



# **TOWN OF MELBOURNE BEACH**

## **TOWN COMMISSION SPECIAL MEETING**

**June 3, 2020**

## **AGENDA PACKET**





## **Town of Melbourne Beach**

# **AGENDA**

## **SPECIAL TOWN COMMISSION MEETING**

**WEDNESDAY, JUNE 3, 2020 – 6:00 PM**  
**COMMUNITY CENTER, 509 OCEAN AVENUE**

Due to the effects of COVID-19, recognizing the Centers of Disease Control social distancing guidelines, and as authorized and in compliance with Governor Ron DeSantis Executive Order 20-112 (Phase I: Safe. Smart. Step-by-Step. Plan for Florida's Recovery), attendance in the Community Center will be limited to 28 people. Those in excess of that number will be accommodated outside the community center where the meeting will be broadcast live in an audible format. Should members of the public seated outside wish to be heard, comment cards will be available to fill out and those who do will be invited into the Community Center for the purpose of speaking at the appropriate time. Anyone who wishes to provide public input without personally appearing at the meeting may do so by sending an email to [townclerk@melbournebeachfl.org](mailto:townclerk@melbournebeachfl.org). All emails must be received prior to 4:00 p.m. on Tuesday, June 2, 2020. All emails will be provided to the Mayor and each of the Town Commission Members. Should you wish to have your comment read aloud by Town staff at the meeting, please indicate that in your email. Your full name and address must be included and will be read aloud. The reading of public comments received by email will be limited to three (3) minutes.

## **PUBLIC NOTICE**

**The Town Commission will conduct a SPECIAL TOWN COMMISSION meeting on Wednesday, June 3, 2020 in the COMMUNITY CENTER to address the items below.**

### **Commission Members:**

Mayor Jim Simmons  
Vice Mayor Wyatt Hoover  
Commissioner Steve Walters  
Commissioner Sherrie Quarrie  
Commissioner Corey Runte

### **Staff Members:**

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

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

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

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

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

**I. Call to Order – Led by Mayor Simmons**

**II. Roll Call**

**III. Pledge of Allegiance and Moment of Silence**

**IV. Public Comment**

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. Please remember to sign the sign-in sheet provided if you will be speaking at the meeting.

**V. Old Business**

- A. Discuss plan of action regarding beach access parking - Commissioner Quarrie
- B. Discussion regarding Commission Communication Guidelines - Town Manager Mascaro
- C. Discussion and consideration of increasing the current \$35 parking ticket fee - Town Manager Mascaro
- D. Consideration of the First Amendment to the Restated Interlocal Agreement for Creation of the Transportation Planning Organization - Space Coast Transportation Planning Organization

## **VI. Staff Reports**

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

## **VII. Town Commission Comments**

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

## **VIII. Adjournment**



<b>Attachments:</b>	Recommended New Plan of Action regarding all Parking, Parking Survey, and Emerald Lakes density
<b>Date Prepared:</b>	5/11/2020
<b>Prepared By:</b>	Commissioner Sherri Quarrie
<b>Meeting Date:</b>	5/20/2020

**Agenda Category:**

<input type="checkbox"/>	<b>Proclamations &amp; Awards</b>	<input type="checkbox"/>	<b>Public Hearings</b>
<input type="checkbox"/>	<b>Presentations</b>	<input type="checkbox"/>	<b>Old Business</b>
<input type="checkbox"/>	<b>Boards &amp; Committees</b>	<input checked="" type="checkbox"/>	<b>New Business</b>
<input type="checkbox"/>	<b>Consent</b>	<input type="checkbox"/>	<b>Other:</b>

<b>Subject:</b>	Beach access parking
<b>Recommended Action:</b>	Ocean Park to remain closed. Re-Opening Town end of street beach access to Residents only
<b>Background Information:</b>	<p>Covid19 workplace closures and beach renourishment closed county beach parking has caused an unusual amount of beach parking in commercial parking lots from PAFB to Melbourne Beach Publix. This extreme amount of beach goers is causing litter and sanitation issues that have never been seen before on the barrier island.</p> <p>Our Public Work's Staff should not be exposed to cleaning up our parks after this amount of people from the highly impacted Covid19 areas.</p> <p>We are also very impacted by the price increases and availability of the maintenance products necessary to keep our facilities clean and family friendly. The possibility of Covid 19 exposure and the financial burden for our residents is a very big concern.</p>

**Recommended New Plan of Re-Opening Town end of street beach access:**

**1. Town end of street crossover area parking resident only with 2 - 4 (?) free decals per address now before deciding on Ocean Park paid parking.**

Town owned parking areas have not used any grant money so their use is up to Town Residents. The survey shows an overwhelming "yes" on resident only crossovers (2a) and "no" parking split between resident and non-residents (2b) .

**2. No Parking signs on Town streets East of Oak down to Gemini Elementary to remain in place.**

Map out where "No Parking" will remain since residents are happy the signs are up considering health and litter concerns are not in front of their home.. Approaching it this way eliminates resident's concerns of which side of the street the no parking will be.

**3. Begin vendor search, selection for implementation of Ocean Park paid parking for some time in the Fall 2020. Ocean Park should remain closed until then.**

Survey shows majority of residents want Ocean Park paid parking. This will give us more time to present Paid Parking materials from vendors with hardware and software costs. Also an accurate enforcement and new cleaning requirements budget.

Covid19 work place closures has caused an unusual amount of beach parking in commercial parking lots from PAFB to Melbourne Beach Publix. Commercial areas have always monitored their own parking lot. Indialantic businesses are towing cars due to parking violations that are clearly signed. Melbourne Beach business's should also.

This extreme amount of beach goers is causing sanitation issues that have never been seen before on the barrier island. We are very impacted by price increases and availability of the maintenance products necessary to keep our facilities clean and family friendly. Covid 19 exposure and the financial burden for our residents is a very big concern.



Our Town Commissioners needs to find ways to offset the financial impact of taking care of our parks. This plan will be our best chance to accomplish this for our residents plus adding resident parking only areas that their Town tax dollars are paying for, to give them a safe area to enjoy the beach. I believe visitors that use Ocean Park parking, showers and bathrooms should pay to use them as their fair share. It shouldn't be supported by only Town Residents.

In closing let's not forget that some of our residents are also finding themselves financially impacted. The Beach Survey show's an overwhelming majority of our residents approved these recommendations before a "New Normal" was needed.

# 2020 Melbourne Beach Parking Survey

Below is some basic information on what I received from the town as well as information behind each of the results pages:

## **Points of Information Regarding what was Received from the Town:**

- 1) I was provided with an excel spreadsheet that included 13 columns of relevant information. I was NOT provided the actual surveys in any form.
- 2) The results shown in this data are directly based on the spreadsheet that I was provided. If any information was entered by town staff incorrectly, it would not have been possible for me to know and adjust for those inaccuracies.
- 3) Specific to Question 2, along with the spreadsheet I was provided the following comment: "Also, you'll notice how many zeroes there are for responses to Question 2, because I think most people didn't understand the question, many answered in ways that didn't make sense such as they wanted to restrict it to resident parking plus they wanted to restrict it to resident and non-resident parking. In those cases, all zeroes were entered indicating a non-response." Again, data are presented as I received them.

## **Other general points of information:**

- 1) For all questions, you will note that I show the results both as "All Responses" as well as "Per Household." All Responses take into account all Yes and No responses for each Resident on the survey. The Per Household results only count 1 response per street address. For the Per Household results, if there were multiple Resident responses then if both Residents said "Yes" then the household was a "Yes". If both Residents said "No" then the household was a "No". If the two Residents were split then the household was a "Mixed Household".
- 2) For all questions, you will note that I show the results as straight "Yes" vs. "No" but then also show results that take into account comments by residents. There are a significant number of responses to all questions, both with "Yes" and "No" responses, where the comment indicates that they are only responding "Yes" or "No" so long as changes are made the proposed plan. It is not my place to automatically make those with conditions be a "No" but thought it should be noted how many there were.
- 3) For Question 1 you will notice that I reported the results both in a town wide way as well as for each of the areas that would be impacted by the changes. I included maps showing the areas that were included for each.
- 4) A lot of residents included comments that are not able to be shown in results that are mainly "Yes" vs "No". I would highly recommend that the Mayor and Commissioners take some time to read through the comments on the actual surveys.

# Overall Survey Results

**1,689** Surveys sent out via US Postal Service "Every Door Direct Mail"

**230** Surveys returned to the Town as of February 18th, 2020

**13.6%** Survey Return Rate

**171** Surveys returned with both Resident 1 and Resident 2 responses

**59** Surveys returned with only Resident 1 response

**401** Possible individual responses to each question

**230** Possible Household responses to each question

**10** Surveys returned with no address

**1** Survey returned from local business address, not resident address

**1** Survey returned from address outside town limits

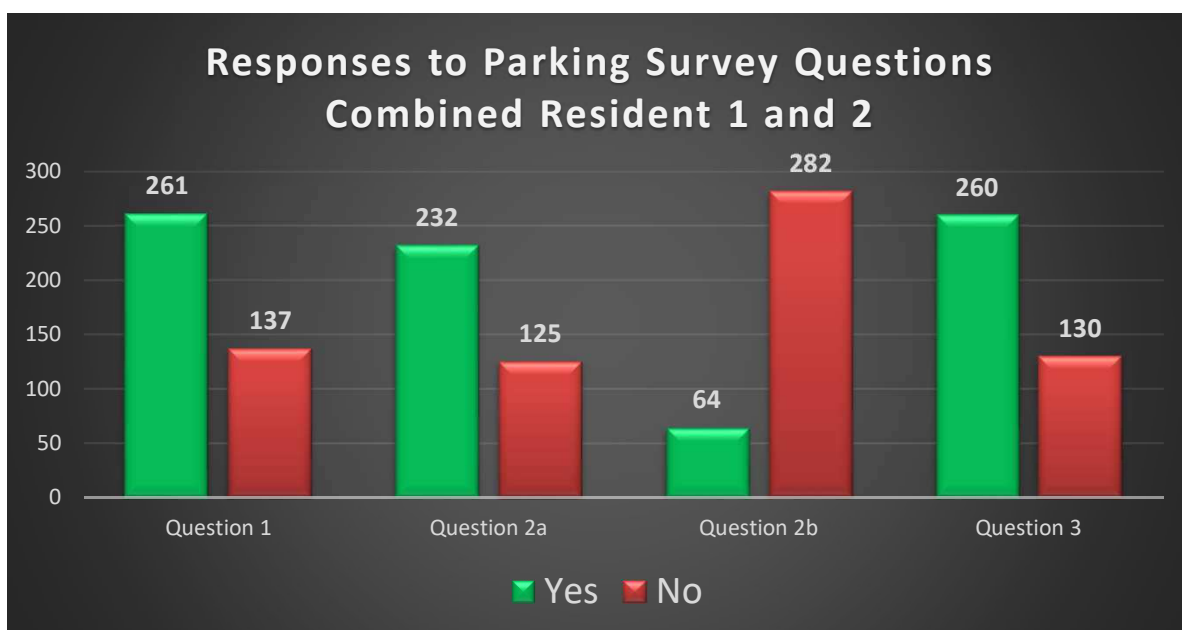
## Overview of Individual Responses to Survey Questions

**Question 1:** Resident only street parking would include the area north of Ocean Ave and east of A1A, and south of Ocean Ave and east of Orange.

**Question 2(a):** Resident Only Parking on Crossovers by Permit

**Question 2(b):** Parking Split Between Resident and non-Resident

**Question 3:** Paid Parking in Ocean Park



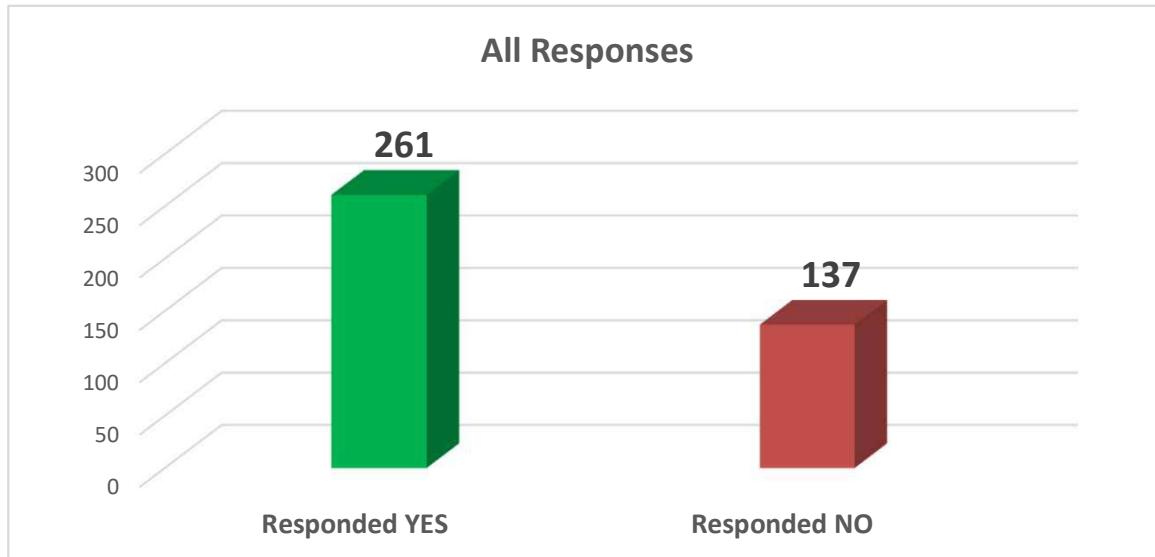
# Responses to Question 1

Resident only street parking would include the area north of Ocean Ave and east of A1A, and south of Ocean Ave and east of Orange.

## All Responses

*Includes all responses from both Resident 1 and Resident 2*

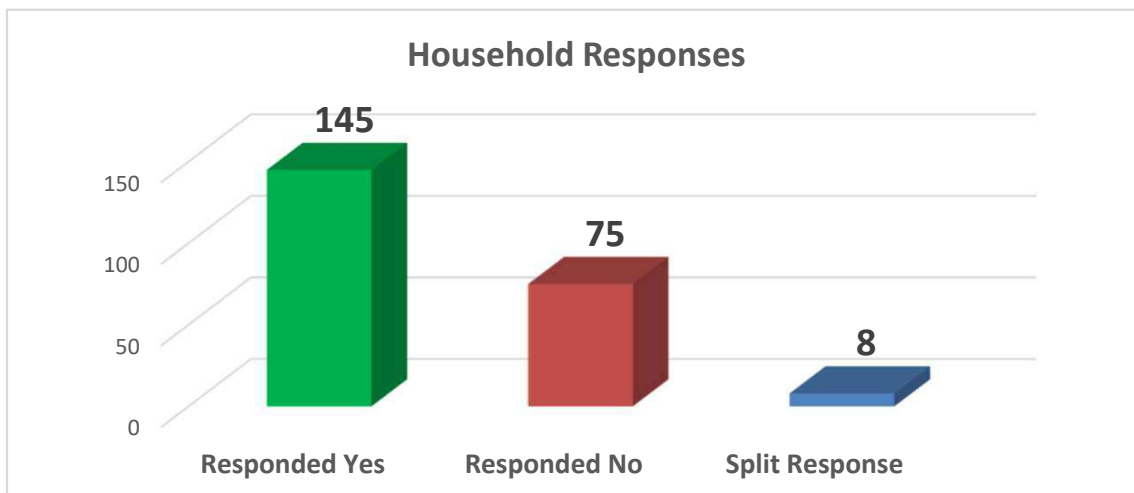
<b>Total Responses:</b>	<b>398</b>	
<b>Responded YES</b>	<b>261</b>	<b>66%</b>
<b>Responded NO</b>	<b>137</b>	<b>34%</b>



## Per Household Responses

*"Per Household" means 1 response per street address*

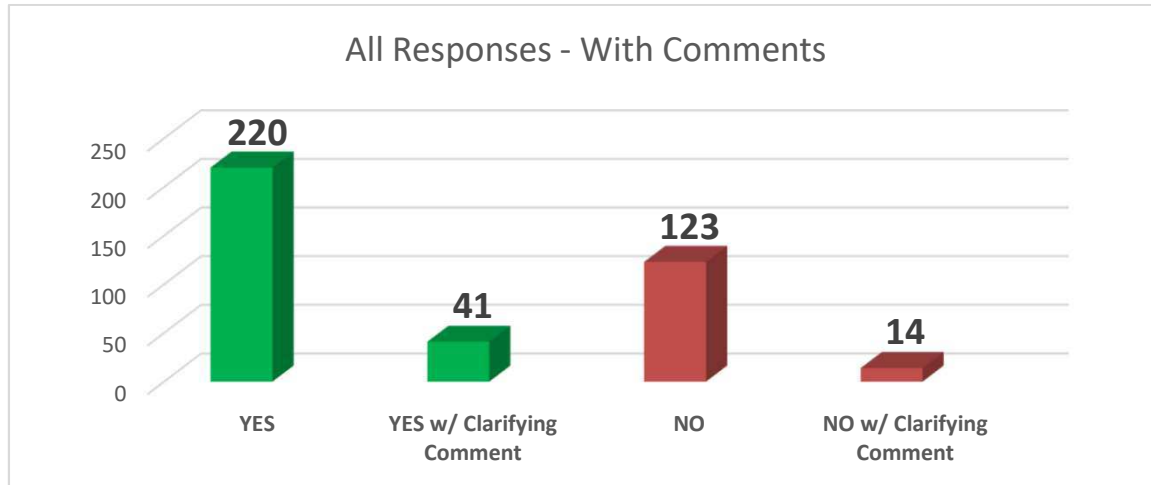
<b>Total Households Responding</b>	<b>228</b>	
<b>Responded Yes</b>	<b>145</b>	<b>64%</b>
<b>Responded No</b>	<b>75</b>	<b>33%</b>
<b>Split Response</b>	<b>8</b>	<b>4%</b>



## All Responses - Comments Included

*"Clarifying Comment" means a comment in which the Resident responded Yes or No but only if changes to the proposed policy were included*

	<b>YES</b>	<b>220</b>
<b>YES w/ Clarifying Comment</b>		<b>41</b>
	<b>NO</b>	<b>123</b>
<b>NO w/ Clarifying Comment</b>		<b>14</b>



### Example of Clarifying Comments with Responses of "Yes":

1	Without any additional costs for permits to residents
2	Guest day permits should be given to residents to use when needed - not on a daily basis - this saves money so no need to pay someone everyday to issue permits.
3	Our only concern is how to be fair about which side of the street will be used for parking and how those homeowners will feel about that idea.
4	Provisions are needed for unexpected guests, deliveries, service and repair personnel, one time social events, repeat events and construction, yard and pool service.
5	There should be no need to restrict parking to one side only. Making the "Resident Only" would not result in more parking on both sides than there is now. If allowing alcohol on the beach attracts many visitors, which then exacerbates the problems enumerated, then it would seem like a no-brainer to prohibit alcohol on the beach. I alcoholism is a problem, then ban alcohol. Street parking violations will require tickets for illegal parking.
6	Only on A&B Ave - not on 1-6th Ave
7	Signs should be posted to state resident only parking. Permits should not be required. If it's not a resident parked there homeowner notifies police and car is towed/ticketed. No requirement to purchase stickers from town.
8	Must give resident permit holders 1 or 2 visitor passes to be used when visitors are here. Shouldn't need to go to Town Hall for permit

### Example of Clarifying Comments with Responses of "No":

1	Unclear is this paid or unpaid? Why do people have to pay to park on their street?
2	Try this for a few streets but not all streets included in area i.e. AVE A & B
3	We vote yes only if residents of our street can park on our street (and our guests with permits). Too many "residents" park in front of our house, on our lawn, and break our sprinklers and damage our plantings. Residents who want to go to the beach should park at parks or beach access only (with permit).
4	Do not impose on any streets other than Ave A, Ave B and 1st Ave as that is where the problem is.

