for parking stickers.

17. Adjournment

Commissioner Corey Runte moved to adjourn; Vice Mayor Joyce Barton seconded, Motion carried 4-0.

Meeting adjourned at 7:37 p.m.

ATTEST:

Wyatt Hoover, Mayor

Amber Brown, Town Clerk

Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING SEPTEMBER 21, 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 Clifford Repperger

Town Clerk Amber Brown

1. Call to Order

Mayor Wyatt Hoover called the meeting to order at 6:03 p.m.

2. Roll Call

Town Clerk Amber Brown conducted a roll call

Commission Members Present

Mayor Wyatt Hoover

Vice Mayor Joyce Barton

Commissioner Sherri Quarrie

Commissioner Corey Runte

Commission Members Absent

Commissioner Marivi Walker

Staff Members Present

Town Manager Elizabeth Mascaro

Town Attorney Clifford Repperger

Finance Manager Jennifer Kerr

Building Official Robert Bitgood

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.

Kate Wilborn
502 Second Ave

Kate Wilborn spoke about needing more done for stormwater on Second Ave. The budget only has swales listed. Cannot keep increasing the Town's liability. She would be okay with a berm, not a swale. The retention area needs to be hooked up.

Mayor Wyatt Hoover spoke about how reducing the amount of water that flows toward her neighborhood is the most effective way to prevent the stormwater from getting to her area.

5. Public Hearings

- A. Public Hearing on the Town's Fiscal Year 2023/2024 (FY24) Millage Rate and Annual Budget – Town Manager Elizabeth Mascaro

Mayor Wyatt Hoover closed the public hearing on the Town's Fiscal Year 2023/2024 (FY24) Millage Rate and Annual Budget.

6. New Business

- A. Resolution 2023-03, Adopting the Final Millage Rate for the Fiscal Year 2023-2024 – Town Manager Elizabeth Mascaro

Mayor Wyatt Hoover read Resolution 2023-03.

A RESOLUTION OF THE TOWN OF MELBOURNE BEACH OF BREVARD COUNTY, FLORIDA, ADOPTING THE FINAL LEVYING OF AD VALOREM TAXES FOR FISCAL YEAR 2023/2024; PROVIDING FOR AN EFFECTIVE DATE

Vice Mayor Joyce Barton moved to adopt Resolution 2023-03 setting the final operating millage rate for fiscal year 2023-2024 at 4.5700 mills, which is greater than the rollback rate of 4.1630 by 10.00%, and setting the final debt service millage rate for fiscal year 2023-2024 at .1000 mills.; Commissioner Corey Runte seconded;

Roll Call Vote by Town Clerk

Mayor Wyatt Hoover - Aye

Vice Mayor Joyce Barton - Aye

Commissioner Sherri Quarrie - Aye

Commissioner Corey Runte - Aye

Commissioner Marivi Walker – Absent

Resolution 2023-03 carried by a vote of 4-0

- B. Resolution 2023-04, Adopting the Final Budget for the Fiscal Year 2023-2024 – Town Manager Elizabeth Mascaro

Mayor Wyatt Hoover read Resolution 2023-04.

A RESOLUTION OF THE TOWN OF MELBOURNE BEACH OF BREVARD COUNTY, FLORIDA, ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2023/2024; PROVIDING FOR AN EFFECTIVE DATE.

Vice Mayor Joyce Barton moved to adopt Resolution 2023-04 setting forth the appropriations and revenue estimate for the final budget for fiscal year 2023-2024 in the amount of \$4,923,187.; Commissioner Corey Runte seconded;

Roll Call Vote by Town Clerk

Mayor Wyatt Hoover - Aye

Vice Mayor Joyce Barton - Aye

Commissioner Sherri Quarrie - Aye

Commissioner Corey Runte - Aye

Commissioner Marivi Walker – Absent

Resolution 2023-04 carried by a vote of 4-0

- C. Resolution 2023-06, certifying the annual Stormwater Utility Assessment Roll for the Town of Melbourne Beach Stormwater Utility budget for fiscal year 2023-2024 – Town Manager Elizabeth Mascaro

Mayor Wyatt Hoover read Resolution 2023-06.

A RESOLUTION OF THE TOWN OF MELBOURNE BEACH OF BREVARD COUNTY, FLORIDA, CERTIFYING THE ANNUAL STORMWATER UTILITY ASSESSMENT ROLL FOR THE TOWN OF MELBOURNE BEACH STORMWATER UTILITY BUDGET FOR FISCAL YEAR 2023/2024; AND PROVIDING FOR AN EFFECTIVE DATE.

Vice Mayor Joyce Barton moved to adopt Resolution 2023-06 certifying the annual Stormwater Utility Assessment Roll for the Town of Melbourne Beach Stormwater Utility budget for fiscal year 2023-2024.; Commissioner Corey Runte seconded;

Roll Call Vote by Town Clerk

Mayor Wyatt Hoover - Aye

Vice Mayor Joyce Barton - Aye

Commissioner Sherri Quarrie - Aye

Commissioner Corey Runte - Aye

Commissioner Marivi Walker – Absent

Resolution 2023-04 carried by a vote of 4-0

7. Adjournment

Vice Mayor Joyce Barton moved to adjourn; Commissioner Sherri Quarrie seconded; Motion carried 4-0.

Meeting adjourned at 6:17 p.m.

ATTEST:

Wyatt Hoover, Mayor

Amber Brown, Town Clerk



TOWN BOARD VOLUNTEER APPLICATION
Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach, Florida 32951
Phone: (321) 724-5860 Fax: (321) 984-8994

1. Name: _____ Home Phone: _____
2. Home Address: _____
3. Mobile Phone: _____ E-mail address: _____
4. Business Name: _____ Business Phone: _____
5. Resume or Education & Experience: _____
 (Use additional sheets if necessary or submit resume)
6. Date of birth: _____ (to verify voter registration)
 (optional)
7. Are you a qualified elector of the town? YES NO
8. Are you a resident of the town? YES NO
9. Do you reside in the town for at least ten (10) months of each calendar year? YES NO
10. Do you hold a public office? YES NO
11. Do you currently serve on a Town board? YES NO
 If yes, which board? _____
12. Please check the board(s) you are interested in serving on:

<input type="checkbox"/> Audit Committee	<input type="checkbox"/> History Center Board
<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> History Preservation and Awareness
<input type="checkbox"/> Civil Service Board	<input type="checkbox"/> Parks Board
<input type="checkbox"/> Code Enforcement Board	<input type="checkbox"/> Planning and Zoning Board
<input type="checkbox"/> Environmental Advisory Board	<input type="checkbox"/> Police Pension Fund Board of Trustees
13. Why do you think you are qualified to serve on this board? _____

14. Would you consider serving on another board other than the one(s) you have selected above?
 YES NO

Note: Persons appointed to certain town boards must file a financial disclosure form with the Brevard County Supervisor of Elections and Florida Commission on Ethics. If you have any questions, please call the Town Clerk's office at 724-5860.

Signature: *Pete Peterson* Date: _____



TOWN BOARD VOLUNTEER APPLICATION

Town of Melbourne Beach

507 Ocean Avenue

Melbourne Beach, Florida 32951

Phone: (321) 724-5860 Fax: (321) 984-8994

1. Name: Dawn Barlow Home Phone: 407-409-2894
2. Home Address: 1710 Pine St, Melbourne Beach, FL 32951
3. Mobile Phone: 407-409-2894 E-mail address: dmbarlow11@att.net
4. Business Name: _____ Business Phone: _____
5. Resume or Education & Experience: BA - University of Alabama
(Use additional sheets if necessary or submit resume) MBIA: University of Central Florida
6. Date of birth: 10/2/71 (to verify voter registration)
(optional)
7. Are you a qualified elector of the town? YES NO
8. Are you a resident of the town? YES NO
9. Do you reside in the town for at least ten (10) months of each calendar year? YES NO
10. Do you hold a public office? YES NO
11. Do you currently serve on a Town board? YES NO
If yes, which board? _____

12. Please check the board(s) you are interested in serving on:
- | | |
|---|--|
| <input type="checkbox"/> Audit Committee | <input type="checkbox"/> History Center Board |
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> History Preservation and Awareness |
| <input type="checkbox"/> Civil Service Board | <input checked="" type="checkbox"/> Parks Board |
| <input type="checkbox"/> Code Enforcement Board | <input type="checkbox"/> Planning and Zoning Board |
| <input type="checkbox"/> Environmental Advisory Board | <input type="checkbox"/> Police Pension Fund Board of Trustees |

13. Why do you think you are qualified to serve on this board? Have helped out park board members in previous projects.
14. Would you consider serving on another board other than the one(s) you have selected above?
 YES NO

Note: Persons appointed to certain town boards must file a financial disclosure form with the Brevard County Supervisor of Elections and Florida Commission on Ethics. If you have any questions, please call the Town Clerk's office at 724-5860.

Signature: Dawn M Barlow Date: 9/20/23



TOWN BOARD VOLUNTEER APPLICATION

Town of Melbourne Beach

507 Ocean Avenue

Melbourne Beach, Florida 32951

Phone: (321) 724-5860 Fax: (321) 984-8994

1. Name: Todd S. Albert Home Phone: 407 864-0511
 2. Home Address: 1710 PINE ST, MELBOURNE BEACH, FL 32951
 3. Mobile Phone: 407 864-0511 E-mail address: tsalbert11@att.net
 4. Business Name: _____ Business Phone: _____
 5. Resume or Education & Experience: 1978 BA International Studies, UNC-CH;
(Use additional sheets if necessary or submit resume) 1978-2016. WACHOVIA / FIRST UNION / WELLS FARGO BANK,
Depts: Audit, H.R., Domestic + International
Banking + Treasury Services
 6. Date of birth: May 8, 1954 (to verify voter registration)
(optional)
 7. Are you a qualified elector of the town? YES NO
 8. Are you a resident of the town? YES NO
 9. Do you reside in the town for at least ten (10) months of each calendar year? YES NO
 10. Do you hold a public office? YES NO
 11. Do you currently serve on a Town board? YES NO
- If yes, which board? _____

12. Please check the board(s) you are interested in serving on:

- | | |
|---|--|
| <input type="checkbox"/> Audit Committee | <input type="checkbox"/> History Center Board |
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> History Preservation and Awareness |
| <input type="checkbox"/> Civil Service Board | <input type="checkbox"/> Parks Board |
| <input type="checkbox"/> Code Enforcement Board | <input checked="" type="checkbox"/> Planning and Zoning Board |
| <input type="checkbox"/> Environmental Advisory Board | <input type="checkbox"/> Police Pension Fund Board of Trustees |

13. Why do you think you are qualified to serve on this board? For 3 yrs after retirement
bought + renovated 4 homes with two contractor friends in Orlando
and Melbourne Beach, FL

14. Would you consider serving on another board other than the one(s) you have selected above?
 YES NO

Note: Persons appointed to certain town boards must file a financial disclosure form with the Brevard County Supervisor of Elections and Florida Commission on Ethics. If you have any questions, please call the Town Clerk's office at 724-5860.

Signature: Todd S. Albert Date: 9/20/2023

Todd S. Albert

1710 Pine Street
Melbourne Beach, FL 32951
(407) 864-0511
Tsalbert11@att.net

Education

University of North
Carolina-Chapel Hill
Chapel Hill, NC
BA in International
Studies, May 1978
Morehead Scholar
Student Body Treasurer

Key Skills

Plan Execution
Financial Analysis
Budget Planning
Communication
Problem Solving
Detail Review
Project Management

Objective

Position on the Planning & Zoning Board of Melbourne Beach to continue the systematic development and betterment of the Town.

Experience

Wells Fargo Bank

May 1978 – November 2014 (36.5 years)

Treasury Services (2004 – 2014)

Sold domestic Treasury Services products to a portfolio of 40-45 corporate customers in support of corporate relationship bankers. Coordinated execution of sales internally. Performed sales and profitability analysis.

International Banking (1988 – 2004)

Managed 25-40 international corporate relationships of European parent companies and their US subsidiaries. Aided in establishing departments within the Bank. Managed three-person sales team. Sold short-term and long-term credit products, treasury services, capital management products. Performed financial analysis on corporations for internal credit approval.

National Banking (1985 – 1988)

Managed 20-25 Fortune 500 corporate banking relationships in the New York City area. Performed financial analysis on the corporations for internal credit approval.

Human Resources (1981 – 1985)

Employment. Managed Employment for last two years. Hired 75-150 trainees and 20-40 experienced hires annually for all departments.

Audit Department (1978 – 1981)

Audited all departments of the Bank.

Todd S. Albert resume (continued)

Post Retirement

Residential Updating, 2015 - 2018

Bought and improved four properties in Orlando (2), Merritt Island and Melbourne Beach. Resold three and live in my current house at 1710 Pine Street. The original contractor quit on first home to take a structured job. Worked with Mann Brothers Construction, Inc. as "project supervisor". Was responsible for coordinating architectural and non-architectural planning; hiring subs; coordinating work schedules; budget and all money matters; problem solving through completion and sale.

Community Involvement

Aging Matters, Brevard County, FL, 2020 - Present

Deliver Meals on Wheels Mondays and Fridays.

Restore Our Shores, Brevard County, FL, 2019 - Present

Raising oysters for reefs for water purification in the Indian River.

Advent Health, Orlando FL, 2012 - 2016

Volunteer driver delivering patients to and from car to Cancer Center

Dr. Philips Performance Center, Orlando, 2014-2015

Volunteer Usher for performances

Rose Isle Neighborhood Association, Orlando, 2010 - 2016

President. Helped create "Fun Committee" and eight neighborhood functions for all different ages to enhance neighborhood friendship. Narrowed surplus down from \$21,000 to \$12,000 by design.

Chesterfield County, VA Drug Court Foundation, 2005 – 2009

Founding Board of Director. Funding for VA Drug Court efforts.

Salisbury Presbyterian Church, Midlothian, VA, 1985 - 2009

Elder/Clerk of the Session; managed ushers (10 years).

Midlothian and Bon Air Rotary, VA, 1986 - 2009

Board of Directors and numerous voluntary positions for fund-raising and school and charity assistance.



Memo

To: Mayor, Vice Mayor and Commissioners
From: Jennifer Kerr, Finance Manager
Date: October 12, 2023
Re: September Fiscal Year 2023

We are in the last month of our fiscal year 2023. The target expenditure rate for September is 100%. All departments have managed their expenditures well at this time. All budget 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 93.85%. The Departmental expenditure rate breakdown is as follows:

Legislative:	77.48%
Executive:	86.16%
Finance:	104.22%
Legal:	98.11%
Comp & Plan:	51.37%
General Services:	96.11%
Law Enforcement:	91.76%
Fire:	95.63%
Code:	81.11%
Public Works:	94.98%
Grounds Keeping:	91.86%
Parks:	100.47%

Discussion Items:

The Town received Parking Revenue for September FY2023 in the amount of \$12,998.35. The Town received a total of \$189,994.70 in Parking Revenue for FY2023. Parking revenue for September FY2022 was \$12,639.45. The Town received a total of \$186,458.71 in Parking Revenue for FY2022.

- A Fiscal Year (FY) parking comparison is attached. Totals through September 2023 include the months of October and November which are not visible on the spreadsheet printout.

Working with FEMA on Hurricane Nicole reimbursement.

We are in the process of closing out the FY2023 Budget. Invoices pertaining to FY2023 will continue to come in through the beginning of November. The budget will be closed out at the November Commission meeting.

REVENUE AND EXPENDITURE FOR TOWN OF MELBOURNE BEACH
Balance As Of 09/30/2023

Fund: 001 GENERAL FUND

Revenues	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-00-311.00.00	AD VALOREM TAXES	2,418,002.00	2,418,002.00	0.00	1,389.94	99.94
001-00-312.41.00	LOCAL OPTION COUNTY GAS TAX	93,000.00	93,000.00	0.00	(29,422.75)	131.64
001-00-314.10.00	UTILITY SERVICES TAX FPL	248,000.00	248,000.00	0.00	(31,533.80)	112.72
001-00-314.30.00	UTILITY SERVICES TAX WATER	52,500.00	52,500.00	0.00	1,997.58	96.20
001-00-314.40.00	UTILITY SERVICES TAX GAS	0.00	0.00	0.00	(72.86)	100.00
001-00-314.40.10	UTILTIY GAS TAX AMERIGAS	7,700.00	7,700.00	0.00	413.66	94.63
001-00-314.40.20	UTILITY GAS TAX SUBURBAN	1,000.00	1,000.00	0.00	(419.03)	141.90
001-00-314.40.30	UTILTIY GAS TAX FERRELL	2,800.00	2,800.00	0.00	0.62	99.98
001-00-314.40.40	UTILITY GAS TAX SAM'S GAS	0.00	0.00	0.00	(353.39)	100.00
001-00-315.00.00	COMMUNICATIONS SERVICE TAX	137,000.00	137,000.00	0.00	16,324.41	88.08
001-00-316.00.00	OCCP. LIC	16,000.00	16,000.00	0.00	(5,503.79)	134.40
001-00-323.10.00	FRANCHISE FEES FPL	190,000.00	190,000.00	0.00	(4,851.66)	102.55
001-00-323.70.00	FRANCHISE FEES SOLID WASTE	40,000.00	40,000.00	0.00	(7,518.43)	118.80
001-00-323.70.10	SOLID WASTE COMMERCIAL	13,500.00	13,500.00	0.00	(2,081.54)	115.42
001-00-329.20.00	BONFIRE PERMIT	900.00	900.00	0.00	900.00	0.00
001-00-329.50.00	LOW SPEED VEHICLE REGISTRATION	0.00	0.00	0.00	(900.00)	100.00
001-00-329.50.10	LOW SPEED VEHICLE PERMIT FEE	0.00	0.00	0.00	(600.00)	100.00
001-00-334.40.00	FMIT SAFETY GRANT	7,500.00	7,500.00	0.00	4,801.00	35.99
001-00-335.12.00	STATE REVENUE SHARING PROCEEDS	87,000.00	87,000.00	0.00	(29,123.12)	133.47
001-00-335.15.00	ALCOHOLIC BEVERAGE LICENSES	4,600.00	4,600.00	0.00	137.36	97.01
001-00-335.18.00	HALF CENT SALES TAX LOCAL GOV	192,000.00	192,000.00	0.00	(10,672.61)	105.56
001-00-342.20.00	SAFETY INSPECT FEE VAC RENTAL	800.00	800.00	0.00	(465.00)	158.13
001-00-342.20.10	SAFETY RENEWAL-VAC RENTALS	800.00	800.00	0.00	(700.00)	187.50
001-00-345.10.00	VAC RENTAL APP FEE-INITIAL	5,000.00	5,000.00	0.00	1,000.00	80.00
001-00-345.10.10	VAC RENEWAL FEE - RENTALS	2,500.00	2,500.00	0.00	(1,350.00)	154.00
001-00-361.10.00	INTEREST ON INVESTMENTS	4,000.00	4,000.00	0.00	(19,708.85)	592.72
001-00-366.21.00	DONATIONS	0.00	0.00	0.00	(3,000.00)	100.00

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-00-369.00.00	MISCELLANEOUS REVENUE	2,500.00	2,500.00	0.00	(782.96)	131.32
001-00-369.00.49	INSURANCE RECOVERY	350.00	350.00	0.00	350.00	0.00
001-00-381.00.00	TRANSFERS IN	0.00	0.00	0.00	(24,676.00)	100.00
						104.15
Department: 13 FINANCE						
001-13-369.00.00	MISCELLANEOUS REVENUE	0.00	0.00	0.00	(35.00)	100.00
						100.00
Department: 21 LAW ENFORC						
001-21-312.52.00	INSURANCE PREMIUM TAX	45,500.00	45,500.00	0.00	(7,192.66)	115.81
001-21-337.20.00	SCHOOL RESOURCE OFFICER	65,000.00	65,000.00	0.00	(875.00)	101.35
001-21-337.25.01	STATE LE COMPUTER GRANT	1,000.00	1,000.00	0.00	1,000.00	0.00
001-21-347.90.01	SPECIAL EVENTS	1,000.00	1,000.00	0.00	1,000.00	0.00
001-21-351.00.00	FINES - LAW ENFORCEMENT	7,500.00	7,500.00	0.00	967.73	87.10
001-21-351.13.00	PARKING TICKETS	600.00	600.00	0.00	173.00	71.17
001-21-351.13.10	ACCIDENT REPORT	100.00	100.00	0.00	(175.33)	275.33
001-21-364.10.00	DISPOSAL OF ASSETS - VEHICLES	0.00	0.00	0.00	(17,200.00)	100.00
001-21-369.00.00	MISCELLANEOUS REVENUE	0.00	0.00	0.00	(68.00)	100.00
						118.53
Department: 22 FIRE CONTRO						
001-22-322.30.00	FIRE PROTECTIVE SERVICES	5,000.00	5,000.00	0.00	285.00	94.30
001-22-369.00.00	MISCELLANEOUS REVENUE	500.00	500.00	0.00	500.00	0.00
001-22-369.55.10	SHARED TRAINING	1,000.00	1,000.00	0.00	1,000.00	0.00
						72.54
Department: 29 CODE ENFORC						
001-29-359.00.00	OTHER FINES AND FORFEITURES	800.00	800.00	0.00	(19,206.25)	2,500.78
						2,500.78

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
Department: 41 PUBLIC WORKS						
001-41-369.00.00	MISCELLANEOUS REVENUE	0.00	0.00	0.00	(100.00)	100.00
						100.00
Department: 72 PARKS & RECREATION						
001-72-347.41.00	FOUNDER'S DAY	6,500.00	6,500.00	0.00	(705.00)	110.85
001-72-347.50.00	FACILITY RENTALS	8,000.00	8,000.00	0.00	1,795.00	77.56
						92.48
Overall Revenue Rate:						105.05
Expenditures						
Department: 00						
001-00-581.00.00	TRANSFER OUT	0.00	323,919.78	0.00	0.00	100.00
						100.00
Department: 11 LEGISLATIVE						
001-11-500.11.00	EXECUTIVE SALARIES	16,200.00	16,200.00	0.00	0.12	100.00
001-11-500.12.00	REGULAR SALARIES	56,710.00	56,710.00	0.00	1,090.67	98.08
001-11-500.21.00	FICA TAXES - EMPLOYER PORTION	4,338.00	4,338.00	0.00	(1,324.33)	130.53
001-11-500.22.20	RETIREMENT TOWN EMPLOYEES	6,754.00	6,754.00	0.00	(121.21)	101.79
001-11-500.23.01	HEALTH INSURANCE	5,940.00	5,940.00	0.00	(0.60)	100.01
001-11-500.23.02	LIFE INSURANCE	68.00	68.00	0.00	0.44	99.35
001-11-500.25.00	UNEMPLOYMENT COMPENSATION	181.00	181.00	0.00	102.20	43.54
001-11-510.31.00	PROFESSIONAL SERVICES	2,902.00	2,902.00	0.00	0.00	100.00
001-11-510.40.00	TRAVEL & MEETINGS	3,640.00	3,640.00	0.00	(254.13)	106.98
001-11-510.40.10	TRAVEL & MEETINGS - STAFF	2,788.00	2,788.00	0.00	474.42	82.98
001-11-510.47.00	PRINTING	5,015.00	5,015.00	0.00	(541.85)	110.80
001-11-510.48.00	PROMOTIONAL ACTIVITIES	800.00	800.00	0.00	228.97	71.38
001-11-510.48.40	LEGAL NOTICES	10,000.00	10,000.00	0.00	8,054.58	19.45
001-11-510.49.50	ELECTION EXPENSE	2,500.00	2,500.00	0.00	1,771.81	29.13
001-11-510.54.00	DUES & SUBSCRIPTIONS	875.00	875.00	0.00	165.10	81.13
001-11-510.54.10	TRAINING & SCHOOLS	4,410.00	4,410.00	0.00	1,700.00	61.45

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-11-510.64.00	MACHINERY & EQUIPMENT	2,000.00	2,000.00	0.00	753.55	62.32
001-11-510.64.01	CAPITAL OUTLAY	50,000.00	50,000.00	0.00	28,227.65	43.54
001-11-543.00.00	LICENSES & FEES	7,421.00	7,421.00	6,000.00	(5,217.74)	89.46
						77.48
Department: 12 EXECUTIVE						
001-12-500.12.00	REGULAR SALARIES	143,243.00	143,243.00	0.00	14,353.09	89.98
001-12-500.14.00	SALARIES OVERTIME	0.00	0.00	0.00	(80.57)	100.00
001-12-500.21.00	FICA TAXES - EMPLOYER PORTION	10,958.00	10,958.00	0.00	(111.05)	101.01
001-12-500.22.01	RETIREMENT - ICMA	17,060.00	17,060.00	0.00	4,181.63	75.49
001-12-500.22.20	RETIREMENT TOWN EMPLOYEES	4,436.00	4,436.00	0.00	1,366.21	69.20
001-12-500.23.01	HEALTH INSURANCE	25,561.00	25,561.00	0.00	7,918.54	69.02
001-12-500.23.02	LIFE INSURANCE	749.00	749.00	0.00	51.11	93.18
001-12-500.25.00	UNEMPLOYMENT COMPENSATION	458.00	458.00	0.00	268.79	41.31
001-12-510.31.00	PROFESSIONAL SERVICES	0.00	0.00	0.00	(853.00)	100.00
001-12-510.40.00	TRAVEL & MEETINGS	1,320.00	1,320.00	0.00	(1.01)	100.08
001-12-510.52.50	GAS & OIL	2,400.00	2,400.00	0.00	0.00	100.00
001-12-510.54.00	DUES & SUBSCRIPTIONS	3,595.00	3,595.00	0.00	1,651.00	54.08
001-12-510.54.10	TRAINING & SCHOOLS	450.00	450.00	0.00	355.00	21.11
						86.16
Department: 13 FINANCE						
001-13-500.12.00	REGULAR SALARIES	109,053.00	109,053.00	0.00	976.85	99.10
001-13-500.21.00	FICA TAXES - EMPLOYER PORTION	8,343.00	8,343.00	0.00	(187.56)	102.25
001-13-500.22.20	RETIREMENT TOWN EMPLOYEES	12,988.00	12,988.00	0.00	(300.68)	102.32
001-13-500.23.01	HEALTH INSURANCE	14,824.00	14,824.00	0.00	(2,591.00)	117.48
001-13-500.23.02	LIFE INSURANCE	136.00	136.00	0.00	0.88	99.35
001-13-500.25.00	UNEMPLOYMENT COMPENSATION	349.00	349.00	0.00	193.44	44.57
001-13-510.31.00	PROFESSIONAL SERVICES	5,300.00	5,300.00	0.00	0.00	100.00
001-13-510.32.00	AUDITING SERVICES	26,600.00	26,600.00	0.00	(4,100.00)	115.41
001-13-510.32.90	BANKING FEES	6,900.00	6,900.00	0.00	(2,999.22)	143.47
001-13-510.40.00	TRAVEL & MEETINGS	1,200.00	1,200.00	0.00	214.75	82.10
001-13-510.47.00	PRINTING	180.00	180.00	0.00	180.00	0.00

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-13-510.54.00	DUES & SUBSCRIPTIONS	60.00	60.00	0.00	(15.00)	125.00
001-13-510.54.10	TRAINING & SCHOOLS	800.00	800.00	0.00	686.00	14.25
001-13-764.10.00	Filing Fee Clerk-Parking Ticke	50.00	50.00	0.00	50.00	0.00
						104.22
Department: 14 LEGAL COUNS						
001-14-510.31.00	PROFESSIONAL SERVICES	96,000.00	96,000.00	0.00	(1,133.50)	101.18
001-14-510.31.01	CODE ENFORCEMENT ATTORNEY	10,000.00	10,000.00	0.00	3,142.00	68.58
						98.11
Department: 15 COMPREHENSIVE						
001-15-510.31.00	PROFESSIONAL SERVICES	20,000.00	20,000.00	0.00	9,725.83	51.37
						51.37
Department: 16 FEMA - HURR						
001-16-500.14.16	HURRICANE PAY	0.00	0.00	0.00	(1,890.00)	100.00
001-16-510.51.00	OFFICE SUPPLIES	0.00	0.00	0.00	(542.20)	100.00
001-16-520.46.15	EQUIPMENT MAINTENANCE	0.00	0.00	0.00	(74.97)	100.00
001-16-520.52.05	PROTECTIVE GEAR	0.00	0.00	0.00	(530.58)	100.00
001-16-520.52.50	GAS & OIL	0.00	0.00	0.00	(34.14)	100.00
001-16-530.46.12	MAINTENANCE SUPPLIES	0.00	0.00	0.00	(325.55)	100.00
001-16-530.46.15	EQUIPMENT MAINTENANCE	0.00	0.00	0.00	(645.35)	100.00
001-16-530.46.35	PIER MAINTENANCE	0.00	0.00	0.00	(7,150.00)	100.00
001-16-530.46.40	GROUNDS MAINTENANCE	0.00	0.00	0.00	(2,664.03)	100.00
						100.00
Department: 19 GENERAL SERVICES						
001-19-500.24.00	WORKERS COMPENSATION	2,618.00	2,618.00	0.00	2,618.00	0.00
001-19-510.31.00	PROFESSIONAL SERVICES	4,020.00	4,020.00	0.00	170.00	95.77
001-19-510.31.11	SECURITY	3,308.00	3,308.00	0.00	3,308.00	0.00
001-19-510.34.10	JANITORIAL SERVICES	17,000.00	17,000.00	0.00	1,892.00	88.87
001-19-510.35.00	PRE-EMPLOYMENT EXP	300.00	300.00	0.00	(410.30)	236.77
001-19-510.41.00	TELEPHONE	18,240.00	18,240.00	0.00	(5,558.95)	130.48

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-19-510.41.10	COMMUNICATION SERVICES	43,056.00	43,056.00	7,900.00	(6,613.35)	97.01
001-19-510.43.00	STREET LIGHTS	47,000.00	47,000.00	0.00	(2,993.32)	106.37
001-19-510.43.10	ELECTRICITY	38,500.00	38,500.00	0.00	4,816.38	87.49
001-19-510.43.20	WATER & SEWER	3,520.00	3,520.00	0.00	(237.47)	106.75
001-19-510.43.50	WASTE TAX SERVICE	3,300.00	3,300.00	0.00	1,031.09	68.75
001-19-510.45.00	GENERAL LIABILITY INSURANCE	85,728.00	85,728.00	0.00	(995.00)	101.16
001-19-510.45.01	FLOOD INSURANCE	3,751.00	3,751.00	0.00	(1,422.00)	137.91
001-19-510.45.02	PROPERTY INSURANCE	69,960.00	69,960.00	0.00	6,002.00	91.42
001-19-510.45.03	AUTO INSURANCE	8,172.00	8,172.00	0.00	3.00	99.96
001-19-510.46.10	OFFICE EQUIPMENT MAINTENANCE	4,232.00	4,232.00	0.00	(119.98)	102.84
001-19-510.46.15	EQUIPMENT MAINTENANCE	25,000.00	25,000.00	0.00	(5,280.16)	121.12
001-19-510.46.36	PEST CONTROL	3,000.00	3,000.00	0.00	(122.32)	104.08
001-19-510.47.00	PRINTING	500.00	500.00	0.00	(77.12)	115.42
001-19-510.49.90	ADOPT AN AREA	1,500.00	1,500.00	0.00	404.15	73.06
001-19-510.49.98	CONTINGENCY	25,000.00	25,000.00	0.00	14,726.87	41.09
001-19-510.49.99	MISCELLANEOUS	300.00	9,664.03	0.00	248.40	97.43
001-19-510.51.00	OFFICE SUPPLIES	11,000.00	11,000.00	0.00	3,438.57	68.74
001-19-510.51.10	POSTAGE	1,400.00	1,400.00	0.00	(246.22)	117.59
001-19-510.52.10	JANITORIAL SUPPLIES	3,500.00	3,500.00	0.00	(1,811.99)	151.77
001-19-510.54.00	DUES & SUBSCRIPTIONS	325.00	325.00	0.00	(70.03)	121.55
001-19-510.64.01	CAPITAL OUTLAY	39,916.00	39,916.00	0.00	(1,550.16)	103.88
001-19-543.00.00	LICENSES & FEES	21,286.00	21,286.00	0.00	4,696.49	77.94
001-19-581.00.00	TRANSFER OUT	115,000.00	115,000.00	0.00	0.00	100.00
						96.11

Department: 21 LAW ENFORC

001-21-500.12.00	REGULAR SALARIES	627,879.00	627,879.00	0.00	(3,789.38)	100.60
001-21-500.12.50	HOLIDAY PAY	20,000.00	20,000.00	0.00	(64.13)	100.32
001-21-500.14.00	SALARIES OVERTIME	15,000.00	15,000.00	0.00	(1,115.94)	107.44
001-21-500.14.16	HURRICANE PAY	18,000.00	18,000.00	0.00	5,992.94	66.71
001-21-500.15.00	EDUCATION INCENTIVE PAY	6,800.00	6,800.00	0.00	(952.50)	114.01
001-21-500.15.01	FIRST RESPONDER	8,000.00	8,000.00	0.00	1,950.00	75.63
001-21-500.21.00	FICA TAXES - EMPLOYER PORTION	52,087.00	52,087.00	0.00	162.18	99.69

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-21-500.22.02	POLICE PENSION	206,912.00	206,912.00	0.00	(45,095.64)	121.79
001-21-500.22.20	RETIREMENT TOWN EMPLOYEES	5,217.00	5,217.00	0.00	176.67	96.61
001-21-500.23.01	HEALTH INSURANCE	210,119.00	210,119.00	0.00	126,222.17	39.93
001-21-500.23.02	LIFE INSURANCE	2,700.00	2,700.00	0.00	263.89	90.23
001-21-500.23.10	STATUTORY AD&D	1,000.00	1,000.00	0.00	0.00	100.00
001-21-500.24.00	WORKERS COMPENSATION	16,853.00	16,853.00	0.00	0.00	100.00
001-21-500.25.00	UNEMPLOYMENT COMPENSATION	2,179.00	2,179.00	0.00	1,114.51	48.85
001-21-520.31.00	PROFESSIONAL SERVICES	725.00	725.00	0.00	(134.61)	118.57
001-21-520.34.40	DISPATCHING SERVICES	17,785.00	17,785.00	0.00	(533.55)	103.00
001-21-520.40.00	TRAVEL & MEETINGS	3,324.00	3,324.00	0.00	712.90	78.55
001-21-520.41.10	COMMUNICATION SERVICES	5,388.00	5,388.00	0.00	679.71	87.38
001-21-520.46.10	OFFICE EQUIPMENT MAINTENANCE	5,500.00	5,500.00	0.00	3,105.88	43.53
001-21-520.46.15	EQUIPMENT MAINTENANCE	5,500.00	5,500.00	0.00	(848.23)	115.42
001-21-520.46.16	RADAR CALIBRATION	700.00	700.00	0.00	382.00	45.43
001-21-520.46.20	VEHICLE MAINTENANCE	17,000.00	17,000.00	0.00	(6,202.43)	136.48
001-21-520.48.00	PROMOTIONAL ACTIVITIES	3,000.00	3,000.00	0.00	2,709.57	9.68
001-21-520.48.50	CRIME PREVENTION	2,100.00	2,100.00	0.00	510.31	75.70
001-21-520.49.99	MISCELLANEOUS	100.00	100.00	0.00	100.00	0.00
001-21-520.51.10	POSTAGE	150.00	150.00	0.00	(20.27)	113.51
001-21-520.52.00	UNIFORMS	7,000.00	7,000.00	0.00	(2,207.08)	131.53
001-21-520.52.05	PROTECTIVE GEAR	8,328.00	8,328.00	0.00	6,587.04	20.90
001-21-520.52.50	GAS & OIL	40,000.00	40,000.00	0.00	21,349.45	46.63
001-21-520.52.70	MEDICAL	500.00	500.00	0.00	(113.47)	122.69
001-21-520.52.90	OPERATING SUPPLIES	4,320.00	4,320.00	0.00	(623.89)	114.44
001-21-520.54.00	DUES & SUBSCRIPTIONS	935.00	935.00	0.00	100.60	89.24
001-21-520.54.10	TRAINING & SCHOOLS	6,400.00	6,400.00	0.00	4,655.00	27.27
001-21-520.64.01	Capital Outlay	18,400.00	18,400.00	0.00	(6,033.70)	132.79
001-21-543.00.00	LICENSES & FEES	13,837.00	13,837.00	0.00	3,624.44	73.81
001-21-581.00.00	TRANSFER OUT	13,479.00	13,479.00	0.00	0.00	100.00
						91.76

Department: 22 FIRE CONTRO

001-22-500.12.00	REGULAR SALARIES	88,036.00	88,036.00	0.00	703.25	99.20
------------------	------------------	-----------	-----------	------	--------	-------

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-22-500.14.50	STIPEND PAYROLL	38,689.00	38,689.00	0.00	1,044.47	97.30
001-22-500.21.00	FICA TAXES - EMPLOYER PORTION	9,695.00	9,695.00	0.00	(328.65)	103.39
001-22-500.22.01	RETIREMENT - ICMA	7,513.00	7,513.00	0.00	(394.97)	105.26
001-22-500.22.20	RETIREMENT TOWN EMPLOYEES	2,973.00	2,973.00	0.00	150.11	94.95
001-22-500.23.01	HEALTH INSURANCE	25,626.00	25,626.00	0.00	2,245.99	91.24
001-22-500.23.02	LIFE INSURANCE	136.00	136.00	0.00	6.51	95.21
001-22-500.23.10	STATUTORY AD&D	207.00	207.00	0.00	(415.00)	300.48
001-22-500.24.00	WORKERS COMPENSATION	16,750.00	16,750.00	0.00	0.00	100.00
001-22-500.25.00	UNEMPLOYMENT COMPENSATION	282.00	282.00	0.00	149.36	47.04
001-22-520.34.40	DISPATCHING SERVICES	5,400.00	5,400.00	0.00	200.00	96.30
001-22-520.35.00	PRE-EMPLOYMENT EXPENSE	2,060.00	2,060.00	0.00	1,623.00	21.21
001-22-520.36.00	ANNUAL PHYSICALS	4,375.00	4,375.00	0.00	2,475.00	43.43
001-22-520.40.00	TRAVEL & MEETINGS	750.00	750.00	0.00	597.00	20.40
001-22-520.41.10	COMMUNICATION SERVICES	1,644.00	1,644.00	0.00	(98.16)	105.97
001-22-520.46.15	EQUIPMENT MAINTENANCE	9,152.00	9,152.00	0.00	(395.51)	104.32
001-22-520.46.20	VEHICLE MAINTENANCE	26,100.00	26,100.00	0.00	(706.50)	102.71
001-22-520.46.30	BUILDING MAINTENANCE	1,000.00	1,000.00	0.00	511.73	48.83
001-22-520.48.55	FIRE PREVENTION	4,600.00	4,600.00	0.00	637.50	86.14
001-22-520.51.00	OFFICE SUPPLIES	400.00	400.00	0.00	(573.49)	243.37
001-22-520.52.00	UNIFORMS	7,135.00	7,135.00	0.00	5,665.32	20.60
001-22-520.52.02	S.C.B.A.	1,975.00	1,975.00	0.00	435.14	77.97
001-22-520.52.05	PROTECTIVE GEAR	2,925.00	2,925.00	0.00	(239.46)	108.19
001-22-520.52.10	JANITORIAL SUPPLIES	1,000.00	1,000.00	0.00	133.31	86.67
001-22-520.52.20	TOOLS & HARDWARE	2,000.00	2,000.00	0.00	(932.71)	146.64
001-22-520.52.50	GAS & OIL	6,600.00	6,600.00	0.00	2,408.93	63.50
001-22-520.52.70	MEDICAL	1,400.00	1,400.00	0.00	319.51	77.18
001-22-520.54.00	DUES & SUBSCRIPTIONS	435.00	435.00	0.00	(11.00)	102.53
001-22-520.54.10	TRAINING & SCHOOLS	7,525.00	7,525.00	0.00	546.24	92.74
001-22-520.54.12	TRAINING MATERIALS	1,960.00	1,960.00	0.00	1,353.64	30.94
001-22-520.64.01	Capital Outlay	82,369.00	112,369.00	0.00	0.00	100.00
001-22-543.00.00	LICENSES & FEES	13,304.00	13,304.00	0.00	1,215.97	90.86
001-22-581.00.00	TRANSFER OUT	15,277.00	15,277.00	0.00	0.00	100.00
						95.63

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
Department: 29 CODE ENFORC						
001-29-500.12.00	REGULAR SALARIES	14,898.00	14,898.00	0.00	3,447.63	76.86
001-29-500.21.00	FICA TAXES - EMPLOYER PORTION	1,140.00	1,140.00	0.00	226.49	80.13
001-29-500.22.20	RETIREMENT TOWN EMPLOYEES	1,774.00	1,774.00	0.00	759.16	57.21
001-29-500.23.10	STATUTORY AD&D	21.00	21.00	0.00	0.00	100.00
001-29-500.24.00	WORKERS COMPENSATION	230.00	230.00	0.00	127.00	44.78
001-29-500.25.00	UNEMPLOYMENT COMPENSATION	48.00	48.00	0.00	31.70	33.96
001-29-520.31.00	PROFESSIONAL SERVICES	0.00	0.00	0.00	(1,000.00)	100.00
001-29-520.40.00	TRAVEL & MEETINGS	35.00	35.00	0.00	35.00	0.00
001-29-520.46.12	MAINTENANCE SUPPLIES	50.00	50.00	0.00	50.00	0.00
001-29-520.46.20	VEHICLE MAINTENANCE	150.00	150.00	0.00	137.72	8.19
001-29-520.51.00	OFFICE SUPPLIES	125.00	125.00	0.00	(492.98)	494.38
001-29-520.51.10	POSTAGE	350.00	350.00	0.00	234.07	33.12
001-29-520.51.20	RECORDING COSTS	120.00	120.00	0.00	120.00	0.00
001-29-520.52.00	UNIFORMS	150.00	150.00	0.00	47.32	68.45
001-29-520.52.50	GAS & OIL	150.00	150.00	0.00	150.00	0.00
001-29-520.54.10	TRAINING & SCHOOLS	75.00	75.00	0.00	(225.00)	400.00
						81.11
Department: 41 PUBLIC WORK						
001-41-500.12.00	REGULAR SALARIES	207,196.00	207,196.00	0.00	13,424.84	93.52
001-41-500.14.00	SALARIES OVERTIME	0.00	0.00	0.00	(3,006.46)	100.00
001-41-500.21.00	FICA TAXES - EMPLOYER PORTION	15,850.00	15,850.00	0.00	(86.83)	100.55
001-41-500.22.20	RETIREMENT TOWN EMPLOYEES	24,677.00	24,677.00	0.00	356.64	98.55
001-41-500.23.01	HEALTH INSURANCE	31,953.00	31,953.00	0.00	4,087.27	87.21
001-41-500.23.02	LIFE INSURANCE	236.00	236.00	0.00	(33.93)	114.38
001-41-500.23.10	STATUTORY AD&D	83.00	83.00	0.00	0.00	100.00
001-41-500.24.00	WORKERS COMPENSATION	2,618.00	2,618.00	0.00	2,618.00	0.00
001-41-500.25.00	UNEMPLOYMENT COMPENSATION	663.00	663.00	0.00	374.79	43.47
001-41-530.40.00	TRAVEL & MEETINGS	150.00	150.00	0.00	150.00	0.00
001-41-530.43.15	ELECTRICAL WORK	5,000.00	5,000.00	0.00	(1,657.15)	133.14
001-41-530.43.50	DUMP SERVICE	2,000.00	2,000.00	0.00	2,000.00	0.00
001-41-530.46.12	MAINTENANCE SUPPLIES	6,500.00	6,500.00	0.00	2,184.64	66.39

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-41-530.46.15	EQUIPMENT MAINTENANCE	5,000.00	5,000.00	0.00	(172.95)	103.46
001-41-530.46.20	VEHICLE MAINTENANCE	9,500.00	9,500.00	0.00	1,641.89	82.72
001-41-530.46.30	BUILDING MAINTENANCE	8,500.00	8,500.00	0.00	(2,228.63)	126.22
001-41-530.46.31	MAINTENANCE OLD TOWN HALL	600.00	600.00	0.00	250.00	58.33
001-41-530.46.32	RYCKMAN HOUSE	700.00	700.00	0.00	(296.00)	142.29
001-41-530.46.35	PIER MAINTENANCE	1,500.00	1,500.00	0.00	(3,973.30)	364.89
001-41-530.46.40	GROUNDS MAINTENANCE	7,000.00	7,000.00	0.00	(780.51)	111.15
001-41-530.52.00	UNIFORMS	3,125.00	3,125.00	0.00	335.18	89.27
001-41-530.52.05	PROTECTIVE GEAR	1,000.00	1,000.00	0.00	(997.29)	199.73
001-41-530.52.20	TOOLS & HARDWARE	4,750.00	4,750.00	0.00	(767.31)	116.15
001-41-530.52.25	TOOL RENTALS	3,500.00	3,500.00	0.00	3,147.24	10.08
001-41-530.52.50	GAS & OIL	5,800.00	5,800.00	0.00	(274.10)	104.73
001-41-530.53.10	STREET REPAIR	7,500.00	7,500.00	0.00	414.47	94.47
001-41-530.53.20	STREET SIGNS	8,500.00	8,500.00	0.00	1,756.50	79.34
001-41-530.54.10	TRAINING & SCHOOLS	1,500.00	1,500.00	0.00	912.25	39.18
001-41-530.57.25	WELDING	500.00	500.00	0.00	321.54	35.69
001-41-530.64.01	CAPITAL OUTLAY	10,000.00	10,000.00	0.00	0.00	100.00
001-41-581.00.00	TRANSFER OUT	16,927.00	16,927.00	0.00	0.00	100.00
						94.98

Department: 42 GROUNDS KEI

001-42-530.34.91	LANDSCAPING	22,300.00	22,300.00	0.00	11,984.54	46.26
001-42-530.46.12	MAINTENANCE SUPPLIES	1,000.00	1,000.00	0.00	846.30	15.37
001-42-530.46.15	EQUIPMENT MAINTENANCE	2,500.00	2,500.00	0.00	1,818.84	27.25
001-42-530.46.40	GROUNDS MAINTENANCE	25,910.00	25,910.00	0.00	14,231.98	45.07
001-42-530.46.43	TREE EXPENSE	2,000.00	2,000.00	0.00	(1,975.00)	198.75
001-42-530.52.00	UNIFORMS	3,125.00	3,125.00	0.00	2,930.02	6.24
001-42-530.52.05	PROTECTIVE GEAR	575.00	575.00	0.00	398.54	30.69
001-42-530.52.20	TOOLS & HARDWARE	500.00	500.00	0.00	(477.85)	195.57
001-42-530.54.10	TRAINING & SCHOOLS	300.00	300.00	0.00	300.00	0.00
001-42-530.64.01	CAPITAL OUTLAY	0.00	0.00	0.00	(25,319.18)	100.00
						91.86

Department: 72 PARKS & RECREATION		ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-72-570.48.10	FOUNDER'S DAY	7,000.00	7,000.00	0.00	(1,268.54)	118.12
001-72-570.48.50	MOVIES IN THE PARK	1,800.00	1,800.00	0.00	(75.00)	104.17
001-72-570.48.52	FOURTH OF JULY	500.00	500.00	0.00	0.00	100.00
001-72-570.48.53	CHRISTMAS DECORATIONS PARK	3,000.00	3,000.00	0.00	(1,898.02)	163.27
001-72-570.48.60	EASTER EGG HUNT	200.00	200.00	0.00	200.00	0.00
001-72-570.48.90	RECREATION PROGRAMS	5,000.00	5,000.00	0.00	3,880.02	22.40
001-72-570.63.01	TENNIS COURT EXPEDITURES	500.00	500.00	0.00	(223.97)	144.79
001-72-570.63.02	BBALL & VBALL COURTS	500.00	500.00	0.00	(222.43)	144.49
001-72-570.63.05	BOCCE COURT EXPENDITURES	500.00	500.00	0.00	370.72	25.86
001-72-570.63.06	PLAYGROUND	0.00	0.00	0.00	(1,531.40)	100.00
001-72-570.64.01	CAPITAL OUTLAY	32,600.00	32,600.00	0.00	525.00	98.39
						100.47

Overall Expenditure Rate:	93.85
----------------------------------	-------

Fund: 125 BUILDING DEPT

Revenues

Department: 24 PROTECTIVE SERVICES

125-24-322.00.00	BUILDING PERMITS	160,000.00	160,000.00	0.00	(69,241.81)	143.28
125-24-322.10.00	ZONING PLAN REVIEW	1,000.00	1,000.00	0.00	(1,343.75)	234.38
125-24-322.10.10	SITE PLAN REVIEW P&Z	12,000.00	12,000.00	0.00	1,000.00	91.67
125-24-322.20.00	BUILDING PLAN REVIEW	12,000.00	12,000.00	0.00	10,980.00	8.50
125-24-322.31.00	BOA ADVERTISING COSTS	250.00	250.00	0.00	250.00	0.00
125-24-322.31.20	P&Z ADVERTISING	100.00	100.00	0.00	(207.15)	307.15
125-24-329.00.00	OTHER LICENSES, FEES & PERMITS	700.00	700.00	0.00	(12,963.50)	1,951.93
125-24-329.00.10	BOA VARIANCE FEES	2,000.00	2,000.00	0.00	(2,505.00)	225.25
125-24-354.00.00	LOCAL ORDINANCE VIOLATION	8,000.00	8,000.00	0.00	(6,387.48)	179.84
125-24-369.00.00	MISCELLANEOUS REVENUE	0.00	0.00	0.00	(388.37)	100.00
125-24-381.00.00	TRANSFERS IN	0.00	0.00	0.00	(3,628.00)	100.00
						143.07

Expenditures		ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
125-24-500.12.00	REGULAR SALARIES	141,440.00	141,440.00	0.00	(1,841.65)	101.30
125-24-500.14.00	SALARIES OVERTIME	0.00	0.00	0.00	(820.50)	100.00
125-24-500.21.00	FICA TAXES - EMPLOYER PORTION	10,820.16	10,820.16	0.00	89.10	99.18
125-24-500.22.20	RETIREMENT TOWN EMPLOYEES	16,845.50	16,845.50	0.00	(966.65)	105.74
125-24-500.23.01	HEALTH INSURANCE	27,083.00	27,083.00	0.00	9,910.64	63.41
125-24-500.23.02	LIFE INSURANCE	136.00	136.00	0.00	(2.22)	101.63
125-24-500.23.10	STATUTORY AD&D	42.00	42.00	0.00	42.00	0.00
125-24-500.24.00	WORKERS COMPENSATION	655.00	655.00	0.00	655.00	0.00
125-24-500.25.00	UNEMPLOYMENT COMPENSATION	452.61	452.61	0.00	231.49	48.85
125-24-520.40.00	TRAVEL & MEETINGS	300.00	300.00	0.00	(349.00)	216.33
125-24-520.46.20	VEHICLE MAINTENANCE	0.00	0.00	0.00	(1,430.17)	100.00
125-24-520.51.00	OFFICE SUPPLIES	500.00	500.00	0.00	(420.90)	184.18
125-24-520.51.10	POSTAGE	75.00	75.00	0.00	66.20	11.73
125-24-520.52.00	UNIFORMS	260.00	260.00	0.00	(26.59)	110.23
125-24-520.52.20	TOOLS & HARDWARE	75.00	75.00	0.00	75.00	0.00
125-24-520.52.50	GAS & OIL	500.00	500.00	0.00	102.97	79.41
125-24-520.54.00	DUES & SUBSCRIPTIONS	4,200.00	4,200.00	0.00	0.00	100.00
125-24-520.54.10	TRAINING & SCHOOLS	350.00	350.00	0.00	350.00	0.00
125-24-520.64.01	Capital Outlay	16,000.00	16,000.00	0.00	2,284.95	85.72
125-24-543.00.00	LICENSES & FEES	350.00	350.00	0.00	237.05	32.27
						96.28

Fund: 145 AMERICAN RESCUE
Revenues

Department: 00

145-00-271.00.99	CARRY FORWARD	1,643,004.81	1,617,166.63	0.00	0.00	100.00
						100.00

Expenditures

145-00-510.32.00	AUDITING SERVICES	14,710.00	14,710.00	0.00	11,520.00	21.69
------------------	-------------------	-----------	-----------	------	-----------	-------

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
145-00-581.00.00	TRANSFER OUT	28,304.00	28,304.00	0.00	0.00	100.00
						73.22
Department: 21 LAW ENFORCEMENT						
145-21-520.64.01	Capital Outlay	0.00	93,436.00	0.00	0.00	100.00
						100.00
Department: 41 PUBLIC WORKS						
145-41-530.31.00	PROFESSIONAL SERVICES	12,000.00	12,000.00	0.00	12,000.00	0.00
145-41-530.31.21	ENGINEERING SERVICES	15,000.00	15,000.00	0.00	13,306.56	11.29
145-41-530.64.01	CAPITAL OUTLAY	1,460,662.75	1,460,662.75	0.00	729,504.92	50.06
						49.26
Fund: 172 OCEAN PARK PARK						
Revenues						
Department: 00						
172-00-271.00.99	CARRY FORWARD	62,536.22	68,333.29	0.00	0.00	100.00
						100.00
Department: 75 TOWN PARKS						
172-75-342.10.00	PARKING TICKET REVENUE	15,000.00	15,000.00	0.00	2,650.00	82.33
172-75-344.50.00	PARKING METER REVENUE	98,000.00	98,000.00	0.00	285.77	99.71
						97.40
Expenditures						
172-75-500.12.00	REGULAR SALARIES	34,000.00	34,000.00	0.00	1,658.41	95.12
172-75-500.14.00	SALARIES OVERTIME	0.00	0.00	0.00	(445.66)	100.00
172-75-543.00.00	LICENSES & FEES	0.00	0.00	0.00	(300.00)	100.00
172-75-575.31.02	LIFEGUARD CONTRACT	21,945.00	21,945.00	0.00	1,250.15	94.30
172-75-575.32.90	BANKING FEES	5,500.00	5,500.00	0.00	575.86	89.53
172-75-575.34.10	JANITORIAL CLEANING	1,800.00	1,800.00	0.00	0.00	100.00

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
172-75-575.34.91	LANDSCAPING	3,500.00	3,500.00	0.00	2,638.81	24.61
172-75-575.41.10	IPS COMMUNICATIONS FEE	4,020.00	4,020.00	0.00	(850.65)	121.16
172-75-575.43.10	ELECTRICITY	2,700.00	2,700.00	0.00	(158.08)	105.85
172-75-575.43.20	WATER & SEWER	1,700.00	1,700.00	0.00	516.25	69.63
172-75-575.43.50	DUMP SERVICE	660.00	660.00	0.00	660.00	0.00
172-75-575.46.12	MAINTENANCE SUPPLIES	1,500.00	1,500.00	0.00	(1,183.62)	178.91
172-75-575.46.30	BUILDING MAINTENANCE	0.00	0.00	0.00	(255.97)	100.00
172-75-575.46.31	BUILDING MAINT RESTROOMS	1,200.00	1,200.00	0.00	741.96	38.17
172-75-575.46.40	GROUPS MAINTENANCE	3,000.00	3,000.00	0.00	(81.33)	102.71
172-75-575.46.41	MOWING CONTRACT	9,000.00	9,000.00	0.00	8,066.25	10.38
172-75-575.46.43	TREE EXPENSE	500.00	500.00	0.00	500.00	0.00
172-75-575.52.10	JANITORIAL SUPPLIES	350.00	350.00	0.00	350.00	0.00
172-75-575.52.25	TOOL RENTAL	0.00	0.00	0.00	(8,845.54)	100.00
172-75-575.53.15	PARKING LOT REPAIRS	1,500.00	1,500.00	0.00	683.91	54.41
172-75-575.53.20	SIGNS	300.00	300.00	0.00	(1,546.64)	615.55
172-75-575.63.03	VOLLEYBALL COURT	2,000.00	2,000.00	0.00	844.59	57.77
172-75-575.64.01	CAPITAL OUTLAY	16,000.00	16,000.00	0.00	(12,066.18)	175.41
172-75-581.00.00	TRANSFER OUT	1,400.00	1,400.00	0.00	0.00	100.00
172-75-764.10.00	Filing Fee Clerk-Parking Ticke	30.00	30.00	0.00	0.00	100.00
						106.44