# Map of North Impacted Area for Question 1

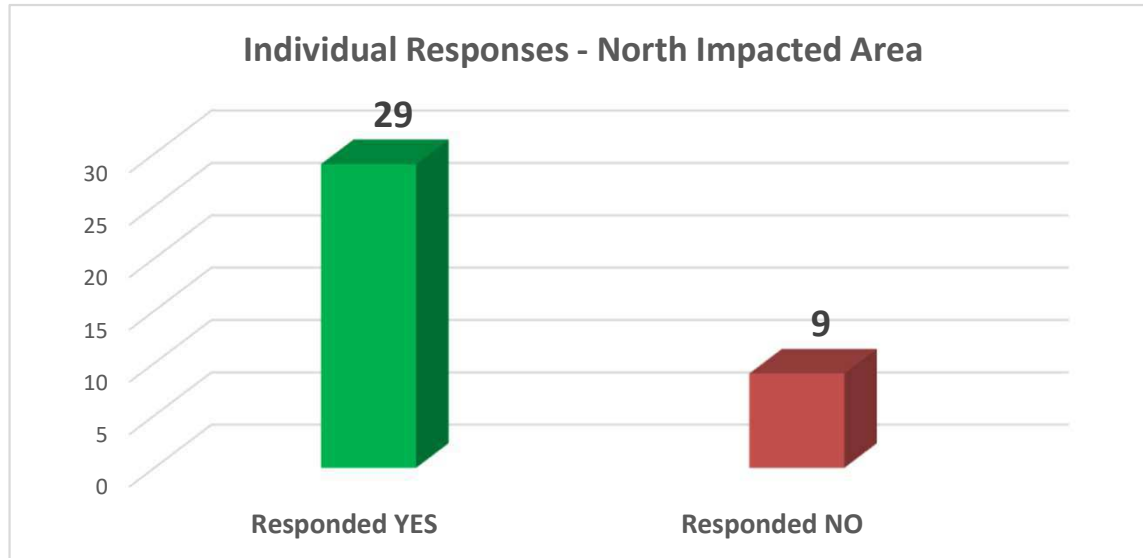
North Impacted Area: All streets North of Ocean Avenue and East of A1A





## Individual Responses Within North Impacted Area Only (North of Ocean and East of A1A)

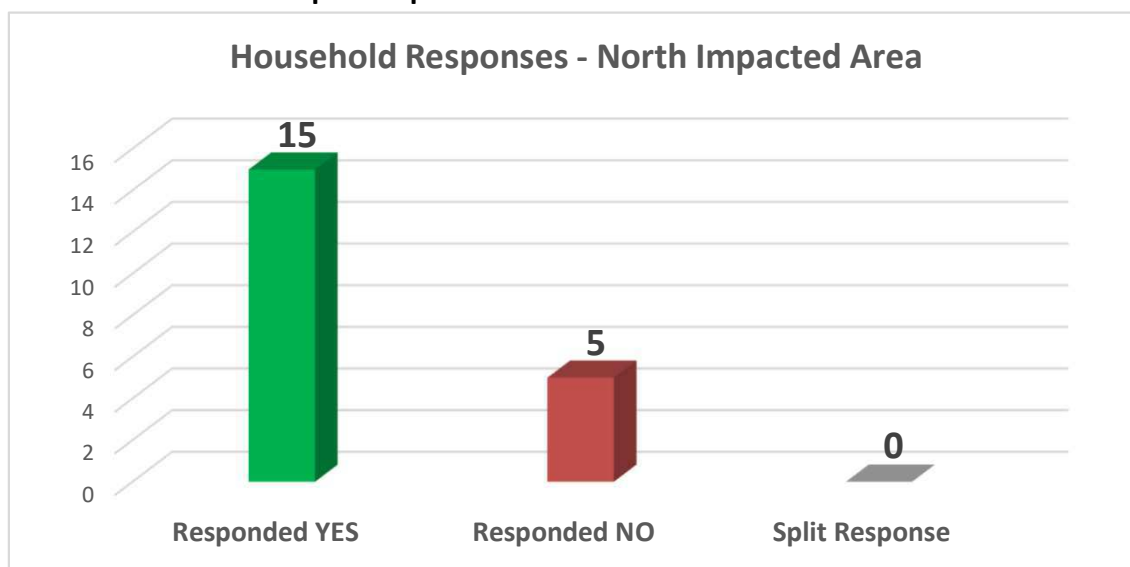
Total Responses	38
Responded YES	29
Responded NO	9



---

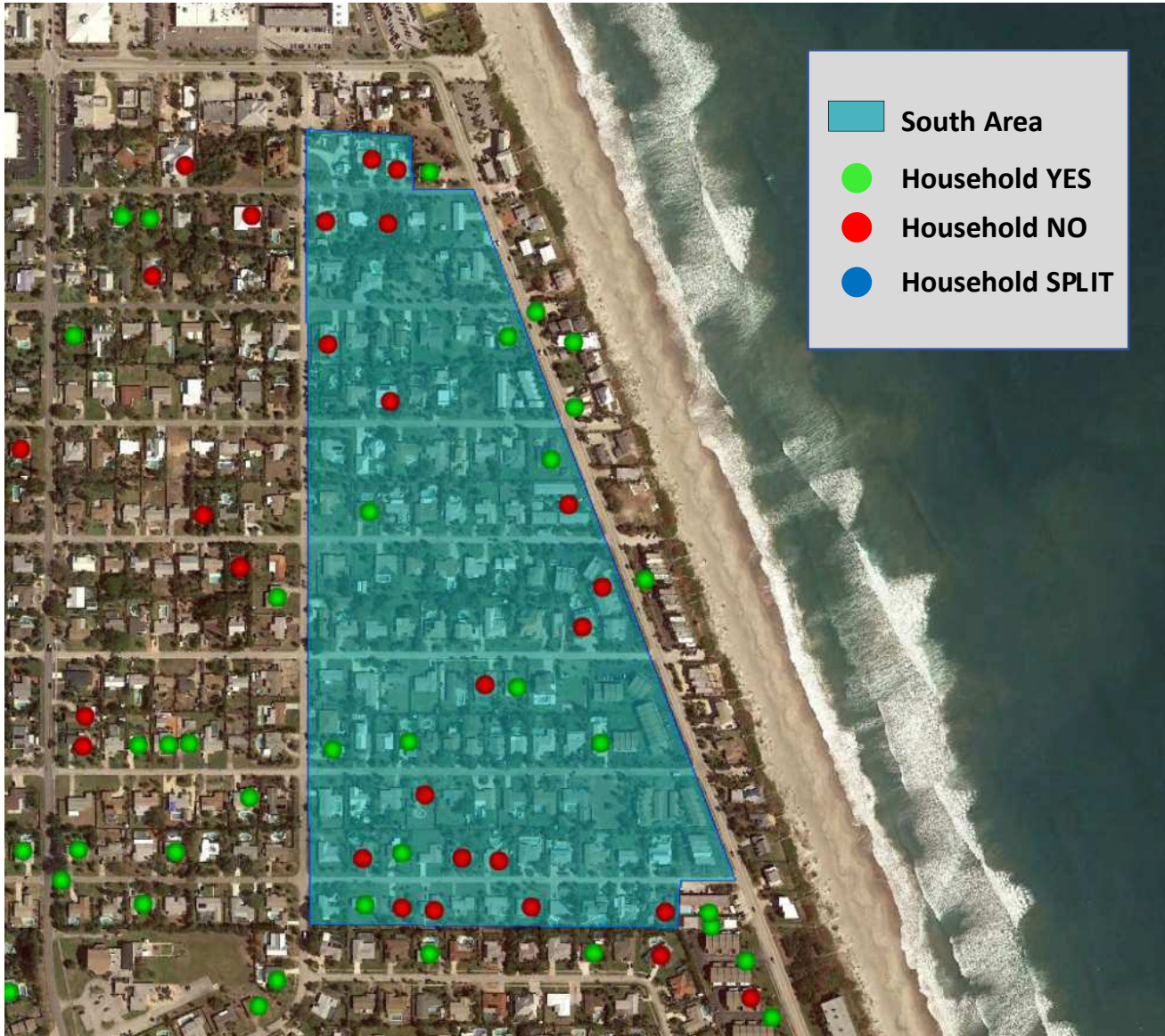
## Household Responses Within North Impacted Area (North of Ocean and East of A1A)

Total Responses	20
Responded YES	15
Responded NO	5
Split Response	0



# Map of South Impacted Area for Question 1

South Impacted Area: Streets South of Ocean Avenue and East of Orange



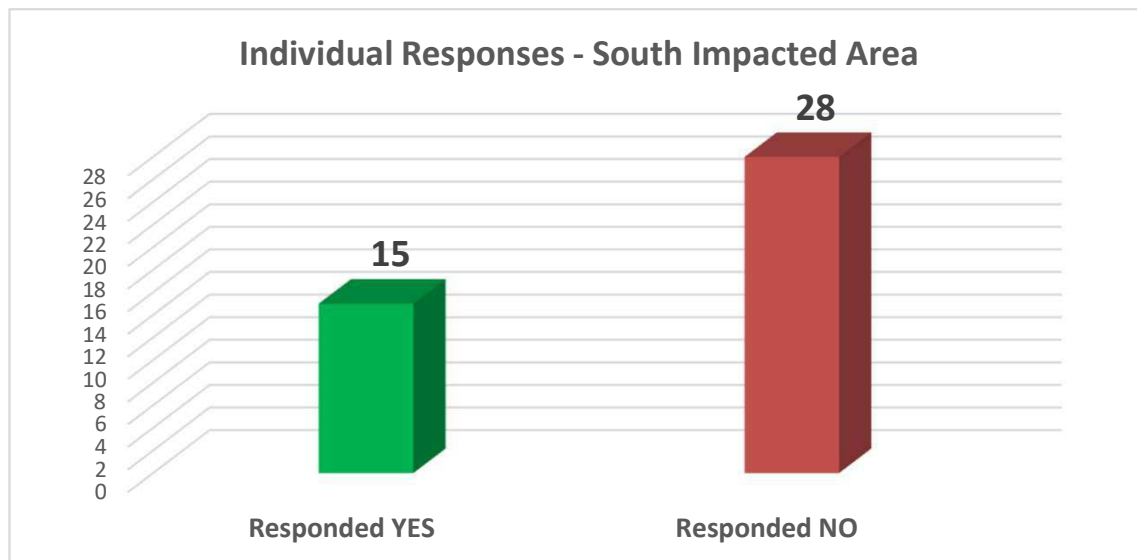
Included in the calculations for the South Impact Area are any residents with land on 1<sup>st</sup> – Surf that could be required to have parking permits. In addition to all addresses in the 200 blocks of 1<sup>st</sup> – Surf, this also includes:

- 1200 Atlantic Ave (driveway is on 2<sup>nd</sup> Ave)
- 1505 Orange (corner lot with 6<sup>th</sup> Ave)
  - 1350 Atlantic (land on 4<sup>th</sup> Ave)
  - 1404 Atlantic (land on 4<sup>th</sup> and 5<sup>th</sup>)



### Individual Responses Within South Impacted Area (200 Blocks of 1st - Surf)

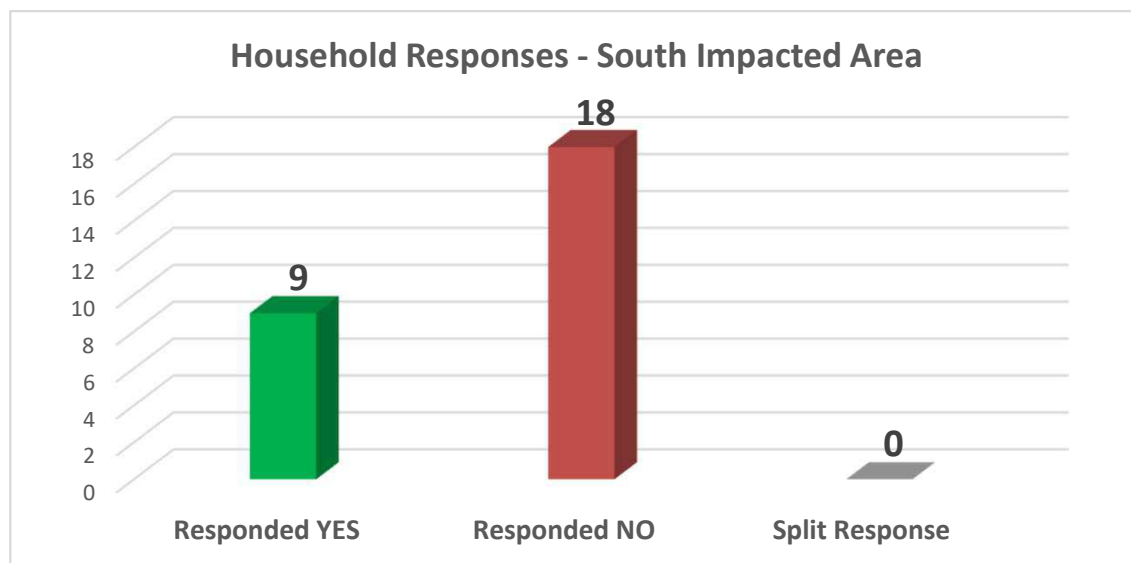
Total Responses	43
Responded YES	15
Responded NO	28



---

### Household Responses Within South Impacted Area (200 Blocks of 1st - Surf)

Total Responses	27
Responded YES	9
Responded NO	18
Split Response	0



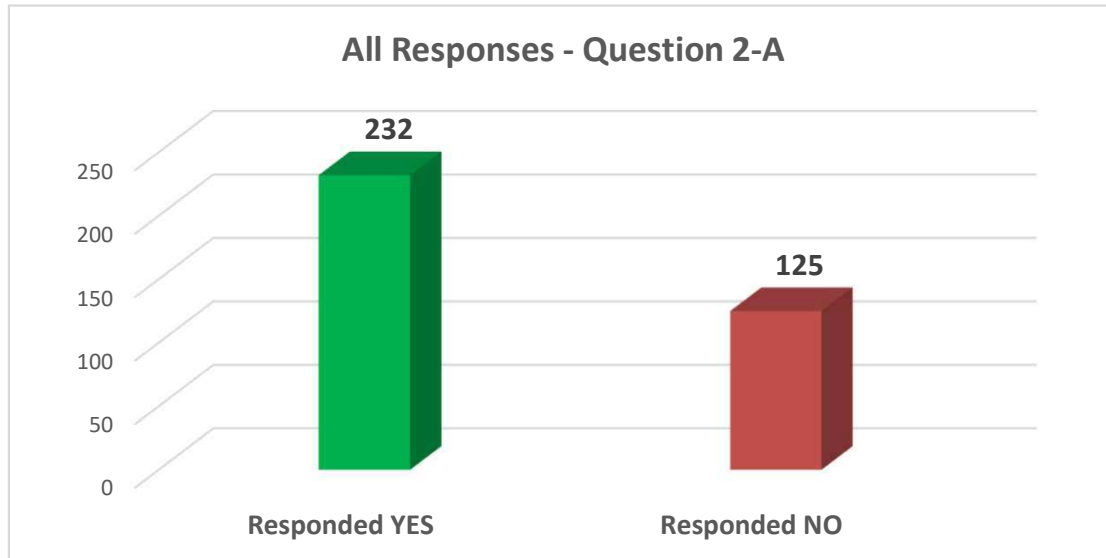
# Responses to Question 2-A

Resident Only Parking on Crossovers by Permit

## All Responses

*Includes all responses from both Resident 1 and Resident 2*

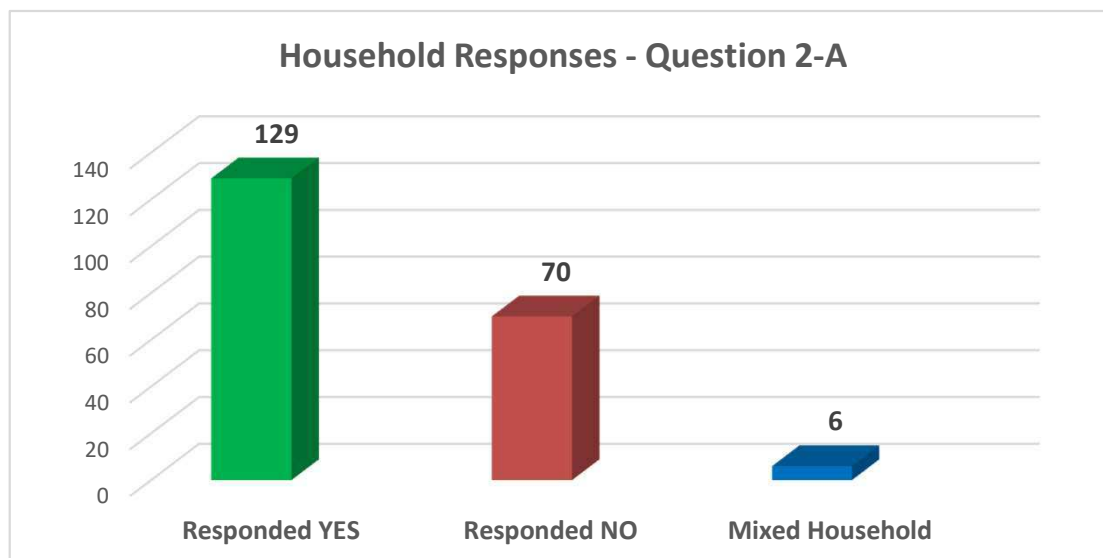
Total Responses:	357	
Responded YES	232	65%
Responded NO	125	35%