Fund: 175 RYCKMAN CROSSO
Revenues

Department: 00

175-00-381.00.00	TRANSFERS IN	0.00	97,998.78	0.00	(97,998.78)	100.00
						100.00

Department: 75 TOWN PARKS

175-75-342.10.00	PARKING TICKET REVENUE	9,500.00	9,500.00	0.00	4,800.00	49.47
175-75-344.50.00	PARKING METER REVENUE	60,500.00	60,500.00	0.00	(31,788.60)	152.54
175-75-344.50.10	PARK PASS REVENUE	3,000.00	3,000.00	0.00	500.00	83.33
						136.29

Expenditures	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
175-75-500.12.00	REGULAR SALARIES	320.00	320.00	0.00	320.00	0.00
175-75-500.21.00	FICA TAXES - EMPLOYER PORTION	2,625.00	2,625.00	0.00	131.94	94.97
175-75-500.22.20	RETIREMENT TOWN EMPLOYEES	4,088.00	4,088.00	0.00	29.05	99.29
175-75-500.23.01	HEALTH INSURANCE	7,967.00	7,967.00	0.00	819.56	89.71
175-75-575.32.90	BANKING FEES	2,000.00	2,000.00	0.00	(1,282.77)	164.14
175-75-575.32.95	IPS BANKING FEE	4,200.00	4,200.00	0.00	4,200.00	0.00
175-75-575.41.15	IPS COMMUNICATION FEE	2,500.00	2,500.00	0.00	(286.62)	111.46
175-75-575.50.00	RECREATION PROGRAMS	10,500.00	10,500.00	0.00	1,150.00	89.05
175-75-575.64.01	CAPITAL OUTLAY	0.00	0.00	0.00	(14,528.81)	100.00
175-75-575.73.00	CULTURAL SERVICES	0.00	0.00	0.00	(2,247.36)	100.00
175-75-581.00.00	TRANSFER OUT	31,500.00	31,500.00	0.00	0.00	100.00
						117.80

Fund: 351 LAND & ROAD IMP
Revenues

Department: 00

351-00-271.00.99	CARRY FORWARD	45,665.09	46,686.30	0.00	0.00	100.00
351-00-366.19.00	TOWN HALL DONATIONS	0.00	0.00	0.00	(1,500.00)	100.00
351-00-381.00.00	TRANSFERS IN	30,000.00	30,000.00	0.00	0.00	100.00
						100.00

Expenditures

Department: 41 PUBLIC WORKS

351-41-500.23.01	HEALTH INSURANCE	2,755.00	2,755.00	0.00	74.71	97.29
351-41-500.23.02	LIFE INSURANCE	68.00	68.00	0.00	6.07	91.07
351-41-500.23.10	STATUTORY AD&D	21.00	21.00	0.00	0.00	100.00
351-41-500.24.00	WORKERS COMPENSATION	653.00	653.00	0.00	653.00	0.00
351-41-500.25.00	UNEMPLOYMENT COMPENSATION	110.00	110.00	0.00	60.49	45.01
351-41-570.31.00	PROFESSIONAL SERVICES	15,000.00	15,000.00	0.00	4,847.50	67.68

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
351-41-570.34.91	LANDSCAPING	30,000.00	30,000.00	0.00	26,457.24	11.81
351-41-570.43.15	ELECTRICAL WORK	3,000.00	3,000.00	0.00	3,000.00	0.00
351-41-570.46.40	GROUNDS MAINTENANCE	2,500.00	2,500.00	0.00	(4,559.10)	282.36
351-41-570.53.20	STREET SIGNS	1,500.00	1,500.00	0.00	(10,240.65)	782.71
351-41-570.64.01	CAPITAL OUTLAY	0.00	0.00	0.00	(14,460.18)	100.00
						89.50

Parking Revenue FY Comparison

FY22	Dec-22	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sept 2022	TOTAL
Ocean	5,534.21	3,780.21	7,192.92	11,928.95	10,320.84	11,929.38	11,468.74	15,481.47	9,933.95	6,643.21	102,614.73
Ryckman	6,241.90	5,189.37	6,473.50	10,227.66	8,573.73	8,038.96	6,248.73	9,884.06	6,624.68	5,996.24	83,843.98
Total	11,776.11	8,969.58	13,666.42	22,156.61	18,894.57	19,968.34	17,717.47	25,365.53	16,558.63	12,639.45	186,458.71
FY23	Dec-23	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	TOTAL
Ocean	3,456.88	4,996.04	8,137.70	13,056.24	9,875.00	10,732.69	10,164.36	13,312.63	8,768.32	6,502.28	97,708.60
Ryckman	6,359.91	6,415.41	8,745.55	10,817.72	9,235.16	9,540.80	7,688.74	9,178.92	6,403.47	6,496.07	92,286.10
Total	9,816.79	11,411.45	16,883.25	23,873.96	19,110.16	20,273.49	17,853.10	22,491.55	15,171.79	12,998.35	189,994.70

Public Works Activities

September 2023

Moved trailers for PD – multiple times
Replaced edging with heavier type and coquina pathway behind pavilions
Serviced ditch witch
Serviced ventrac tractor
Filled potholes on 400 block of Riverside X2
Trimmed crossover trees
Picked up large amounts of branches blown down during storm
Installed new sign poles on Riverside from curve to Andrews – awaiting frames to complete
Removed old pavilion at 5th Ave. river park and built new one much heavier construction
Placed men/women bathroom signs in Community Center
Wiped down all the walls in the Community Center with wood conditioner
Removed half of the asphalt in front of community center and put 4 pallets of sod
Used the asphalt from front of Community Center to build driveway in front of back equipment building
Replaced 2 damaged lights on the pier
Trimmed ocean park sea grapes
Clean out over grown weeds deck at rear of FD
Installed new heavy duty vandal resistant shower handle at Ocean Park
Painted exterior and interior of Ocean Park bathrooms
Street sweepered pine and Harbors East streets
Street sweepered Ocean Park parking lot
Built a fence barrier west end of 4th beach crossover
Completely cleaned the right of way in area 415 Ocean Ave. – new irrigation and sod
Straightened the Indian figure at Old Town Hall – History Center
Replaced hose bib on front of FD
Set up for meetings Community Center
Assisted Gemni with their flag
Met with Brevard County Public Works ref. to the failing wall behind Library and erosion around building



Town of Melbourne Beach

Building Department Goals/Training for 2023-24

The Building Department goals for the new fiscal year are to better train and educate the staff in our current rolls as Building Official and Permit Technician. Here are some of the ways we are planning on accomplishing this.

*Building Official- Robert Bitgood

- 1- I will be attending the FEMA Flood Plan Management class February the 11 through the 16th then taking the national exam to become a Certified Flood Plan Manager. This will help the Town Residents with their Insurance regarding elevations and new construction.
- 2- I am scheduled to attend MRC Low Impact Development Conference October the 19th to continue to understand and learn new ways to help protect our natural resources and storm water.
- 3- On October 20, I will be in Hudson Florida to take an extensive class on Plan Review that will be beneficial for understanding the new code cycle and how it affects Plan Review.
- 4- In June I will be attending the annual Building Officials conference in Orlando. This conference will provide classes on upcoming code changes, innovative concepts, ideas on inspections and plan review. I will also have the opportunity to meet other Building Officials from around the state.

*Permit Technician- Kim Kotsifas.

- 1- Kim is currently enrolled in the International Code Councils Permit Technician class to become a Certified Permit Tech.
- 2- Kim has been actively training with our new software program BS@A to streamline our permitting and plan review process.
- 3- Kim is actively working with me to learn the code references that relate to the common permitting questions and issues that may arise while the Building Official is out of the office.

*Educating the Public.

One of the most important roles of the Building Official is to educate the public on the importance of Building Permits, topics include what requires a permit, what requires inspections and our Department availability to provide excellent customer service. The Building Dept. is currently doing this through meetings, phone calls, conferences and email communication. We are looking forward to advancing this initiative through educational content in the Town newsletter, as well as using the social media platform to educate our citizens on everything pertaining to Building codes all the way to what requires a permit and be able to know what inspections are required. We are available 5 days a week from 8:30 to 4:30 Monday through Friday.

*Robert Bitgood
Building Official*

507 Ocean Avenue
Melbourne Beach, Florida 32951
(321) 724-5860
www.melbournebeachfl.org



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ESTABLISHED 1883

Building Department Report

SEPTEMBER 2023

- permits issued 39
- Construction value of the \$1,625,825.86 permits totaled \$15,301.46
- Total permit fees \$15,301.46
- inspections completed 97
- 39 plans reviewed
- 0 site plan review for P&Z
- 0 vacation rental inspections
- 1 new home
- 2 stop work order

Permit List

Permit	Type	Address	Applicant	Issued	Expired	Paid
PRR23-0069	Reroof	317 FIRST AVE	CENTRAL HOMES, LLC	09/06/202	03/20/202	\$185.13
PWS23-0088	Window, Door, & Shutter	321 1ST AVE	Brevard Window & Doors Inc	09/26/202	03/24/202	\$323.77
PRR23-0071	Reroof	310 SECOND AVE	Patrick Roofing Inc	09/13/202	03/11/202	\$362.60
PPR23-0009	Pool Resurface	402 THIRD AVE	POOL DOCTOR OF BREVARD INC	09/21/202	03/19/202	\$312.63
PWS23-0079	Window, Door, & Shutter	415 FOURTH AVE	HEUSINKVELD, AIMEE J	09/01/202	03/05/202	\$276.75
PAS23-0005	Accessory Structure	504 4TH AVE	CK Development LLC	09/27/202	03/25/202	\$1921.88
PCD23-0028	Paver, Concrete, & Deck	209 FIFTH AVE	DON BO, INC.	09/29/202	03/27/202	\$79.00
PRR23-0072	Reroof	405 FIFTH AVE	Sun Coast Roofing Services, Inc	09/26/202	03/24/202	\$507.38
PM23-0047	Mechanical	416 ANCHOR KY	HEARTH & HOME	09/12/202	03/23/202	\$301.35
PM23-0052	Mechanical	800 ATLANTIC ST	John T Arrigo	09/26/202	03/24/202	\$226.08
PM23-0050	Mechanical	2150 ATLANTIC ST 424	Jason K Ellington	09/15/202	03/13/202	\$321.88
PPE23-0004	Pool Enclosure	501 AVENUE A	Housman's Aluminum & Screening Inc	09/18/202	03/16/202	\$556.88
PWS23-0089	Window, Door, & Shutter	501 AVENUE A	PARADISE GARAGE DOOR SERVICES INC	09/28/202	03/26/202	\$129.64
PRB23-0040	Res New Construction	306 AVENUE B	Jparker Contracting LLC	09/13/202	03/18/202	\$4484.23
PWS23-0085	Window, Door, & Shutter	527 AVENUE B	Window World of the Space Coast	09/13/202	03/11/202	\$79.00
PWS23-0081	Window, Door, & Shutter	405 BANYAN WAY	Doors By N H Miller Inc	09/01/202	02/28/202	\$174.07
PM23-0051	Mechanical	408 BANYAN WAY	Stephan Buckley	09/07/202	03/05/202	\$329.54
PE23-0047	Electrical	412 BANYAN WAY	ANGLER ELECTRIC, LLC	09/05/202	03/10/202	\$104.50
PMC23-0009	Miscellaneous	506 COLONY ST	CORNERSTONE MASONRY OF BREVARD, INC	09/22/202	03/20/202	\$153.64
PWS23-0083	Window, Door, & Shutter	217 DOGWOOD AVE	BIG WAVE STORM SHUTTERS	09/06/202	03/17/202	\$112.39
PWS23-0084	Window, Door, & Shutter	506 HARLAND AVE	SPACE COAST GARAGE DOOR LLC	09/21/202	03/27/202	\$113.95
PWS23-0090	Window, Door, & Shutter	507 HARLAND AVE	SMITH, WAYNE B	09/29/202	03/27/202	\$79.00
PE23-0048	Electrical	311 HIBISCUS TRL	ANGLER ELECTRIC, LLC	09/05/202	03/03/202	\$79.00
PF23-0035	Fence	403 HIBISCUS TRL	BILLS, DAVID/ CAZA, ANN	09/27/202	03/25/202	\$154.25
PWS23-0074	Window, Door, & Shutter	102 OAK ST	CODGEN, MARK T	09/15/202	03/23/202	\$292.13
PE23-0051	Electrical	300 OAK ST	Harry J Pingston	09/27/202	03/25/202	\$88.08
PM23-0049	Mechanical	301 OCEAN AVE	Steven Rutherford	09/08/202	03/06/202	\$79.00
PMC23-0007	Miscellaneous	800 PINE ST	BLUE STREAK	09/05/202		\$0.00
PWS23-0082	Window, Door, & Shutter	514 POINSETTIA RD	Clyde Hippchen Carpentry Inc	09/08/202	03/06/202	\$79.00
PE23-0049	Electrical	1101 RIVER RD	LYON, NATHAN	09/18/202	03/16/202	\$79.00
PRR23-0070	Reroof	449 RIVER VW	Advanced Roof Technology, Inc	09/18/202	03/17/202	\$651.03
PWS23-0086	Window, Door, & Shutter	430 RIVER VIEW LN	COASTAL GARAGE DOOR SOLUTIONS LLC	09/15/202	03/27/202	\$79.00
PM23-0053	Mechanical	435 RIVER VIEW LN	DAVID COX	09/29/202	03/27/202	\$357.70

Permit List

Permit	Type	Address	Applicant	Issued	Expired	Paid
PSL23-0006	Solar	424 RIVERSIDE DR	LUMIO HX. INC	09/14/202	03/12/202	\$716.22
PWS23-0078	Window, Door, & Shutter	2202 ROSEWOOD DR	ZIGMUND BUILDERS INC	09/01/202	02/28/202	\$143.49
PMD23-0004	Marine - Docks/Boathouses	444 SANDY KY	Baher, Jeremy	09/21/202	03/24/202	\$717.50
PF23-0034	Fence	527 SUNSET BLVD	Carrie's Fence of Palm Bay	09/22/202	03/20/202	\$343.27
PTR23-0001	Tree	413 SURF RD	ALISON DENNINGTON	09/12/202	03/10/202	\$0.00
PMC23-0008	Miscellaneous	413 SURF RD	FUNEO, LLC DENNINGTON, ALI	09/21/202	03/19/202	\$307.50

Total Permits: 39
Total Paid: \$15301.46

Inspection Totals

Air Test	1
Building - Final	1
Column & Tie Beam	1
Dead Man	1
Dock & Seawall Final	3
Dry Final	1
Dry-In	8
Dry-In Roof	1
Drywall	2
Electric Pre-Power	1
Equipotential	2
Final	7
Final Building	3
Final Electrical	2
Final Fence	2
Final Mechanical	3
Final Plumbing	2
Final Pool	1
Final Roof	1
Final Seawall	1

Inspection Totals

Final window, Door, & Shutter	17
Footer	2
Framing	5
In Progress	1
In-Progress	6
Lath	1
Plumbing	1
Plumbing Underground	1
Roof Sheathing	2
Rough Building	1
Rough Electrical	6
Rough Mechanical	1
Rough Miscellaneous	1
Rough Plumbing	3
Sheathing	2
Temp Power	1
Truss, Bracing & Strapping	1
Window & Door In-Progress	1

Total # of Inspections: 97

Enforcement List

Enforcement #	Address	Category	Status	Origin	Filed	Closed
ECE22-0150	213 ASH AVE	Trailers, Boats, and Recreational Vehicles	Open - Court Magistrate	Staff	12/06/22	
ECE22-0158	203 THIRD AVE	Trees and Landscaping	Open - Complaint Received	Staff	12/21/22	
ECE22-0159	323 AVENUE A	Attractive Nuisance	Open - Complaint Received	Staff	12/28/22	
ECE23-0162	316 OAK ST	Pools	Open - First Letter Sent	Public - Email	05/26/23	
ECE23-0171	302 5TH AVE	Short Term Rental Violations	Open - First Letter Sent	Public - walk In	06/19/23	
ECE23-0179	204 CHERRY DR	Short Term Rental Violations	Open - First Letter Sent	Staff	07/31/23	
ECE23-0188	1350 ATLANTIC ST	Short Term Rental Violations	Open - First Letter Sent	Staff	09/12/23	
ECE23-0189	324 AVENUE A	Multiple Violations	Open - First Letter Sent	Staff	09/18/23	
ECE23-0191	325 AVENUE A	Multiple violations	Open - First Letter Sent	Staff	09/19/23	
ECE23-0192	323 AVENUE A	Attractive Nuisance	Open - First Letter Sent	Staff	09/21/23	
ECE23-0193	409 THIRD AVE	Attractive Nuisance	Open - First Letter Sent	Staff	09/21/23	
ECE23-0194	407 CORAL AVE	Short Term Rental Violations	Open - First Letter Sent	Staff	09/26/23	
ECE23-0195	512 SUNSET BLVD	Lawns - Overgrowth	Open - First Letter Sent	Public - Phone	09/27/23	

Total # of Enforcements: 13

Enforcement List

Enforcement #	Address	Category	Status	Origin	Filed	Closed
ECE23-0183	507 HIBISCUS TRL	Multiple violations	Closed - Complied	Public - walk In	08/15/23	09/18/23
ECE23-0186	800 PINE ST	Lawns - Overgrowth	Closed - Complied	Staff	08/31/23	09/12/23
ECE23-0187	1700 ATLANTIC ST	Multiple violations	Closed - Complied	Public - Phone	09/07/23	09/12/23

Total # of Enforcements: 3



Town of Melbourne Beach



Fire Department

MONTHLY REPORT – September 2023

Incident Response

For the month of September 2023, the Melbourne Beach Volunteer Fire Department responded to 9 calls for service. The average number of responding volunteer personnel per paged out call for the month was 9.

Breakdown:

- 7 Fire/Rescue 911 Calls (Paged out)
- 1 EMS Assist (First Responder EMS) – Vehicle accident w/ no injuries
- 1 Public Service Assist (Fire drill at elementary school)

Department Membership

- 1 Fire Chief (*Full-Time*)
- 1 Maintenance Technician (*Part-Time*)
- 20 Certified Volunteer Firefighters
- 7 Support Services Volunteers
- 1 Administrative Volunteer
- 1 Volunteer Fire Chaplain

Notable Incidents

- 09/12/2023 – Engine 58 responded Automatic Aid to Indialantic for fully involved vehicle fire in the 300blk of 4th Avenue in Indialantic. E-58 assisted with water supply and overhaul.
- 09/15/2023 – Engine 58, Engine 258, District 58, and MB Fire-1 responded along with Engine 64 & Rescue 64 from Brevard County Fire Rescue for a high speed impact vehicle vs power pole in the 1800blk of Oak Street in Melbourne Beach. 1 patient was transported in critical condition by BCFR. Melbourne Beach units secured the scene until FPL & wrecker crew could arrive to re-open roadway.

Notable Events

The Department worked to update its existing accountability system to improve interoperability with other local fire departments. An accountability system is used for tracking personnel/resources on an emergency scene to create a better organized, more unified response. The new “passport style” system includes updated firefighter helmet tags, apparatus tags, and incident command boards.

Chief Brown attended multiple meetings & training sessions including a Space Coast Fire Chiefs meeting, EOC coordinators meeting, and electric vehicle fire suppression training event.

The Department and the Volunteer Firefighters Association held multiple planning meetings to discuss the upcoming Haunted House and Fire Prevention Week activities scheduled for October.

The State volunteer firefighter certification program, hosted and instructed by the Department, continues to move forward. Of the original 11 students who started, only 7 remain in the intensive program. The recruits from Melbourne Beach & Indian Harbour Beach are about 90% complete with the program at this point. The final step will be for the students to complete a full day of live-fire training exercises out at Easter Florida State College Fire Training Center.

The Department hosted both a Heartsaver CPR/AED/First Aid and HeartCode BLS skills session at the Fire Station. If anyone is interested in any of the free training courses offered by the Department, they can contact FireTraining@MelbourneBeachFL.org for more information.

Melbourne Beach VFD

Melbourne Beach, FL

This report was generated on 10/12/2023 5:00:23 PM



Incident Address and Type for Date Range (Landscape)

Incident Status(s): All Incident Statuses | Start Date: 09/01/2023 | End Date: 09/30/2023

INCIDENT #	DATE	LOCATION TYPE	ADDRESS	INCIDENT TYPE	ALARM	CLEARED SCENE
2023-137	09/03/2023		9700 Highway A1A , Melbourne Beach, FL, 32951	Dispatched & cancelled en route	09/03/2023 17:16	09/03/2023 17:30
2023-138	09/04/2023		705 Riverside DR , Melbourne Beach, FL, 32951	Grass fire	09/04/2023 23:25	09/04/2023 23:51
2023-139	09/07/2023	Intersection	Avenue B / Oak St, Melbourne Beach, FL, 32951	Motor vehicle accident with no injuries.	09/07/2023 15:57	09/07/2023 16:14
2023-140	09/12/2023		301 1st AVE , Melbourne Beach, FL, 32951	EMS call, excluding vehicle accident with injury	09/12/2023 14:26	09/12/2023 14:52
2023-141	09/12/2023		340 4th ST , Indialantic, FL, 32903	Passenger vehicle fire	09/12/2023 16:51	09/12/2023 17:38
2023-142	09/14/2023		2100 Oak ST , Melbourne Beach, FL, 32951	Public service	09/14/2023 13:20	09/14/2023 13:48
2023-143	09/15/2023	Intersection	Driftwood AVE / Oak St, Melbourne Beach, FL, 32951	Motor vehicle accident with injuries	09/15/2023 01:50	09/15/2023 03:16
2023-144	09/17/2023		200 Riverside DR , Melbourne Beach, FL, 32951	Alarm system sounded due to malfunction	09/17/2023 17:57	09/17/2023 18:19
2023-145	09/26/2023		1441 S Miramar AVE , Indialantic, FL, 32903	Surf rescue	09/26/2023 10:27	09/26/2023 10:39

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



emergencyreporting.com

Doc Id: 1251

Page # 1 of 1

Melbourne Beach VFD

Melbourne Beach, FL

This report was generated on 10/12/2023 4:59:29 PM



Personnel Count per Incident for Date Range

Start Date: 09/01/2023 | End Date: 09/30/2023

INCIDENT				NUMBER OF PEOPLE		
NUMBER	DATE	INCIDENT TYPE	FDID	ON APPARATUS	NOT ON APPARATUS	TOTAL
** 2023-137	9/3/2023 17:16:08	611 - Dispatched & cancelled en route	19112	5	3	8
** 2023-138	9/4/2023 23:25:20	143 - Grass fire	19112	6	3	9
2023-139	9/7/2023 15:57:30	324 - Motor vehicle accident with no injuries.	19112	2	0	2
** 2023-140	9/12/2023 14:26:14	321 - EMS call, excluding vehicle accident with injury	19112	3	6	9
** 2023-141	9/12/2023 16:51:57	131 - Passenger vehicle fire	19112	11	5	16
2023-142	9/14/2023 13:20:28	553 - Public service	19112	1	0	1
** 2023-143	9/15/2023 01:50:03	322 - Motor vehicle accident with injuries	19112	7	0	7
** 2023-144	9/17/2023 17:57:36	735 - Alarm system sounded due to malfunction	19112	4	1	5
** 2023-145	9/26/2023 10:27:55	364 - Surf rescue	19112	1	10	11

TOTAL # OF INCIDENTS: 9

AVERAGES:

4.4

3.1

7.6

Total # of incidents
paged out for
volunteer response: 7

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

5.3

4.0

9.3

Only REVIEWED incidents included

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



emergencyreporting.com

Doc Id: 358

Page # 1 of 1



Melbourne Beach Police Department

Monthly Report

September 2023



Operations:

In September 2023, The Department responded to 1054 calls for service and 148 house checks.

Activity:

- 32 Citations / 46 Written Warnings
- 167 Traffic Stops
- 116 Traffic Enforcement
- 6 Traffic Complaint
- 34 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.
- Movie in the Park is scheduled for October 13. Pending weather, a tentative rain date is scheduled for October 27. We plan to show "Spiderwick Chronicles." More information will be posted on our Social Media pages.
- Officers received in-house training on High-Risk traffic stops, and Investigations continue to receive online and MILO training every month.
- SRO Sullivan and Ofc. Tejada read to the second-grade students at Gemini.

Please see the attachments:

- Speed Trailer report
- Sergeant's monthly reports

Stay Safe, Chief Melanie Griswold



Melbourne Beach Police Department



	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec		YTD
Total Calls for Service	1578	1188	1366	1370	1571	1480	1383	1306	1202					12444
Total Felonies	0	5	1	1	3	0	0	2	0					12
Total Misdemeanors	5	2	4	12	4	8	0	3	1					39
Total Capias Requests	0	0	0	2	0	2	1	0	0					5
Total Traffic Arrests	1	0	0	3	0	2	1	0	0					7
Total Other Arrests	3	0	0	0	0	0	0	0	0					3
911 Investigation	27	42	32	39	40	35	37	10	13					275
Alarm Business	5	7	4	1	2	1	4	4	5					33
Alarm Residence	1	1	5	9	4	2	2	5	3					32
Alarm Vehicle	0	1	0	0	0	0	0	0	0					1
Assault	0	0	0	1	0	0	0	0	0					1
Animal Complaint	7	4	6	3	5	4	3	3	6					41
AOA Fire/Medical	6	5	1	2	6		0	2	0					22
AOA LEO	13	11	6	1	1	6	8	4	8					58
Assist Citizen	7	11	12	8	14	9	8	6	7					82
Assist DCF	1	2	0	1	1	2	1	0	0					8
Assist Motorist	1	0	1	1	0	1	4	5	1					14
Attempt To Contact	4	7	4	2	4	3	3	11	5					43
Baker Act	0	3	0	0	2	1	1	0	0					7
Battery	0	1	0	0	0	1	0	0	1					3
Battery-Domestic	1	0	0	2	0	0	0	0	0					3
Burglary - Residential	0	1	0	0	0	0	0	0	0					1
Burglary - Vehicle	1	3	0	0	0	0	0	1	0					5
Civil Matter	1	4	2	3	5	2	0	1	4					22
Crash	6	1	6	7	5	4	7	6	11					53
Criminal Mischief	0	3	5	4	2	1	0	1	0					16
Deceased Person	0	0	3	0	0	0	1	1	0					5
Disturbance	3	2	6	0	7	10	5	5	4					42
Disturbance Domestic	1	1	2	0	1	0	1	2	3					11
Disturbance Noise	2	3	0	1	7	1	4	2	4					24
Fraud/Forgery	1	2	1	0	3	1	0	1	1					10
House Checks	161	70	127	89	382	267	265	229	148					1738
Illegal Dumping	0	0	0	0	0	2	0	0	0					2
Illegal Parking	21	27	52	46	43	66	33	41	32					361
Indecent/Lewd Act	1	0	0	0	0	0	0	0	0					1
Information	8	6	17	11	11	14	8	16	7					98
Injured/Ill Person	20	17	15	24	12	16	19	23	8					154



Melbourne Beach Police Department



	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Intoxicated Driver	0	0	0	0	0	0	1	0	0				1
Intoxicated Person	1	0	0	1	1	0	0	0	0				3
Investigation	1	0	1	3	4	5	1	4	1				20
Low Speed Vehicle Insp/Decal	0	0	0	1	1	0	0	0	0				2
Missing Person	0	0	1	2	1	1	0	0	0				5
Narcotics	0	0	1	0	0	0	0	0	0				1
Open Door	3	0	3	1	1	1	1	1	0				11
Ordinance Violation/Code Enf	1	0	0	0	0	1	0	0	0				2
Overdose	0	1	0	0	0	0	0	0	0				1
Parking Citations	21	24	81	35	44	51	38	48	34				376
Patrol Area	87	70	147	124	229	186	165	157	103				1268
Patrol Area Business	185	160	201	225	233	272	240	214	197				1927
Patrol Area Residential	522	453	454	453	563	508	451	382	386				4172
Patrol Area School	22	20	32	52	59	34	37	38	36				330
Phone Call - Threatening	1	0	0	0	0	2	1	0	1				5
Property Confiscated	0	0	0	1	0	0	0	0	0				1
Property Found	3	5	4	2	3	4	1	2	3				27
Property Lost	0	1	3	3	1	1	3	3	1				16
Reckless Driving	5	4	4	6	7	5	6	5	3				45
Retail Theft	0	0	0	1	0	1	0	0	0				2
School Zone	23	30	22	46	36	2	0	23	27				209
Shooting in the Area	1	0	1	0	0	0	0	0	0				2
Soliciting	1	1	0	0	1	0	0	0	0				3
Special Detail	0	0	3	0	3	1	1	0	0				8
Special Response ATV	0	0	0	0	0	0	0	0	0				0
Special Response Drone	0	0	0	0	0	0	0	0	0				0
Standby-Keep the Peace	1	1	2	0	0	2	1	0	2				9
Suicide	0	1	0	0	0	0	0	0	0				1
Suicide - Attempt/Threat	0	1	0	0	0	1	1	0	1				4
Suspicious Incident	19	9	8	18	10	16	12	18	4				114
Suspicious Person	11	6	6	14	16	8	9	4	9				83
Suspicious Vehicle	14	21	14	13	12	14	6	16	14				124
Theft	1	1	0	2	3	2	0	1	0				10
Traffic Citations	47	19	24	30	22	25	26	48	32				273
Traffic Complaint	3	2	1	3	10	3	1	5	6				34
Traffic Enforcement	327	127	135	104	79	113	110	98	116				1209
Traffic Stop	205	101	126	121	114	93	169	183	167				1279
Traffic Obstruction	0	0	2	2	2	0	0	0	2				8
Trespass	0	3	4	3	4	3	2	1	0				20