## Per Household Responses

*"Per Household" means 1 response per street address*

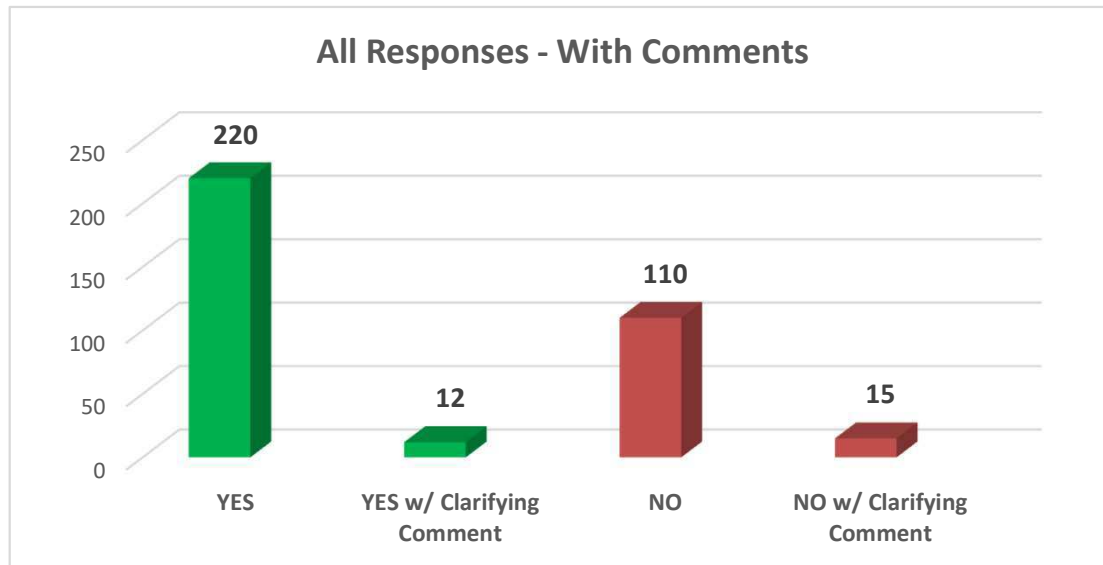
Total Households Responding	205	
Responded YES	129	63%
Responded NO	70	34%
Mixed Household	6	3%



## All Responses - Comments Included

*"Clarifying Comment" means a comment in which the Resident responded Yes or No but only if changes to the proposed policy were included*

YES	220
YES w/ Clarifying Comment	12
NO	110
NO w/ Clarifying Comment	15



### Example of Clarifying Comments with Responses of "Yes":

1	This should only be implemented if the on street parking problems (illicit obstacles and overgrown vegetation is improved)
2	Must be accompanied by resident-only street parking
3	Only on A & B Ave - Not on 1-6th Av
4	Please consider allowing limited night parking (maybe 2 hour limit) for rocket launch viewing and visiting the beach at night.
5	Only if non resident is a guest of resident
6	Without any additional costs for permits to residents

### Example of Clarifying Comments with Responses of "No":

1	Only on A & B Ave - Not on 1-6th Av
2	No resident costs!! Only visitor costs
3	Only on Ave A, Ave B and 1st. No change on 2nd, 3rd, 4th, 5th and 6th Avenues. Do not make welcoming Melbourne Beach a hostile elitist group. Reserving a few spots for residents is nice but leave some spots open for others to enjoy these beautiful beaches.
4	Access to all the beaches in this area should not be based on living locality (usually correlated with financial situation). Leaving a few spots for residents especially on Ave A, B & 1st is OK, but leave this area open & welcoming. That's the beauty of Melbourne Beach!
5	Only Ave A, B & First. No charge 2,3, 4, 5, 6th Avenues

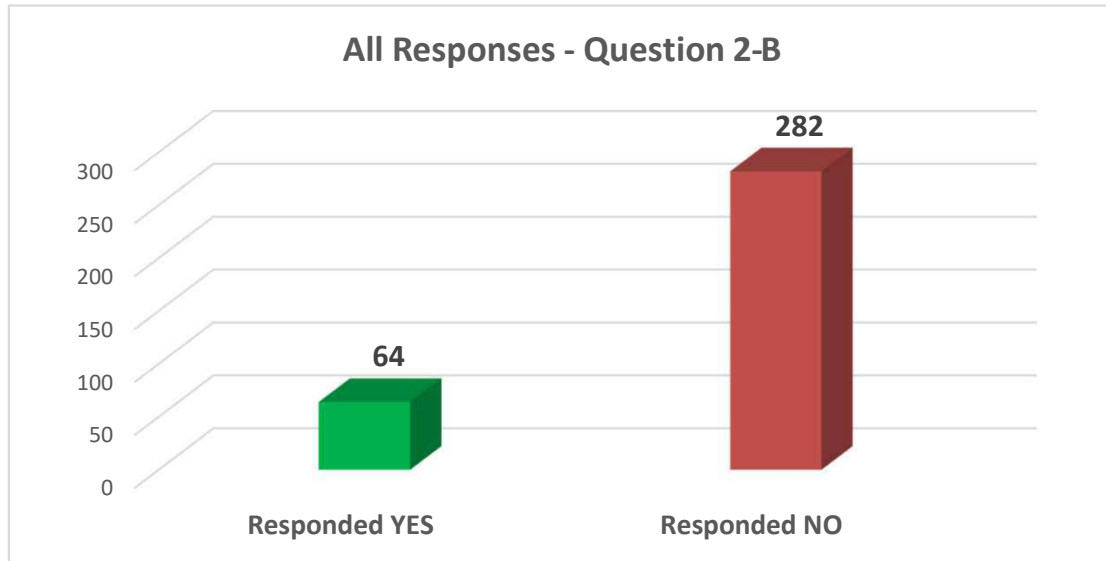
# Responses to Question 2-B

Parking Split Between Resident and non-Resident

## All Responses

*Includes all responses from both Resident 1 and Resident 2*

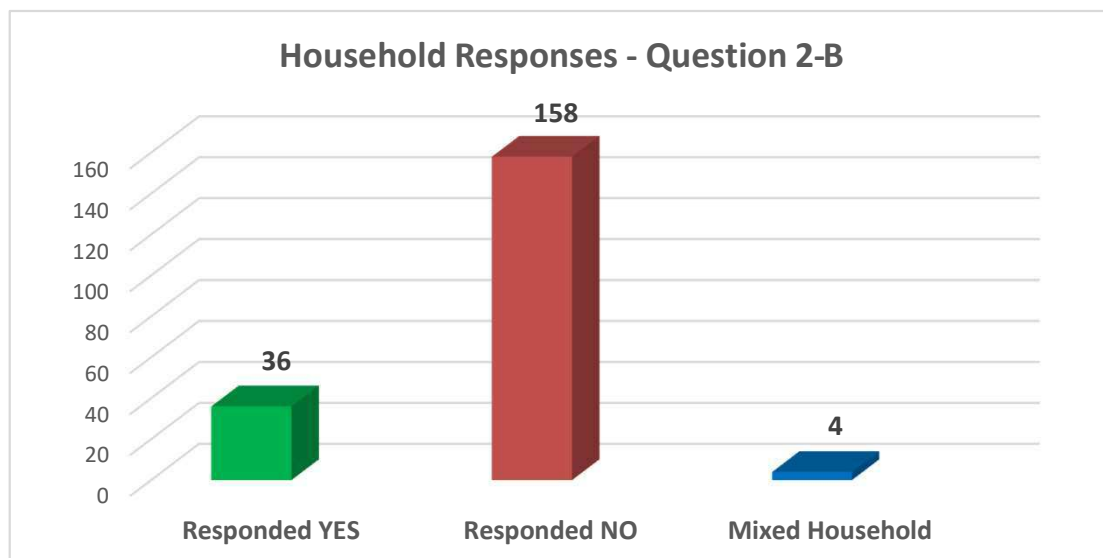
Total Responses:	346	
Responded YES	64	18%
Responded NO	282	82%



## Per Household Responses

*"Per Household" means 1 response per street address*

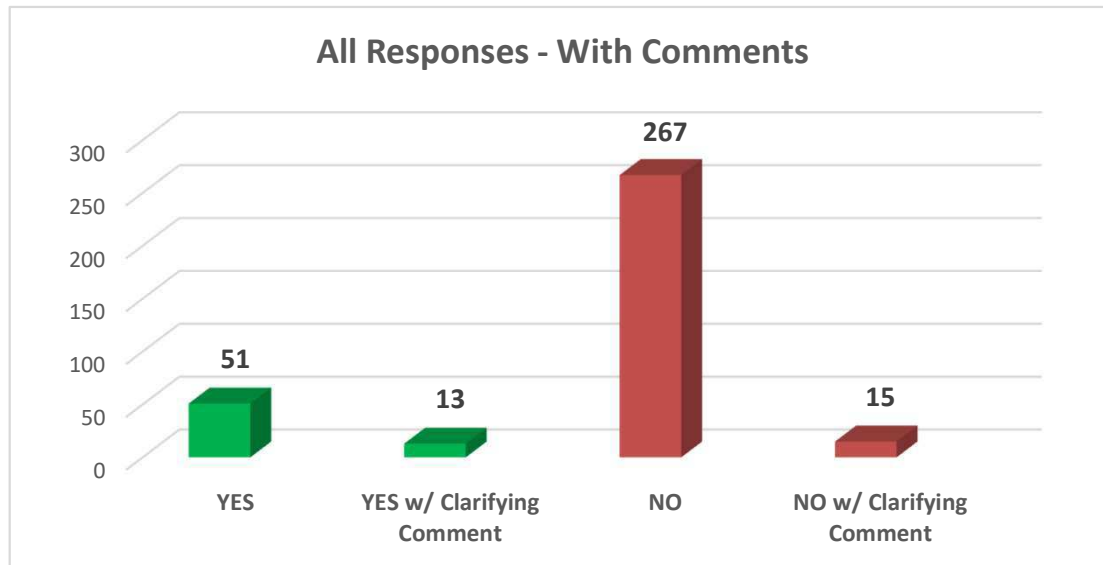
Total Households Responding	194	
Responded YES	36	19%
Responded NO	158	81%
Mixed Household	4	2%



## All Responses - Comments Included

*"Clarifying Comment" means a comment in which the Resident responded Yes or No but only if changes to the proposed policy were included*

YES	51
YES w/ Clarifying Comment	13
NO	267
NO w/ Clarifying Comment	15



**Because of the way the survey was written, the comments for 2A and 2B are the same.**

### Example of Clarifying Comments with Responses of "Yes":

1	This should only be implemented if the on street parking problems (illicit obstacles and overgrown vegetation is improved)
2	Must be accompanied by resident-only street parking
3	Only on A & B Ave - Not on 1-6th Av
4	Please consider allowing limited night parking (maybe 2 hour limit) for rocket launch viewing and visiting the beach at night.
5	Only if non resident is a guest of resident
6	Without any additional costs for permits to residents

### Example of Clarifying Comments with Responses of "No":

1	Only on A & B Ave - Not on 1-6th Av
2	No resident costs!! Only visitor costs
3	Only on Ave A, Ave B and 1st. No change on 2nd, 3rd, 4th, 5th and 6th Avenues. Do not make welcoming Melbourne Beach a hostile elitist group. Reserving a few spots for residents is nice but leave some spots open for others to enjoy these beautiful beaches.
4	Access to all the beaches in this area should not be based on living locality (usually correlated with financial situation). Leaving a few spots for residents especially on Ave A, B & 1st is OK, but leave this area open & welcoming. That's the beauty of Melbourne Beach!
5	Only Ave A, B & First. No chare 2,3, 4, 5, 6th Avenues

# Responses to Question 3

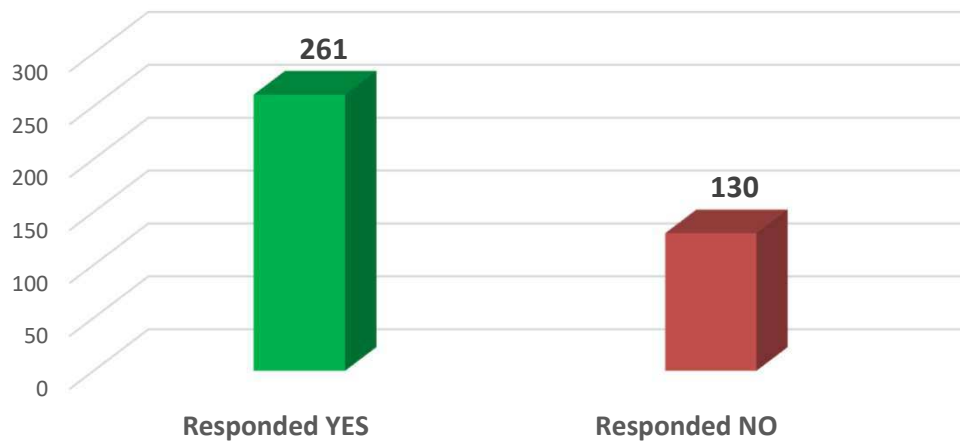
Paid Parking in Ocean Park

## All Responses

*Includes all responses from both Resident 1 and Resident 2*

Total Responses:	391	
Responded YES	261	67%
Responded NO	130	33%

All Responses - Question 3

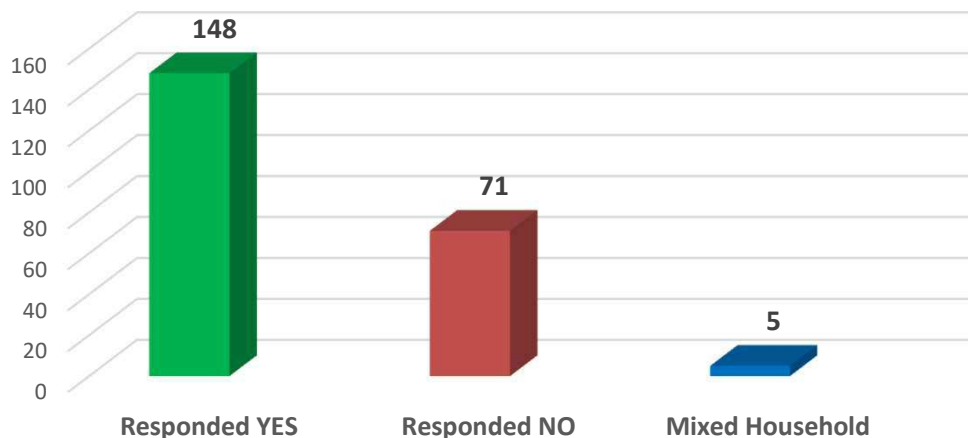


## Per Household Responses

*"Per Household" means 1 response per street address*

Total Households Responding	224	
Responded YES	148	66%
Responded NO	71	32%
Mixed Household	5	2%

Household Responses - Question 3

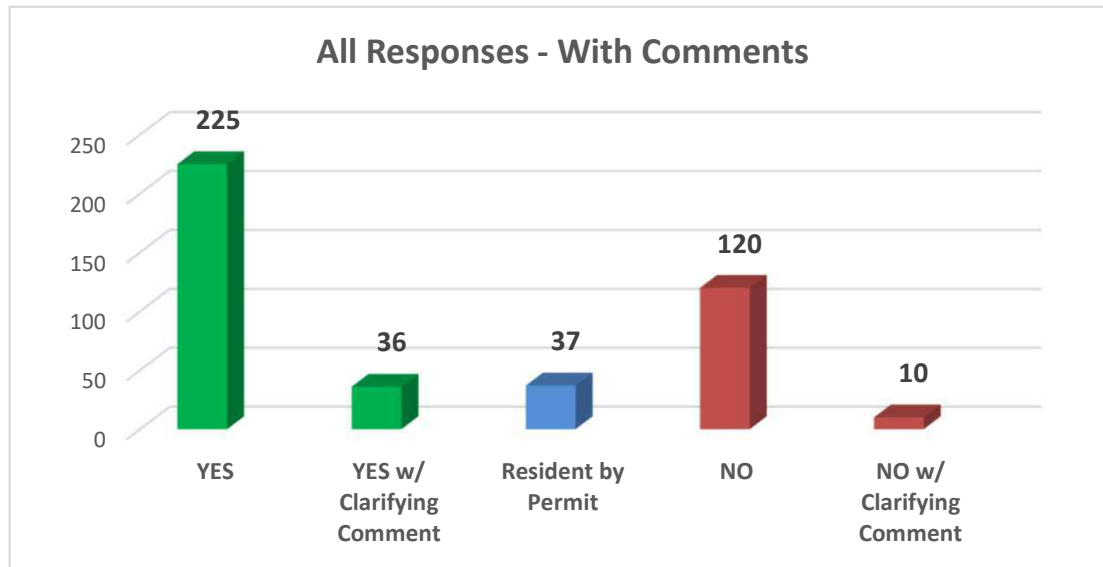


## All Responses - Comments Included

*"Clarifying Comment" means a comment in which the Resident responded Yes or No but only if changes to the proposed policy were included*

**NOTE: A category of "Resident by Permit" was added due to so many people having the same comment. "Resident by Permit" means that the comment specifically stated that Residents should be able to park for Free / with their Resident Pass and NOT have to pay the hourly fee.**

YES	225
YES w/ Clarifying Comment	36
Resident by Permit	37
NO	120
NO w/ Clarifying Comment	10



### Example of Clarifying Comments with Responses of "Yes":

1	Should remain free for residents. How will you stop people from parking in the shopping center lot.
2	Residents (taxpayers) should get a parking pass at not charge. All other must pay.
3	Resident only parking in Ocean Park would be even better than paid parking meters.
4	The fee proposed is entirely too low. Your goal should be to deter non-resident parking and have them go south to Spessard. I suggest making the fee \$10 for 4 hours and \$20 for 8 hours.
5	Must be accompanied by resident only street parking.
6	Increase rate to \$2.00/hour for such desirable parkin g.
7	Parks need to be maintained and while the town supports it, those that use it could contribute to its maintenance. Exceptions could be made for handicapped or other people who need an exemption that are residents. Please think this whole issue through.

### Example of Clarifying Comments with Responses of "No":

1	The answer is "no" if those with a resident pass have to pay to park. If a resident pass gets free parking, the answer is "yes".
2	Would residents with permits be allowed to park for free? If so, would support meters. If not, No. We're already paying!

Newcomers keep the local economy humming, but add to the burden on natural resources — such as fresh water — and the toll on fish and wildlife, as habitat dwindles and pollution and fishing pressure increase.

As the Space Coast's largest city yearned for the jobs newcomers bring, plans for a new Interstate-95 interchange at Micco Road stalled for five decades, leaving Palm Bay and southern Brevard County economically disadvantaged. Tens of thousands of the city's residential "legacy lots" remain undeveloped.



Emerald Lakes wetlands (Photo: GRAPHICS CONTRIBUTED BY U.S. ARMY CORPS OF ENGINEERS)

That could soon change.

In one of the largest proposed wetlands impacts on the Space Coast in years, a Tampa developer last month applied for a federal permit to fill almost 102 acres of wetlands to make way for more than 3,700 new homes in southwest Palm Bay.

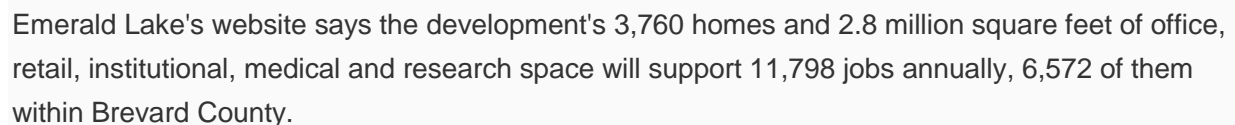
The public has until Nov. 21 to comment on the developer's permit application to the U.S. Army Corps of Engineers. Scroll down to the bottom of this story to see how to do so.

Gerry Carson says he's seen eagles and scrub jays in the area and is concerned about Emerald Lakes potential impacts on wetlands and wildlife.



Here's what we know about the potential environmental impacts:

The 1,573-acre site is bisected by I-95 and borders the St. Johns Heritage Parkway interchange, which is not yet open to traffic.