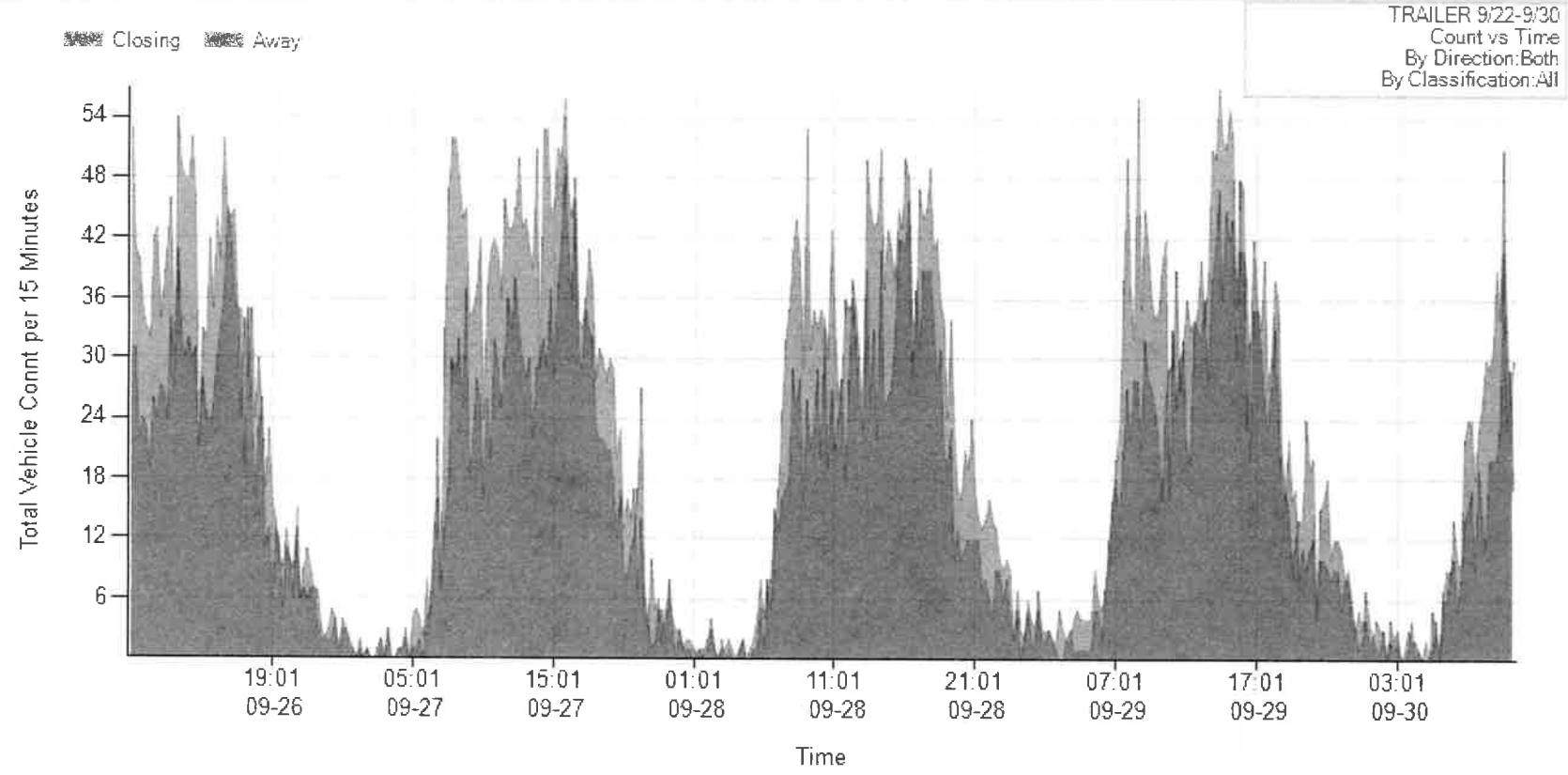
Melbourne Beach Police Department



	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec		YTD
Vehicle Abandoned	1	0	0	0	0	0	0	1	0					2
Vehicle Inspection	4	5	3	1	2	2	0	1	0					18
Vehicle Repo/Tow	0	0	0	0	1	1	0	0	0					2
Wanted Person	0	0	0	0	1	1	0	0	1					3
Written Warnings	26	5	5	33	35	34	53	42	46					279

Vehicle Mileage	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec		YTD
Car 300	1000	1246	1605	1163	921	1414	1637	1333	1114					11433
Car 301	-	-	-	-	-	-	-	1298	617					1915
Car 302	-	-	-	-	-	-	-	1468	928					2396
Car 360	425	1209	1051	979	954	737	1073	210	98					6736
Car 361	1066	748	562	517	1296	1122	0	-	-	-	-	-	-	5311
Car 363	118	141	132	387	182	260	1073	75	64					2432
Car 364	74	74	74	86	72	1	0	-	-	-	-	-	-	381
Car 366	548	484	1052	1000	839	431	632	512	364					5862
Car 367	625	506	563	494	460	727	466	726	445					5012
ATV 1	0	23	28	13	55	31	14	0	0					164
ATV 2	0	1	14	0	8	23	53	40	0					139

Survey Name	TRAILER 9/22-9/30	Location	RIVERSIDE DR/ANDREWS ...	Speed Unit	Miles/Hour
Start	2023-09-26 09:01	Traffic Direction	Undefined	Speed Limit	30
Stop	2023-09-30 11:28	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	15541	100%	Average Speed	22.1	MPH	In Pace Count	12334	79%
Under Limit Count	15349	98%	Minimum Speed	4	MPH	10 mph Pace	18 - 27	MPH
Over Limit Count	192	2%	Maximum Speed	84	MPH	Standard Deviation	4	MPH
10 Over Limit Count	37	0%	85Speed Percentile	26	MPH	Average Speed Over Limit	36.9	MPH



MELBOURNE BEACH POLICE DEPARTMENT
Jason Hinchman
Sergeant

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



Monthly Report September 2023

House Checks: 60

- 09/05- Traffic crash in 1000 block of Atlantic Street. (2) Vehicles involved with minor damage and no injuries reported on scene. Both vehicles were driven away by their owners.
- 09/05- Loitering and prowling arrest made in the 300 block of Hibiscus Trail. The male subject was seen on the doorbell cam, and the owner of the residence called. The male subject was placed under arrest for L&P.
- 09/15- Traffic crash at Oak Street and Driftwood Avenue. (1) The vehicle involved hit a power pole, which caused major damage. The driver of the vehicle was transported to the hospital with non-life-threatening injuries. The vehicle was towed from the scene.
- 09/19- Domestic verbal/missing runaway juvenile in the 200 block of Birch Avenue. The father and daughter were in a verbal argument. The daughter left the house. The daughter returned home later the same day.
- 09/22- Hit and run traffic crash in 100 block of Ocean Avenue. The unknown vehicle struck a flashing left turn light and left the scene.
- 09/28- Traffic crash at the intersection of Sixth Avenue and Atlantic Street. (2) Vehicles involved with little damage. No injuries were reported on scene, and both vehicles were able to be driven away from the scene.
- 09/30- Traffic crash at the intersection of Second Avenue and Atlantic Street. (2) Vehicles involved with damage to both vehicles.



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 September 2023

9/7- Traffic Crash in the area of Oak Street and Avenue B. 1 vehicle towed due to damage with minor injuries to the driver.

9/16- Traffic Crash in the 200 blk of Ocean Avenue. No injuries or major damage.

9/23- Traffic Crash Hit & Run in the 500 blk of Avenue A. Vehicle vs mailbox. Minor damage reported to mailbox.

9/24- Domestic Disturbance in the 400 blk of Hibiscus Trail between male and female. The disturbance was verbal only.

- Total House Checks - 88



Town of Melbourne Beach

Town Clerk Report

Business Tax Receipts – 175 businesses have paid.

Records Management Project – Ongoing meetings and training with Laserfiche to build and learn the Town's records management software.

Training – Continue to take classes to work towards my Certified Municipal Clerk certification.

Election – The Town of Melbourne Beach will conduct a municipal election on Tuesday, November 7, 2023, for the purpose of electing one Mayor for a three-year term, and one at-large Commissioner for a two-year term. The two candidates who qualified for Mayor are Joyce Barton and Alison Dennington. The two candidates who qualified for Commissioner are Jason Judge and Adam Meyer.

Regular Town Commission Meeting Agenda

Section: Old Business
Meeting Date: October 18, 2023
Subject: Audio-Visual Equipment
Submitted By: Amber Brown, Town Clerk

Background Information

The current audio system in the community center does not meet the town's needs. The sound does not project sufficiently for all residents to hear. Currently, individuals have to share microphones and the system will not support additional inputs to add more microphones. The microphones are corded and the inputs are in the floor in two locations, so the cords must be run around the area to be plugged in. The current system does not record audio, so there is an external recorder with microphone discs to record the audio. The external recording discs are corded, so they only cover part of the area which causes issues with hearing audio that is not close to the discs.

For those reasons, the Commission requested quotes to fix/replace the audio system and add a visual component in order to live stream the meetings.

Below is a summary of the five proposals that are attached.

BIS Digital proposal – replaces some equipment and reuses some current equipment
 Audio System \$48,089.00
 Visual System \$10,433.25
 Total \$58,522.25

AVI-SPL proposal - replaces all equipment
 Equipment \$48,206.64
 Integration Services \$30,320.00
 General & Administrative \$1,665.39
 Support & Maintenance &4,258.13
 Total \$84,450.16

B&H Photo, Video & Pro Audio proposal - replaces some equipment and reuses some current equipment, does not include labor/installation
 Audio System \$32,822.59
 Visual System \$9,310.98
 Total \$42,133.57

Im solutions proposal – replaces some equipment and reuses some current equipment

Audio System \$32,000-\$38,000.00

Visual System \$10,900-\$12,800.00

Total \$42,900.00-\$50,800.00

Klass Act Solutions proposal – replaces all equipment

Audio System \$87,338.08

Visual System \$14,209.21

Total \$101,547.29

Recommendation:

Discuss and approve a proposal to update or replace the audio-visual equipment in the Community Center

Attachments:

Proposal from BIS Digital

Proposal from AVI-SPL

Proposal from B&H Photo, Video & Pro Audio

Proposal from im solutions

Proposal from Klass Act Solutions

Town of Melbourne Beach (FL)

Proposal

Town of Melbourne Beach AV Upgrade Proposal

07-07-2023

Mrs. Amber Brown
Street Address: 507 Ocean Ave
City: Melbourne Beach
State: Florida
Zip Code: 32951
Phone: (321) 724-5860
Email: TownClerk@melbournebeachfl.org



1350 NE 56th Street, Suite 300
Ft. Lauderdale, FL 33334



Sales: (800) 834-7674
Support: (800) 715-1234



Email: info@bisdigital.com
Web: www.bisdigital.com



Proposal Information

Title of Proposal:

Town of Melbourne Beach AV Upgrade Proposal

Proposal Total:

\$58,522.25

Proposal Due Date:**Intended Recipient Name (Attention To):**

Mrs. Amber Brown

Delivery Address:

507 Ocean Ave
Melbourne Beach, Florida, 32951

BIS Digital Proposal Reference ID:

P-2300354

Drop-off Location (Building Name):

Community Center

Contract Number:

TIPS Contract 220704 - Audio Visual Equipment,
Supplies, and Services

Submitting Organization Information

Name:

Business Information Systems, Inc. DBA: BIS Digital

Address:

1350 NE 56th Street, Suite 300
Fort Lauderdale, FL 33334

Email:

sales@bisdigital.com

Website:

www.bisdigital.com

Account Manager:

Josh Stephens

Phone:

(800) 834-7674
(954) 493-7377

Account Manager Phone:

(800) 834-7674 x. 4040

Fax:

(877) 858-5611

Date:

July 7, 2023



July 7, 2023

Mrs. Amber Brown

507 Ocean Ave
Melbourne Beach, Florida, 32951

TownClerk@melbournebeachfl.org

Mrs. Brown,

Thank you for considering BIS Digital for your audio and video needs. We are pleased to submit our proposal in response to your request.

Attached to this proposal, you will find detailed information about our products and services, as well as pricing and terms. We believe that our proposal represents the best value for Town of Melbourne Beach (FL), and we look forward to the opportunity to work with you.

If you have any questions or would like to discuss this proposal further, please do not hesitate to contact us.

Sincerely,
Josh Stephens
Account Manager
josh.stephens@bisdigital.com

A handwritten signature in black ink that reads 'Josh Stephens' in a cursive script.



Proposal Summary

Quote Number	Brief Description	Quote Amount
Q-8023601	Wireless Televic Mics	\$48,089.00
Q-8023604	PTZ Cam	\$10,433.25
TOTAL		\$58,522.25

Proposal Summary

Quote Number	Brief Description	Option Total
Q-8023604		



Company Overview

BIS Digital has been in the audio and video industry since 1982 and possesses a wealth of experience in providing integrated solutions for entities of all sizes. Headquartered in Ft. Lauderdale, Florida, the company has over 90 employees with direct sales and service representatives throughout the US.

Our primary business is the sale, service, and support of multi-channel digital audio/video recording software for the judicial and courtroom systems; city/county governments; public safety and interview rooms; and private enterprises. Other areas of expertise include software-based enterprise room control, AV electronic hardware and software integration, video presentation technology and tv broadcast systems, and digital sound/audio reinforcement.

In addition to our comprehensive AV solutions, we provide a range of video conferencing options for remote video arraignment and other court conferencing needs, in either hosted or non-hosted formats. We also offer remote language translation connectivity and digital dictation, as well as meeting agenda automation, live streaming, web hosting, and on-demand systems. From concept to completion, we have provided these technologies to over 6,000 customers.

The strategic direction for BIS Digital has been to develop solutions that operate in an open architecture environment, are user-friendly, and can be accessed on PCs, tablets, and smartphones. We work with award-winning manufacturers to design fully integrated AV capabilities for optimal workflow and efficiency. All our solutions are developed to work seamlessly with our core DCR audio and video recording software and any current case management software being utilized in the courts and other spaces today.

As such, our team has a deep understanding of the unique requirements in these settings and the importance of reliable and effective AV systems. Our priority is to work closely with our clients to ascertain their specific needs and design a system that meets them. With that said, to us, technology integration and support is more than a project. It's a partnership. It's why we also offer ongoing maintenance and support for our AV systems, as well as providing training and technical assistance to users. We strive to build long-lasting relationships with our clients and exceed their expectations at every opportunity.



Corporate Data

Years in Business

42

Number of Employees

90

Geographic Reach

US + 6 Countries

Financial Information

BIS Digital is a privately held corporation. Submission of confidential financial information can be delivered upon request.

Certifications

BIS Digital is a Certified Reseller and Authorized Support Agency for the following manufacturers (including but not limited to):

- ASC
- Ashly
- Atlona
- Audio-Technica
- Axis
- Biamp
- Dante
- Extron
- Philips
- QSC
- Shure
- Sony
- Televic
- Williams Sound
- WolfVision

Owner / CEO

Steve Coldren

Vice President

Kirk Ambrose

CFO

Isabel Valle

Manager of Operations

Gary Jones

Territory Director

Jade Coldren

Account Manager

Josh Stephens

System Engineer

Marius Mihaescu

Project Manager

Rosie Socolovitch

Key System Technology

Digital Signal Processor

Digital Signal Processors (DSPs) are specialized computers that are used to process and manipulate signals in real time. This is achieved through algorithms that can analyze and manipulate audio in a variety of ways. For example, a DSP might be used to adjust the volume of an audio signal, remove background noise, or cancel out echoes. They are an essential component of many BIS Digital provided audio systems and are used in a wide range of applications including but not limited to courtrooms, council chambers, police stations, and conference rooms.

BIS Digital provides DSPs that offer advanced processing capabilities and a range of connectivity options, particularly where clear, intelligible audio is critical. Specifically, most of our DSPs will handle up to 64 channels of audio and support a range of audio signal types, including analog, digital, and networked audio, such as voice over internet protocols (VOIP) or Dante.

In a typical council chamber environment, we'll use a DSP to amplify the voices of elected officials so that they can be heard by the audience and vice versa. Similarly, we'll ensure that audio from presentations and other audio sources is of the highest quality, particularly for networked destinations, such as live streaming. As to the specific functionality for this project, BIS Digital will prioritize the documented requests outlined in the scope of work but will adjust on site, as needed, based on the installation environment and client needs. This allows us to ensure that the final product meets your expectations and functions effectively within any known or unknown constraints.

Televic

Televic is a provider of professional audio and video conferencing solutions that are designed to help businesses and organizations communicate and collaborate more effectively. The company offers a range of products and services that are suitable for a variety of applications, including meetings, presentations, and remote collaboration.

One of the key features that sets Televic apart from other conferencing solutions is the range of audio and video conferencing products it offers. These products include conference phones, speakerphones, and software applications that allow users to participate in meetings and presentations over the phone or through a computer. Televic also offers a range of video conferencing products, including cameras, monitors, and software applications that allow users to join video conferences from any device. But where they excel is in conferencing microphones. BIS Digital recommends Televic because its solutions are designed to be scalable, allowing them to be easily customized and expanded to meet the needs of any organization.

Installation Overview

BIS Digital is committed to delivering high-quality AV systems that meet the needs of our clients; our installation process is an integral part of this commitment. The following section is a general overview of the steps we take to ensure a seamless experience. Note: The final schedule is determined with the client after a proposal is accepted and a purchase order is received.

Our installation process begins with careful planning and design to ensure that the AV system meets the needs of the end users and is properly integrated into the space. This includes conducting site surveys to assess the physical space and infrastructure, as well as working with clients to understand their specific needs and requirements. In circumstances where we are not able to conduct a technical walkthrough pre-quotation or believe the project would benefit from an additional review, we will coordinate a site survey at the client's earliest convenience. This allows us to properly assess the physical space and infrastructure, and solidify whether any site preparations need to be made in advance, such as providing lockable storage or installing power outlets as needed to support the AV system. Product orders will commence immediately following this final site review meeting and can take 2-3 weeks, depending on manufacturing and shipping times.

Once the site is prepared, BIS Digital will connect and configure all hardware and software components of the AV system. All work will be performed by BIS Digital Technicians only, with no subcontractors. This may include installing and configuring audio processors, amplifiers, and control systems, as well as integrating the AV system with other building systems as applicable. Installation times can range from two days to two weeks per room depending upon the complexity of the system and environment. Custom programming and support will be provided by BIS Digital programmers, who will be available throughout the installation period and for routine performance upgrades and maintenance through remote service. BIS Digital follows all local building codes and regulations when performing work and ensures that all components are installed safely and securely.

After all elements are installed and tested, our technicians will provide user training to ensure that all end users are comfortable operating the AV system. The scope of training will vary depending on the complexity of the project and the number of users who need to be trained. This may include hands-on training sessions, demonstrations, and the creation of user manuals or other documentation as needed. Ongoing training can also be provided through an on-site service or remote service agreement if desired. Our goal is to ensure that all end users have the knowledge and skills they need to effectively use and maintain the AV system.



Support and Service Overview

At BIS Digital, we are committed to meeting our customers' service and support requirements and honoring all product warranties. We also offer comprehensive maintenance programs that include on-site and remote support, service, and training in addition to warranty fulfillment. Complete details are available upon request.

We have a 24/7 toll-free service hotline staffed by experienced technical service representatives, as well as options for placing service calls directly on our website or by phone. In most cases, we can resolve issues over the phone or in a video conference, but there may be times when an on-site visit is necessary. We use hosted customer relationship management (CRM) software to track the performance of our supported systems and our customers' services. Our technicians receive service calls through our internal service coordinator, and the cost of service coverage depends on the customer's service agreement. When a service call is completed, an automated email is sent to the customer with the results.

To ensure that we're responding quickly and efficiently to our customer requests and service issues, we've also implemented a Service Level Management Escalation Policy that outlines how we handle different levels of severity and how we communicate with our customers. Sometimes, we may need to escalate issues for technical or managerial reasons. Technical escalations involve bringing in additional expertise to resolve technical problems as quickly as possible, while managerial escalations involve higher levels of decision-making authority to address procedural or behavioral obstacles that may be holding up the resolution of a situation.

To optimize these systems, we ask every customer to contact the Technical Support Center first:

(800) 715-1234
Support@BISDigital.com

In the event a BIS Digital technical support representative does not respond in a prompt manner (within 8 business hours), customers can escalate their service issue to the contacts below.

Account Manager – Josh Stephens
(800) 834-7674 x. 4040

Technical Services Manager – Gary Jones
(800) 834-7674 x. 4513

President – Steve Coldren
(800) 834-7674 x. 4504

Installation (I) - BIS-3000680

Town of Melbourne Beach (FL)

Josh Stephens
josh.stephens@bisdigital.com

Council Chambers

Will this Scope of Work apply to multiple rooms?

No -- This scope does NOT consider multiple rooms.

Is the client planning to record with DCR?

No -- DCR recording is not required in this system.

Network Approval Process?

Unknown

Will an IT Administrator or someone with knowledge of the network be available at the time of installation?

N/A -- Network infrastructure is not needed for the scope of this system.

Were the end-to-end workflows of the room, the existing system, and how the new system will be installed to satisfy workflow needs documented for client review and approval?

Yes -- A full description has been documented below.

Installation (I) Description / Notes:

Client is looking to replace existing wired microphones with wireless goosenecks. (5) at the Dais, (8) at the staff tables, and (1) at the podium. Would like to utilize the recording capabilities of the WAP so that they no longer have to bring out a separate recording unit with its own microphones for every meeting that needs to be recorded.



General Scope of Work Description for Installations

BIS Digital is committed to delivering high-quality AV systems that meet the needs of our clients; our Scope of Work process is an integral part of this commitment. Please note that this document is intended as a preliminary assessment only and may be subject to a final technical assessment of your requirements. Its use is limited to the purpose of allowing you to verify, via signature, whether the listed equipment, software, and installation needs were accurately recorded. The final implementation of equipment and functionality may vary due to factors including but not limited to: budget, infrastructure, and manufacturer constraints. This document does not provide any implied or express warranties, and BIS Digital accepts no liability for any reliance on the information contained within it beyond its intended purpose as an initial work assessment. Unless otherwise specified, the following section lists BIS Digital and client responsibilities for a standard installation.

BIS Digital will be responsible for the following:

- Provision of all necessary labor, supervision, tools, equipment, materials, services, testing, and other expenses for the successful installation and delivery of a complete and operable A/V solution.
- Performance of all work as described in the scope of work, including installation and testing of specified equipment and final circuit terminations in the head-end equipment racks.
- Project management, personnel, supervision, staff, labor, installation planning, scheduling, documentation, installation quality, and testing devices as required to complete the work.
- Furnishing of specified equipment, with the caveat that BIS Digital reserves the right to bill for equipment as stored materials when delivery or installation is not possible.
- Recommendation for the installation of dedicated electrical power at the head-end, end-user equipment, or at the location of final control(s).
- Production of deliverables and any substitutions on a schedule established under a purchase agreement.

The client will be responsible for the following:

- Preparation of the installation site, including but not limited to carpentry, network connection installation, and electrical work.
- Provision of scaffolds, ladders, or high-reach equipment for installation work in ceilings over 14 feet. BIS Digital will quote rental equipment as needed or upon request.
- Responsibility for any external noise or factors creating noise within the systems not exposed by installed electronic equipment.
- Ensuring that installation structures will support the weight of equipment, including but not limited to wall-mounted displays, hanging loudspeakers, and equipment racks.
- If required, customer-provided contractors will be responsible for the provision, hanging, and installation of all rigid electrical junction boxes, AC power, relay switches, conduits, and any structural reinforcement means as required for the proposed systems.

By signing below, I certify that I am an authorized signer for Town of Melbourne Beach (FL) and have reviewed and approve the Scope of Work provided by BIS Digital. I understand that this Scope of Work defines the equipment requirements for the project, and certify this document accurately captures the needs of my organization. I also acknowledge that any changes to the Scope of Work must be approved in writing by all parties involved.

Client Name _____ Signature _____ Date _____



Client Site Preparation Checklist

As part of delivering a seamless experience, there are a few things clients can do ahead of time that greatly impact the speed and efficacy of an on-site or remote installation. In either instance, BIS Digital highly recommends reviewing the client checklist provided below and completing all applicable items within the timeframes listed should you choose us as your technology partner. If you have any questions about the items on this list, please don't hesitate to contact your account manager or call us directly at (800) 834-7674. Thank you!

At least 30 Days Prior to Installation Date:

- Identify the location where the AV equipment will be installed and ensure that it meets the necessary specifications, including proper power and electrical outlets, HVAC, lighting, and structural support.
- Provide BIS Digital with a comprehensive list of all existing AV equipment and systems that will be integrated with the new equipment, including make and model numbers.
- Ensure that all necessary software and firmware updates have been performed on existing equipment.
- Ensure that all required permits and licenses have been obtained, including those related to construction or renovation work as applicable.
- Ensure that any necessary network infrastructure is in place, including existing routers, switches, and firewalls.
- Provide BIS Digital with any applicable IP addresses to ensure that the AV equipment is properly configured to integrate with the network.
- Ensure that the appropriate personnel are present during the installation, including facilities personnel, IT personnel, and any other key stakeholders.
- Establish a clear communication plan with BIS Digital to ensure that any issues or concerns that arise on-site are promptly addressed.
- Coordinate with BIS Digital to schedule any necessary training sessions for end-users to ensure that they are familiar with the AV equipment and its functionality.

If Archiving Recordings to a Network Path:

- Create a dedicated folder on the network for recording files.
- Ensure the Universal Naming Convention (UNC) path is available for that folder.
- Ensure each recording PC will have network access to this path.
- Ensure user logging into a recording computer will have read/write access to this path.

Day Before Installation:

- Provide BIS Digital with any necessary access codes or keys to the installation site.
- Ensure any pre-shipped equipment is accounted for and accessible to the technicians on site.
- Ensure any existing computers will be in proper working order, free of viruses, have internet access, and be in the place where they will be used.
- Provide BIS Digital with any necessary user credentials and network access information to ensure that the AV equipment is properly integrated with the network. If this cannot be provided, please ensure someone with administrator rights will be available during the installation.

Note on Recording Storage:

The DCR recording software can write files to multiple locations simultaneously. BIS Digital will create a C:\DCR Recordings folder on the local recording computer as the primary storage method. A mirror copy can be written to a network, external HD, flash drive, SD card, or CD/DVD. Mirroring to a network location is the preferred method. When mirroring to a network path, any user that intends to record audio/video will also need read/write/modify access to this network path so that the files can mirror successfully. When considering storage methods, BIS Digital recommends revisiting state or local government requirements for long-term storage.

If Archiving Recordings to a CD/DVD:

- Ensure any existing CD/DVD burners meet BIS Digital specifications, function properly, and be installed at each recording computer.
- Ensure any applicable CD/DVD writing software is installed unless purchasing from BIS Digital.
- Provide a sample of writable media for testing/training and going live with the system. CD-R and DVD +R are the supported disk types.



Optimal Specifications for BIS Digital Recording PC Systems (v8.5)

PC Requirements Paste:

2/4 Channel Audio Only

- 8GB RAM (For Windows 7-11 @ 64-bit)
- 500 GB Hard Drive / 8 MB Cache / 7200 RPM
- Intel Core i3 Processor
- Ethernet RJ-45 Network Interface 100/1000
- USB 3.0 Ports
- Microsoft Windows 7-11 Professional

4/8 Channel Audio w/ 4 Video Channel Max

- 8GB RAM (For Windows 7-11 @ 64-bit)
- 1TB Hard Drive / 8 MB Cache / 10,000 RPM
- Intel Core i5 Processor
- Ethernet RJ-45 Network Interface 100/1000
- USB 3.0 Ports
- PCIe Slot (For Non-IP Video Solutions Only)
- Microsoft Windows 7-11 Professional

8/16 Channel Audio w/ 8 Video Channels

- 16GB RAM (For Windows 7-11 @ 64-bit)
- 2TB Hard Drive / 8 MB Cache / 10,000 RPM
- Intel Core i7 Processor
- Ethernet RJ-45 Network Interface 100/1000
- USB 3.0 Ports
- PCIe Slot (For Non-IP Video Solutions Only)
- Microsoft Windows 7-11 Professional

Audio Sources

	Location	Status	Placement	Type	Make/Model	DCR Channel	Function
A1	Dais	Provide 5 New	Desk-sitting	15-16" Gooseneck (Wireless)			
A2	Staff Table 1	Provide 4 New	Desk-sitting	15-16" Gooseneck (Wireless)			
A3	Staff Table 2	Provide 4 New	Desk-sitting	15-16" Gooseneck (Wireless)			
A4	Podium 1	Provide 1 New	Desk-sitting	15-16" Gooseneck (Wireless)			

Speakers

	Location	Status	Type	Zone	Make/Model
S1	Ceiling	Use 4 Client-Provided	Ceiling-mounted Speaker	1	QSC

Room Control Panels

	RC1	RC2	RC3	RC4	RC5
Microphones (Levels/Mute)	✓				

Equipment

	Location	Status	Make / Model	Ports Available
Amplifier	Rack Room	Use 1 Client-Provided	QSC	
Assisted Listening System	Rack Room	Use 1 Client-Provided	Listen	
Desktop/Laptop				
DSP/Mixer	Rack Room	Use 1 Client-Provided	Tesira Forte AVB AI	
NAS Drive				
Network Switch				
Power Conditioner	Rack Room	Use 1 Client-Provided	Furman	
Presentation System				
Video Distribution Amplifier				
Video Input Switcher				
Other (see notes)	Rack Room	Use 1 Client-Provided	Tesira EX IN	

Rack(s)

	Location	Status	Type	Access	Conduit	Units Available
Rack 1	Rack Room	Use 1 Client-Provided	Wall-Mounted	Indirect (adjacent room)	Existing	

Infrastructure

On-site lockable storage?

N/A -- Lockable storage not needed for this scope.

Loading dock?

N/A -- Loading dock not needed for this scope.

Known asbestos?

Unknown -- Client is not aware of any asbestos at time of scope, but knows that remediation will be necessary if discovered.

Conduit available?

No -- Conduit is not available or does not exist.

Access above ceiling?

Yes -- BIS Digital can access areas above ceilings on-site as needed.

Any ceiling height on-site greater than 12 feet?

No -- Ceiling heights at all locations are below 12 feet.

Cables ran in-wall?

No -- The building is historic or materials don't support in-wall runs.

Cables ran on floor with coverings?

N/A -- Cables will not be ran across the floor for this scope.

Equipment mounted on walls, ceilings, or floors as needed?

Yes -- Existing infrastructure will support mounted equipment.

At time of walk, client confirmed that installation structures will support installed equipment as applicable?

No -- Client did NOT confirm.

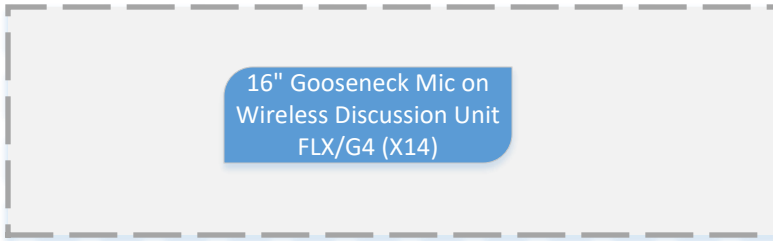
At time of walk, client confirmed relocating rack or equipment may require new cable runs for existing equipment as applicable?

No -- Client did NOT confirm.

Room Construction:

	Measurement (feet)	Material	Adjacent Area	Prominent Feature
Ceiling		Wood	Attic	
Wall A	60		Rack Room	
Wall B	120		Exterior	Window
Wall C	60		Exterior	Window
Wall D	120		Exterior	Window
Floor		Wood	Exterior	

Council Chambers Dais and Tables



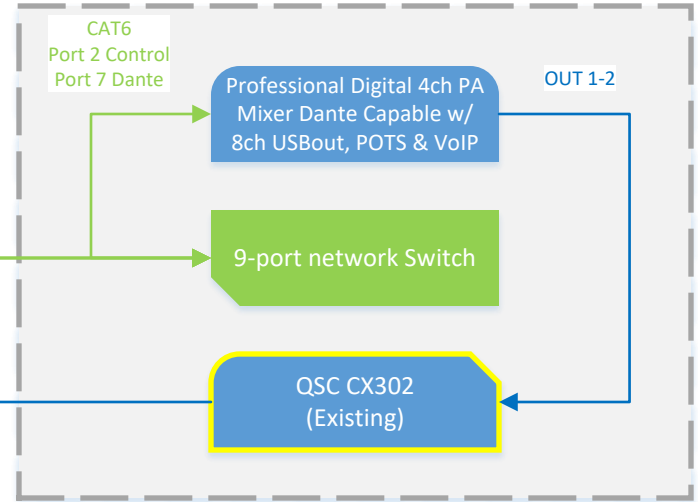
Council Chambers Wall A



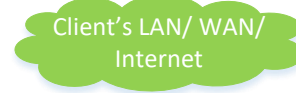
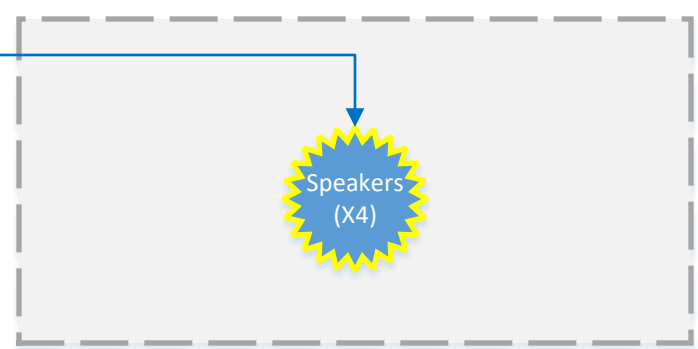
Clerk's desk



Existing Rack in Rack Room



Council Chambers Ceiling



- Wiring Legend:**
- Audio:
 - HDMI:
 - VGA:
 - Composite:
 - Network:
 - USB:
 - HDBaseT:

Client's Existing Equipment

Signature: _____

Date: _____

<p>ALL IDEAS, DESIGNS AND PLANS REPRESENTED BY THIS DRAWING ARE OWNED BY AND ARE THE PROPERTY OF BIS DIGITAL. THEY WERE CREATED AND DEVELOPED FOR USE ON THIS SPECIFIED PROJECT ONLY. NONE OF THE IDEAS, DESIGNS AND PLANS SHALL BE USED BY ANY PERSONS OR CORPORATIONS FOR ANY PURPOSE WITHOUT THE WRITTEN CONSENT OF BIS DIGITAL.</p>	<p>(BISDIGITAL)</p> <p>135 0 NE 59th STREET, SUITE 3 00 PO RT LAUDERDALE, FL 3333 4</p> <p>PHONE: 800.715.1234 WEBSITE: www.bisdigital.com</p>	<p>Town of Melbourne Beach (FL) Council Chambers – Community Center Q-8023601</p>	
		<p>AUDIO / VIDEO LINE DRAWING</p>	
<p>AUTHOR: M.M.</p>	<p>DATE: 7/7/2023</p>	<p>DWG NO 1</p>	<p>REV B</p>
<p>SHEET 1 of 1</p>		<p>SHEET 1 of 1</p>	

Installation (I) - BIS-3000681

Town of Melbourne Beach (FL)

Josh Stephens
josh.stephens@bisdigital.com

Council Chambers

Will this Scope of Work apply to multiple rooms?

No -- This scope does NOT consider multiple rooms.

Is the client planning to record with DCR?

No -- DCR recording is not required in this system.

Network Approval Process?

Unknown

Will an IT Administrator or someone with knowledge of the network be available at the time of installation?

No -- Client did NOT confirm.

Were the end-to-end workflows of the room, the existing system, and how the new system will be installed to satisfy workflow needs documented for client review and approval?

Yes -- A full description has been documented below.

Installation (I) Description / Notes:

Client is looking into installing a PTZ camera or to hook into the town clerk laptop for streaming to YouTube. Operation needs to be simple, allowing for a single camera to run between a couple of presets (either facing the dais or the public).

System Live Streaming:

YouTube



General Scope of Work Description for Installations

BIS Digital is committed to delivering high-quality AV systems that meet the needs of our clients; our Scope of Work process is an integral part of this commitment. Please note that this document is intended as a preliminary assessment only and may be subject to a final technical assessment of your requirements. Its use is limited to the purpose of allowing you to verify, via signature, whether the listed equipment, software, and installation needs were accurately recorded. The final implementation of equipment and functionality may vary due to factors including but not limited to: budget, infrastructure, and manufacturer constraints. This document does not provide any implied or express warranties, and BIS Digital accepts no liability for any reliance on the information contained within it beyond its intended purpose as an initial work assessment. Unless otherwise specified, the following section lists BIS Digital and client responsibilities for a standard installation.

BIS Digital will be responsible for the following:

- Provision of all necessary labor, supervision, tools, equipment, materials, services, testing, and other expenses for the successful installation and delivery of a complete and operable A/V solution.
- Performance of all work as described in the scope of work, including installation and testing of specified equipment and final circuit terminations in the head-end equipment racks.
- Project management, personnel, supervision, staff, labor, installation planning, scheduling, documentation, installation quality, and testing devices as required to complete the work.
- Furnishing of specified equipment, with the caveat that BIS Digital reserves the right to bill for equipment as stored materials when delivery or installation is not possible.
- Recommendation for the installation of dedicated electrical power at the head-end, end-user equipment, or at the location of final control(s).
- Production of deliverables and any substitutions on a schedule established under a purchase agreement.

The client will be responsible for the following:

- Preparation of the installation site, including but not limited to carpentry, network connection installation, and electrical work.
- Provision of scaffolds, ladders, or high-reach equipment for installation work in ceilings over 14 feet. BIS Digital will quote rental equipment as needed or upon request.
- Responsibility for any external noise or factors creating noise within the systems not exposed by installed electronic equipment.
- Ensuring that installation structures will support the weight of equipment, including but not limited to wall-mounted displays, hanging loudspeakers, and equipment racks.
- If required, customer-provided contractors will be responsible for the provision, hanging, and installation of all rigid electrical junction boxes, AC power, relay switches, conduits, and any structural reinforcement means as required for the proposed systems.

By signing below, I certify that I am an authorized signer for Town of Melbourne Beach (FL) and have reviewed and approve the Scope of Work provided by BIS Digital. I understand that this Scope of Work defines the equipment requirements for the project, and certify this document accurately captures the needs of my organization. I also acknowledge that any changes to the Scope of Work must be approved in writing by all parties involved.

Client Name _____ Signature _____ Date _____

Client Site Preparation Checklist

As part of delivering a seamless experience, there are a few things clients can do ahead of time that greatly impact the speed and efficacy of an on-site or remote installation. In either instance, BIS Digital highly recommends reviewing the client checklist provided below and completing all applicable items within the timeframes listed should you choose us as your technology partner. If you have any questions about the items on this list, please don't hesitate to contact your account manager or call us directly at (800) 834-7674. Thank you!

At least 30 Days Prior to Installation Date:

- Identify the location where the AV equipment will be installed and ensure that it meets the necessary specifications, including proper power and electrical outlets, HVAC, lighting, and structural support.
- Provide BIS Digital with a comprehensive list of all existing AV equipment and systems that will be integrated with the new equipment, including make and model numbers.
- Ensure that all necessary software and firmware updates have been performed on existing equipment.
- Ensure that all required permits and licenses have been obtained, including those related to construction or renovation work as applicable.
- Ensure that any necessary network infrastructure is in place, including existing routers, switches, and firewalls.
- Provide BIS Digital with any applicable IP addresses to ensure that the AV equipment is properly configured to integrate with the network.
- Ensure that the appropriate personnel are present during the installation, including facilities personnel, IT personnel, and any other key stakeholders.
- Establish a clear communication plan with BIS Digital to ensure that any issues or concerns that arise on-site are promptly addressed.
- Coordinate with BIS Digital to schedule any necessary training sessions for end-users to ensure that they are familiar with the AV equipment and its functionality.

If Archiving Recordings to a Network Path:

- Create a dedicated folder on the network for recording files.
- Ensure the Universal Naming Convention (UNC) path is available for that folder.
- Ensure each recording PC will have network access to this path.
- Ensure user logging into a recording computer will have read/write access to this path.

Day Before Installation:

- Provide BIS Digital with any necessary access codes or keys to the installation site.
- Ensure any pre-shipped equipment is accounted for and accessible to the technicians on site.
- Ensure any existing computers will be in proper working order, free of viruses, have internet access, and be in the place where they will be used.
- Provide BIS Digital with any necessary user credentials and network access information to ensure that the AV equipment is properly integrated with the network. If this cannot be provided, please ensure someone with administrator rights will be available during the installation.

Note on Recording Storage:

The DCR recording software can write files to multiple locations simultaneously. BIS Digital will create a C:\DCR Recordings folder on the local recording computer as the primary storage method. A mirror copy can be written to a network, external HD, flash drive, SD card, or CD/DVD. Mirroring to a network location is the preferred method. When mirroring to a network path, any user that intends to record audio/video will also need read/write/modify access to this network path so that the files can mirror successfully. When considering storage methods, BIS Digital recommends revisiting state or local government requirements for long-term storage.

If Archiving Recordings to a CD/DVD:

- Ensure any existing CD/DVD burners meet BIS Digital specifications, function properly, and be installed at each recording computer.
- Ensure any applicable CD/DVD writing software is installed unless purchasing from BIS Digital.
- Provide a sample of writable media for testing/training and going live with the system. CD-R and DVD +R are the supported disk types.



Optimal Specifications for BIS Digital Recording PC Systems (v8.5)

PC Requirements Paste:

2/4 Channel Audio Only

- 8GB RAM (For Windows 7-11 @ 64-bit)
- 500 GB Hard Drive / 8 MB Cache / 7200 RPM
- Intel Core i3 Processor
- Ethernet RJ-45 Network Interface 100/1000
- USB 3.0 Ports
- Microsoft Windows 7-11 Professional

4/8 Channel Audio w/ 4 Video Channel Max

- 8GB RAM (For Windows 7-11 @ 64-bit)
- 1TB Hard Drive / 8 MB Cache / 10,000 RPM
- Intel Core i5 Processor
- Ethernet RJ-45 Network Interface 100/1000
- USB 3.0 Ports
- PCIe Slot (For Non-IP Video Solutions Only)
- Microsoft Windows 7-11 Professional

8/16 Channel Audio w/ 8 Video Channels

- 16GB RAM (For Windows 7-11 @ 64-bit)
- 2TB Hard Drive / 8 MB Cache / 10,000 RPM
- Intel Core i7 Processor
- Ethernet RJ-45 Network Interface 100/1000
- USB 3.0 Ports
- PCIe Slot (For Non-IP Video Solutions Only)
- Microsoft Windows 7-11 Professional

Audio Sources

	Location	Status	Placement	Type	Make/Model	DCR Channel	Function
A1	Dais	Use 5 Client-Provided	Desk-sitting	15-16" Gooseneck			
A2	Staff Table 1	Use 4 Client-Provided	Desk-sitting	15-16" Gooseneck			
A3	Staff Table 2	Use 4 Client-Provided	Desk-sitting	15-16" Gooseneck			
A4	Podium 1	Use 1 Client-Provided	Desk-sitting	15-16" Gooseneck			

Speakers

	Location	Status	Type	Zone	Make/Model
S1	Ceiling	Use 4 Client-Provided	Ceiling-mounted Speaker	2	QSC

Video Sources

	Location	Status	Placemen t	Type	Make/ Model	Shot	Dist. to Target	Target	DCR Channel	Function
V1	Ceiling	Provide 1 New	Ceiling- mounted	PTZ HDMI Camera		Wide	40'	Dais		Stream Online

Equipment

	Location	Status	Make / Model	Ports Available
Amplifier	Rack Room	Use 1 Client-Provided	QSC	
Assisted Listening System	Rack Room	Use 1 Client-Provided	Listen	
Desktop/Laptop	Staff Table 1	Use 1 Client-Provided		
DSP/Mixer	Rack Room	Use 1 Client-Provided	Tesira Forte AVB AI	
NAS Drive				
Network Switch				
Power Conditioner	Rack Room	Use 1 Client-Provided	Furman	
Presentation System				
Video Distribution Amplifier				
Video Input Switcher				
Other (see notes)				

Rack(s)

	Location	Status	Type	Access	Conduit	Units Available
Rack 1	Rack Room	Use 1 Client-Provided	Wall-Mounted	Indirect (adjacent room)	Existing	

Infrastructure

On-site lockable storage?

N/A -- Lockable storage not needed for this scope.

Loading dock?

N/A -- Loading dock not needed for this scope.

Known asbestos?

Unknown -- Client is not aware of any asbestos at time of scope, but knows that remediation will be necessary if discovered.

Conduit available?

No -- Conduit is not available or does not exist.

Access above ceiling?

Yes -- BIS Digital can access areas above ceilings on-site as needed.

Any ceiling height on-site greater than 12 feet?

No -- Ceiling heights at all locations are below 12 feet.

Cables ran in-wall?

Yes -- Existing infrastructure will support running cables in-wall.

Cables ran on floor with coverings?

N/A -- Cables will not be ran across the floor for this scope.

Equipment mounted on walls, ceilings, or floors as needed?

Yes -- Existing infrastructure will support mounted equipment.

At time of walk, client confirmed that installation structures will support installed equipment as applicable?

Yes -- Client confirmed structure WILL support installed devices.

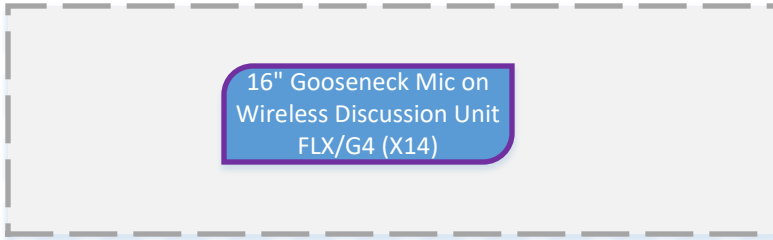
At time of walk, client confirmed relocating rack or equipment may require new cable runs for existing equipment as applicable?

No -- Client did NOT confirm.

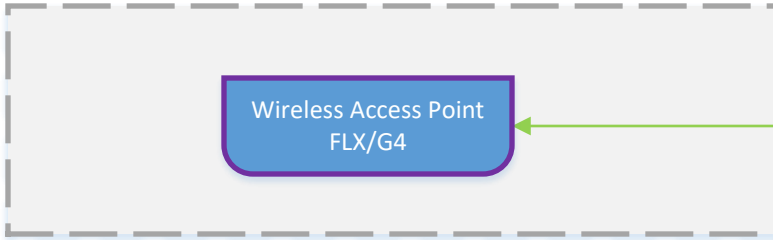
Room Construction:

	Measurement (feet)	Material	Adjacent Area	Prominent Feature
Ceiling	10	Wood	Attic	
Wall A	60	Wood	Rack Room	
Wall B	120	Wood	Exterior	Door
Wall C	60	Wood	Exterior	Window
Wall D	120	Wood	Exterior	Window
Floor		Wood	Exterior	

Council Chambers Dais and Tables



Council Chambers Wall A



Note:
The functionality of this system is contingent on the equipment to be installed per Q-8023601

- On Q-8026301
- *Client's Existing Equipment*

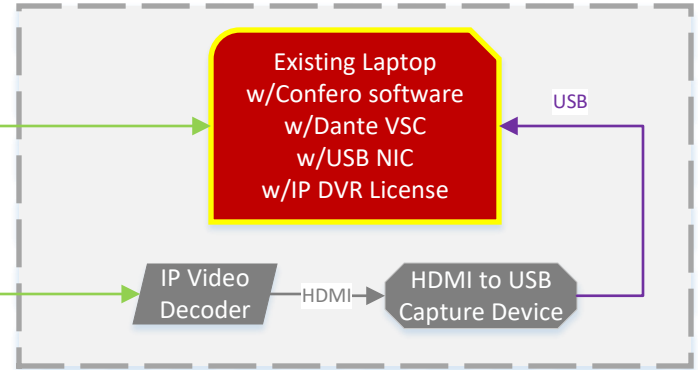
Wiring Legend:

- Audio:
- HDMI:
- VGA:
- Composite:
- Network:
- USB:
- HDBaseT:

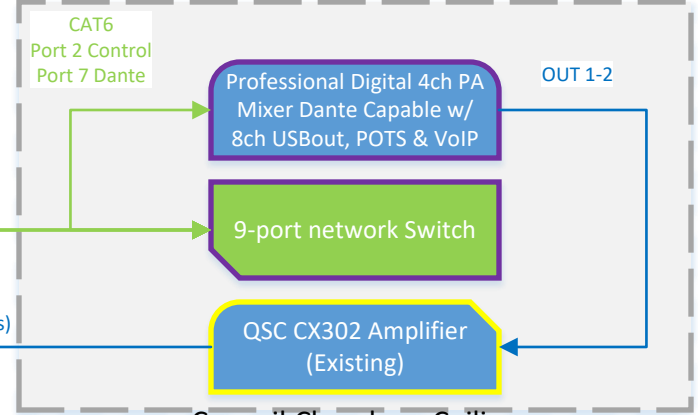
Signature:

Date:

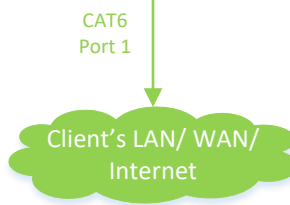
Clerk's desk



Existing Rack in Rack Room



Council Chambers Ceiling



ALL IDEAS, DESIGNS AND PLANS REPRESENTED BY THIS DRAWING ARE OWNED BY AND ARE THE PROPERTY OF BIS DIGITAL . THEY WERE CREATED AND DEVELOPED FOR USE ON THIS SPECIFIED PROJECT ONLY. NONE OF THE IDEAS, DESIGNS AND PLANS SHALL BE USED BY ANY PERSONS OR CORPORATIONS FOR ANY PURPOSE WITHOUT THE WRITTEN CONSENT OF BIS DIGITAL .		Town of Melbourne Beach (FL) Council Chambers – Community Center Q-8023604	
		AUDIO / VIDEO LINE DRAWING	
135 0 NE 56th STREET, SUITE 300 FORT LAUDERDALE, FL 33334 PHONE: 800.715.1234 WEBSITE: www.bisdigital.com	AUTHOR: M.M.	DWG NO: 1	REV: C
DATE: 7/7/2023	SHEET: 1 of 1		



Bill of Materials

Account Name:

Town of Melbourne Beach (FL)

Quote Name:

I - JUN 2023 - WRLESS MICS - Council Chambers - Community Center - Town of Melbourne Beach (FL)

Quote Number:

Q-8023601

Quote Amount:

\$48,089.00

Date:

7/10/23

Quote Expiration Date:

1/9/24

Account Rep:

Josh Stephens

Account Rep Email:

josh.stephens@bisdigital.com

Account Rep Phone:

(800) 834-7674 x4040

Item	Product Code	Qty	List Price	TIPS Price	Total Price
Wireless Discussion Unit FLX/G4 Series	BIS-TLVC-FLX-G4-GO-WDU	14.00	1350.00	\$1,215.00	\$17,010.00
Battery Pack for Wireless Discussion Unit FLX/G4 Series	BIS-TLVC-FLX-G4-BP	14.00	250.00	\$225.00	\$3,150.00
16" Gooseneck Microphone w/ LED Ring FLX/G4 Series	BIS-TLVC-FLX-G4-16GN-LED	14.00	330.00	\$297.00	\$4,158.00
Wireless Access Point w/ Dante FLX/G4 Series	BIS-TLVC-FLX-G4-WAP-DAN	1.00	4995.00	\$4,495.50	\$4,495.50
Rack Mountable Charging Tray for 10x Battery Packs FLX/G4 Series	BIS-TLVC-FLX-G4-BP-RMCT-10	1.00	1695.00	\$1,525.50	\$1,525.50
Standalone Meeting Control and Room Configurator License TLVC	BIS-TLVC-C-360-GO	1.00	1400.00	\$1,260.00	\$1,260.00
DANTE Virtual Sound Card (up to 64ch)	BIS-DANTE-V64	1.00	149.00	\$134.10	\$134.10
9-port Network Switch 9x 1GB 8x PoE+ (110w)	BIS-NS-M4250-GSM4210PD	1.00	935.00	\$841.50	\$841.50
Installation Supplies	BIS-INST-SUP	1.00	575.18	\$517.66	\$517.66
Shipping/Handling	S/H	1.00	2697.52	\$2,427.77	\$2,427.77
On-site Setup, Installation and Training	SIT	1.00	3960.00	\$3,564.00	\$3,564.00
Professional Digital 4ch PA Mixer DANTE Capable w/8ch USB out and POTS/VoIP Interface	BIS-MX-DAN-USB8PV4	1.00	3700.00	\$3,330.00	\$3,330.00
25' Shielded CAT6 Patch Cable Plenum	BIS-CAT6-SPC-25-P	1.00	146.00	\$131.40	\$131.40



Item	Product Code	Qty	List Price	TIPS Price	Total Price
USB Gigabit NIC (10/100/1000)	BIS-NIC-GB	1.00	45.00	\$40.50	\$40.50
Annual ON-SITE SUPPORT (Includes Hardware Replacement) - Contract to be Issued Upon Installation	NMNT-OS-HRDW	1.00	5984.10	\$5,385.69	\$5,385.69
TIPS Contract 220704 - Audio Visual Equipment, Supplies, and Services	BIS-X-TIPS				

Total (Before Tax): \$48,089.00



Bill of Materials

Account Name:

Town of Melbourne Beach (FL)

Quote Name:

A - JUN 2023 - Q-8023601- CAM - Council Chambers - Community Center - Town of Melbourne Beach (FL)

Quote Number:

Q-8023604

Quote Amount:

\$10,433.25

Date:

7/7/23

Quote Expiration Date:

1/6/24

Account Rep:

Josh Stephens

Account Rep Email:

josh.stephens@bisdigital.com

Account Rep Phone:

(800) 834-7674 x4040

Item	Product Code	Qty	List Price	TIPS Price	Total Price
HD IP PTZ Camera (Series 2)	BIS-IP-HD-PTZ-S2	1.00	3750.00	\$3,375.00	\$3,375.00
4K/60 HDMI to USB Video Capture Device with HDMI Loop-through and Audio Embedder	BIS-USB-VCD-A-S1	1.00	600.00	\$540.00	\$540.00
IP DVR Core License (Series 2)	BIS-IP-DVR-CS2	1.00	150.00	\$135.00	\$135.00
IP Video Decoder w/Multiview (Series 2)	BIS-VC-IP-VDMV-S2	1.00	875.00	\$787.50	\$787.50
HDMI Cable Series 2 (3ft.)	BIS-HDMI-3FT-S2	1.00	17.00	\$15.30	\$15.30
CAT6 Cable Shielded Black 500'	BIS-W-CAT6-SHB-500	1.00	750.00	\$675.00	\$675.00
Installation Supplies	BIS-INST-SUP	1.00	78.38	\$70.54	\$70.54
Shipping/Handling	S/H	1.00	419.44	\$377.50	\$377.50
On-site Setup, Installation and Training	SIT	1.00	3960.00	\$3,564.00	\$3,564.00
Annual ON-SITE SUPPORT (Includes Hardware Replacement) - Contract to be Issued Upon Installation	NMNT-OS-HRDW	1.00	1000.00	\$900.00	\$900.00
TIPS Contract 220704 - Audio Visual Equipment, Supplies, and Services	BIS-X-TIPS				

Total (Before Tax): \$10,433.25



Proposal Terms and Conditions

Proposal ID	P-2300354
Effective Period	This proposal is valid through 01-02-2024.
Tax Status	Sales tax will be added to an invoice unless a Tax-Exempt Form is on file with the BIS Digital corporate office.
Deposit	All orders above \$5,000 require a 50% deposit. Once the deposit for an order is received by BIS Digital, installation scheduling and shipment of goods will occur.
Payment Terms	Payment for the delivery of goods is due upon the transfer of possession of the goods to the buyer or its agent. Payment of services is due when all services have been fully performed in accordance with the terms of the agreement. The buyer shall promptly inspect the goods or services upon receipt and shall notify BIS Digital of any defects or non-conformities. An ACH number will be provided for payment.
Cancellation	<p>In the event a customer cancels or postpones an order after a deposit has been received, BIS Digital reserves the right to invoice for hardware, software, shipping costs, and any other materials procured for the order.</p> <p>Restocking Fee: A 20% restocking fee will be charged for all canceled orders.</p>
Limited Warranty	New software supplied by BIS Digital are covered for 90 days from the date of installation. New hardware supplied by BIS Digital are covered for 90 days from the date of delivery. Manufacturer Warranties do not cover On-Site Technical Support, Shipping costs, or Software upgrades.
Software Assurance	Annual Software Assurance entitles users to software upgrades at a fixed fee assessed at time of purchase.
Substitutions	Unforeseen supply chain disruptions or component shortages may impact the availability of goods. As a result, some items may require substitution and may be subject to price and/or delivery time variances. In these instances, BIS Digital will consult with the customer about options and alternatives



Proposal P-2300354 Accepted By

Full Name (Print):

Title:

Signature:

Date:

PLEASE NOTE:

By signing above and or providing a purchase order number below, your organization is agreeing to the above scope of work, pricing, terms, and conditions, and is authorizing BIS Digital, Inc. to order, install, and bill for ALL materials and applicable services listed in this proposal: P-2300354.