## Wetlands loss

When natural surfaces are covered by roofs or pavement, water can't seep into the ground as easily to replenish the drinking- water supply. Instead, it runs off. When the groundwater supply can't meet drinking-water demand, governments may turn to rivers, lakes and other surface waters, but that water is more costly to treat for consumption.



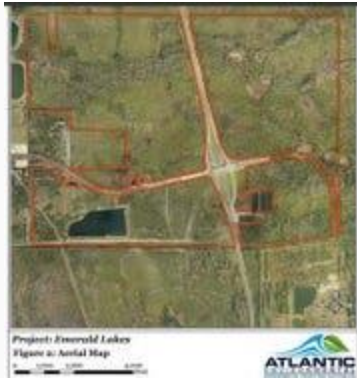
**Emerald Lakes wetlands** (Photo: GRAPHICS CONTRIBUTED BY U.S. ARMY CORPS OF ENGINEERS)

Wetlands are the most important natural filters for the Indian River Lagoon and the St. Johns River. They cleanse waters by removing nitrogen, phosphorus and pesticides from agricultural runoff and other sources. They also provide important habitat for wildlife to hide, feed and reproduce.

In exchange for filling in wetlands, developers must protect or improve other wetlands, but sometimes far from the vital fringe wetlands they fill near rivers and lakes, or sometimes across county lines.

To build Emerald Lakes, a Tampa developer plans to fill in almost 102 acres of natural wetlands in southwest Palm Bay, to make way for thousands of homes.

Emerald Investment Holdings seeks a 10-year permit due to the size and complexity of the phased project, according to the Corps' permit application public notice.



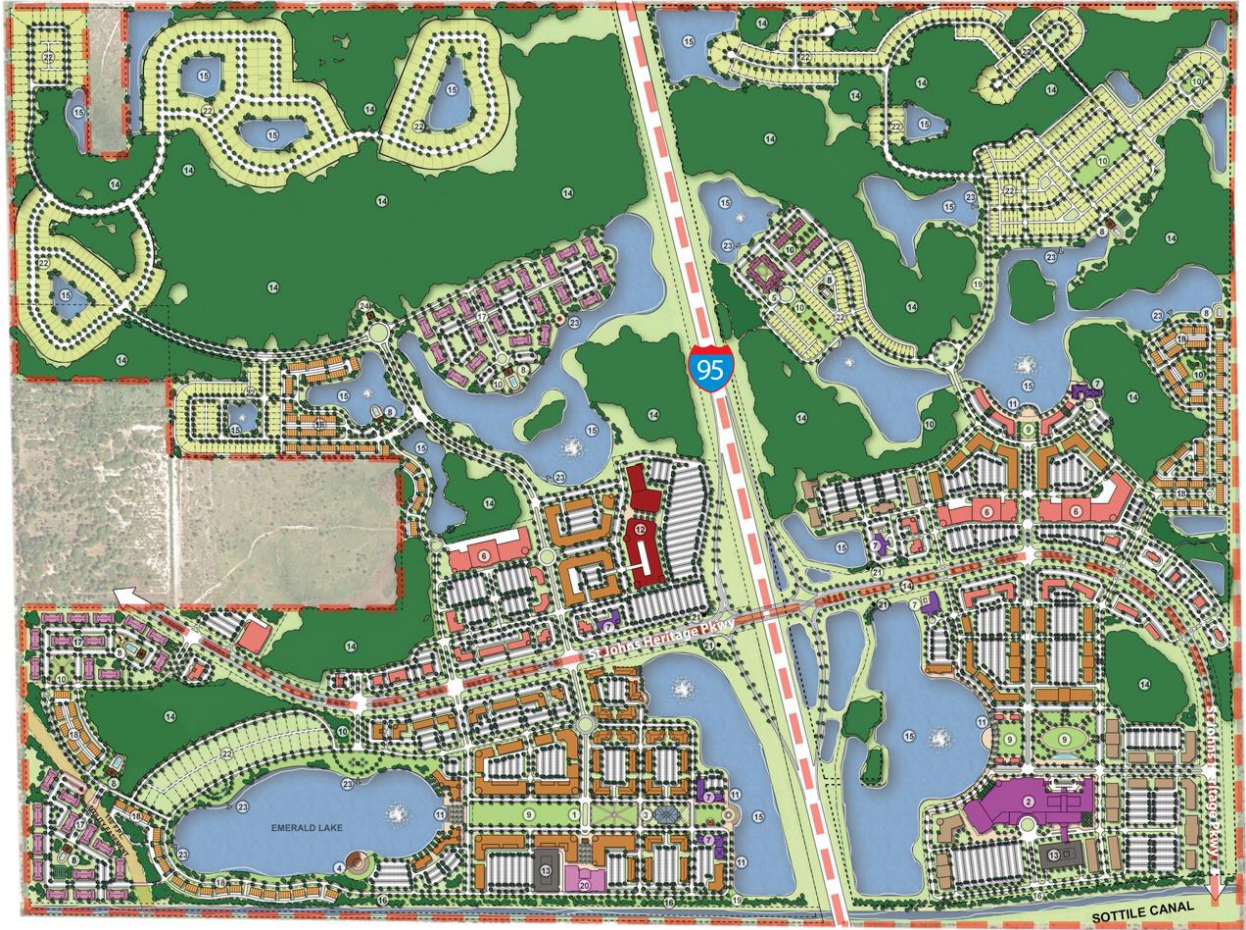
**A Tampa Bay developer seeks a 10-year permit to fill almost 102 acres of wetlands in southwest Palm Bay to build Emerald Lakes** (Photo: U.S. Army Corps of Engineers public notice)

Emerald Lakes would affect waters linked with the basins of the Sebastian River-Vero Beach Main Canal and the Melbourne Tillman Canal-St. Johns River. The project would impact 50.38 acres of wetlands on the east side of Emerald Lakes, of 336.54-acres of federal jurisdictional wetlands, and 48.95-acres of the 263.76-acres of federal jurisdictional wetlands on the west side of the property, the Corps notice says.

"These proposed wetland impacts represent an impact of approximately 15 percent of the present wetlands on the east side of Emerald Lakes and an impact of approximately 19 percent of the present wetlands on the west side of Emerald Lakes," the Corps quotes the applicant telling the agency.

Emerald Investment Holdings proposes preserving 85 percent of the wetlands on the east side of Emerald Lakes and 81 percent of the wetlands on the west side of I-95.

"The majority of the proposed wetland impacts are associated with development surrounding the newly developed interchange," Corps quotes the applicant telling the agency.



Land Use	Total SQ FT	Jobs Created	Total Dwelling Units	Maximum DU's Per Acre	Total Acreage
West of Interstate 95					
MIXED USER TOWN CENTER					308
- Commercial/Office/Govt	300,000	675			
- Hospital/Clinic (300 beds)	750,000	900			
- Hotel/Motel (300 rooms)	150,000	450			
- Multifamily			900	30	
WORKPLACE					45
- Commercial/Office	370,000	925			
- Multifamily			250	30	
URBAN LIVING					290
- Single Family Residential			113	9	
WETLANDS					295
SUBTOTAL WEST	1,570,000	2,950	2,500		938
East of Interstate 95					
BUSINESS & TECHNOLOGY PARK					184
- Research/Office	900,000	3,600			
- Mixed-Use Commercial	100,000	250			
WORKPLACE					30
- Research/Office	100,000	400			
- Commercial	150,000	375			
URBAN LIVING					288
- Single Family Residential			1,008	9	
- Multi Family Residential			252	30	
WETLANDS					221
SUBTOTAL EAST	1,250,000	4,625	1,260		723
Family housing units	2.8	7575	3760		1661





<b>Attachments:</b>	1.Email from Vice Mayor Hoover and, 2. Government in the Sunshine Manuel 2020 Edition: Page 23 C(5)E-mail, text messages, and other written communications between board members..23
<b>Date Prepared:</b>	May13, 2020
<b>Prepared By:</b>	Elizabeth Mascaro
<b>Meeting Date:</b>	May 20,2020

**Agenda Category:**

<input type="checkbox"/>	<b>Proclamations &amp; Awards</b>	<input type="checkbox"/>	<b>Public Hearings</b>
<input type="checkbox"/>	<b>Presentations</b>	<input type="checkbox"/>	<b>Old Business</b>
<input type="checkbox"/>	<b>Boards &amp; Committees</b>	<input checked="" type="checkbox"/>	<b>New Business</b>
<input type="checkbox"/>	<b>Consent</b>	<input type="checkbox"/>	<b>Other:</b>

<b>Subject:</b>	Commission Communication Guidelines
<b>Recommended Action:</b>	Vice Mayor Hoover would like to discuss email guidelines to ensure there is no violation of the sunshine rules.
<b>Background Information:</b>	Emails are sent to Commission members that require responses to the Town Manager non-voting issues

**From:** [Wyatt Hoover](#)  
**To:** [Melbourne Beach Town Manager](#)  
**Subject:** COMMISSION EMAILS  
**Date:** Tuesday, March 31, 2020 8:38:28 AM  
**Attachments:** [image001.png](#)

---

Mayor & Fellow Commissioners (Bcc'd),

I'm having concerns about the frequency with which we are communicating via email and, as a result, the frequency with which we are communicating outside the "sunshine" and at risk of violating those laws.

If something is important enough to be emailed to the entire commission, it is important enough to be placed on a meeting agenda where it can be discussed in the appropriate manner and where our residents have the opportunity to participate in that discussion.

I'm asking the Town Manager to add "Commission Communication Guidelines" to our next meeting agenda so that we can discuss this in an ethical and legal manner.

Regards,

Vice Mayor Wyatt Hoover

---



page 23

the statements made in AGO 96-75, regarding taking steps to protect confidentiality and privacy applied to “an individual’s medical record in the context of a workers’ compensation claim,” and did not address “the confidentiality of mediation communications involving information regarding multiple persons,” these mediation communications are confidential pursuant to ss. 44.102(3) and 44.405(3), F.S., and should be redacted from the full public transcript). [Emphasis supplied by the court].

**5. E-mail, text messages, and other written communications between board members**

The Sunshine Law requires boards to meet in public; boards may not take action on or engage in private discussions of board business via written correspondence, e-mails, text messages, or other electronic communications. Thus, members of an advisory committee created to make recommendations to the superintendent on school attendance boundaries violated the Sunshine Law when they exchanged private electronic communications (emails and Facebook messages) relating to committee business. *Linares v. District School Board of Pasco County*, No. 17-00230 (Fla. 6th Cir. Ct. January 10, 2018). See also AGO 89-39 (members of a public board may not use computers to conduct private discussions among themselves about board business). Similarly, city commissioners may not use an electronic newsletter to communicate among themselves on issues that foreseeably may come before the commission. Inf. Op. to Syrkus, October 31, 2000. And see AGO 09-19 (members of a city board or commission may not engage on the city’s Facebook page in an exchange or discussion of matters that foreseeably will come before the board or commission for official action); and Inf. Op. to Martelli, July 20, 2009 (authority should discuss business at publicly noticed meetings “rather than in a series of letters between authority members”). Cf. Inf. Op. to Galaydick, October 19, 1995 (school board members may share laptop computer even though computer’s hard drive contains information reflecting ideas of an individual member as long as computer is not being used as a means of communication between members). Thus, a procedure whereby a board takes official action by circulating a memorandum for each board member to sign whether the board member approves or disapproves of a particular issue, violates the Sunshine Law. Inf. Op. to Blair, May 29, 1973. And see *Leach-Wells v. City of Bradenton*, 734 So. 2d 1168, 1171 (Fla. 2d DCA 1999) (selection committee created by city council to evaluate proposals violated the Sunshine Law when the city clerk unilaterally ranked the proposals based on the

committee members' individual written evaluations; the court held that "the short-listing was formal action that was required to be taken at a public meeting"); *Schweickert v. Citrus County Port Authority*, No. 12-CA-1339 (Fla. 5th Cir. Ct. September 30, 2013) (ad hoc committee appointed by board violated the Sunshine Law when the members submitted individual written evaluations of the proposals to the staff, which then compiled the scores and ranked the proposals for submission to the board; the committee should have ranked the proposals at a public meeting); and AGO 93-90 (board not authorized to use employee evaluation procedure whereby individual board members send their individual written comments to the board chair for compilation and subsequent private discussion with the employee). Compare *Carlson v. Department of Revenue*, 227 So. 3d 1261 (Fla. 1st DCA 2017) (state agency "evaluation team" members who individually evaluated competing proposals, individually assigned scores, and individually submitted their scores for consideration by others, did not take "formal action" and thus were not obligated to conduct a meeting subject to the Sunshine Law). However, a commissioner may send a written report to other commissioners on a subject that will be discussed at a public meeting without violating the Sunshine Law, if prior to the meeting, there is no interaction related to the report among the commissioners and the report, which must be maintained as a public record, is not being used as a substitute for action at a public meeting. AGO 89-23. And see AGO 01-20 (e-mail communication of information from one council member to another is a public record but does not constitute a meeting subject to the Sunshine Law when it does not result in the exchange of council members' comments or responses on subjects involving foreseeable action by the council). Cf. Inf. Op. to Kessler, 24 GOVERNMENT-IN-THE-SUNSHINE-MANUAL November 14, 2007 (procedural rule requiring county commissioner to make a written request to commission chair to withdraw an item from the consent agenda does not violate the Sunshine Law). If, on the other hand, the report is circulated among board members for comments with such comments being provided to other members, there is interaction among the board members which is subject to s. 286.011, F.S. AGO 90-03. Similarly, in AGO 96-35, the Attorney General's Office concluded that while a school board member may prepare and circulate an informational memorandum or position paper to other board members, the use of a memorandum to solicit comments from other board members or the circulation of responsive memoranda by other board members would violate the Sunshine Law. "Such action would be equivalent to private meetings discussing the public business through the use of memoranda without allowing an opportunity for public input." *Id.* In addition, the Attorney General's Office stated that while it is not a "direct violation" of the Sunshine Law for members to circulate their own written position papers on the same subject as long as the board members avoid any discussion or debate among themselves except at an open public meeting, this practice is "strongly discourage[d]." AGO 07-35. See also AGO 01-21 (city council's discussions and deliberations on

matters coming before the council must occur at a duly noticed city council meeting and the circulation of position statements must not be used to circumvent the requirements of the statute); AGO 08-07 (city commissioner may post comment regarding city business on blog or message board; however, any subsequent postings by other commissioners on the subject of the initial posting could be construed as a response subject to the Sunshine Law); and Inf. Op. to Jove, January 22, 2009 (posting of anticipated vote on blog).



<b>Attachments:</b>	
<b>Date Prepared:</b>	May13, 2020
<b>Prepared By:</b>	Elizabeth Mascaro
<b>Meeting Date:</b>	May 20,2020

**Agenda Category:**

	<b>Proclamations &amp; Awards</b>		<b>Public Hearings</b>
	<b>Presentations</b>		<b>Old Business</b>
	<b>Boards &amp; Committees</b>	<b>x</b>	<b>New Business</b>
	<b>Consent</b>		<b>Other:</b>

<b>Subject:</b>	Increase in Parking Ticket Fees, Possible Towing and Possible Hiring of Parking Enforcement person.
<b>Recommended Action:</b>	Discussion and Consideration of increasing the current \$35.00 parking ticket fee.
<b>Background Information:</b>	<p>During the COVID -19 the Police Department has had a difficult time enforcing all of the parking restrictions given the large volume of cars parked illegally. Tickets are written but the violator will only incur a single \$35.00 ticket for parking all day in a choice parking location. Parking ticket fines are not acting as a deterrent. Cars are parking at the east end of Ocean Ave, along the sidewalks and in other areas designated as no parking. The 60+ No Parking signs installed by public works has helped. Per my conversation with Chief Griswold, an individual has 10 days to dispute their ticket. If disputed, the Town must send a \$10 check to the Clerk of Court for administrative costs. We must also send the issuing Officer to court, which many times occurs when the Officer is off duty, creating an overtime situation.</p> <p>Having the ability to tow empty vehicle at the east of Ocean would be helpful. Hiring a Parking Enforcement person would be beneficial, especially on the weekends. If the Town has metered or permitted parking, a Parking Enforcement person on weekends allows the PD to attend to their other duties.</p>



<b>Attachments:</b>	Letter from TPO and First Amendment to Restated Interlocal Agreement
<b>Date Prepared:</b>	05/14/2020
<b>Prepared By:</b>	Town Clerk Jennifer Torres
<b>Meeting Date:</b>	5/20/2020

**Agenda Category:**

<input type="checkbox"/>	<b>Proclamations &amp; Awards</b>	<input type="checkbox"/>	<b>Public Hearings</b>
<input type="checkbox"/>	<b>Presentations</b>	<input type="checkbox"/>	<b>Old Business</b>
<input type="checkbox"/>	<b>Boards &amp; Committees</b>	<input checked="" type="checkbox"/>	<b>New Business</b>
<input type="checkbox"/>	<b>Consent</b>	<input type="checkbox"/>	<b>Other:</b>

<b>Subject:</b>	First Amendment to the Restated Interlocal Agreement for Creation of the Transportation Planning Organization
<b>Recommended Action:</b>	Consider approving the First Amendment to the Restated Interlocal Agreement for Creation of the Transportation Planning Organization
<b>Background Information:</b>	<p>A review of the Space Coast TPO Restated Interlocal Agreement necessitated an amendment and requires approval of each respective member board. The Interlocal Agreement is being amended to include the Central Florida Expressway Authority as Brevard County is a member of the CFX Board. The Central Florida Expressway Authority has a vital and increasing role in the transportation facilities and services in Brevard County.</p>



2725 Judge Fran Jamieson Way, Bldg. B  
Viera, Florida 32940  
Telephone: (321) 690-6890  
Fax: (321) 690-6827  
[www.spacecoasttpo.com](http://www.spacecoasttpo.com)

TO: Micah Loyd, Chairman, Canaveral Port Authority  
Todd Morley, City Manager, City of Cape Canaveral  
John Tikanich, City Manager, City of Cocoa  
James McKnight, City Manager, City of Cocoa Beach  
Mark Ryan, City Manager, City of Indian Harbour Beach  
Eden Bentley, Brevard County Attorney  
Shannon Lewis, City Manager, City of Melbourne  
Beth Mascaro, Town Manager, Town of Melbourne Beach  
Lisa Morrell, City Manager, City of Palm Bay  
Brenda Fettrow, City Manager, City of Rockledge  
Courtney Barker, City Manager, City of Satellite Beach  
William Larese, City Manager, City of Titusville  
Scott Morgan, City Manager, City of West Melbourne  
Michael Casey, Town Manager, Town of Indialantic  
Emily Brown, Manager of Public Affairs, Central Florida Expressway Authority  
Jamie Kersey, FDOT Liaison

FROM: Carol Holden, Space Coast TPO Finance Specialist

SUBJECT: First Amendment to the Restated Interlocal Agreement for Creation of the  
Transportation Planning Organization

DATE: January 22, 2020

The Restated Interlocal Agreement between the Space Coast Transportation Planning Organization (TPO), FDOT and Brevard County municipalities provides a mechanism for the TPO to provide transportation planning services to the members. A review of the Space Coast TPO Restated Interlocal Agreement necessitated an amendment and requires approval of each respective member board. The Interlocal Agreement is being amended to include the Central Florida Expressway Authority as Brevard County is a member of the CFX Board. The Central Florida Expressway Authority has a vital and increasing role in the transportation facilities and services in Brevard County.