Accounts Payable Information

Full Name (Print):

Phone Number:

Email Address:

Fax Number:

Purchase Order Required for Purchasing?

Purchase Order Number:

YES

NO

Confidea GO G4

71.98.0082

Wireless Discussion Conference Unit



Delegate view



Chairman view

Description

The Confidea GO G4 is a discussion variant of the wireless Confidea FLEX G4 conference unit, without the display. It was designed to offer a solution for occasions where advanced meeting features are not required. With the same look and feel as its big brother, the Confidea GO G4 unit shares the same astonishing slim, non-intrusive and contemporary design, and the sturdy alloy of zinc and aluminium.

The Confidea GO G4 keeps things simple to meet up and connect to any remote platform.

One Unit with Multiple Faces

Just like the overall G4 system, the Confidea GO G4 is a scalable device that can be configured as a single delegate, dual delegate or chairperson unit.

The participants will all be able to use the same large physical button in a different way depending on their status, as the button's functionality can be changed based on the applied configuration.

Easy Setup & Configuration

The installation of the Confidea GO G4 is easy, fast, and straightforward, making it the ideal system for frequently changing environments. Simply place the units on the meeting table and activate by pressing the microphone button for about 2 seconds. Plug in Mike, the new push and

lock microphone concept that reduces setup time, and start your meeting.

The integrated built-in web server on the Access Point allows a quick configuration and easy management of the system using a web browser on a standard laptop or tablet. You can then change the functionality of a unit, making it a delegate or chairperson unit.

Smart Battery Management

Designed for flexibility and portability, the Confidea GO G4 will not let battery life get in the way of a productive meeting. Each unit comes with a compact Li-ion battery that offers 12 hours of autonomy on a full charge, which is sufficient for a full day of meetings.

To check if your battery is sufficiently charged as you prepare the meeting setup, simply push the test button. A led bar will show the remaining capacity. The battery level can also be monitored in the Confero software.

And in case you are preparing for an even longer meeting, a second battery can be added in the dual compartment.

You can reduce or spread the overall cost of your system by starting out with the included battery, and purchasing the additional batteries only if or when needed.

You can charge a batch of spare batteries during the meeting to maximize the use of the system.

Actually, having a second batch of batteries stand-by in the chargers can reduce the amount of charging devices needed for your pool of batteries, ensures the system is ready whenever you want to meet and avoids having a

non-usable system because you forgot to charge. This is a major advantage compared to systems that operate on a single battery.

In the event a battery runs low, a warning signal is shown on the conference unit and in the software monitoring capabilities of the access point. Simply take a fully charged battery out of the charger and plug it into the second battery compartment before removing the almost empty battery.

Doing so, the unit stays powered and does not need to reconnect to the access point making it instantly useable.

Put the almost empty battery in the charger. Within 2 hours it is fully charged again and ready for your next meeting. In only 45 minutes the battery will be charged for 50% offering six hours of meeting time.

What if a battery runs low and you don't have a fully charged spare at hand? No worries. Simply plug-in a standard charger in the USB-C connector at the back of the unit. The device will remain operational, and you can even unplug the battery to start recharging it.

During a meeting, the remaining meeting time of each unit can be monitored via the built-in browser-based software included in the access point.

Security

As meetings are meant to be private and confidential, the Confidea G4 Wireless system uses WPA2 Enterprise encryption, assuring that the contents of the conversation remain within the meeting room walls.

Worry-Free Wireless

Based on the standard WiFi5 technology, the system uses a combination of advanced techniques to improve the quality of the signal reception. Besides, the dual antenna in the units allows optimized signal reception. This results in a stability that is unique on the wireless conferencing market, making us believe that our fourth-generation solution is the 'best-in-class wireless conference system'.

Mix & Match

Want to have the best of both worlds? Combine Confidea GO G4 units with Confidea FLEX G4 units. The result is a cost-efficient conference setup that provides the chairperson with optimal meeting control. For maximum flexibility, you can link the complete wireless solution to another Plixus conference solution.

Accessibility

Special attention has been given to visual impaired users with tactile references under the physical button and next to the volume controls.

Features

- » Supports WiFi5
- » Unit provides information used by the clean channel manager for frequency coordination and interference avoidance
- » Predictive error concealment algorithm masking effect of lost or damaged packets resulting in continuous audio
- » WPA2 Enterprise encryption

- » Dual antenna for optimized signal reception even in challenging and high RF reflective environments
- » Built-in high-quality loudspeaker
- » Dual battery compartment with hot swap capabilities
- » Power units via USB-C adapter
- » Software-configurable microphone button for delegate, chairperson or dual use mode
- » Each unit configurable as delegate or chairperson without changing hardware configuration, simple configuration from the software (License L-Dual required)
- » Two headphone outputs with volume control
- » Display showing the battery status and signal reception
- » Anti fingerprint coating on touchscreen
- » Tactile references for microphone, volume and five defined zones under the touchscreen

Connectivity

- » Push & Lock socket to connect a removable microphone.

Mike LPM	71.98.0091
Mike PLM301F	71.98.0093
Mike PLM401F	71.98.0094
Mike PLM502F	71.98.0095
Mike PLM602F	71.98.0096
Mike PLM402F	71.98.0098

- » Battery compartment to connect two batteries. One battery comes included with the Confidea GO G4 unit. Additional battery:

Confidea BP G4	71.98.0045
----------------	------------

- » USB-C connector to connect power adapter and keep unit operational, even without batteries installed.
- » Two 3.5 mm stereo jack sockets for headphones

License and Software

- » Confidea GO license:

L-Dual	71.98.1404
--------	------------

Note: Unlike the Confidea FLEX G4, it is not possible to add extra licenses such as voting, identification and language to the Confidea GO G4 units.

Certification

Region	Certification
Europe	CE

Specifications

Mechanical	
Material	PC/ABS & Zamak
Color	Black
Size (W x H x D)	220 × 50 × 165 mm 8.66 x 1.97 x 6.5 in
Size Packed (W x H x D)	240 × 60 × 170 mm 9.45 x 2.36 x 6.69 in
Weight (including 1 battery)	990 g 2.18 lb
Weight Packed (including 1 battery)	1035 g 2.28 lb
Power	
Battery type	Confidea BP G4
Battery technology	Lithium-ion
Battery voltage	7.2 VDC
Battery capacity	3100 mAh
USB	
Input voltage	4.5 - 5.25 V
Recommended cable	28AWG/1P + 24AWG/2C
Display	
Touch Technology	Capacitive
Coating	Anti-fingerprint AF
Speaker Output	
Maximum Output Power	> 1 W
Frequency Response	200-20,000 Hz
Dynamic Range	> 90 dB
THD @ Nominal Level	< 0.1%
Load Impedance	4 Ω
Headphone Output	
Maximum output	> 10 mW
Frequency response	200 -20 kHz
Dynamic range	> 90 dB
THD @ nominal level	< 0.1%
Load impedance	16-32 Ω
Microphone Input	
Nominal Input Level	-54.7 dBV
Maximum Input Level	-24.6 dBV
Input Impedance	1 kΩ
Dynamic Range	> 93 dB
Frequency Response	25-20 kHz
THD @ Nominal Level	< 0.1%
Environmental	
Operating Temperature	0-45°
Storage Temperature	-20-60°
Humidity	<95 %, >5 %

Confidea BP G4

71.98.0045

Battery Pack



Description

The high capacity Lithium-ion rechargeable battery pack provides power to the wireless Confidea FLEX units. Lithium-ion rechargeable cells have a long lifespan as they do not have charging degradation issues typically associated with other rechargeable battery types.

The smart battery pack is monitored and controlled via a built-in microcontroller which tracks the recharging process and prevents overloading.

Fully charging an empty battery takes about 2 hours and guarantees an autonomy of 12 hours for typical usage with a Confidea FLEX G4 unit. The units have two battery compartments.

What's more, the battery pack's quick charge properties allows you to charge to 50% after just 45 min. Reaching even 65% within 1 hour.

The battery packs can be charged in the Confidea CHT G4 charging tray (71.98.0046), a 1U rack mountable device which accommodates up to 10 packs at once.

At the bottom of the battery pack, a test button indicates the remaining charge time. Simply push the button to visualize the remaining charge of the battery.



A total of five LEDs are representing the remaining capacity, each representing 20% charge.

The battery has a protection against short circuit, overcharge and overheating.

A total of 500 full charging cycles is guaranteed.

The battery status of all units connected to the access point can be monitored at any time from the Confero webpage.

Features

- » Battery status LED
- » Charging LED
- » Push-to-test button
- » LED bar for capacity and status indication
- » Quick charge to 50% (45 min)

Accessories

Confidea CHT G4

71.98.0046

Certification

Region	Certification
General	UN38.3
Europe	CE
United States	UL
Korea	KC
Japan	PSE
Russia	EAC
Taiwan	BSMI

Specifications

Mechanical	
Material	PC/ABS
Color	Black matt, RAL9011
Size (w x h x d)	150 x 26,3 x 22,8 mm 5.90 x 1.04 x 0.90 in
Size packed (mm)	165 x 35 x 55 mm 6.50 x 1.18 x 2.17 in
Weight	130 g 4.59 oz
Weight packed (g)	154 gr 5.43 oz
Electrical	
Capacity	2.9 Ah
Autonomy	FLEX : 12h
Max/min output voltage	8.4/6 VDC
Nominal output voltage	7.2 VDC
Charging cycles	500 full charges
Charging time (empty to 100%)	2 hours
Quick charge to 50%	45 min
Environment	
Charging temperature	5 - 45 °C
Operating temperature	-10 - 60 °C
Storage temperature	-20 - 60°C

Confidea CHT G4

71.98.0046

Confidea Charging Tray



Description

The Confidea G4 charging tray is a compact rack mountable device with capability to charge up to 10 batteries. Being only one rack unit it saves space in the overall rack design. The device can also perfectly be integrated in cabinet.

In only 2h time batteries are fully charged. In 45 minutes the batteries are charged to 50%, enough for 6 meeting hours in the Cofidea FLEX G4 units running on 1 battery.

Batteries can be left in the chargers without impact on lifetime of the battery thanks to the smart monitoring capabilities.

The charger has a LAN connection to browse the built-in webpage for making the device ready to upgrade and for battery monitoring.

Features

- » 19" rack mountable
- » 1U rack space
- » Auto ranging power supply
- » 10 battery slots with charging status LEDs
- » Smart battery monitoring
- » Quick charging time enabling alternating charging schemes with the Confidea G4 dual battery capabilities
- » Built-in web based software with upgrade capabilities

Certification

Region	Certification
Europe	CE

Specifications

Mechanical	
Material	Steel
Color	Black RAL 9011
Size (W x H x D)	482.6 x 43.6 x 236.5 mm 190 x 1.72 x 93.11 in
Size packed (W x H x D)	565 x 60 x 305 mm 22.2 x 2.4 x 12 in
Weight	3520 g 7.76 lb
Weight packed	4340 g 9.57 lb
Electrical	
Supply voltage	100-240 VAC ±10% 50-60 Hz
Nominal power	180 W
Maximum power	200 W
Environment	
Operating temperature	0 – 45 °C
Storage and transport temperature	-20 – 60 °C
Humidity	<95%, >5%

Confidea WAP G4 with Dante

71.98.0034

Confidea Wireless Access Point



Description

The compact, discreet yet powerful Confidea G4 access point is the heart of the wireless conference system.

The access point has a set of powerful tools to define the optimal use of channels within the RF spectrum and to keep the link with the wireless conference units secure and robust.

The built-in web-based software makes use of step by step wizards to guide the installer through the configuration of the system.

By adding a license a set of powerful meeting management tools is unlocked offering meeting moderation, voting, participant identification and reporting capabilities.

Furthermore the access point has a wealth of connectivity options. Powering the device can be done via a standard PoE+ switch or power injector.

Both analog and digital (Dante) interfaces are available to interfacing 3rd party audio systems like presentation systems, room audio systems or hybrid meeting platforms like zoom, teams, etc.

Easy recording capabilities are provided with options to record on internal or external storage.

The combination of all these capabilities result in an innovative wireless conference solution that feels at home in any meeting environment.

The Televic Confidea G4 wireless conference system ensures reliable and secure communication without interruptions resulting in worry-free meetings.

Features

Worry free wireless

- » WiFi5
- » Clean channel manager to define the operating channel of the system
- » DFS radar detection and avoidance
- » Co-existence with other WiFi systems
- » Possibility to operate in upper channels of 5 GHz range, typically underserved by other wireless systems
- » Predictive error concealment algorithm masking the effect of lost or damaged packets resulting in continuous audio
- » Self healing channel switching seamlessly switches to another channel when interference encountered or radar is detected on DFS channel
- » Spatial diversity and MIMO antenna design for optimized signal reception
- » Omni-directional range of 40m

Security

- » 802.1X (MD5, TLS, PEAP-MSCHAPv2) for LAN port only
- » WPA2 Enterprise WiFi security
- » Radius server certificate validation preventing spoofing
- » Ecrption key negotiation at each startup and connection of conference unit
- » Unique encryption key exchange for each device connected to the system

Design

- » Compact and discreet design
- » Multifunctional mounting plate
- » Built-in microphone stand screw mounting option ideal for mobile setups
- » Easy click principle for easy mounting and removal of the access point
- » Optional paintable cover

Ease of setup and built-in software capabilities

- » PoE+ powered
- » Device discovery by physical button on WAP or via integrated web-based software
- » Wizard based setup and configuration
- » Automatic channel management and interference avoidance
- » Channel quality visualization, monitoring and configuration capabilities
- » Battery remaining meeting time visualization and low battery warning
- » License management : assign or revoke licenses for Confidea G4 units.
- » Upload custom standby screen for Confidea G4 units
- » Switch off all units
- » Audio routing for external processing or distance conferencing
- » Mix-Minus mode
- » Recording capabilities: internal or external storage and file download
- » Camera protocols providing device information to integrate 3rd party camera control systems
- » Compatibility with Televic T-CAM camera tracking solution

Connectivity

- » LAN connection with PoE+
- » 2 x Plixus ports (*)
- » 1 x Phoenix mini balanced analog in
- » 1 x Phoenix mini balanced analog out
- » 1 x overload activity LEDs analog in
- » 1 x signal present LED for analog out
- » 1 x USB 2.0 type A connector
- » 1 x Dante port (8 x 8 channels)

Software

- » The Confidea WAP G4 comes included with the web-based Confero software. Simply browse to the WAP with a standard web browser.
Confero has all the tools to setup, configure and monitor the wireless conference system with easy to use wizards. A custom standby screen can be uploaded to personalize the units according to the customer, meeting or event.
- » Adding the Confero 360 management software opens a wealth of additional functionality to facilitate meeting preparation, moderation, participant engagement and meeting reporting.
Different user roles can be configured so users are only confronted with functionality for the task at hand.

Confero 360

71.98.3000

- » Creation of synoptic overview representing the room layout
- » Manage the status of microphone from the room layout, speaker and request list
- » Creation of a meeting template with seating plan
- » Link participant names to seats
- » Linking identification badges to participants so they can log-in and be identified in any conference unit.
- » Start/ Stop recording with capability to automatically

start when meeting started

- » Ad-hoc voting
- » Signage view of microphone status in room layout, speaker list, request list and voting results
- » Overview of meeting reports with participant attendance, overall voting results, individual voting results for public votes and accompanied recording

Accessories

- » PoE+ Power injector
Confidea WAP PS G4 **71.98.0028**
- » Paintable cover
Confidea WAP PC **71.98.0029**

Specifications

Mechanical	
Material	ABS
Color	White
Size (W x H x D)	191 x 45 x 191 mm 7.52 x 1.77 x 7.52 in
Size packed (W x H x D)	233 x 46 x 233 mm 9.17 x 1.81 x 7.52 in
Weight	680 g 1.50 lb
Weight packed	825 g 1.82 lb
Mounting type	wall, ceiling, electrical box, microphone stand
Electrical	
Supply type	PoE+, 802.3at, Type 2 PD
Typical power consumption	15 W
Max power consumption	24 W
System	
Encryption type	WPA2 Enterprise
Max number of units	128
Max number of open microphones	8
Max number of interpretation channels	8
Latency (microphone to WAP - WAP to loudspeaker)	16 ms
Audio	48 kHz / 24 bit
Frequency response	20 - 20 kHz
THD (22 - 22000 Hz)	< 0.02 %
Dynamic range	> 90 dB
Signal to noise ratio	> 95 dBA
RF	
WiFi standard	WiFi5, IEEE802.11ac
RF frequency bands	2.4 Ghz / 5 GHz
ERP (Equivalent Isotropically Radiated power)	< 24 dBm

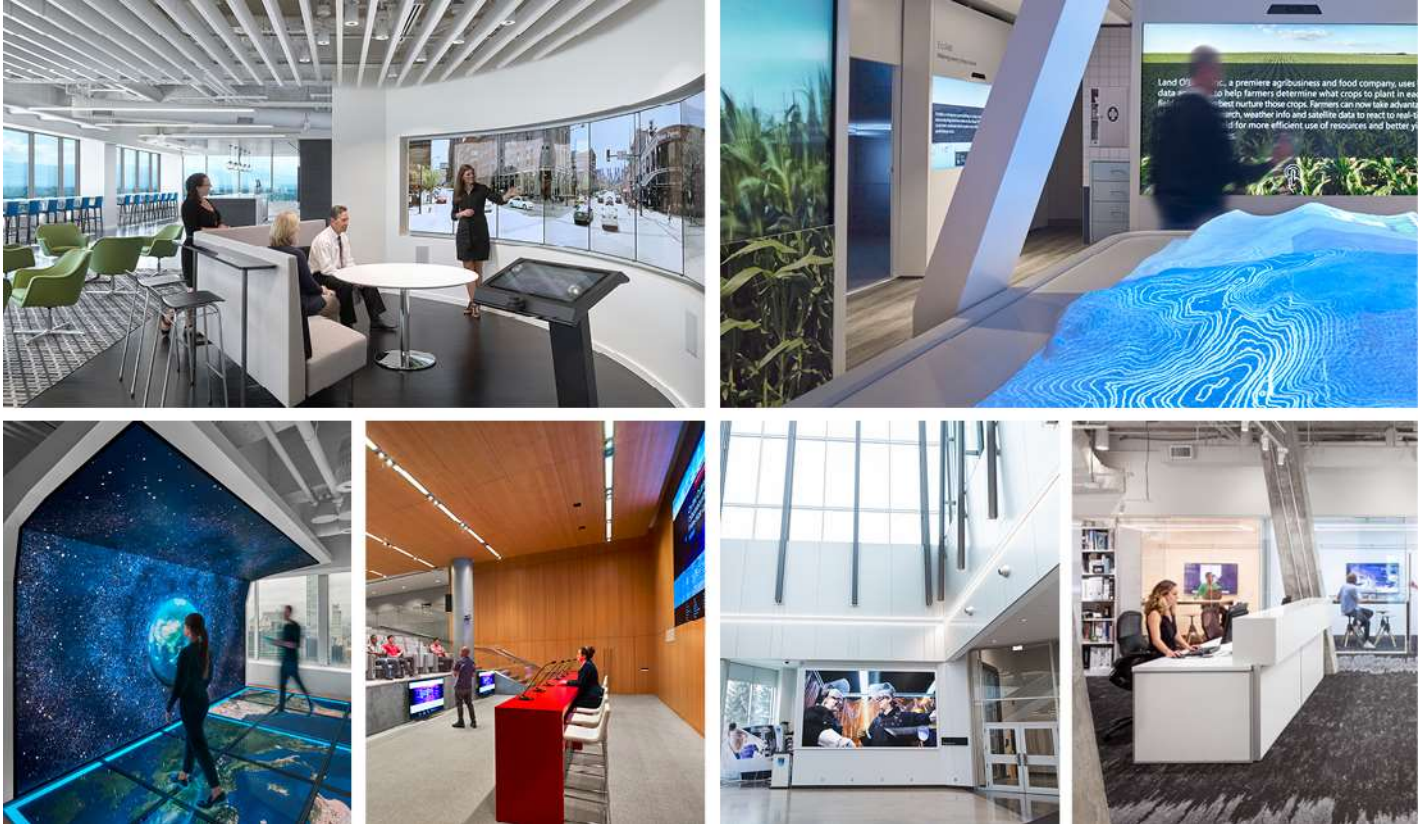
Range	40 m
Antenna	
No of antennas	5
LAN	
Interface	Ethernet
Link speed	100 Mbps
Network addressing	DHCP, NTP or Manual
Cable type	> Cat5e (shielded)
Connector	RJ45
Connector LED	Green : Link Orange : Link activity
Cable Length	100 m (max)
Security	
Authentication	802.1X (MD5, TLS, PEAP-MSCHAPv2) for LAN port only
Dante	
Interface	Gigabit Ethernet
Link speed	1000 Mbps
Digital audio	Dante / AES67
Number of channels	8 x 8
Cable type	> Cat5e (shielded / unshielded)
Connector	RJ45
Connector LED	Green : Link Orange : Link activity
Cable Length	100 m (max)
Plixus	
Interface	Ethernet
Link speed	100 Mbps
Power	48 VDC
Continuous output current	2A
Cable type	> Cat5e (shielded)
Connector	RJ45
Connector LED	Green : Status Orange : Link speed
Cable Length	80 m (max)
Recording	

Format	MP3
Quality	64, 128, 196, 256 kbps
Maximum size	500 GB
USB	
Interface	USB2.0
Format	NTFS
Maximum size	500 GB
Internal Storage	
Size	4 GB
Audio Input	
Nominal input level	0 dBV
Max input level	+10 dBV
Frequency response	20 - 20 kHz
THD @ nominal level (22 - 22 kHz)	< 0,02 %
Dynamic Range	> 90 dB
SNR	> 95 dBA
Input impedance	> 10 k Ω
Configuration	Balanced
Connector type	3 pin Phoenix mini combicon
Audio output	
Nominal output level	0 dBV
Max output level	+ 10 dBV
Frequency response	20 - 20000 Hz
THD @ nominal level (22 - 22000Hz)	< 0,02 %
Dynamic Range	> 90 dB
Load impedance	> 600 Ω
Configuration	Balanced
Connector type	3 pin Phoenix mini combicon
Environment	
Operating temperature	0 – 45°C
Storage and transport temperature	-20 – 60°C
Humidity	<95%, >5%

Proposal Prepared For

Town of Melbourne Beach

Melbourne Beach - Sound and Streaming Upgrade



337 Northlake Blvd
 Suite 1004
 Altamonte Springs, FL 32701
 (407) 786-5000
 Fax: (407) 786-5033
 www.avispl.com

Prepared by: Rahsaan Wood
 Rahsaan.Wood@avispl.com
Proposal no: 428755-1

Thank you for the opportunity to provide this proposal.

We're excited to work with you.

At AVI-SPL, our goal is to empower meaningful communication and collaboration. By understanding your needs and applying our expertise, we help you improve the user experience of your collaboration systems – anywhere in the world.

Here's how we do it.

Like you, we take a holistic approach. No matter where you are on your journey to plan, deploy, and operate your optimal collaboration environment, we can guide and support you. Together, we'll achieve a new state of working together and manage the full lifecycle of the technology powering it.

And here's why.

As a digital enablement solutions provider, we transform how people and technology connect to elevate experiences, create new value, and enable organizations such as yours to thrive and grow. Our vision – to help your teams work smarter and live better.

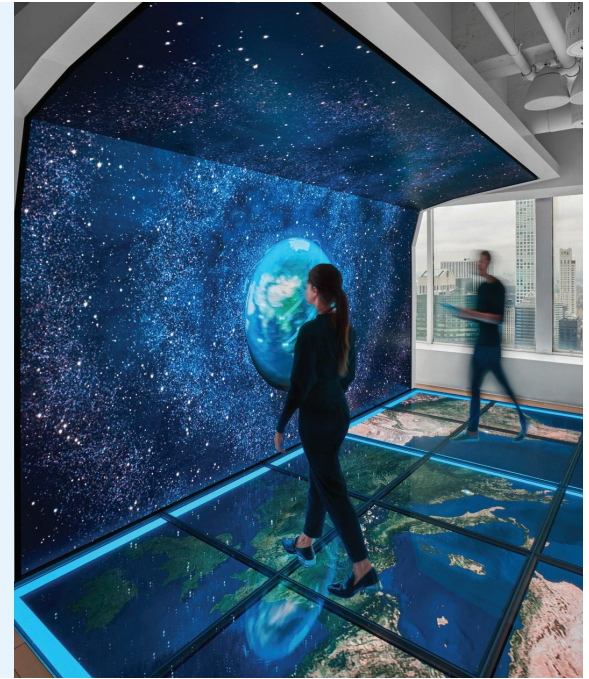


At AVI-SPL, our goal is to empower meaningful communication and collaboration.

We take your investment in collaborative solutions as seriously as you do.

That's why we're with you every step of the way, making sure you have the support to keep your business running smoothly and that you get the return on investment you expect.

The hallmark of AVI-SPL's client success is our ability to keep pace with the technology trends that drive the way organizations operate, and to innovate and improve upon them so that we can offer customers a standard of quality that no other company can match.



When you partner with us as your trusted guide, you will experience:



Commitment

A partner **committed** to your success and making a positive impact on your organization and our world



Expertise

Expertise you can trust to guide your digital transformation and realize your business objectives



Proven Record

A **proven** track record of supporting deployment and managed services in-country, wherever needed



Global Reach

Optimized **global deployment** teams with in-country support teams to deliver localized solutions and service – anywhere in the world



Customer Experience

World-class **customer experience** with a continual improvement mindset informed by the ITIL methodology



Analytics

Focus on **actionable** business intelligence with routine reporting on key success metrics and usage analytics powered by our patented Symphony application

Our Integration Process



World-class approach to defining client needs and delivering with consistent approach to execution.
Detailed Operations Playbook = Consistent, High Quality Project Outcomes

- **Each step defined and documented:** based on AVI-SPL best practices & globally recognized standards
- **Standardized documents, forms & instructions:** a cadence for reporting & communications methods
- **Companywide adoption & training:** measurable deliverables
- **Full range of engagement types:** small & simple to large & complex
- **Continuous improvement:** CSAT/NPS focus w/ root cause analysis & action-oriented outcomes

AVI-SPL provides innovative solutions seamlessly integrated with simple but effective user experiences. To that end, AVI-SPL utilizes a five-step process to provide you with consistent communication and flawless execution from project conception to completion.

Phase I **Initiate**

- The initiate phase is critical to the success of both the solution implementation and post deployment services to ensure acclimation, adoption and continued use of the technology.
- During this phase, your project team is selected based on the size, scope and complexity of the solutions to be implemented. All details and information are successfully transitioned to the internal project team via a comprehensive kick-off meeting.
- External kick-off discussions are organized and conducted with your key stakeholders to formally discuss project parameters of scope, schedule and communication strategy along with any other key topics to ensure proper alignment. The output of these discussions initiates engineering finalization, equipment procurement & programming services.

Our Integration Process

Phase II Plan

- The planning phase begins with development of the project schedule including detailed work breakdown tasks identifying key deliverables, dependencies and both internal and external milestones required to successfully execute the project.
- Detailed communication plans are developed to provide your key stakeholders with project progress reporting to indicate status against the project schedule along with any identified risks.
- Acceptance test plan procedures are developed and communicated to ensure agreed upon scope and functionality requirements are achieved.

Phase III Execute

- During the execution phase, all engineering, programming, fabrication and on-site installation activities are completed in accordance with the agreed upon project scope and schedule.
- Daily progress reports are completed, sent back to our Project Management staff and consolidated into weekly progress reports that you will receive.
- Upon completion of on-site installation activities, test and commissioning takes place in accordance with the agreed upon test plan procedures to ensure fully functional solutions.
- Final inspection and walk-through of the project is conducted in coordination with your key stakeholders to administer acceptance of the deployed solutions.



Our Integration Process

Phase IV Monitor

- The monitor phase is ongoing throughout the entire project lifecycle.
- All project work activities are consistently reviewed to ensure alignment with the approved schedule and milestones, adjusting resource planning as required. All changes to scope, schedule and budget are closely controlled to eliminate or minimize change management.
- Quality assurance is adhered to through checks and balances along with consistent testing at specified intervals in the project lifecycle. Risk management plans are constantly reviewed, and risk mitigation strategies deployed to ensure scope and schedule remain on track.
- External reporting is critical to this phase to align your key stakeholders to both internal and on-site status of our progress.

Phase V Close

- The final phase is focused on completion of all contractual and operational activities to obtain sign-off for the completed project. This includes demonstration and training on use of the installed solutions.
- All final project documentation for future warranty and service work is gathered and submitted to your key stakeholders as well as to our internal service team for onboarding purposes.
- Automated Customer Satisfaction Score (CSAT) and Net Promoter Score (NPS) surveys are deployed to obtain your feedback regarding our performance and leveraged as part of our continuous improvement practice.





Room Summary - Council Chambers Audio Upgrade

Equipment List

Mfg	Model	Description	Qty	Unit Price	Extended Price
		WIRELESS MICROPHONES			
SHURE	SHUMXWAPT8Z10	TRANSCIEVER, 8-CH ACCESS POINT Omnia Partners Contract #2019.001535 List \$5,334.00 Discount: 25%	2	\$2,980.76	\$5,961.52
SHURE	SHUMXWNCS8	CHARGING STATION, 8CH NETWORKED Omnia Partners Contract #2019.001535 List \$2,780.00 Discount: 25%	3	\$1,553.53	\$4,660.59
SHURE	SHUMXW8Z10	TRANSMITTER, DESKTOP BASE Omnia Partners Contract #2019.001535 List \$910.00 Discount: 25%	14	\$508.53	\$7,119.42
SHURE	SHUMX410LPC	10" SHOCK-MOUNTED GOOSENECK, CARDIOID, LESS PREAMPLIFIER Omnia Partners Contract #2019.001535 List \$352.00 Discount: 25%	14	\$196.71	\$2,753.94
		DIGITAL AUDIO PROCESSOR			
QSC	QSCCORE110FV2	SYSTEM, UNIFIED SERIES CORE W/ 24 LOCAL I/O CHANNELS, 1RU Omnia Partners Contract #2019.001535 List \$4,210.00 Discount: 20%	1	\$2,971.76	\$2,971.76
NETGEAR	NETGSM4212PX100NAS	SWITCH, M4250 10G2XF POE+ Omnia Partners Contract #2019.001535 List \$951.54 Discount: 5%	1	\$899.75	\$899.75
QSC	QSCTSC101G3	CONTROLER, 10.1" TOUCH PANEL FOR IN-WALL MOUNT, BLACK Omnia Partners Contract #2019.001535 List \$3,170.00 Discount: 20%	1	\$2,237.65	\$2,237.65
QSC	QSCTSC710TG3	TABLE TOP MOUNTING ACCESSORY FOR TSC-70- G3 / TSC-101W-G3	1	\$332.93	\$332.93

This Entire Document and all information (including drawings, specifications and designs) presented by AVI-SPL LLC are the property of AVI-SPL LLC or its affiliate. Proprietary information provided to potential customers, clients or agents is for the sole purpose of demonstrating solutions delivery capabilities and shall be held in confidence. These Materials may not be copied, distributed or disclosed in any way without the sole written permission of an authorized representative of AVI-SPL. © Copyright AVI-SPL LLC. All Rights Reserved



Mfg	Model	Description	Qty	Unit Price	Extended Price
		Omnia Partners Contract #2019.001535 List \$455.00 Discount: 20%			
QSC	QSCSLQSE110P	SOFTWARE LICENSE, Q-SYS CORE 110 SCRIPTING ENGINE, PERPETUAL Omnia Partners Contract #2019.001535 List \$465.00 Discount: 20%	1	\$372.00	\$372.00
QSC	QSCSLQUD110P	SOFTWARE LICENSE, Q-SYS CORE 110 UCI DEPLOYMENT, PERPETUAL Omnia Partners Contract #2019.001535 List \$234.00 Discount: 20%	1	\$187.20	\$187.20
		<u>SPEAKERS AND AMPLIFIER</u>			
QSC	QSCADP6TBK	SPEAKER, 6.5" TWO-WAY PENDANT, 70/100V, BLACK Omnia Partners Contract #2019.001535 List \$379.00 Discount: 20%	12	\$267.53	\$3,210.36
QSC	QSCSPA460	AMPLIFIER, 4 CHANNEL 1/2 RU, ENERGY STAR Omnia Partners Contract #2019.001535 List \$1,005.00 Discount: 20%	1	\$709.41	\$709.41
		<u>CAMERA</u>			
QSC	QSCNC20X60	CAMERA, 20X OPTICAL ZOOM PTX, POE W/WALL MNT BRACKET Omnia Partners Contract #2019.001535 List \$5,545.00 Discount: 20%	2	\$3,914.12	\$7,828.24
EXTRON ELECTRONICS	EXT60163401	DUAL RECORDING SMP 352 80GB SSD Omnia Partners Contract #2019.001535 List \$8080 Discount: 40%	1	\$4,752.94	\$4,752.94
EXTRON ELECTRONICS	EXT60127112	EXTENDER, HDMI TWISTED PAIR TRANSMITTER Omnia Partners Contract #2019.001535 List \$570.00 Discount: 40%	2	\$335.29	\$670.58
EXTRON ELECTRONICS	EXT60127113	EXTENDER, DTP HDMI 4K 230 - RECEIVER Omnia Partners Contract #2019.001535	2	\$335.29	\$670.58

This Entire Document and all information (including drawings, specifications and designs) presented by AVI-SPL LLC are the property of AVI-SPL LLC or its affiliate. Proprietary information provided to potential customers, clients or agents is for the sole purpose of demonstrating solutions delivery capabilities and shall be held in confidence. These Materials may not be copied, distributed or disclosed in any way without the sole written permission of an authorized representative of AVI-SPL. © Copyright AVI-SPL LLC. All Rights Reserved



Mfg	Model	Description	Qty	Unit Price	Extended Price
		List \$570.00 Discount: 40%			
		EQUIPMENT RACK			
MIDDLE ATLANTIC	MIDMFR1627GC	RACK, 16 SPACE 27" DEEP MOBILE F, GC Omnia Partners Contract #2019.001535 List \$1,348.00 Discount: 25%	1	\$713.65	\$713.65
MIDDLE ATLANTIC	MIDPD915RC20	POWER STRIP, 9 OUTLET, 15A SURGE/SPIKE PROTECTED Omnia Partners Contract #2019.001535 List \$240.00 Discount: 25%	2	\$127.06	\$254.12
		LABOR			
		OMNIA RATES Contract #2019.001535 Project Engineer: \$115 per hour Design Engineer: \$115 per hour Sr. Project Manager: \$115 per hour Project Manager: \$110 per hour Programmer: \$115 per hour CAD: \$70 per hour Shop Installation Tech: \$95 per hour Production Installation Tech: 105 per hour Clerical: \$68.33 per hour (Labor Total in Professional Services area)	0	\$0.00	\$0.00
				Subtotal	\$46,306.64

Room Support and Maintenance

Elite Maintenance Services - Room; 12-months

\$4,258.13

This Entire Document and all information (including drawings, specifications and designs) presented by AVI-SPL LLC are the property of AVI-SPL LLC or its affiliate. Proprietary information provided to potential customers, clients or agents is for the sole purpose of demonstrating solutions delivery capabilities and shall be held in confidence. These Materials may not be copied, distributed or disclosed in any way without the sole written permission of an authorized representative of AVI-SPL. © Copyright AVI-SPL LLC. All Rights Reserved



Investment Summary

Prepared For:	Amber Brown	Prepared By:	Rahsaan Wood
	Town of Melbourne Beach	Date Prepared:	07/18/2023
	507 Ocean Avenue	Proposal #:	428755-1
	Melbourne Beach, FL 32951-2523	Valid Until:	08/18/2023

Total Equipment Cost **\$48,206.64**

Includes cable, connectors, hardware, switches, relays, terminal blocks, panels, etc., to ensure complete and operational system

Professional Integration Services **\$30,320.00**

Includes engineering, project management, CAD, on-site installation and wiring, coordination and supervision, testing, checkout, owner training, etc. performed on the Owner's premises. Also includes all fabrication, modification, assembly, rack wiring, programming, warranties, etc., some performed at AVI-SPL

Direct Costs **\$0.00**

Includes non equipment or labor costs, such as travel expenses, per diem, lift and vehicle rentals

General & Administrative **\$1,665.39**

Includes all G & A expenses: vehicle mileage, shipping and insurance, as applicable

Services - Room Support and Maintenance **\$4,258.13**

Includes post-installation support and maintenance options selected for installed rooms

Subtotal	\$84,450.16
Tax	Exempt (*)
Total	\$84,450.16

* Exemption from sales tax will be recognized only after a valid sales tax exemption certificate or other appropriate documentation of exemption has been provided to and approved by AVI-SPL; otherwise all applicable sales taxes will apply.

Purchase orders should be addressed to AVI-SPL LLC

Due to global semiconductor ("chip") shortages and supply chain disruptions pricing quoted in this proposal may change. Installation schedules are subject to current (daily) product availability and may be delayed or postponed.

This Entire Document and all information (including drawings, specifications and designs) presented by AVI-SPL LLC are the property of AVI-SPL LLC or its affiliate. Proprietary information provided to potential customers, clients or agents is for the sole purpose of demonstrating solutions delivery capabilities and shall be held in confidence. These Materials may not be copied, distributed or disclosed in any way without the sole written permission of an authorized representative of AVI-SPL. © Copyright AVI-SPL LLC. All Rights Reserved



Terms and Conditions

This Proposal together with AVI-SPL's General Terms and Conditions and the applicable Addendum(a) located here and incorporated herein by this reference (collectively the "Agreement") constitutes the entire agreement between AVI-SPL LLC ("Seller", "AVI-SPL", "we", "us", "our") and the buyer/customer identified in the Proposal ("Buyer", "Customer", "Client", "you", "your") with respect to its subject matter and supersedes all prior and contemporaneous agreements, representations and understandings of the Parties, written or oral. By signing below, issuing a valid purchase order for the Services and/or Products specified herein or receiving the Products and/or Services specified herein, whichever occurs first, Buyer acknowledges it has read and agrees to the terms of this Agreement. This Agreement shall not be binding upon Seller until accepted by Buyer as set forth in this Agreement and the earlier of Seller's confirmation in writing of Buyer's order and Seller's performance under the applicable Proposal. Any terms and conditions contained in Buyer's purchase order or any other Buyer-provided documents related to this transaction shall have no effect and are hereby rejected. Notwithstanding anything herein to the contrary, if a master services agreement signed by both Parties is in effect covering the sale of the Services and/or Products that are the subject of this Proposal, the terms and conditions of said agreement shall prevail to the extent they conflict or are inconsistent with this Agreement.

Billing and Payment Terms

Unless otherwise agreed in writing by Buyer and Seller in the Proposal, the total Proposal price, excluding the price for Stand-alone Services (as defined in this section), shall be billed as follows, subject to continuing credit approval: 50% down payment at time of order, 40% upon delivery at Seller; 10% upon project completion and Buyer sign-off or first beneficial use, whichever occurs first, payable net 30 from Buyer's receipt of invoice. For purposes of this Agreement, "Stand-alone Services" means any Services not attached to an installation project. Billing and payment terms for Stand-alone Services are set forth in the applicable Service Addendum(a). Unless otherwise specified in the Proposal, Products are sold F.O.B. origin-Buyer to pay all shipping charges. If this Proposal covers Products or Services for more than one system, room, suite, or location, for purposes of payment in accordance with payment terms stated on the face hereof each room, suite, or location shall be treated as if the subject of a separate sale and payment made accordingly. Unless otherwise specified in the Proposal, all pricing and amounts are in US Dollars and all billing and payment shall be made in US Dollars.

Link to AVI-SPL Terms and Conditions: <https://avispl.com/terms-of-use/>

Buyer Acceptance

Buyer Legal Entity

Buyer Authorized Signature

Buyer Authorized Signatory Title

Buyer Authorized Signatory Name

Date

This Entire Document and all information (including drawings, specifications and designs) presented by AVI-SPL LLC are the property of AVI-SPL LLC or its affiliate. Proprietary information provided to potential customers, clients or agents is for the sole purpose of demonstrating solutions delivery capabilities and shall be held in confidence. These Materials may not be copied, distributed or disclosed in any way without the sole written permission of an authorized representative of AVI-SPL. © Copyright AVI-SPL LLC. All Rights Reserved



Addendum to General Terms and Conditions – Equipment Ordering

Due to global supply chain constraints, Seller is experiencing longer than normal lead times on equipment. As a result, Seller cannot guarantee lead times on equipment and will not be liable for any delays in equipment delivery to the extent caused by such constraints. However, as the supply chain continues to improve, we will not be ordering equipment for jobs that start more than 120 days from when the contracted site is ready unless lead times are greater than 90 days.

In order for Seller to appropriately plan and coordinate its resources, Buyer must commit to a **site readiness for installation date**, (subject to timely delivery of equipment) on or about _____, 20__.

AVI-SPL LLC Initials

Should Buyer elect to purchase equipment immediately upon placement of order or greater than 120 days prior to the above readiness date, to mitigate delays, Buyer agrees to receive the equipment at their designated location and Seller will immediately bill Buyer upon placement of such order. Buyer shall pay for such equipment within the payment terms (e.g. net 30) specified herein, regardless of any other agreed upon billing terms or billing terms specified herein. Warranty on such equipment shall commence upon delivery of the equipment to Buyer’s designated location, notwithstanding any other agreed upon warranty terms or warranty terms specified herein.

By initialing next to this sentence, Buyer elects to purchase equipment immediately upon placement of order in accordance with the terms of this Addendum.

Buyer Initials

Buyer Acceptance

Signed Name

Company Name

Printed Name, Title

Date

This Entire Document and all information (including drawings, specifications and designs) presented by AVI-SPL LLC is the property of AVI-SPL or its affiliate. Proprietary information provided to potential customers, clients or agents is for the sole purpose of demonstrating solutions delivery capabilities and shall be held in confidence. These Materials may not be copied, distributed or disclosed in any way without the sole written permission of an authorized representative of AVI-SPL. © Copyright AVI-SPL LLC. All Rights Reserved

Estimated Project Schedule

The below schedule is included to demonstrate the activities, equipment lead times, and client deliverables necessary to complete the scope of work outlined in this proposal. This schedule is subject to change based on site conditions, equipment lead times, supply chain disruptions, and the clients ability to execute their responsibilities as listed in the scope of work in a timely manner.

Task Name	Duration	Start	Finish
Signed Proposal / PO / Job Setup	1d	07/19/23	07/19/23
Internal Kickoff	1d	07/25/23	07/25/23
+ External Kickoff/Post Sales Engineering	19d	07/28/23	08/23/23
+ Procurement (Duration subject to change due to final equipment design and equipment lead times/supply chain issues).	91d	08/10/23	12/14/23
+ Programming	9d	09/04/23	09/14/23
+ Shop Fabrication	3d	12/15/23	12/19/23
+ Onsite Installation (Rooms are clean and ready prior to installation of equipment (Final paint, flooring, HVAC, network in place and operational, furniture in place, rooms secure, OFE gear onsite and provisioned).	11d	12/21/23	01/04/24
+ Closeout	8d	01/04/24	01/16/24

Global Support and Maintenance

AVI-SPL's Global Support and Maintenance services relieve you of the day-to-day burden of maintaining your collaboration technology estate, keeping your teams connected, and concentrated on delivering business value.

Elite Support

Our Elite services give you an extra level of onsite responsiveness and support with:

- **Unlimited onsite support M-F, 8am-5pm***
- **Unlimited remote help desk support – available globally 24x7x365**
- Facilitation of manufacturer repair or replacement programs – **let us navigate your warranty terms**
- **Software and firmware updates** managed remotely for covered assets



Global Support Operations Centers

- AVI-SPL's Global Support Operations Centers (GSOCs) deliver live help desk support 24x7x365.
- Offering quick and efficient email, phone, and portal communications options.
- The GSOCs will diagnose a problem, implement a repair remotely, or escalate to a specialist.

Repair/Replacement Facilitation – Some equipment may be repairable or replaced at no charge under the manufacturer's warranty. The help desk will assist in arranging the return of the defective equipment to the manufacturer for service/replacement as applicable.

Software Updates and Upgrades – access to the help desk for software updates and upgrades remotely available per manufacturer recommendation. Updates are provided on an as needed basis. Once an issue is reported, the remote help desk coordinates with you and the manufacturer to determine the best course of action. If a programmer is required, additional charges may apply at the applicable rate for those services.

Unlimited Onsite Support – available Monday through Friday, 8 a.m. - 5 p.m.*, excluding holidays, with travel included. Where applicable, AVI-SPL will provide a two-business day onsite response following the help desk's determination that an onsite dispatch is needed.

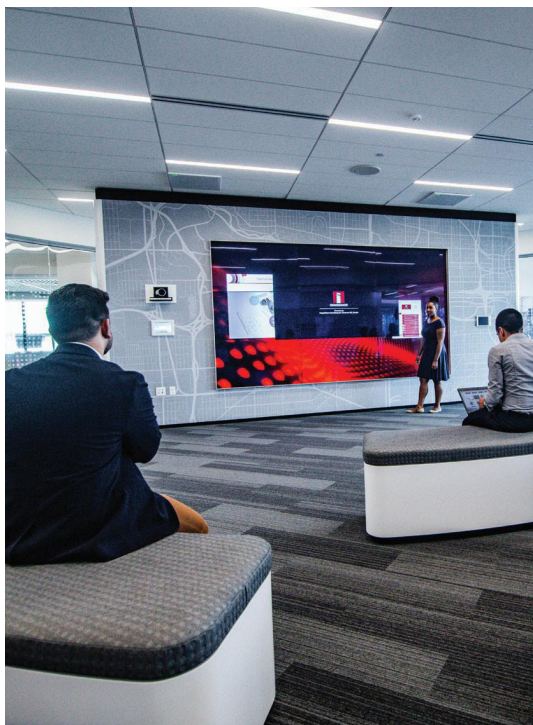
*Local standard time excluding AVI-SPL holidays.

Integration Inclusions and Exclusions

Inclusions

The following items are **included** in this proposal unless **specifically noted otherwise** within this proposal document or scope of work statement:

- All equipment, wire, and accessories required for a fully functional audio/visual system per the agreed upon scope of work.
- Non-union labor associated with audio/visual system engineering, installation, programming, and testing.
- Documentation package including complete as-built AV system diagrams, and manufacturer's operation manuals.
- Coordination and cooperation with the construction team in regard to installing the system.
- User demonstration of full AV system operation for final sign-off.



Any additional trips, labor, or materials due to failure of the other workforces to have the audiovisual system rough-in work completed as anticipated and previously confirmed, will be added to the project billing as required.

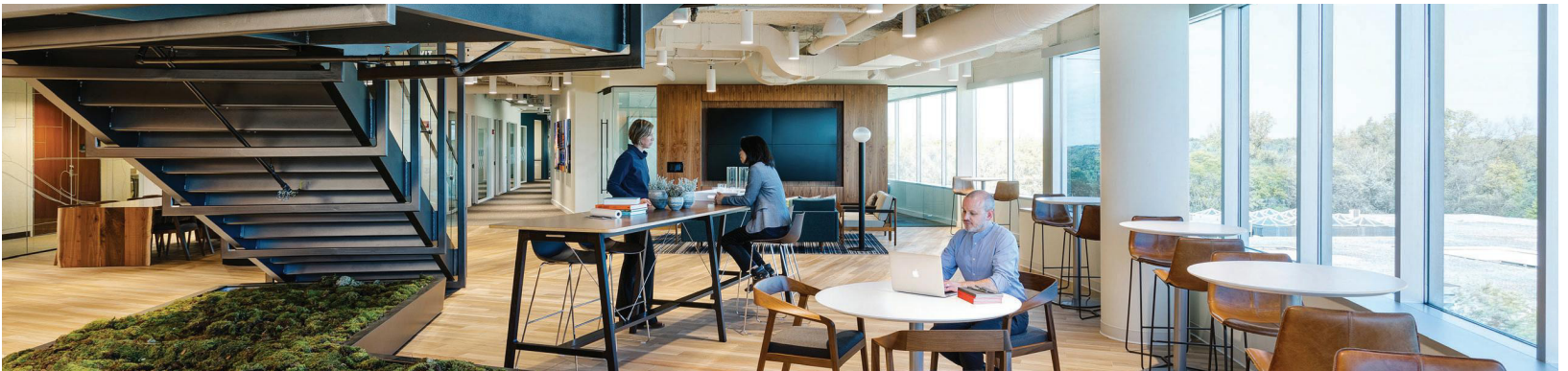
Unless otherwise agreed in writing by AVI-SPL, all work performed by AVI-SPL will take place between the hours of 8:00 a.m. and 6:00 p.m. local time, Monday through Friday, excluding public and bank holidays. If AVI-SPL is required to perform work outside of these hours, customer will be charged AVI-SPL's standard overtime rates. Any changes in the hours or days of performance must be agreed to in writing by AVI-SPL.

Where applicable, the owner's architect will provide AVI-SPL's engineering department with all required architectural floor, reflected ceiling, building elevation, and section plans in AutoCAD® format at no charge to AVI-SPL.

Exclusions

The following items are **excluded** from this proposal **unless specifically identified otherwise** within this proposal document or scope of work statement.

- All conduits, high voltage wiring panels, breakers, relays, boxes, receptacles, etc. Any related electrical work including, but not limited to, 110VAC, conduit, core drilling, raceway, and boxes.
- Voice/data cabling, IE analogue phone lines, ISDN lines, network ports, etc.
- Network connectivity, routing, switching, and port configuration necessary to support audiovisual equipment.
- Concrete saw cutting and/or core drilling.
- Fire wall, ceiling, roof and floor penetration, patching, removal, or fire stopping.
- Necessary sheet rock replacement, ceiling tile, T-bar replacement, and/or wall/ceiling repair.
- Any and all millwork (moldings, trim, etc.). All millwork or modifications to project millwork/furniture to accommodate the AV equipment is to be provided by others.
- Painting, patching, or finishing, of architectural surfaces.
- Permits (unless specifically provided for elsewhere in this proposal document or scope of work statement).
- Engineered (P.E.) seals and/or stamped structural/system details.
- HVAC and plumbing relocation.
- Rough-in, bracing, framing. or finish trim carpentry for installation.
- Cutting, structural welding, or reinforcement of structural steel members required for support of assemblies, if required.
- Owner furnished equipment or equipment furnished by others that is integrated into the systems (as described above) is assumed to be current, industry acceptable, and in good working order. If it is determined that this equipment is faulty upon installation, additional project charges may be incurred.
- Additional or specific manufacturer's "User Adoption" training.
- Additional costs for union labor.





Government, Education, and Corporate Department

For Pricing Requests, Purchase Orders, and Customer Service:

Phone: 800-947-8003 212-239-7503	Fax: 800-858-5517 212-239-7759	Email: Education: emailbids@bhphoto.com Corporate: corporatesales@bhphoto.com	Fed Gov: federalsales@bhphoto.com State and Local: biddept@bhphoto.com
--	--	---	---

The Professional's Source

420 Ninth Avenue, New York City, NY 10001 • www.bhphotovideo.com

Federal ID#: 15-2768071

Prices Are Valid Until: 07/15/23

Quote No.: 900180332

Reference No.: R201202

Sold To: **Jennifer Kerr**
Town Of Melbourne Beach
 507 Ocean Ave
 Attn: Accounts Payable
 MELBOURNE BEACH, FL 32951

Bill Phone: (321)724-1736 Ext.:1
 Work Phone: (321)724-5860

Date	Customer Code	Terms	Salesperson	Ship Via	
06/14/23	A8047822	N/A	359	FDX GROUND	
Line No	Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
1	3	SHURE ULXD4Q QUAD WRLS RCVR w/1/2 WV ANT/G50/REG In Stock - while supplies last.	SHULXD4QG50 (ULXD4Q-G50)	4,788.02	14,364.06
2	14	SHURE WRLS GSNK MIC BS f/U/QLXD w/AA ALK BT/REG Temporarily Out of Stock. No ETA Available at this time	SHULXD8G50 (ULXD8-G50)	410.22	5,743.08
3	14	SHURE 10" SHOCK-MNT GOOSNK CARDIOID MIC GRN/REG In Stock - while supplies last.	SHMX410LPDFC (MX410LPDF/C)	186.56	2,611.84
4	2	SHURE SB900B BATTERIES 8-PACK/REG Instant Savings 5.00 \$ 5.00 Instant Savings Exp. 07/17/23 This item currently has a price of \$780.85 while supplies last.	SHSB900B8PK (0)	678.40	1,356.80

Continued on Next Page ...



Government, Education, and Corporate Department

For Pricing Requests, Purchase Orders, and Customer Service:

Phone: 800-947-8003 212-239-7503	Fax: 800-858-5517 212-239-7759	Email: Education: emailbids@bhphoto.com Corporate: corporatesales@bhphoto.com	Fed Gov: federsales@bhphoto.com State and Local: biddept@bhphoto.com
--	--	--	--

The Professional's Source

420 Ninth Avenue, New York City, NY 10001 • www.bhphotovideo.com

Federal ID#: 15-2768071

Quote No.: 900180332

Date	Customer Code	Terms	Salesperson	Ship Via
06/14/23	A8047822	N/A	Slsm	FDX GROUND

Line No	Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
5	16	CONSISTS OF: SHURE LITHIUM RECHARGEABLE BATTERY f/AXIENT+/REG In Stock - while supplies last.	SHSB900B (SB900B)		
6	2	SHURE 8-BAY NETWORK DOCKING STATION f/BN/GN/REG In Stock - while supplies last.	SHSBC850US (SBC850-US)	842.70	1,685.40
7	1	SHURE UA221 PASSIVE ANENNA SPLITTER KIT/REG In Stock - while supplies last.	SHUA221 (UA221)	132.50	132.50
8	1	ELECTRO-VOICE PA1250T 1x 270w/4ohms 70/100v PWR A/REG In Stock - while supplies last.	ELPA1250T (F.01U.120.172)	604.10	604.10
9	1	ALLEN QU-PAC 32 MNTABLE DIGITAL MIXING SYSTM/REG Back-Ordered. More on the Way	ALAHQUPAC32 (AH-QU-PAC-32)	1,565.97	1,565.97
11	1	CMPLE 18G CL2 2-COND SPK CBL/250' f/IN-WALL/REG In Stock - while supplies last.	CM694N (694-N)	27.10	27.10
12	2	SHURE UA825 25' REMOTE ANTENNA EXT CABLE/REG In Stock - while supplies last.	SHUA825 (UA825)	44.52	89.04

Continued on Next Page ...