We are requesting your review and signature of the attached First Amendment to the Restated Interlocal Agreement for Creation of the Transportation Planning Organization. Please present the agreement to your legal representative for review, and your city manager/council/commission for approval. After all agencies have approved and signed the agreement, it will be recorded and a copy will be returned to each agency along with a complete set of signature pages.



The Space Coast TPO would like to receive all completed signatory pages by Monday, March 23, 2020. Please submit your respective **ORIGINAL signatory page only** to the Space Coast TPO at the above address via United States Postal Service.

Thank you for your cooperation. If you have any questions, or have any edits to the document, please contact me at (321) 690-6890 or email me at [carol.holden@brevardfl.gov](mailto:carol.holden@brevardfl.gov).

**FIRST AMENDMENT TO RESTATED INTERLOCAL AGREEMENT**  
**FOR CREATION OF THE TRANSPORTATION PLANNING**  
**ORGANIZATION**

**THIS FIRST AMENDMENT TO RESTATED INTERLOCAL AGREEMENT**, made and entered into this \_\_\_ day of \_\_\_\_\_, 2019, by and between the FLORIDA DEPARTMENT OF TRANSPORTATION; the COUNTY OF BREVARD, a political subdivision of the State of Florida; the CITY OF CAPE CANAVERAL, a Florida Municipal Corporation; the CITY OF COCOA, a Florida Municipal Corporation; the CITY OF COCOA BEACH, a Florida Municipal Corporation; the TOWN OF INDIALANTIC, a Florida Municipal Corporation; the CITY OF INDIAN HARBOUR BEACH, a Florida Municipal Corporation; the CITY OF MELBOURNE, a Florida Municipal Corporation; the TOWN OF MELBOURNE BEACH, a Florida Municipal Corporation; the CITY OF PALM BAY, a Florida Municipal Corporation; the CITY OF ROCKLEDGE; the CITY OF SATELITTE BEACH, a Florida Municipal Corporation; the CITY OF TIUSVILLE, a Florida Municipal Corporation; the CITY OF WEST MELBOURNE, a Florida Municipal Corporation; and the CANAVERAL PORT AUTHORITY, an independent special taxing district and political subdivision of the State of Florida, collectively known as "the parties".

**W I T N E S S E T H**

**WHEREAS**, the parties entered into a Restated Interlocal Agreement for the Creation of the Transportation Planning Organization by instrument recorded on July 15, 2014, in Official Records Book 7166, Page 2144, Public Records of Brevard County, Florida; and

**WHEREAS**, the parties deem it appropriate to amend the Restated Interlocal Agreement for the Creation of the Transportation Planning Organization; and

**WHEREAS**, each signatory through its governing body or authority has taken the necessary action to approve this First Amendment to the Restated Interlocal Agreement for the Creation of the Transportation Planning Organization,

**NOW THEREFORE**, in consideration of the covenants herein contained, it is mutually agreed between the parties as follows:

**SECTION 1. RECITALS.** Each and all of the foregoing recitals ("WHEREAS" clause) is incorporated herein and declared to be true.

**SECTION 2. AMENDMENT TO SECTION 4.01.** Section 4.01(a) of the Restated Interlocal Agreement for the Creation of the Transportation Planning Organization is hereby amended as set forth below. New language is underlined, and deleted text is ~~stricken through~~:

Section 4.01 Composition and membership of governing board.

(a) The membership of the TPO shall consist of nineteen voting members and one non-voting advisor. The names of the member local government entities and the voting apportionment of the governing board as approved by the Governor shall be as follows:

Brevard County	5 representatives <sup>1/</sup>
Canaveral Port Authority	1 representative
City of Cape Canaveral	1 shared representative <sup>2/</sup>
City of Cocoa	1 representative
City of Cocoa Beach	1 shared representative <sup>2/</sup>
City of Indian Harbour Beach	1 shared representative <sup>3/</sup>
City of Melbourne	3 representatives <sup>4/</sup>
City of Palm Bay	3 representatives
City of Rockledge	1 representative
City of Satellite Beach	1 shared representative <sup>3/</sup>
City of Titusville	2 representatives
City of West Melbourne	1 representative
Town of Indialantic	1 shared representative <sup>3/</sup>
Town of Melbourne Beach	1 shared representative <sup>3/</sup>
Florida Department of Transportation	1 non-voting advisor <sup>5/</sup>

<sup>1/</sup> The Brevard County Board of County Commissioners also represent the Space Coast Area Transit ("SCAT"), an agency which operates a major mode of transportation, Titusville-Cocoa Airport District and the Titusville-Cocoa Airport Authority ("TICO"), and Valkaria Airport. Additionally, Brevard County will serve as a representative of the Central Florida Expressway Authority, an agency that operates a major mode of transportation. §348.751 et seq., Florida Statutes. One County Commission member appointed by the Chair of the Brevard County Board of County Commissioners serves on the Governing Board of the Central Florida Expressway Authority. §348.753(3) et seq., Florida Statutes.

<sup>2/</sup> The City of Cape Canaveral and the City of Cocoa Beach have formed the North Beaches Coalition, and pursuant to Section 339.175(4)(b), Florida Statutes (2014), share one voting delegate on the TPO Governing Board.

<sup>3/</sup> The City of Indian Harbour Beach, the City of Satellite Beach, the Town of Indialantic, and the Town of Melbourne Beach have formed

the South Beaches Coalition, and pursuant to Section 339.175(4)(b), Florida Statutes (2014), share one voting delegate on the TPO Governing Board.

<sup>4/</sup> The City of Melbourne also represents the City of Melbourne Airport Authority. One City Council member appointed by the City of Melbourne must also serve on the Governing Board of the City of Melbourne Airport Authority.

<sup>5/</sup> The Florida Department of Transportation is a party to this Interlocal Agreement pursuant to Section 339.175(2)(b), Florida Statutes (2014). The Florida Department of Transportation is not a member of the TPO Governing Board but serves as a non-voting advisor pursuant to Section 339.175(4)(a), Florida Statutes (2014).

**SECTION 3. SEVERABILITY.** Should any section, sentence or clause of this Agreement be deemed unlawful by a Court of competent jurisdiction, no other provision hereof shall be affected and all other provisions of this Agreement shall continue in full force and effect.

**SECTION 4. EFFECTIVE DATE.** This Agreement shall become effective upon its filing with the Clerk of the Circuit Court of Brevard County, Florida, as provided in Section 163.01(11), Florida Statutes.

[Intentionally Left Blank]

**FIRST AMENDMENT TO RESTATED INTERLOCAL AGREEMENT**  
**FOR CREATION OF THE TRANSPORTATION PLANNING**  
**ORGANIZATION**

IN WITNESS WHEREOF, the undersigned party has approved this Agreement and directed the undersigned officials to execute on their behalf.

CANAVERAL PORT AUTHORITY, an  
independent special taxing  
district and political  
subdivision of the State of  
Florida

By: \_\_\_\_\_  
Micah Loyd, Chairman

ATTEST:

As Approved by the Board on:

\_\_\_\_\_  
(SEAL)

\_\_\_\_\_  
Bob Harvey, Secretary/Treasurer

Review for legal form and  
content:

\_\_\_\_\_  
Harold Bistline, General Counsel

**FIRST AMENDMENT TO RESTATED INTERLOCAL AGREEMENT**  
**FOR CREATION OF THE TRANSPORTATION PLANNING**  
**ORGANIZATION**

IN WITNESS WHEREOF, the undersigned party has approved this Agreement and directed the undersigned officials to execute on their behalf.

BOARD OF COUNTY COMMISSIONERS  
OF BREVARD COUNTY, FLORIDA

By: \_\_\_\_\_  
Bryan Lober, Chair

ATTEST:

As Approved by the Board on:

\_\_\_\_\_  
(COUNTY SEAL)

\_\_\_\_\_  
Scott Ellis, Clerk

Review for legal form and  
content:

\_\_\_\_\_  
\_\_\_\_\_,  
Assistant County Attorney

**FIRST AMENDMENT TO RESTATED INTERLOCAL AGREEMENT**  
**FOR CREATION OF THE TRANSPORTATION PLANNING**  
**ORGANIZATION**

IN WITNESS WHEREOF, the undersigned party has approved this Agreement and directed the undersigned officials to execute on their behalf.

CITY OF CAPE CANAVERAL, a Florida  
Municipal Corporation

By: \_\_\_\_\_  
Todd Morley, City Manager

ATTEST:

As Approved by the City  
Council on:

\_\_\_\_\_  
(SEAL)

\_\_\_\_\_  
Mia Goforth, City Clerk

Review for legal form and  
content:

\_\_\_\_\_  
Anthony Garganese, City Attorney

**FIRST AMENDMENT TO RESTATED INTERLOCAL AGREEMENT**  
**FOR CREATION OF THE TRANSPORTATION PLANNING**  
**ORGANIZATION**

IN WITNESS WHEREOF, the undersigned party has approved this Agreement and directed the undersigned officials to execute on their behalf.

CITY OF COCOA, a Florida  
Municipal Corporation

By: \_\_\_\_\_  
John A. Tikanich, City Manager

ATTEST:

As Approved by the City  
Council on:

\_\_\_\_\_  
(SEAL)

\_\_\_\_\_  
Carie E. Shealy, City Clerk

Review for legal form and  
content:

\_\_\_\_\_  
Anthony Garganese, City Attorney



**FIRST AMENDMENT TO RESTATED INTERLOCAL AGREEMENT**  
**FOR CREATION OF THE TRANSPORTATION PLANNING**  
**ORGANIZATION**

IN WITNESS WHEREOF, the undersigned party has approved this Agreement and directed the undersigned officials to execute on their behalf.

CITY OF COCOA BEACH, a Florida  
Municipal Corporation

By: \_\_\_\_\_  
James P. McKnight, City  
Manager

ATTEST:

As Approved by the City  
Commission on:

\_\_\_\_\_  
(SEAL)

\_\_\_\_\_  
Loredana Kalaghchy, City Clerk

Review for legal form and  
content:

\_\_\_\_\_  
Becky Vose, City Attorney

**FIRST AMENDMENT TO RESTATED INTERLOCAL AGREEMENT**  
**FOR CREATION OF THE TRANSPORTATION PLANNING**  
**ORGANIZATION**

IN WITNESS WHEREOF, the undersigned party has approved this Agreement and directed the undersigned officials to execute on their behalf.

CITY OF INDIAN HARBOUR BEACH, a  
Florida Municipal Corporation

By: \_\_\_\_\_  
Mark K. Ryan, City  
Manager

ATTEST:

As Approved by the City  
Council on:

\_\_\_\_\_  
(SEAL)

\_\_\_\_\_  
Sue Frank, City Clerk

Review for legal form and  
content:

\_\_\_\_\_  
Karl Bohne, City Attorney

**FIRST AMENDMENT TO RESTATED INTERLOCAL AGREEMENT**  
**FOR CREATION OF THE TRANSPORTATION PLANNING**  
**ORGANIZATION**

IN WITNESS WHEREOF, the undersigned party has approved this Agreement and directed the undersigned officials to execute on their behalf.

CITY OF MELBOURNE, a Florida  
Municipal Corporation

By: \_\_\_\_\_  
Shannon Lewis, City  
Manager

ATTEST:

As Approved by the City  
Council on:

\_\_\_\_\_  
(SEAL)

\_\_\_\_\_  
Cathleen A. Wysor, City Clerk

Review for legal form and  
content:

\_\_\_\_\_  
Alison L. Dawley, City Attorney

**FIRST AMENDMENT TO RESTATED INTERLOCAL AGREEMENT**  
**FOR CREATION OF THE TRANSPORTATION PLANNING**  
**ORGANIZATION**

IN WITNESS WHEREOF, the undersigned party has approved this Agreement and directed the undersigned officials to execute on their behalf.

TOWN OF MELBOURNE BEACH, a  
Florida Municipal Corporation

By: \_\_\_\_\_  
Beth Mascaro, Town Manager

ATTEST:

As Approved by the Town  
Commission on:

\_\_\_\_\_  
(SEAL)

\_\_\_\_\_  
Nancy Wilson, Town Clerk

Review for legal form and  
content:

\_\_\_\_\_  
Cliff R. Repperger, Town Attorney

**FIRST AMENDMENT TO RESTATED INTERLOCAL AGREEMENT**  
**FOR CREATION OF THE TRANSPORTATION PLANNING**  
**ORGANIZATION**

IN WITNESS WHEREOF, the undersigned party has approved this Agreement and directed the undersigned officials to execute on their behalf.

CITY OF PALM BAY, a Florida  
Municipal Corporation

By: \_\_\_\_\_  
Lisa Morrell, City  
Manager

ATTEST:

As Approved by the City  
Council on:

\_\_\_\_\_  
(SEAL)

\_\_\_\_\_  
Terese M. Jones, City Clerk

Review for legal form and  
content:

\_\_\_\_\_  
Patricia Smith, City Attorney

**FIRST AMENDMENT TO RESTATED INTERLOCAL AGREEMENT**  
**FOR CREATION OF THE TRANSPORTATION PLANNING**  
**ORGANIZATION**

IN WITNESS WHEREOF, the undersigned party has approved this Agreement and directed the undersigned officials to execute on their behalf.

CITY OF ROCKLEDGE, a Florida  
Municipal Corporation

By: \_\_\_\_\_  
Brenda Fettrow, City  
Manager

ATTEST:

As Approved by the City  
Council on:

\_\_\_\_\_  
(SEAL)

\_\_\_\_\_  
Lisa Nicholas, City Clerk

Review for legal form and  
content:

\_\_\_\_\_  
Joseph E. Miniclier, City Attorney

**FIRST AMENDMENT TO RESTATED INTERLOCAL AGREEMENT**  
**FOR CREATION OF THE TRANSPORTATION PLANNING**  
**ORGANIZATION**

IN WITNESS WHEREOF, the undersigned party has approved this Agreement and directed the undersigned officials to execute on their behalf.

CITY OF SATELLITE BEACH, a  
Florida Municipal Corporation

By: \_\_\_\_\_  
Courtney Barker, City  
Manager

ATTEST:

As Approved by the City  
Council on:

\_\_\_\_\_  
(SEAL)

\_\_\_\_\_  
Gwen Peirce, City Clerk

Review for legal form and  
content:

\_\_\_\_\_  
James P. Beadle, City Attorney

**FIRST AMENDMENT TO RESTATED INTERLOCAL AGREEMENT**  
**FOR CREATION OF THE TRANSPORTATION PLANNING**  
**ORGANIZATION**

IN WITNESS WHEREOF, the undersigned party has approved this Agreement and directed the undersigned officials to execute on their behalf.

CITY OF TITUSVILLE, a Florida  
Municipal Corporation

By: \_\_\_\_\_  
William S. Larese, City  
Manager

ATTEST:

As Approved by the City  
Council on:

\_\_\_\_\_  
(SEAL)

\_\_\_\_\_  
Wanda F. Wells, City Clerk

Review for legal form and  
content:

\_\_\_\_\_  
Richard C. Broome, City Attorney



**FIRST AMENDMENT TO RESTATED INTERLOCAL AGREEMENT**  
**FOR CREATION OF THE TRANSPORTATION PLANNING**  
**ORGANIZATION**

IN WITNESS WHEREOF, the undersigned party has approved this Agreement and directed the undersigned officials to execute on their behalf.

CITY OF WEST MELBOUNRE, a Florida  
Municipal Corporation

By: \_\_\_\_\_  
Scott Morgan, City  
Manager

ATTEST:

As Approved by the City  
Council on:

\_\_\_\_\_  
(SEAL)

\_\_\_\_\_  
Cynthia S. Hanscom, City Clerk

Review for legal form and  
content:

\_\_\_\_\_  
Morris Richardson, City Attorney

**FIRST AMENDMENT TO RESTATED INTERLOCAL AGREEMENT**  
**FOR CREATION OF THE TRANSPORTATION PLANNING**  
**ORGANIZATION**

IN WITNESS WHEREOF, the undersigned party has approved this Agreement and directed the undersigned officials to execute on their behalf.

TOWN OF INDIALANTIC, a Florida  
Municipal Corporation

By: \_\_\_\_\_  
Michael Casey, Town  
Manager

ATTEST:

As Approved by the Town  
Council on:

\_\_\_\_\_  
(SEAL)

\_\_\_\_\_  
Rebekah Raddon, Town Clerk

Review for legal form and  
content:

\_\_\_\_\_  
Paul R. Gougelman, Town Attorney

**FIRST AMENDMENT TO RESTATED INTERLOCAL AGREEMENT**  
**FOR CREATION OF THE TRANSPORTATION PLANNING**  
**ORGANIZATION**

IN WITNESS WHEREOF, the undersigned party has approved this Agreement and directed the undersigned officials to execute on their behalf.

FLORIDA DEPARTMENT OF  
TRANSPORTATION

By: \_\_\_\_\_  
\_\_\_\_\_,  
Secretary

ATTEST:

As Approved on:

\_\_\_\_\_  
(SEAL)

\_\_\_\_\_  
\_\_\_\_\_, Agency Clerk

Review for legal form and  
content:

\_\_\_\_\_  
\_\_\_\_\_, General  
Counsel





## Town Manager Report for May 2020

1. The last Police PBA meeting was March 24, 2020 at 10:00AM. Neither Andy Hament nor I have heard anything from the PBA Representative since that day.
2. The PD participated in the Autism car wrap. Our vehicle looks great, with a big puzzle piece wave on the side of the car. You can vote for our vehicle to win "Best Car Wrap" through the PD or Town Hall Facebook page.
3. The grant from DEP for the Opportunities for Green Infrastructure Adaptation is completed. All task requirements have been sent to DEP for final sign off. Once signoff is received, Jennifer will be able to request reimbursement for \$39,500.
4. During the COVID crisis our Town website and Facebook page has been kept current by Katie Cox. Katie has done an excellent job with our social media. She has also obtained an Agency Account through Next Door for the Town to post information. Katie is working hard to make sure all of our media is ADA compliant. Katie is also developing a Sustainability Website (similar to Satellite Beach) that will coordinate with EAB's website. All of the Town's social media sites are to publish information for our residents. We will not be responding to questions asked on these sites as a rule. We would prefer individuals call Town Hall for answers to their questions.
5. Our new Town Clerk has been doing a fantastic job. Jennifer has worked with Granicus, our new agenda software provider, to make sure our RTCM packages are ADA compliant. Jennifer also published a new version of the Town's newsletter, filled with great information and pictures. Jennifer has been able to take time to sort through old Clerk information during the COVID period, which has been very helpful in understanding our policies, procedures and history.
6. Jennifer Kerr is wrapping up the audit. Jennifer has worked throughout COVID, working with FEMA on Dorian, the auditors, department heads on ordering COVID supplies, processing our paychecks and paying our bills. I am waiting to discuss with James Moore how the findings will be presented this year. James Moore has most of its employees still working remotely. They may present their finds electronically or through a Zoom Call.
7. Our pulled permits have slowed, however we just had 3 new house plans submitted for P & Z. I am very pleased at the level of service the building department has been able to maintain during COVID. All inspections have taken place, none were postponed. Beth, Greg and Marc have used facetime, emailed pictures, utilized electronic signatures and electronic payments to make the permitting process as seamless as possible. Special kudos to Beth and Greg working hard to accommodate every permitting request during COVID. Beth has taken building appointments on the weekends to facetime Marc with inspections, who has been working remotely during COVID.
8. Public Works has worked tirelessly during COVID. PW installed over 60 No Parking signs, several more than once, at the request of residents. All PW employees have continued to work throughout COVID by working individually on projects and work zones. The new zones were created by PW Supervisor, Tom

Davis. Public Works has continued to keep the Town looking good, make improvements and reduce risk for the Town. The amount of trash generated over the weekends has been overwhelming. Davis called Waste Pro for a special pick-up last Monday. Although Waste Pro told Tom they didn't think they would be able to make it on Monday due to their heavy schedule, by noon, Waste Pro had arrived and picked up the trash in Ocean Park. I can't stress enough, the outstanding responsiveness we receive from Waste Pro EVERY TIME we ask and at no additional charge.

9. Chief Brown has been in the Fire Department daily during COVID. Chief Brown works closely with the EOC, updating the Town's daily report. Chief Brown worked with the procurement area at the EOC to obtain masks, gloves, sanitizer etc. for all Town departments, which was crucial for the Town to continue working during COVID. Chief Brown's part time, weekend employees have been called into work on weekends to assist the PD with clearing the beaches on several weekends.

10. The Police Officers have worked endless to try and keep people off the beach and parking illegally. Keeping folks off the beach proved to be an unending task, since a new group would arrive as an old group was leaving. With the new no parking signs and the opening of Ocean Park and the crossovers, I hope some of the Town's parking issues will be reduced. In addition to their beach duties, they have seen an increase in some calls due to people being house bound.

During COVID, I've had the opportunity to be on multiple calls each week, with the Town Managers in Brevard County and other officials throughout the County. The Town Managers on the beach are considering meeting quarterly or semi-annually to discuss island business. Due to the length of COVID, the talking more frequently with all the TM's has helped forge stronger bonds between the municipalities.

As Melbourne Beach employees, we've all come together more tightly, enjoying weekly lunches brought in by individuals to share with everyone, reviewing policies and procedures during our weekly staff meetings, discussing ideas and improvements for the Town and generally supporting each other during COVID. The Commission has a very dedicated, effective and efficient team of employees working in the Town Hall Complex. I am very proud of the way the Town has continued to run, seamlessly, and without complaint from any employee.

## **Town Clerk Report**

April - May 2020

As requested by Town Commission, the following documentation is presented:

- Public Records Requests April & May 2020
- Record of Community input April & May 2020

## Public Records Requests

### March 2020

Total PRRs Opened: 3

Total PRRs Closed: 3

Date of PRR	Date Complete	Time Elapsed	Request Type
3/25/20	3/30/20	5 days	Police Case report
3/30/20	3/30/20	1 hour	2019 employee records
3/30/20 (paid 4/6)	4/6/20	1 hour after payment	Copy of Town Code

### April 2020

Total PRRs Opened: 3

Total PRRs Closed: 3

Date of PRR	Date Complete	Time Elapsed	Request Type
4/1/20	4/6/20	5 days	Drainage line map
4/7/20	4/7/20	>1 hour	P & Z minutes
4/27/20	4/28/20	24 hours	Accident report (PD)



# TOWN OF MELBOURNE BEACH

**PLEASE NOTE: A completed form is not required when requesting public records, requests can be anonymous**

**PUBLIC RECORDS REQUEST FROM (NAME: Alison Dennington )**

(FLORIDA STATE STATUTE 119.07)

DATE OF REQUEST: March 30, 2020

<b>METHOD OF REQUEST</b>	
By Telephone	(Check here) <input type="checkbox"/>
In Person	(Check here) <input type="checkbox"/>
By Email	(Check here) <input checked="" type="checkbox"/>
By Mail	(Check here) <input type="checkbox"/>
Other (please describe)	(Check here) <input type="checkbox"/>
<b>RECORDS TO BE RELEASED IN THE FOLLOWING MANNER:</b>	
Hold for Pick-Up at Town Hall (Requestor's Telephone#: _____)	(Check here) <input type="checkbox"/>
Email to This Address: <u>aliapplelaw@yahoo.com</u>	
Mail to This Address: _____	

PUBLIC RECORD REQUESTED (please be specific and include as much detail as possible):

A copy (one-sided) of the complete current Melbourne Beach Town code

## OFFICE USE ONLY

Total number of pages @ \$0.15 per page, one sided: 400 Cost: \$ \$60.00

Total number of pages @ \$0.20 per page, double sided: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Total number of pages @ \$1.00 per page, Certified: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Total number of CD/Disks: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Staff time (if more than 15 minutes) Total time: \_\_\_\_\_ Cost per 15 minutes: \$ \_\_\_\_\_ Total Time Cost: \$ N/A

*Service charge for extensive use of technology resources and/or labor cost of personnel providing the service, including redactions, are applied as permitted by State law and pursuant to the Town's Public Records Policy*

**TOTAL COST FOR ALL ITEMS: \$ \$60.00**

Town Official: Jennifer Torres Date: 3/30/20 Department: Town Clerk

☐ No public records were found: ☐ Requestor notified on (date): \_\_\_\_\_

☐ Records requested are confidential and cannot be released. Statute Citation: 119.071

☐ Some information on the record released was redacted. Statute Citation: 119.071

Records were found and delivered by: ☐ Mail ☐ Email ☒ Picked up Date: April 6, 2020

507 OCEAN AVENUE, MELBOURNE BEACH, FL 32951-2523

321-724-5860

[www.melbournebeachfl.org](http://www.melbournebeachfl.org)

# TOWN OF MELBOURNE BEACH

**PLEASE NOTE: A completed form is not required when requesting public records, requests can be anonymous**

**PUBLIC RECORDS REQUEST FROM (NAME Hunter Ruehlman with American Transparency)**

(FLORIDA STATE STATUTE 119.07)

DATE OF REQUEST: March 30, 2020

<b>METHOD OF REQUEST</b>	
By Telephone	(Check here) <input type="checkbox"/>
In Person	(Check here) <input type="checkbox"/>
By Email	(Check here) <input checked="" type="checkbox"/>
By Mail	(Check here) <input type="checkbox"/>
Other (please describe)	(Check here) <input type="checkbox"/>
<b>RECORDS TO BE RELEASED IN THE FOLLOWING MANNER:</b>	
Hold for Pick-Up at Town Hall (Requestor's Telephone#: _____)	(Check here) <input type="checkbox"/>
Email to This Address: florida@openthebooks.com	
Mail to This Address: _____	

PUBLIC RECORD REQUESTED (please be specific and include as much detail as possible):

An electronic copy of any all employees for FY 2019 including; employer name, employer zip code, year of compensation, first name, middle initial, last name, hire date (mm-dd-yyyy), base salary amount, bonus amount, overtime amount, gross annual wages and position title. This data should be broken down by employer, employee and year.
---

## OFFICE USE ONLY

Total number of pages @ \$0.15 per page, one sided: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Total number of pages @ \$0.20 per page, double sided: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Total number of pages @ \$1.00 per page, Certified: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Total number of CD/Disks: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Staff time (if more than 15 minutes) Total time: \_\_\_\_\_ Cost per 15 minutes: \$ \_\_\_\_\_ Total Time Cost: \$ \_\_\_\_\_

*Service charge for extensive use of technology resources and/or labor cost of personnel providing the service, including redactions, are applied as permitted by State law and pursuant to the Town's Public Records Policy*

**TOTAL COST FOR ALL ITEMS: \$ N/A**

Town Official: Jennifer Torres Date: 3/30/2020 Department: Town Clerk

☐ No public records were found: ☐ Requestor notified on (date): \_\_\_\_\_

☐ Records requested are confidential and cannot be released. Statute Citation: 119.071

☐ Some information on the record released was redacted. Statute Citation: 119.071

Records were found and delivered by: ☐ Mail ☒ Email ☐ Picked up Date: March 30, 2020

507 OCEAN AVENUE, MELBOURNE BEACH, FL 32951-2523

321-724-5860

[www.melbournebeachfl.org](http://www.melbournebeachfl.org)

# TOWN OF MELBOURNE BEACH

**PLEASE NOTE: A completed form is not required when requesting public records, requests can be anonymous**

**PUBLIC RECORDS REQUEST FROM (NAME: \_\_\_\_\_ Commissioner Steve Walters \_\_\_\_\_)**

(FLORIDA STATE STATUTE 119.07)

DATE OF REQUEST: 3/25/2020

METHOD OF REQUEST	
By Telephone	(Check here) <input type="checkbox"/>
In Person	(Check here) <input type="checkbox"/>
By Email	(Check here) <b>X</b>
By Mail	(Check here) <input type="checkbox"/>
Other (please describe)	(Check here) <input type="checkbox"/>
<b>RECORDS TO BE RELEASED IN THE FOLLOWING MANNER:</b>	
Hold for Pick-Up at Town Hall (Requestor's Telephone#:	(Check here) <input type="checkbox"/>
Email to This Address: <u>swalters@melbournebeachfl.org</u>	
Mail to This Address:	

PUBLIC RECORD REQUESTED (please be specific and include as much detail as possible):

- Arrest/case report, notes and correspondence for Case 19-3152
<del>— Copy of report referencing suspicious incident on 3/19/20 at 415 th Ave. No longer needed 3/26/20</del>

## OFFICE USE ONLY

Total number of pages @ \$0.15 per page, one sided: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Total number of pages @ \$0.20 per page, double sided: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Total number of pages @ \$1.00 per page, Certified: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Total number of CD/Disks: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Staff time (if more than 15 minutes) Total time: \_\_\_\_\_ Cost per 15 minutes: \$ \_\_\_\_\_ Total Time Cost: \$ N/A

*Service charge for extensive use of technology resources and/or labor cost of personnel providing the service, including redactions, are applied as permitted by State law and pursuant to the Town's Public Records Policy*

**TOTAL COST FOR ALL ITEMS: \$ \_\_\_\_\_**

Town Official: Jennifer Torres Date: 3/30/2020 Department: Town Clerk

☐ No public records were found: ☐ Requestor notified on (date): \_\_\_\_\_

☐ Records requested are confidential and cannot be released. Statute Citation: 119.071

☐ Some information on the record released was redacted. Statute Citation: 119.071

Records were found and delivered by: ☐ Mail **X** Email ☐ Picked up Date: March 30, 2020

507 OCEAN AVENUE, MELBOURNE BEACH, FL 32951-2523

321-724-5860

[www.melbournebeachfl.org](http://www.melbournebeachfl.org)

# TOWN OF MELBOURNE BEACH

**PLEASE NOTE: A completed form is not required when requesting public records, requests can be anonymous**

**PUBLIC RECORDS REQUEST FROM (NAME: Al Waschka )**

(FLORIDA STATE STATUTE 119.07)

DATE OF REQUEST: \_\_\_\_\_

<b>METHOD OF REQUEST</b>	
By Telephone	(Check here) <input checked="" type="checkbox"/>
In Person	(Check here) <input type="checkbox"/>
By Email	(Check here) <input type="checkbox"/>
By Mail	(Check here) <input type="checkbox"/>
Other (please describe)	(Check here) <input type="checkbox"/>
<b>RECORDS TO BE RELEASED IN THE FOLLOWING MANNER:</b>	
Hold for Pick-Up at Town Hall (Requestor's Telephone#: _____)	(Check here) <input type="checkbox"/>
Email to This Address: <u>Awaschka@bellsouth.net</u>	
Mail to This Address: _____	

PUBLIC RECORD REQUESTED (please be specific and include as much detail as possible):

Requested a copy of the minutes from the Planning & Zoning meeting on March 3, 2020

## OFFICE USE ONLY

Total number of pages @ \$0.15 per page, one sided: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Total number of pages @ \$0.20 per page, double sided: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Total number of pages @ \$1.00 per page, Certified: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Total number of CD/Disks: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Staff time (if more than 15 minutes) Total time: \_\_\_\_\_ Cost per 15 minutes: \$ \_\_\_\_\_ Total Time Cost: \$ \_\_\_\_\_

*Service charge for extensive use of technology resources and/or labor cost of personnel providing the service, including redactions, are applied as permitted by State law and pursuant to the Town's Public Records Policy*

**TOTAL COST FOR ALL ITEMS: \$ N/A**

Town Official: Jennifer Torres Date: 4/7/2020 Department: Town Clerk

☐ No public records were found: ☐ Requestor notified on (date): \_\_\_\_\_

☐ Records requested are confidential and cannot be released. Statute Citation: 119.071

☐ Some information on the record released was redacted. Statute Citation: 119.071

Records were found and delivered by: ☐ Mail ☒ Email ☐ Picked up Date: April 7, 2020

507 OCEAN AVENUE, MELBOURNE BEACH, FL 32951-2523

321-724-5860

[www.melbournebeachfl.org](http://www.melbournebeachfl.org)

# TOWN OF MELBOURNE BEACH

**PLEASE NOTE: A completed form is not required when requesting public records, requests can be anonymous**

**PUBLIC RECORDS REQUEST FROM (NAME: Tuttle Law, PA )**

(FLORIDA STATE STATUTE 119.07)

DATE OF REQUEST: 4/27/20

<b>METHOD OF REQUEST</b>	
By Telephone	(Check here) <input type="checkbox"/>
In Person	(Check here) <input type="checkbox"/>
By Email	(Check here) <input checked="" type="checkbox"/>
By Mail	(Check here) <input type="checkbox"/>
Other (please describe)	(Check here) <input type="checkbox"/>
<b>RECORDS TO BE RELEASED IN THE FOLLOWING MANNER:</b>	
Hold for Pick-Up at Town Hall (Requestor's Telephone#: )	(Check here) <input type="checkbox"/>
Email to This Address: <u>sbrown@verobeachinjurylaw.com</u>	
Mail to This Address:	

PUBLIC RECORD REQUESTED (please be specific and include as much detail as possible):

Police report regarding Mary Elizabeth Connor's bicycle injury incident on Riverside Drive in Melbourne Beach, FL on April 4, 2020.

## OFFICE USE ONLY

Total number of pages @ \$0.15 per page, one sided: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Total number of pages @ \$0.20 per page, double sided: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Total number of pages @ \$1.00 per page, Certified: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Total number of CD/Disks: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Staff time (if more than 15 minutes) Total time: \_\_\_\_\_ Cost per 15 minutes: \$ \_\_\_\_\_ Total Time Cost: \$ \_\_\_\_\_

*Service charge for extensive use of technology resources and/or labor cost of personnel providing the service, including redactions, are applied as permitted by State law and pursuant to the Town's Public Records Policy*

**TOTAL COST FOR ALL ITEMS: \$ 0**

Town Official: Amber Date: 4/28/20 Department: Police Dept.

☐ No public records were found: ☐ Requestor notified on (date): \_\_\_\_\_

☐ Records requested are confidential and cannot be released. Statute Citation: 119.071

☐ Some information on the record released was redacted. Statute Citation: 119.071

Records were found and delivered by: ☐ Mail ☒ Email ☐ Picked up Date: 4/28/20

507 OCEAN AVENUE, MELBOURNE BEACH, FL 32951-2523

321-724-5860

[www.melbournebeachfl.org](http://www.melbournebeachfl.org)

# TOWN OF MELBOURNE BEACH

**PLEASE NOTE: A completed form is not required when requesting public records, requests can be anonymous**

**PUBLIC RECORDS REQUEST FROM (NAME: LLC Contracted/Bryan Cates )**

(FLORIDA STATE STATUTE 119.07)

DATE OF REQUEST: 4/1/2020

<b>METHOD OF REQUEST</b>	
By Telephone	(Check here) <input type="checkbox"/>
In Person	(Check here) <input type="checkbox"/>
By Email	(Check here) <input checked="" type="checkbox"/>
By Mail	(Check here) <input type="checkbox"/>
Other (please describe)	(Check here) <input type="checkbox"/>
<b>RECORDS TO BE RELEASED IN THE FOLLOWING MANNER:</b>	
Hold for Pick-Up at Town Hall (Requestor's Telephone#: _____)	(Check here) <input type="checkbox"/>
Email to This Address: <u>bryancates@yahoo.com</u>	
Mail to This Address: _____	

PUBLIC RECORD REQUESTED (please be specific and include as much detail as possible):

Copy of stormwater drainage line locations near the man-hole cover at 394 River View Lane

## OFFICE USE ONLY

Total number of pages @ \$0.15 per page, one sided: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Total number of pages @ \$0.20 per page, double sided: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Total number of pages @ \$1.00 per page, Certified: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Total number of CD/Disks: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Staff time (if more than 15 minutes) Total time: \_\_\_\_\_ Cost per 15 minutes: \$ \_\_\_\_\_ Total Time Cost: \$ \_\_\_\_\_

*Service charge for extensive use of technology resources and/or labor cost of personnel providing the service, including redactions, are applied as permitted by State law and pursuant to the Town's Public Records Policy*

**TOTAL COST FOR ALL ITEMS: \$ N/A**

Town Official: Jennifer Torres Date: 4/2/2020 Department: Town Clerk

☐ No public records were found: ☐ Requestor notified on (date): \_\_\_\_\_

☐ Records requested are confidential and cannot be released. Statute Citation: 119.071

☐ Some information on the record released was redacted. Statute Citation: 119.071

Records were found and delivered by: ☐ Mail ☒ Email ☐ Picked up Date: April 6, 2020

507 OCEAN AVENUE, MELBOURNE BEACH, FL 32951-2523

321-724-5860

[www.melbournebeachfl.org](http://www.melbournebeachfl.org)

**Public Input**  
**March – April 2020**

**From:** [Melbourne Beach Town Manager](#)  
**To:** [Melbourne Beach Town Clerk](#)  
**Subject:** Thank You-Officer O'Byrne  
**Date:** Tuesday, April 7, 2020 11:54:52 AM

---

Elizabeth Mascaro  
Town Manager  
townmanager@melbournebeachfl.org  
507 Ocean Ave., Melbourne Beach, FL 32951-2523  
(321) 724-5860 Fax (321) 984-8994  
www.melbournebeachfl.org

Brevard County's Oldest Beach Community – Established 1883

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

CONFIDENTIALITY NOTICE: This electronic transmission, including any attachments, may contain confidential information that is legally privileged and exempt from disclosure. The information is intended only for the use of the individual or entity named above. If the reader of this message is not the intended recipient or any employee/agent responsible for delivering the message to that recipient, you are hereby notified that any disclosure, dissemination, copying, distribution or the taking of any action in reliance on the contents of this confidential information is strictly prohibited. If you have received this communication in error, please destroy it and immediately notify me at townmanager@melbournebeachfl.org or (321) 724-5860.