Government, Education, and Corporate Department

For Pricing Requests, Purchase Orders, and Customer Service:

Phone: 800-947-8003 212-239-7503	Fax: 800-858-5517 212-239-7759	Email: Education: emailbids@bhphoto.com Corporate: corporatesales@bhphoto.com	Fed Gov: federsales@bhphoto.com State and Local: biddept@bhphoto.com
--	--	---	---

The Professional's Source

420 Ninth Avenue, New York City, NY 10001 • www.bhphotovideo.com

Federal ID#: 15-2768071

Quote No.: 900180332

Date	Customer Code	Terms	Salesperson	Ship Via	
06/14/23	A8047822	N/A	Slsm	FDX GROUND	
Line No	Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
13	2	SHURE IN-LINE ANTENNA AMPLIFIER (470-902 MHZ)/REG In Stock - while supplies last.	SHUA834WB (UA834WB)	132.50	265.00
14	15	KOPUL STUDIO CABLE/ XLR/M to XLR/F NTK-5'/BK/REG In Stock - while supplies last.	KOM4005 (M4005)	13.95	209.25
15	1	HOSA PHOENIX PHX3-F to XLR3-F 6" ADAPT CBL/REG In Stock - while supplies last.	HOCXFF (PHX-206F-BULK)	7.19	7.19
16	1	RAPCOHORIZON LTIBLOX - LAP TOP INTERFACE BLOX/REG In Stock - while supplies last.	RALTIBLOX (LTIBLOX)	44.45	44.45
17	1	SHURE ULXD4D DUAL WRLS RCVR w/1/2 WV ANT/G50/REG In Stock - while supplies last.	SHULXD4DG50 (ULXD4D-G50)	2,393.48	2,393.48
18	5	JBL CONTROL 26C w/TRANSFORMER (PAIR)/REG In Stock - while supplies last.	JBC26CT (CONTROL 26CT)	299.99	1,499.95
19	1	SAMSON SRK16 STUDIO RACK/REG In Stock - while supplies last.	SASRK16 (SASRK16)	193.90	193.90

Continued on Next Page ...



Government, Education, and Corporate Department

For Pricing Requests, Purchase Orders, and Customer Service:

Phone: 800-947-8003 212-239-7503	Fax: 800-858-5517 212-239-7759	Email: Education: emailbids@bhphoto.com Corporate: corporatesales@bhphoto.com	Fed Gov: federsales@bhphoto.com State and Local: biddept@bhphoto.com
--	--	---	---

The Professional's Source

420 Ninth Avenue, New York City, NY 10001 • www.bhphotovideo.com

Federal ID#: 15-2768071

Quote No.: 900180332

Date	Customer Code	Terms	Salesperson	Ship Via
06/14/23	A8047822	N/A	Slsm	FDX GROUND

Line No	Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
20	1	MIDDLE-ATLANTIC PHILLIPS 10-32 SCREWS/WASH 100-PC/REG In Stock - while supplies last.	MIHP (HP)	22.50	22.50
21	1	SANDISK CRUZER CZ60 32GB - B35/REG Instant Savings 0.80 \$ 0.80 Instant Savings Exp. 07/02/23 This item currently has a price of \$ 7.49 while supplies last. In Stock - while supplies last.	SACCZ6032GB (SDCZ60-032G-B35)	6.98	6.98

PLEASE NOTE: -----
 **** Please reference your quote number on all PO's ****
 **** ALL PRICES ARE LISTED IN USD ****
 Certain items may be enforced by vendor to sell at the vendor-imposed price posted at the time of order.

Payment Type - NO PAYMENT TYPE SELECTED	- Amount	Sub-Total: 32,822.59
		Shipping: Free STND
		Total: 32,822.59



Government, Education, and Corporate Department

For Pricing Requests, Purchase Orders, and Customer Service:

Phone: 800-947-8003 212-239-7503	Fax: 800-858-5517 212-239-7759	Email: Education: emailbids@bhphoto.com Corporate: corporatesales@bhphoto.com	Fed Gov: federalsales@bhphoto.com State and Local: biddept@bhphoto.com
--	--	---	---

The Professional's Source

420 Ninth Avenue, New York City, NY 10001 • www.bhphotovideo.com

Federal ID#: 15-2768071

Prices Are Valid Until:

09/03/23

Quote No.: 900982645

Reference No.: R201202

Sold To: **Jennifer Kerr**
Town Of Melbourne Beach
507 Ocean Ave
Attn: Accounts Payable
MELBOURNE BEACH, FL 32951

Ship To:
Town Of Melbourne Beach
507 Ocean Ave
Attn: Gavin Brown
MELBOURNE BEACH, FL 32951

Bill Phone: (321)724-1736 Ext.:1
Work Phone: (321)724-5860

(321)724-1736 Ext.:1

Date	Customer Code	Terms	Salesperson	Ship Via	
08/04/23	A8047822	N/A	359	FDX GROUND	
Line No	Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
1	3	CANON CR-N300 4K PTZ CAMERA w/NDI/20x OZ WHT/REG Instant Savings 300.00 \$300.00 Instant Savings Exp. 09/30/23 This item currently has a price of \$2399.00 while supplies last. In Stock - while supplies last.	CAPTZCRN300W (5157C002)	2,166.87	6,500.61
2	2	PEARSTONE STND SERS CABLE/ HDMI to HDMI - 15'/REG In Stock - while supplies last.	PEHDA15 (HDA-115)	9.99	19.98
3	1	BLACK-MAGIC ATEM MINI EXTREME SWITCHER CONTROL/REG In Stock - while supplies last.	BLATEMME (SWATEMMINICEXT)	857.23	857.23
4	6	ZILR 4KP60 HYPRTN HS HDMI CBL w/ETHRNT-39"/REG <i>Free Standard Shipping in the Contiguous (lower-48) USA.</i> Instant Savings 10.00 \$10.00 Instant Savings Exp. 12/31/23	ZI4KP60E33 (ZRHAA02)	19.52	117.12

Continued on Next Page ...

BNH_quote



Government, Education, and Corporate Department

For Pricing Requests, Purchase Orders, and Customer Service:

Phone: 800-947-8003 212-239-7503	Fax: 800-858-5517 212-239-7759	Email: Education: emailbids@bhphoto.com Corporate: corporatesales@bhphoto.com	Fed Gov: federsales@bhphoto.com State and Local: biddept@bhphoto.com
---	---	---	--

The Professional's Source

420 Ninth Avenue, New York City, NY 10001 • www.bhphotovideo.com

Federal ID#: 15-2768071

Quote No.: 900982645

Date	Customer Code	Terms	Salesperson	Ship Via
08/04/23	A8047822	N/A	Slsm	FDX GROUND

Line No	Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
		This item currently has a price of \$19.99 while supplies last. In Stock - while supplies last.			
5	3	VANCO HDMI EXT OVER SINGLE CAT5E/6 CBL w/IR/REG In Stock - while supplies last.	VA280501 (280501)	79.25	237.75
6	3	COMPREHENSIVE-C CAT6 550mhz SNAGLESS PATCH CBL 10/REG In Stock - while supplies last.	COC655PCMBK (CAT6-100BLK)	28.00	84.00
7	3	CANON A-SWD5WB2 UNI WALL MOUNT WHT f/CR-N300/REG In Stock - while supplies last.	CAASWD5WB2W (3985V052)	187.60	562.80
8	2	FEELWORLD 15.6"IPS 4K BRDCST MNTR/QD SPLT DSPLY/REG In Stock - while supplies last.	FE4K1569HSD3 (4K156-9HSD-384)	459.00	918.00
9	1	COMPREHENSIVE-C CAT6 550mhz SNAGLESS PATCH CBL 50/REG In Stock - while supplies last.	COC655PC50BK (CAT6-50BLK)	13.49	13.49

Continued on Next Page ...

BNH_quote



Government, Education, and Corporate Department

For Pricing Requests, Purchase Orders, and Customer Service:

Phone: 800-947-8003 212-239-7503	Fax: 800-858-5517 212-239-7759	Email: Education: emailbids@bhphoto.com Corporate: corporatesales@bhphoto.com	Fed Gov: federsales@bhphoto.com State and Local: biddept@bhphoto.com
--	--	---	---

The Professional's Source

420 Ninth Avenue, New York City, NY 10001 • www.bhphotovideo.com

Federal ID#: 15-2768071

Quote No.: 900982645

Date	Customer Code	Terms	Salesperson	Ship Via
08/04/23	A8047822	N/A	Sism	FDX GROUND

Line No	Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
<p>PLEASE NOTE: -----</p> <p>*****BILD EXPO*****</p> <p>Please join us at B&H's Bild Expo September 6th and 7th at Javits Center NYC Free Registration at WWW.bildexpo.com CELEBRATING B&H's 50th ANNIVERSARY *****</p> <p>**** Please reference your quote number on all PO's ****</p> <p>**** ALL PRICES ARE LISTED IN USD ****</p> <p>Certain items may be enforced by vendor to sell at the vendor-imposed price posted at the time of order.</p>					

Payment Type - NO PAYMENT TYPE SELECTED	- Amount	Sub-Total: 9,310.98
		Shipping: Free STND
		Total: 9,310.98



8/24/2023

Estimated Budgetary Range

For

Town of Melbourne Beach
Commission Chamber Audio Visual Upgrades

Major System Components

Audio

- Full Discussion Gooseneck Microphone System – (14) Wireless Tabletop Conference Units
 - (5) Town Commissioners at Dais
 - (8) Town Staff
 - (1) Podium
- Microphone Charging Stations
- (1) Wireless Handheld Mic for flexible use.
- New Audio DSP with integration into recording system
- All Cables, Misc. Hardware, and Shipping
- Installation, DSP Programming / Configuration
- Project Management, Training, Documentation

Subtotal Audio = \$32,000 - \$38,000

Video

- 75" or 86" Commercial Display
- (1) Mounted PTZ Camera (20X Zoom Capability)
- Wireless Content Sharing for Unified Communications Calls or Basic Presentation Sharing
- Video Extenders for Video Distribution
- All Cables, Misc. Hardware, and Shipping
- Installation, Configuration
- Project Management, Training, Documentation

Subtotal Video = \$10,900 - \$12,800

Estimated Budgetary Range: \$42,900 - \$50,800





Klass Act Solutions LLC
2412 Irwin Street
Melbourne, Florida 32901
United States

(321) 474-0220
robbin.kruel@klassactsolutions.com
www.klassactsolutions.com
Robbin Kruel
robbin.kruel@klassactsolutions.com
(321) 474-0220

Audio Upgrade Quote



Town of Melbourne Beach

507 Ocean Avenue
Brevard County
Melbourne Beach, Florida 32951
United States
townclerk@melbournebeachfl.org

(321) 724-5860

Presented By
Klass Act Solutions LLC

Quote Number
Q-1730





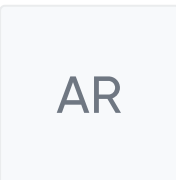


Presented On
Oct 13, 2023

Version
3

Locations

Council Chambers Audio

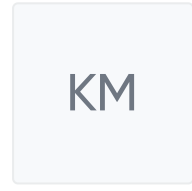
\$83,984.58

ITEM		QTY
	<p>Allen-Heath AH-IP-1 1 rotary dual-function encoder with LCD Display, dLive Compatible</p>	1
	<p>AtlasIED AP-S15LA 15A Power Conditioner And Distribution Unit</p>	1
	<p>AtlasIED BB-1616DT BlueBridge 16 Input X 16 Output DSP Audio Processor With Dante</p>	1
	<p>AtlasIED HPA602 Amp, Hi Pwr 2X300W@70V 2RU</p>	1
	<p>AtlasIED REMOTE-SVR-4HR SERV, REMOTE 4 HRS</p>	2
	<p>AtlasIED SM63T-B 6.5 2-Way Weather Resistant Loudspeaker System With 70.7V/100V 32W Transformer, Black</p>	6
	<p>AtlasIED WMA12-23 12RU High Strength Wall Cabinet With Adjustable Rails, 23.5" Deep</p>	1

	<p>AtlasIED EFP3-2 Dual Fan Panel Recessed Mount</p>	1
---	---	---

	<p>AtlasIED MPFD12 1" Deep Micro Perf Door For WMA 12RU</p>	1
---	--	---


	<p>Documentation</p>	10 h
--	-----------------------------	------









	<p>-KAS MPF - Advanced Misc parts and fasteners needed for cable management and proper installation</p>	1
---	--	---

	<p>Project Management Project Management</p>	1
--	---	---

	<p>RTI CB-8 Connecting Block</p>	1
--	---	---

	<p>RTI KA11 (BLACK) 11" Coutertop/Wall Touchpanel - Black</p>	1
--	--	---

	<p>RTI VXP-82 All-In-One Presentation Switcher with Built-In Processor</p>	1
--	---	---

	RTI VXP-R Receiver specifically for use with VXP-82	1
	RTI VXP-T Transmitter specifically for use with VXP-82	1
	RTI XP RTiPanel Unlimited Email RTiPanel Unlimited User e-License for XP Processors	1
	Shure MXC416DF/C Gooseneck Microphone, Length 40 cm, dual bend	14
	Shure MXCW640 Wireless Conference Unit	14
	Shure MXCWAPT-A Access Point Receiver	1
	Shure MXCWNCS-US Networked Charging Station	2
	Shure SB930 Rechargeable Battery	6



Structured Cable Products (SCP) VANTAGE-16/2

1

Vantage control cable, 2 conductor/16 AWG, 65 strand, purple with yellow stripe, 1000 feet spool

Labor

Documentation	10 h	\$850.00
Installation	26 h, 42 m, 36 s	\$3,071.65
Programming	5 h	\$775.00
Project Management		\$234.83
Total	41 h, 42 m, 36 s	\$4,931.48

Summary

Product + Labor	\$87,831.23
-----------------	-------------

Adjustment	-\$493.15
------------	-----------

Subtotal	\$87,338.08
-----------------	--------------------

Tax	\$0.00
-----	--------

Total Price	\$87,338.08
--------------------	--------------------

Payment Terms	Billing Date	Due Date	Amount
○ Deposit			\$82,899.75
○ Upon Completion (100%)			\$4,438.33

Terms

I accept this proposal and hereby authorize Klass Act Solutions, LLC to proceed with the installation of the included systems at the facilities of signer as described in the totality of this document. I further authorize Klass Act Solutions, LLC to be granted the facility access that will be required to complete this project in a workmanlike and timely manner and for payment to be made to Klass Act Solutions, LLC. In keeping with the Terms of Payment listed above. It has been made clear to me that there exist no understandings regarding this project with any relevant party unless and until signer and Klass Act Solutions, LLC agree to such additional or alternate understandings in writing. Project cost and pricing are dependent upon a continual flow of work without interruption or delays imposed by signer or their family/staff, construction, other building trades or any other party, and additional costs may be incurred by signer from Klass Act Solutions, LLC. If such delays result in additional costs that are not covered by the pricing in this proposal. I agree that any additions to and/or deletions from the materials and labor to be provided by my acceptance of this proposal and any resulting change(s) in cost of this project shall only be by way of written change order(s) and shall be valid only after being signed by signer and Klass Act Solutions, LLC. This proposal is valid only if accepted in writing by signer and deposit payment received no later than 10 days after date on proposal.

Signature

Signature

Date



Klass Act Solutions LLC
2412 Irwin Street
Melbourne, Florida 32901
United States

(321) 474-0220
robbin.kruel@klassactsolutions.com
www.klassactsolutions.com
Robbin Kruel
robbin.kruel@klassactsolutions.com
(321) 474-0220

Live Stream Quote



Town of Melbourne Beach

507 Ocean Avenue
Brevard County
Melbourne Beach, Florida 32951
United States
townclerk@melbournebeachfl.org

(321) 724-5860

Presented By
Klass Act Solutions LLC


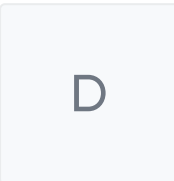



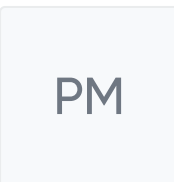

Quote Number
Q-1727

Presented On
Oct 13, 2023

Version
2

Locations

Council Chambers Video/Streaming \$11,198.88

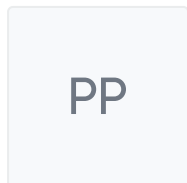
ITEM		QTY
	<p>Blackmagic Design ATEM 1 M/E CONSTELLATION HD High definition live production switcher</p>	1
	<p>Documentation</p>	10 h
	<p>-KAS MPF - Advanced Misc parts and fasteners needed for cable management and proper installation</p>	1
	<p>Luxul SW-100-08P 8 Port Gb PoE+ Switch with Uplink 92W</p>	1
	<p>Matrox MHDX/I Dual channel H.264 encoder for broadcast streaming and recording</p>	1
	<p>Project Management Project Management</p>	1
	<p>PTZOptics HCM-1-WH Ceiling Mount for camera, white</p>	2



PTZOptics PT20X-NDI-WH

2

1080p Broadcast and Conference Camera with 20X optical zoom, white



PTZOptics PT-JOY-G4

1

IP or Serial PTZ Camera Controller | Fourth Generation | PTZ

Labor

Documentation	10 h	\$850.00
Installation	5 h, 56 m, 15 s	\$920.33
Programming	10 h	\$2,090.00
Project Management		\$193.02
Total	25 h, 56 m, 15 s	\$4,053.35

Summary

Product + Labor	\$14,209.21
-----------------	-------------

Subtotal	\$14,209.21
-----------------	--------------------

Tax	\$0.00
-----	--------

Total Price	\$14,209.21
--------------------	--------------------

Payment Terms	Billing Date	Due Date	Amount
○ Deposit			\$10,155.86
○ Upon Completion (100%)			\$4,053.35

Terms

I accept this proposal and hereby authorize Klass Act Solutions, LLC to proceed with the installation of the included systems at the facilities of signer as described in the totality of this document. I further authorize Klass Act Solutions, LLC to be granted the facility access that will be required to complete this project in a workmanlike and timely manner and for payment to be made to Klass Act Solutions, LLC. In keeping with the Terms of Payment listed above. It has been made clear to me that there exist no understandings regarding this project with any relevant party unless and until signer and Klass Act Solutions, LLC agree to such additional or alternate understandings in writing. Project cost and pricing are dependent upon a continual flow of work without interruption or delays imposed by signer or their family/staff, construction, other building trades or any other party, and additional costs may be incurred by signer from Klass Act Solutions, LLC. If such delays result in additional costs that are not covered by the pricing in this proposal. I agree that any additions to and/or deletions from the materials and labor to be provided by my acceptance of this proposal and any resulting change(s) in cost of this project shall only be by way of written change order(s) and shall be valid only after being signed by signer and Klass Act Solutions, LLC. This proposal is valid only if accepted in writing by signer and deposit payment received no later than 10 days after date on proposal.

Signature

Signature

Date

Regular Town Commission Meeting Agenda

Section: New Business
Meeting Date: October 18, 2023
Subject: Resolution 2023-07 FY23 Budget Amendment
Submitted By: Jennifer Kerr, Finance Manager

Background Information

Carryforward and Transfer Ryckman Park/Crossover Parking Funds from the General Fund to a new Fund (Fund 175 – Ryckman Park Parking Fund) for utilization from Fiscal Year (FY) 2022 to FY2023. Putting the Parking Funds for Ryckman Park and the Crossovers in a separate fund will allow for easier tracking.

Recommendation:

Approval of Resolution 2023-07 Budget Amendment

Attachments:

Proposed Resolution 2023-07

RESOLUTION NO. 2023-07

A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, AMENDING THE BUDGET FOR THE FISCAL YEAR (FY) 2022-2023; AMENDING RESOLUTION NO 2023-02 RELATED TO THE USE OF ALL CARRYFORWARDS AND TRANSFERS FOR ALL FUNDS INCLUDING THE GENERAL FUND; ESTABLISHING AUTHORITY FOR THE TOWN MANAGER TO IMPLEMENT THE BUDGET; AND PROVIDING FOR ADOPTION.

WHEREAS, the Town Commission adopted the Budget for the Town of Melbourne Beach for the fiscal year beginning October 1, 2022 and ending September 30, 2023 by Resolution No 2023-02; and

WHEREAS, this Resolution amends Resolution No. 2023-02 covering the period October 1, 2022 to September 30, 2023; and

WHEREAS, the Town Commission of the Town of Melbourne Beach has conducted the requisite public hearing(s) on this resolution as required by Section 166.241, Florida Statutes and Section 15-6, Melbourne Beach Code of Ordinances.

NOW, THEREFORE, BE IT RESOLVED by the Town Commission of the Town of Melbourne Beach, Florida, as follows:

Section 1. That the 2022-2023 Town Budget for all Funds including the General Fund and Resolution 2023-07 adopting the aforesaid amended budget is hereby amended with the following amendments. Not all funds or accounts are depicted. Funds, accounts, and departmental budgets or appropriations not shown are not amended.

#1. Carryforward and Transfer Parking Funds from the General Fund to the Ryckman Park Parking Fund for Utilization from FY2022 to FY2023:

Carryforward and Transfer \$97,998.78 in parking funds generated from Ryckman Park and Crossovers from the General Fund (001) to Fund 175 – Ryckman Park Parking Fund.

Section 2. That the amounts shown in Section 1. of the Resolution are hereby appropriated out of the treasury of the Town and any revenues accruing to the Town available for said purposes of the Town's budgetary accounts.

Section 3. That the Town Manager is hereby authorized and directed to proceed with the implementation of the service programs and projects provided for in the budget. Such implementation is to be consistent with the provisions of the Town Code of Ordinances and policies established by the Mayor and Town Commission.

Section 4. That the appropriations and authorizations provided in this resolution are hereby made effective as of October 18, 2023.

PASSED AND ADOPTED by the Town Commission of the Town of Melbourne Beach, Brevard County, Florida, at its regular meeting this 18th day of October, 2023.

TOWN OF MELBOURNE BEACH,
FLORIDA, a Florida Municipal Corporation

By: _____
Wyatt Hoover, Mayor

ATTEST:

Amber Brown
Town Clerk

Town Commission Agenda Item

Section: New Business

Meeting Date: 10/18/2023

Subject: Stormwater Update

Submitted By: Public Works Director Tom Davis

Background Information:

During the recent rain event our area experienced between 3 and 4 inches of rainfall. Shortly after the rains had subsided PW Director Davis toured the Town to identify areas where the rain waters were still present on the roadways. The areas of greatest concern were photographed and the photos provided as attachments.

The areas of South Palm, Magnolia and Poinsettia displayed the presents of large amounts of water standing and the high level marks indicated by debris left on the ground.

One theory is that South Palm often get overwhelmed by large amounts of water flowing from Magnolia and Poinsettia. Banyan Way also contributes to the problem also.

It should be noted that the Poinsettia stormwater pipe system is totally collapsed. PW had used high pressure water to attempt to clear the pipe system with no success. Investigation has revealed that the very old corrugated pipes system has collapsed prevent any water flow through those pipes. With that being the case the water is forced to flow down the street rapidly overwhelming the storm water inlet at South Palm and Poinsettia.

The further complicate that problem there is the situation at Poinsettia and Shannon. At that location water traveling from Shannon and Harlan all collects at one location and stands. It also causes more water to travel onto Poinsettia.

Recommendation: Prioritizing the aforementioned areas as needing to have engineering to move forward with storm water work.



Retention Area



Retention Area – 1 Hour Later



Poinsettia – East End – No functioning underground pipe.
The water floods the yards along the street.



Magnolia at S. Palm



Drain Inlet on S. Palm – A line from Flamingo crosses through the properties here and feeds that water into this inlet. That renders this inlet useless for water traveling south on the west side of S. Palm causing yard flooding to a nearby residence. It has nearly entered that garage in the past



Shannon Intersecting Poinsettia/Magnolia – The water then Flows to Harland and Poinsettia. Harland has a large swale from previous stormwater work. That captures that water preventing yard flooding there. Poinsettia has no functioning stormwater underground piping. It is over 50 years old corrugated pipe. We have attempted to use the ditch witch and clean the pipe to no avail.



Sunset to the West – Prior to our cutting the curbs this area held water for a long period.



Sunset at Pine – After we completely cleared and cleaned the entire swale median water collects and stays in the swales.



Sunset to the East – Prior to our curb cutting and cleaning of the Median swale this side flooded.



Ocean Looking South on Pine



Pine at First



Pine and Second – Note that less water is flowing on the west side of the road. That is attributed to our having built a small swale at First and Pine.



Pine Looking East on Third



Pine Looking South on Pine from Third



Pine Looking East on Fourth



Fourth Looking West to the River – We plan to install a route for the water to escape this area



Town Manager Report for October 2024

1. Attended court hearing for Dennington v Town of Melbourne Beach.
2. 120 middle school students, from Central Middle School, met with representatives from FIT at the Town Pier, to continue the annual "A Day in the Life of the Lagoon" as part of the Living Docs Initiative. Students through- out the County meet with local experts to learn about the Lagoon.
3. Meeting with Mike Casey, TM Indialantic, Joe Gervias, PW Director Indialantic and Tom Davis, Public Works Director to discuss the paving of Riverside in FY2024. The Towns will bid the job together piggybacking off of the County's Paving Agreement from August 2023 and have BSE prepare the engineering.
4. Met with Dan Harper (P&Z Board member) to discuss water retention options on site plans. I will contact Scott from BSE to discuss a possible meeting.
5. Attending (virtually) a Lagoon Restoration 2024 Legislative meeting.
6. Attending the Transportation Planning Organization meeting to discuss long range priority projects.
7. Meeting with Rose from Viva Florida Wildflower Grant to finalize project and received last draw of grant funds for \$568.00
8. Met with Corey O'Gorman, Cliff Repperger and Robert Bitgood to discuss convening BOA in November.
9. Robert Bitgood and Tom Davis will each be joining Vice Mayor Barton for one session at the Marine Resource Council Conference.

OCTOBER 2023 TASK LIST

ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
Parking Stickers	3/15/2023	9/21/2023	9/21/2023	Wyatt Hoover	
DATE	DIRECTION/NOTES				
8/16/2023	Town Manager – Current design does not work when you shrink it, but the guest passes have a ghost design and it does work.				
7/19/2023	Town Manager – Provided 2 draft mockups, waiting on additional edits				
6/28/2023	Town Manager – Waiting on the mockup, concept is smaller, circle, one color background with the year on it. Look into why they turn brown				
4/19/2023	Town Manager – When people come in they are being told that the sticker is switching to a yearly sticker; the new sticker will be smaller and have a solid color with the year. Bring a draft of the sticker in June.				
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
Options and costs for live streaming	9/21/2022	10/18/2023		Joyce Barton	Town Clerk
DATE	DIRECTION/NOTES				
9/21/2023	Town Clerk – Received 4 quotes and have a second meeting with another company				
7/19/2023	Town Clerk – Received 2 quotes still waiting on 3 others				
5/17/2023	Town Clerk – Working with a company that assists with RFPs and finding companies that do the work.				
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.				

OCTOBER 2023 TASK LIST

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	REQUESTER	ASSIGNED TO
S.E.A. PROJECT	2/17/2021	11/15/2023		Mayor Hoover	Town Manager
Date	Directions/Notes				
8/16/2023	At the workshop next week				
7/19/2023	Town Manager – Received drawings from Bowman next step is scheduling a workshop				
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				

OCTOBER 2023 TASK LIST

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.				
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>				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
Sixth Ave boat ramp improvements	8/17/2022	11/15/2023		Commissioner Runte	Town Manager/ PW Director
DATE	DIRECTION/NOTES				
8/16/2023	At the workshop next week.				
7/19/2023	Mayor – Neighboring property put in a taller dock that is getting destroyed, so if the Town put in a small dock it would not last long				
6/28/2023	Look into grant opportunities				
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				

OCTOBER 2023 TASK LIST

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	REQUESTOR	ASSIGNED TO
<i>Lifeguard coverage</i>	3/15/2023	3/20/2024		Wyatt Hoover	
DATE	DIRECTION/NOTES				
9/21/2023	Fire Chief – Presented the different options and costs. Continue with BCOR for the next fiscal year then reassess.				
7/12/2023	Create a staffing plan, budget, equipment list, and all other details to bring a lifeguard program in-house. What would Ocean Park parking fees need to increase to in order to cover the cost.				
6/28/2023	Town Manager – Met with County Manager, waiting on the County Commission. Corey Runte – Asked to look into the cost of having our own lifeguard program.				
5/17/2023	Town Manager – Fire Chief Gavin Brown is the liaison for this. Right now the Brevard County Commission is looking into it				
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.				