-----Original Message-----

From: Melanie Griswold  
Sent: Tuesday, April 07, 2020 11:53 AM  
To: Melbourne Beach Town Manager  
Subject: FW: Thank You

Melanie Griswold  
Chief of Police  
Melbourne Beach Police Dept.  
507 Ocean Avenue  
Melbourne Beach, Fl. 32909  
Office (321) 723-4343  
Cell (321) 288-0468  
“Well done is better than well said.” – Benjamin Franklin

"Under Florida Law, email addresses are Public Records. If you do not want your e-mail address released in response to public record requests, do not send electronic mail to this entity. Instead, contact this office by phone or in writing."

-----Original Message-----

From: Melanie Griswold  
Sent: Tuesday, April 7, 2020 11:53 AM



To: 'lgerwienmoreta@yahoo.com'  
Subject: FW: Thank You

Laica Gerwien-Moreta, Thank you for your kind words. Our citizens and businesses are our #1 priority. Officer O'Byrne has many years of experience, and we are blessed to have him part of our family. I will make sure that your e-mail thank you will go in his file. If you need us, please don't hesitate.

Stay safe,  
Chief Melanie

Melanie Griswold  
Chief of Police  
Melbourne Beach Police Dept.  
507 Ocean Avenue  
Melbourne Beach, Fl. 32909  
Office (321) 723-4343  
Cell (321) 288-0468  
"Well done is better than well said." – Benjamin Franklin

"Under Florida Law, e-mail addresses are Public Records. If you do not want your e-mail address released in response to public record requests, do not send electronic mail to this entity. Instead, contact this office by phone or in writing."

-----Original Message-----

From: Amber Garrity  
Sent: Tuesday, April 7, 2020 11:20 AM  
To: Melanie Griswold  
Cc: James O'Byrne; Steven Kino  
Subject: FW: Thank You

Another resident happy. Good Job O'Byrne!

Amber Garrity  
Administrative Assistant  
Melbourne Beach Police Dept  
507 Ocean Ave  
Melbourne Beach, FL 32951  
321-723-4343

Under Florida law, e-mail addresses are public record. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

-----Original Message-----

From: Laica Gerwien-Moreta [<mailto:lgerwienmoreta@yahoo.com>]  
Sent: Tuesday, April 07, 2020 11:09 AM  
To: Amber Garrity  
Subject: Thank You

Hi Amber,

I wanted to take a moment to thank you and the officer that came to my house to help my sister's dog when he got his head stuck between the fence and wall.

Given the coronavirus situation, the officer could have left the job for someone else to mitigate his own risk. Instead, he rushed right over and figured out the best way to get the dog's head unstuck. The officer was very kind at the same time very professional.

My family and I are grateful to be protected by such a responsive and caring police department. Please keep me informed of any fundraisers you may hold in the future. I would love to donate whatever I can.

Please stay safe and healthy and know my family and I are praying for your safety every day.

Sincerely,

Laica Gerwien-Moreta

**From:** [Melbourne Beach Town Manager](#)  
**To:** [Melbourne Beach Town Clerk](#)  
**Subject:** Thank You Public Works  
**Date:** Tuesday, April 7, 2020 11:59:07 AM

---

From Kevin 631-807-5752 3/31/2020 1:25pm

Called to say " thanks for cleaning up behind my house. I'm happy"

**Elizabeth Mascaro**

**Town Manager**

[townmanager@melbournebeachfl.org](mailto:townmanager@melbournebeachfl.org)  
507 Ocean Ave., Melbourne Beach, FL 32951-2523  
(321) 724-5860 Fax (321) 984-8994  
[www.melbournebeachfl.org](http://www.melbournebeachfl.org)



*Brevard County's Oldest Beach Community – Established 1883*

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

CONFIDENTIALITY NOTICE: This electronic transmission, including any attachments, may contain confidential information that is legally privileged and exempt from disclosure. The information is intended only for the use of the individual or entity named above. If the reader of this message is not the intended recipient or any employee/agent responsible for delivering the message to that recipient, you are hereby notified that any disclosure, dissemination, copying, distribution or the taking of any action in reliance on the contents of this confidential information is strictly prohibited. If you have received this communication in error, please destroy it and immediately notify me at [townmanager@melbournebeachfl.org](mailto:townmanager@melbournebeachfl.org) or (321) 724-5860.

**From:** [Melbourne Beach Town Manager](#)  
**To:** [Melbourne Beach Town Clerk](#)  
**Subject:** FW: Resident says Thank You  
**Date:** Monday, April 6, 2020 9:42:01 AM

---

Jennifer,

This should be added to the list of phone calls Town Hall is receiving.

**Elizabeth Mascaro**

**Town Manager**

[townmanager@melbournebeachfl.org](mailto:townmanager@melbournebeachfl.org)  
507 Ocean Ave., Melbourne Beach, FL 32951-2523  
(321) 724-5860 Fax (321) 984-8994  
[www.melbournebeachfl.org](http://www.melbournebeachfl.org)



*Brevard County's Oldest Beach Community – Established 1883*

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

CONFIDENTIALITY NOTICE: This electronic transmission, including any attachments, may contain confidential information that is legally privileged and exempt from disclosure. The information is intended only for the use of the individual or entity named above. If the reader of this message is not the intended recipient or any employee/agent responsible for delivering the message to that recipient, you are hereby notified that any disclosure, dissemination, copying, distribution or the taking of any action in reliance on the contents of this confidential information is strictly prohibited. If you have received this communication in error, please destroy it and immediately notify me at [townmanager@melbournebeachfl.org](mailto:townmanager@melbournebeachfl.org) or (321) 724-5860.

---

**From:** Melbourne Beach Building Department  
**Sent:** Friday, April 03, 2020 4:11 PM  
**To:** PW Supervisor  
**Cc:** Melbourne Beach Town Manager  
**Subject:** Resident says Thank You

Tom,

Frank Thomas called and wanted to thank the PW for putting up all the stop signs. He wanted to make sure to know that all the work trying to keep everyone safe is appreciated.

BETH CROWELL  
Town of Melbourne Beach  
507 Ocean Avenue  
Melbourne Beach, Florida 32951  
(321)724-5860

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

CONFIDENTIALITY NOTICE: This electronic transmission, including any attachments, may contain confidential information that is legally privileged and exempt from disclosure. The information is intended only for the use of the individual or entity named above. If the reader of this message is not the intended recipient or any employee/agent responsible for delivering the message to that recipient, you are hereby notified that any disclosure, dissemination, copying, distribution or the taking of any action in reliance on the contents of this confidential information is strictly prohibited. If you have received this communication in error, please destroy it and immediately notify me at [building@melbournebeachfl.org](mailto:building@melbournebeachfl.org) or (321) 724-5860.

**From:** [PW Supervisor](#)  
**To:** [Melbourne Beach Town Clerk](#)  
**Subject:** FW: Sprinklers  
**Date:** Wednesday, April 8, 2020 11:11:50 AM

---

This is the only one I have for past 30 plus days that came directly to me.

-----Original Message-----

From: Sue Holbert [<mailto:holbertsuej@gmail.com>]  
Sent: Saturday, April 04, 2020 3:37 PM  
To: PW Supervisor  
Subject: Re: Sprinklers

Thanks Tom. I was there on Friday, the 3rd at 6:15 a.m. and they were still running and preventing passage on the sidewalk. Just letting you know incase you thought the timing had been adjusted.

> On Mar 29, 2020, at 11:06 AM, PW Supervisor <[pwsupervisor@melbournebeachfl.org](mailto:pwsupervisor@melbournebeachfl.org)> wrote:

>

> Will back them up an hours. We ve been working on them and finally got them going.

>

> -----Original Message-----

> From: Sue Holbert [<mailto:holbertsuej@gmail.com>]

> Sent: Friday, March 27, 2020 8:43 AM

> To: PW Supervisor

> Subject: Sprinklers

>

> Hello Tom,

> Since the time change on March 8, the sprinklers at Ryckman park have been watering over the sidewalks nearest to the river when I am walking at 6:15 a.m. Would it be possible to have the time adjusted so that they come on earlier?

>

> Regards,

> Sue Holbert

**From:** [Melanie Griswold](#)  
**To:** [Melbourne Beach Town Clerk](#)  
**Subject:** FW: Note from Sean Bussell to your Facebook Page Melbourne Beach Police.  
**Date:** Wednesday, April 8, 2020 10:40:38 AM

---

Here is the email I was referring to during our meeting this morning.

*Melanie Griswold*

Chief of Police

Melbourne Beach Police Dept.

507 Ocean Avenue

Melbourne Beach, Fl. 32909

Office (321) 723-4343

Cell (321) 288-0468

**“Well done is better than well said.” – Benjamin Franklin**

"Under Florida Law, email addresses are Public Records. If you do not want your e-mail address released in response to public record requests, do not send electronic mail to this entity. Instead, contact this office by phone or in writing."

---

**From:** Melanie Griswold  
**Sent:** Friday, April 3, 2020 10:53 AM  
**To:** 'Sean Bussell'  
**Subject:** RE: Note from Sean Bussell to your Facebook Page Melbourne Beach Police.

The phone number you called belongs to the Melbourne Police Department. Your e-mail was sent to the **Melbourne Beach Police Department**. You did not call my department and speak to my officers. However, I am glad you were able to get the information you needed from the Brevard County Sheriff's Department.

Stay Safe!

*Melanie Griswold*

Chief of Police

Melbourne Beach Police Dept.

507 Ocean Avenue

Melbourne Beach, Fl. 32909

Office (321) 723-4343

Cell (321) 288-0468

**“Well done is better than well said.” – Benjamin Franklin**

“Under Florida Law, e-mail addresses are Public Records. If you do not want your e-mail address released in response to public record requests, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.”

**From:** Sean Bussell [mailto:seanbussell1@gmail.com]

**Sent:** Friday, April 3, 2020 9:56 AM

**To:** Melanie Griswold

**Subject:** Re: Note from Sean Bussell to your Facebook Page Melbourne Beach Police.

13216086731. My husband called before me and got the same response.

On Thu, Apr 2, 2020, 11:39 AM Melanie Griswold <[melanieg@melbournebeachfl.org](mailto:melanieg@melbournebeachfl.org)> wrote:

Hi Sean, what phone number did you call?

*Melanie Griswold*

Chief of Police

Melbourne Beach Police Dept.

507 Ocean Avenue

Melbourne Beach, Fl. 32909

Office (321) 723-4343

Cell (321) 288-0468

**"Well done is better than well said." – Benjamin Franklin**

"Under Florida Law, email addresses are Public Records. If you do not want your e-mail address released in response to public record requests, do not send electronic mail to this entity. Instead, contact this office by phone or in writing."

**From:** Sean Bussell [mailto:[seanbussell1@gmail.com](mailto:seanbussell1@gmail.com)]

**Sent:** Thursday, April 2, 2020 11:19 AM

**To:** Melanie Griswold

**Subject:** Note from Sean Bussell to your Facebook Page Melbourne Beach Police.

I called today to get information on weather i was allowed to go to the beach; due to the stay at home order. I was informed that the Melbourne police did not know this information and was directed to call 211. How can you enforce the rules if your not informed. So i decided to call Melbourne sheriffs office. They obviously have there shit together. I was given the correct answer and not directed to find it somewhere else. According to the sheriffs office the beaches are opened. You. Should pass this information to your officers so they are informed. I also asked Melbourne police why they did not know. I stated how can you enforce the law if you dont know. I am informing you that the beaches are open and to pass this information to your police officers and operators.





# Town of Melbourne Beach

Finance Department  
507 Ocean Ave  
Melbourne Beach, Florida 32951

Phone: (321) 724-5860  
Fax: (321) 984-8994  
Email: [finance@melbournebeachfl.org](mailto:finance@melbournebeachfl.org)

To Whom It May Concern,

Please fill out the W-9 form and return it to the Town of Melbourne Beach in the enclosed self-addressed stamped envelope.

Thank you,

A handwritten signature in blue ink that reads "Jennifer Kerr".

Jennifer Kerr  
Finance Manager  
Town of Melbourne Beach

Hi to Everyone  
& Thank you for  
being our heroes  
in this time of  
need & uncertainty.  
Shawn  
aka Florida  
GR.

APR 10 '20 AM 11:52

**From:** [Melanie Griswold](#)  
**To:** [Melbourne Beach Town Clerk](#)  
**Subject:** FW: Caller concerned about the ID enforcement signs  
**Date:** Wednesday, April 15, 2020 10:41:24 AM

---

FYI

***Melanie Griswold***

Chief of Police

Melbourne Beach Police Dept.

507 Ocean Avenue

Melbourne Beach, Fl. 32909

Office (321) 723-4343

Cell (321) 288-0468

**“Well done is better than well said.” – Benjamin Franklin**

"Under Florida Law, email addresses are Public Records. If you do not want your e-mail address released in response to public record requests, do not send electronic mail to this entity. Instead, contact this office by phone or in writing."

---

**From:** Amber Garrity  
**Sent:** Tuesday, April 14, 2020 1:30 PM  
**To:** Melanie Griswold  
**Subject:** Caller concerned about the ID enforcement signs

The police department received a call today at 10:29AM from an anonymous citizen who asked about an ID enforcement sign. I advised him the signs were not from the Town and that ID enforcement has not been discussed by the Town. I asked him where he saw the sign which he said was at the empty lot next to Exxon. I told him that sign has been taken down, or is in the process of being taken down. He said thank you and ended the call.

**Amber Garrity**

Administrative Assistant

Melbourne Beach Police Dept

507 Ocean Ave

Melbourne Beach, FL 32951

321-723-4343

Under Florida law, e-mail addresses are public record. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

**From:** [Melbourne Beach Finance](#)  
**To:** [Melbourne Beach Town Clerk](#)  
**Subject:** Kudos  
**Date:** Friday, April 17, 2020 9:54:44 AM

---

Matt from Freedom Plumbing (321-557-2400) thanked me for being kind. He said that I was the first person who didn't yell at him today. It isn't even 10:00am!

**Jennifer Kerr**  
**Finance Manager**  
Town of Melbourne Beach  
507 Ocean Ave  
Melbourne Beach, FL 32951  
(321) 724-5860  
(321) 984-8994 fax  
[finance@melbournebeachfl.org](mailto:finance@melbournebeachfl.org)



**Town of Melbourne Beach, Brevard County's Oldest Beach Community •**  
**Established 1883**

**Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.**

**CONFIDENTIALITY NOTICE:** This electronic transmission, including any attachments, may contain confidential information that is legally privileged and exempt from disclosure. The information is intended only for the use of the individual or entity named above. If the reader of this message is not the intended recipient or any employee/agent responsible for delivering the message to that recipient, you are hereby notified that any disclosure, dissemination, copying, distribution or the taking of any action in reliance on the contents of this confidential information is strictly prohibited. If you have received this communication in error, please destroy it and immediately notify me at [finance@melbournebeachfl.org](mailto:finance@melbournebeachfl.org) or (321) 724-5860. Thank you.

**From:** [Melbourne Beach Town Manager](#)  
**To:** [Melbourne Beach Town Clerk](#)  
**Subject:** Compliment  
**Date:** Friday, April 24, 2020 11:37:31 AM

---

**Elizabeth Mascaro**  
**Town Manager**

[townmanager@melbournebeachfl.org](mailto:townmanager@melbournebeachfl.org)  
507 Ocean Ave., Melbourne Beach, FL 32951-2523  
(321) 724-5860 Fax (321) 984-8994  
[www.melbournebeachfl.org](http://www.melbournebeachfl.org)



*Brevard County's Oldest Beach Community – Established 1883*

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

CONFIDENTIALITY NOTICE: This electronic transmission, including any attachments, may contain confidential information that is legally privileged and exempt from disclosure. The information is intended only for the use of the individual or entity named above. If the reader of this message is not the intended recipient or any employee/agent responsible for delivering the message to that recipient, you are hereby notified that any disclosure, dissemination, copying, distribution or the taking of any action in reliance on the contents of this confidential information is strictly prohibited. If you have received this communication in error, please destroy it and immediately notify me at [townmanager@melbournebeachfl.org](mailto:townmanager@melbournebeachfl.org) or (321) 724-5860.

---

**From:** Melbourne Beach Town Manager  
**Sent:** Friday, April 24, 2020 11:37 AM  
**To:** PW Supervisor  
**Subject:** RE: complement

Very Nice. Please make sure your guys know what she said.

**Elizabeth Mascaro**  
**Town Manager**

[townmanager@melbournebeachfl.org](mailto:townmanager@melbournebeachfl.org)  
507 Ocean Ave., Melbourne Beach, FL 32951-2523  
(321) 724-5860 Fax (321) 984-8994  
[www.melbournebeachfl.org](http://www.melbournebeachfl.org)



*Brevard County's Oldest Beach Community – Established 1883*

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

CONFIDENTIALITY NOTICE: This electronic transmission, including any attachments, may contain confidential information that is legally privileged and exempt from disclosure. The information is intended only for the use of the individual or entity named above. If the reader of this message is not the intended recipient or any employee/agent responsible for delivering the message to that recipient, you are hereby notified that any disclosure,

**From:** PW Supervisor  
**Sent:** Friday, April 24, 2020 8:23 AM  
**To:** Melbourne Beach Town Manager  
**Subject:** complement

Wanted to pass on that yesterday a resident stopped me to let me know how courteous our PW workers are. She said they are friendly and helpful when she has to interact with them.

**From:** [Melbourne Beach Town Clerk](#)  
**To:** [Melbourne Beach Town Clerk](#)  
**Subject:** Good notes  
**Date:** Thursday, April 30, 2020 3:01:09 PM  
**Attachments:** [image001.png](#)

---

On April 24, 2020 – a caller said Greg Schaefer was very helpful.

Jennifer Torres  
Interim Town Clerk  
Town of Melbourne Beach  
507 Ocean Avenue  
Melbourne Beach, Florida 32951  
(321) 724-5860



Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

CONFIDENTIALITY NOTICE: This electronic transmission, including any attachments, may contain confidential information that is legally privileged and exempt from disclosure. The information is intended only for the use of the individual or entity named above. If the reader of this message is not the intended recipient or any employee/agent responsible for delivering the message to that recipient, you are hereby notified that any disclosure, dissemination, copying, distribution or the taking of any action in reliance on the contents of this confidential information is strictly prohibited. If you have received this communication in error, please destroy it and immediately notify me at [townclerk@melbournebeachfl.org](mailto:townclerk@melbournebeachfl.org) or (321) 724-5860.

## Newsletter feedback –

The May 2020 digital issue of the Beachcomber was released May 1, 2020. In two days approximately 50 new subscribers requested to be added to the distribution list and the feedback was overwhelmingly positive including the following comments:

- WOW ! This is wonderful and I am going to forward it to all my friends. Thank you so very much! - Jo Solley Hansen
- Thanks to all...good job! - John Tanner
- Love the Beachcomber
- Please add me to the monthly distribution list. Great to get this news - Rose Marie Meerbott
- It was a great read. - Lisa Hanley
- Nice job. Please add my husband to your mailing list. Thanks. Jeanie Wilby
- Please add [luttondv@earthlink.net](mailto:luttondv@earthlink.net) to the Beachcomber contact list. I loved the May issue!
- Finally! Great job on the new format. Very informative and great presentation – Susie Stark
- This is WONDERFUL ! Thank you!! - Jo Solley Hansen
- Very nice job! - Joann Calamusa Ferrante
- Love this - Sherry Parker Brazee
- Great job! 🙌👏 - Gwen Peirce
- My name is Tammy Sandberg and I am the Regent for the Commodore John Barry Chapter of the Daughters of the American Revolution. Your resident and our past Regent Jo Solley-Hansen sent me a copy of your newsletter. It is beautiful and well done. If you could add me to your list I would appreciate receiving it so I will be informed in what is going on in Melbourne Beach since I live in the Eau Gallie area.

**From:** [Gavin Brown](#)  
**To:** [Melbourne Beach Town Clerk](#)  
**Subject:** RE: Kudos  
**Date:** Friday, May 8, 2020 11:35:15 AM  
**Attachments:** [image001.png](#)

---

Jennifer,

The fire department has received a lot of positive community feedback (phone calls, thank you letters, and social media comments) from our participation in the 2 hospital appreciation events, the Gemini teacher parade, and the 3 birthday party parades.

Thanks,

**- Gavin B.**  
Fire Chief  
Ext. 300

---

**From:** Melbourne Beach Town Clerk  
**Sent:** Wednesday, May 06, 2020 3:45 PM  
**To:** PW Supervisor; Gavin Brown; Melbourne Beach Finance; Melbourne Beach Building Department; Melbourne Beach Office; Melbourne Beach Administrative Assistant  
**Cc:** Melbourne Beach Town Manager  
**Subject:** Kudos

I've received several good notes – and other resident feedback – from many of you already. Just a reminder to keep emailing me any compliments, complaints, or comments so we can share them with the Town Commission at the next RTCM as they requested.

Thank you!!!

Jennifer Torres  
Interim Town Clerk  
Town of Melbourne Beach  
507 Ocean Avenue  
Melbourne Beach, Florida 32951  
(321) 724-5860



Anne Debczak called on May 11<sup>th</sup>, 2020 to say what a great job Public Works did getting rid of the Sea Grapes at the 4<sup>th</sup> Avenue access.





# TOWN OF MELBOURNE BEACH

---

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ♦ ESTABLISHED 1883

## Building Department Report

MARCH 2020

- 63 permits issued
- 163 inspections completed
- 77 plans reviewed
- 1 Site Plan reviews for P&Z
- 1 BTR reviews
- 0 new homes

Permit	Description	Issue	Company	Value	Fee	Address
MB19_450	PAVERS	3/31/2020		\$2,000.00	\$71.00	408 RIVER VIEW LN
MB20_063	SHUTTERS, INSTALL	3/13/2020	ALL GUARD STORM SHUTTERS	\$2,076.00	\$71.00	412 HIBISCUS TRL
MB20_066	RE ROOF NO FLAT	3/9/2020	DOUGLASS RESTORATION INC	\$28,858.00	\$396.18	206 FLAMINGO LN
MB20_070	REROOF	3/4/2020	HI-N-DRI ROOFING & WATERPROOF	\$14,500.00	\$256.10	303 FOURTH AVE
MB20_092	REROOF W/FLAT	3/19/2020	Alron Construction LLC	\$38,502.00	\$490.25	403 RIVERSIDE DR
MB20_099	ELECTRICAL, REPLACE	3/2/2020	Drost Electric LLC	\$6,900.00	\$71.00	303 BEAU JEAN AVE
MB20_101	FENCE, REPLACE	3/3/2020	ARCHANGEL ENGINEERING & CO	\$4,000.00	\$71.00	316 OAK ST
MB20_102	REROOF FLAT	3/5/2020	Sal Vitale The Roof Doctor	\$4,130.00	\$97.18	218 THIRD AVE
MB20_103	REROOF	3/4/2020	Rizzo Roofing LLC	\$25,612.00	\$364.51	209 FIR AVE
MB20_105	GARAGE DOOR, REPLACE	3/4/2020	Atlantic Garage Doors of So. Brevard	\$2,300.00	\$71.00	800 ATLANTIC ST
MB20_106	RE ROOF W/FLAT	3/3/2020	G & W ROOFING & SHEET METAL	\$17,500.00	\$285.37	606 JASMINE DR
MB20_109	METER DISCONNECT	3/5/2020	Brevard Electrical Services Inc	\$917.00	\$71.00	209 ASH AVE
MB20_110	PV INSTALL, SOLAR					

		3/4/2020 3 GUYS SOLAR LLC	\$18,067.00	\$290.90 508 SUNSET BLVD
MB20_114	NEW SPA, INSTALL			
		3/4/2020 SEABREEZE POOLS OF BREVARD	\$21,100.00	\$320.49 445 RIVER VIEW LN
MB20_115	HVAC, REPLACE			
		3/3/2020 Don't Sweat It Air and Heat, Inc.	\$5,224.00	\$71.00 421 AVENUE A
MB20_116	HVAC, REPLACE			
		3/3/2020 Dave Mastro Air & Heat Inc.	\$4,495.00	\$71.00 439 SANDY KEY
MB20_118	WATER HEATER, REPLACE			
		3/3/2020 Tucker's Cutrate Plumbing & Service	\$900.00	\$71.00 200 FIFTH AVE C
MB20_119	FENCE, INSTALL			
		3/16/2020	\$900.00	\$71.00 411 FIFTH AVE
MB20_120	RE ROOF			
		3/3/2020 Wescon Construction Inc	\$44,100.00	\$544.88 409 ANCHOR KEY
MB20_121	RE ROOF W/ISO&TPO			
		3/19/2020 JAL ROOFING INC	\$9,588.00	\$204.15 1419 ATLANTIC ST
MB20_122	WINDOWS, REPLACE 14			
		3/12/2020 Property Renovations and Constructi	\$15,880.00	\$269.56 416 AVENUE A
MB20_123	WINDOWS, DOORS REPLACE			
		3/6/2020 BREVARD SOFFIT & SIDING, INC I	\$19,250.00	\$302.44 416 POINSETTIA RD
MB20_127	GARAGE DOOR, REPLACE			
		3/5/2020 Garage Door Man Inc.	\$1,450.00	\$71.00 1401 ATLANTIC ST
MB20_130	RE ROOF / WINDOWS AND DOORS,/ ADD SHUTTERS, PORCH REPLACE			
		3/10/2020 Charles Carpenter Construction & R	\$80,785.00	\$902.78 212 CHERRY DR
MB20_131	REROOF W/FLAT			
		3/10/2020 ALFREY ROOFING	\$10,200.00	\$216.10 306 FIFTH AVE
MB20_133	HVAC, Replace and Mini-Split			
		3/10/2020 Doyle Air & Heat Inc	\$6,000.00	\$71.00 303 BEAU JEAN AVE

MB20_134	MINI-SPLIT, INSTALL		3/16/2020	Quality Air of Brevard Inc	\$3,942.00	\$71.00	419 ANCHOR KEY
MB20_135	INGROUND POOL, NEW						
			3/10/2020	INTERCOASTAL POOL AND SPA	\$27,000.00	\$378.05	212 ELM AVE
MB20_136	RE ROOF W/FLAT						
			3/10/2020	ALFREY ROOFING	\$12,700.00	\$238.53	306 SURF RD
MB20_137	RE ROOF AND SKYLIGHT						
			3/13/2020		\$10,800.00	\$227.80	438 RIVER VIEW LN
MB20_138	WINDOW, DOOR, GARAGE DOOR, REPLACE						
			3/12/2020	BRAD GREGORY GARAGE DOOR	\$4,550.00	\$105.35	501 OAK ST
MB20_140	RE ROOF						
			3/10/2020	Charles Carpenter Construction & R	\$15,100.00	\$261.95	210 SIXTH AVE
MB20_142	GARAGE DOOR, REPLACE						
			3/19/2020	All Pro Garage Doors Inc	\$1,250.00	\$71.00	1710 ATLANTIC ST 5C
MB20_143	DOORS, REPLACE	2					
			3/18/2020		\$2,000.00	\$71.00	507 ANDREWS DR
MB20_144	POOL RESURFACE						
			3/13/2020	Brevard Pools Inc	\$5,850.00	\$71.00	200 OAK ST
MB20_145	NEW, IN GROUND POOL						
			3/16/2020	LEGACY POOLS	\$24,900.00	\$357.56	502 MAGNOLIA AVE
MB20_146	KITCHEN REMODEL						
			3/16/2020	RWC Contracting Services LLC	\$34,000.00	\$446.34	1405 ATLANTIC ST
MB20_148	HVAC, REPLACE						
			3/17/2020	REYNOLDS AIR & HEAT INC	\$6,339.00	\$71.00	311 SURF RD
MB20_150	DOORS REPLACE	3					
			3/25/2020	NEWSOUTH WINDOW SOLUTIONS	\$14,452.00	\$255.61	1905 ATLANTIC ST 321
MB20_151	PROPANE TANK, INSTALL						

		3/17/2020 SUBURBAN PROPANE	\$2,400.00	\$71.00 305 HIBISCUS TRL
MB20_152	PROPANE TANK, INSTALL			
		3/17/2020 SUBURBAN PROPANE	\$2,294.00	\$71.00 422 SUNSET BLVD
MB20_154	ELECTRIC METER, REPLACE			
		3/25/2020 EAU GALLIE ELECTRIC, INC.	\$800.00	\$71.00 510 ANDREWS DR
MB20_155	GARAGE DOOR, REPLACE			
		3/19/2020 Omega Garage Doors of Mid Florida	\$3,004.00	\$71.00 449 SANDY KEY
MB20_157	ELECTRIC, MAIN DISCONNECT			
		3/18/2020 Schultz Electric, Inc	\$750.00	\$71.00 1400 ATLANTIC ST B
MB20_158	NEW IN GROUND POOL			
		3/31/2020 Watershapes by Greg Ginstrom	\$0.00	\$592.68 418 AVENUE B
MB20_159	DOORS, REPLACE 4			
		3/20/2020 Property Renovations and Constructi	\$7,050.00	\$154.63 307 SECOND AVE
MB20_160	BOAT LIFT AND DECKING, INSTALL			
		3/19/2020 REESE ENTERPRISES INCE	\$20,000.00	\$309.75 400 RIVER VIEW LN
MB20_163	GARAGE DORR, REPLACE			
		3/27/2020 QUALITY GARAGE DOOR SERVICE	\$1,897.00	\$71.00 210 ELM AVE
MB20_164	WINDOWS, REPLACE 14			
		3/23/2020 Window World of Central Florida Inc	\$16,124.00	\$271.95 302 HIBISCUS TRL
MB20_166	SIGN, REPLACE			
		3/19/2020 ART-KRAFT SIGN CO INC	\$2,400.00	\$71.00 904 OAK ST
MB20_168	HVAC, REPLACE			
		3/26/2020 Air Care Systems Inc	\$4,574.00	\$71.00 507 BANYAN WAY
MB20_169	ELECTRIC METER, REPLACE			
		3/24/2020 Gladiator Electric Inc	\$1,200.00	\$71.00 606 OAK ST
MB20_170	WINDOWS(11) AND DOORS(3), REPLACE			
		3/25/2020 NEWSOUTH WINDOW SOLUTIONS	\$0.00	\$299.58 409 POINSETTIA RD

MB20_172	REMODEL, KITCHEN	3/25/2020	\$7,000.00	\$153.66 500 HIBISCUS TRL
MB20_173	REPLUMB, REPIPE	3/19/2020 HYDRO PLUMBING LLC	\$13,305.00	\$244.44 310 SURF RD
MB20_174	MECHANICAL, HVAC	3/25/2020 ABLE AIR, INC	\$5,860.00	\$71.00 419 THIRD AVE
MB20_175	ELECTRICAL, METER CAN	3/23/2020 Bet-R-Deal Electric	\$700.00	\$71.00 416 OCEAN AVE
MB20_179	RE ROOF	3/26/2020 Florida Native Roofing Inc	\$27,750.00	\$385.37 512 ANDREWS DR
MB20_185	RE ROOF W/FLAT	3/27/2020 Florida Native Roofing Inc	\$26,140.00	\$369.66 449 SANDY KEY
MB20_189	HVAC, REPLACE	3/27/2020 Quality Comfort Air Conditioning and	\$5,953.00	\$71.00 404 DRIFTWOOD AVE
MB20_190	HVAC, REPLACE	3/31/2020 B & B Air Conditioning & Heating	\$3,999.00	\$71.00 323 FOURTH AVE
MB20_191	REMODEL, INTERIOR	3/31/2020 Theisen Development Inc	\$55,000.00	\$651.22 610 HIBISCUS TRL
MB20_194	PATIO, REPLACE	3/31/2020	\$2,000.00	\$142.00 408 RIVER VIEW LN
			<b>\$758,317.00</b>	<b>\$12,917.02</b>





# TOWN OF MELBOURNE BEACH

---

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ♦ ESTABLISHED 1883

## Building Department Report

April 2020

- 54 permits issued
- 176 inspections completed
- 61 plans reviewed
- 0 Site Plan reviews for P&Z
- 0 BTR reviews
- 0 new homes

Permit	Description	Issue	Company	Value	Fee	Address
MB20_008	SHUTTERS, INSTALL					
		4/3/2020	Southeast Custom Construction Inc	\$2,490.00	\$71.00	406 FIRST AVE
MB20_036	SHUTTERS, INSTALL					
		4/7/2020	Atlantic Storm Protection	\$8,793.00	\$188.64	215 THIRD AVE
MB20_077	PAVERS, ROCK BED, INSTALL					
		4/15/2020	ELITE PAVERS & PRICE RITE PAI	\$2,000.00	\$71.00	507 ANDREWS DR
MB20_096	DOOR, REPLACE					
		4/2/2020	Tropical Dreams Renovations	\$755.00	\$71.00	523 AVENUE A
MB20_128	DRIVEWAY, REPLACE					
		4/15/2020		\$2,495.00	\$71.00	508 MAGNOLIA AVE
MB20_132	FENCE, INSTALL					
		4/30/2020		\$600.00	\$71.00	215 SURF RD
MB20_149	HVAC, Replace					
		4/23/2020	Florida Breeze	\$4,073.00	\$71.00	1850 ATLANTIC ST 111
MB20_165	FENCE, INSTALL					
		4/7/2020	FENCE OUTLET INC	\$2,200.00	\$71.00	401 THIRD AVE
MB20_176	DOOR, REPLACE					
		4/2/2020	Lowe's Home Centers	\$5,510.00	\$71.00	509 POINSETTIA RD
MB20_178	POOL RESURFACE					
		4/3/2020	POOL DOCTOR OF BREVARD INC	\$11,750.00	\$71.00	1301 PINE ST
MB20_180	WINDOWS (14) DOORS (4)					
		4/2/2020	Lowe's Home Centers	\$21,086.00	\$320.34	1910 CEDAR LN
MB20_181	GARAGE DOOR, REPLACE					
		4/23/2020	All Pro Garage Doors Inc	\$1,495.00	\$71.00	606 CITRUS CT
MB20_182	REROOF					
		4/6/2020	Patrick Roofing Inc	\$13,870.00	\$249.95	313 BANYAN WAY
MB20_183	HVAC, REPLACE					

		4/1/2020 Everlys Air and Heat	\$6,145.00	\$71.00 453 SANDY KEY
MB20_187	GARAGE DOOR, REPLACE			
		4/23/2020 BRAD GREGORY GARAGE DOOR	\$2,300.00	\$71.00 315 AVENUE A
MB20_188	DOORS, REPLACE			
		4/23/2020 BRAD GREGORY GARAGE DOOR	\$4,505.00	\$71.00 512 ANDREWS DR
MB20_192	ADDITION, REMODEL			
		4/2/2020 RAS Construction Contracting Inc	\$62,640.00	\$725.76 1904 ROSEWOOD DR
MB20_193	WINDOWS, REPLACE			
		4/3/2020	\$22,129.00	\$330.52 1801 REDWOOD AVE
MB20_195	WINDOW, 2			
		4/9/2020 Property Renovations and Constructi	\$3,750.00	\$71.00 1903 ATLANTIC ST 212
MB20_196	WINDOWS, DOORS			
		4/9/2020 Property Renovations and Constructi	\$14,880.00	\$259.80 2101 ATLANTIC ST 524
MB20_197	FENCE, GATE			
		4/6/2020	\$800.00	\$71.00 310 FOURTH AVE
MB20_199	REROOF			
		4/14/2020 Rock Solid Roofing, Inc.	\$25,760.00	\$365.95 2015 OAK ST
MB20_200	POOL RESURFACE			
		4/3/2020 Brevard Pools Inc	\$5,850.00	\$71.00 405 AVENUE A
MB20_201	POOL RESURFACE			
		4/3/2020 Brevard Pools Inc	\$5,850.00	\$71.00 404 RIVERSIDE DR
MB20_202	REROOF			
		4/9/2020 Pro-Tech Roofing of Brevard	\$6,400.00	\$141.95 1010 ATLANTIC
MB20_203	NEW POOL			
		4/20/2020 Aqua Blue Pools of Central Florida	\$35,235.00	\$458.39 320 FIRST AVE
MB20_207	MECHANICAL, HVAC			

		4/9/2020 REYNOLDS AIR & HEAT INC	\$6,148.00	\$71.00 208 FIR AVE
MB20_208	MECHANICAL, HVAC			
		4/23/2020 Florida Breeze	\$4,540.00	\$71.00 216 BIRCH AVE
MB20_209	WINDOWS, DOORS			
		4/13/2020 BREVARD SOFFIT & SIDING, INC I	\$14,644.00	\$257.50 300 THIRD AVE
MB20_210	POOL ENCLOSURE			
		4/23/2020 Tripod Aluminum Inc.	\$10,000.00	\$212.20 417 ANCHOR KEY
MB20_211	ELECTRICAL, DOCK			
		4/17/2020 STINGRAY ELECTRIC & CONTROL	\$9,000.00	\$71.00 400 RIVER VIEW LN
MB20_212	WINDOWS			
		4/15/2020 Brevard Window & Doors Inc	\$10,566.00	\$223.24 605 HIBISCUS TRL
MB20_213	REROOF REPAIR			
		4/21/2020 Sal Vitale The Roof Doctor	\$2,100.00	\$71.00 1417 ATLANTIC ST
MB20_214	SHED/ FENCE			
		4/9/2020	\$2,450.00	\$71.00 502 SECOND AVE
MB20_215	HVAC, Replace			
		4/16/2020 EVERLY'S AIR & HEATING INC	\$4,765.00	\$71.00 402 RIVERSIDE DR 1
MB20_216	GARAGE DOOR, REPLACE			
		4/27/2020	\$1,700.00	\$71.00 606 HIBISCUS TRL
MB20_217	RE ROOF W/FLAT			
		4/17/2020 TOTAL HOME ROOFING AND CON	\$16,870.00	\$279.22 1706 ORANGE ST
MB20_219	RE ROOF			
		4/14/2020 HD ROOFING AND CONSTRUCTIO	\$14,430.00	\$255.42 402 DRIFTWOOD AVE
MB20_220	HVAC, REPLACE			
		4/20/2020 EMERGENCY AIR & HEAT LLC	\$5,729.00	\$71.00 302 HIBISCUS TRL
MB20_221	HVAC, REPLACE			
		4/16/2020 Paul's Air Inc	\$4,250.00	\$71.00 505 MAGNOLIA AVE

MB20_223	HVAC, REPLACE	4/29/2020 COAST AIR & HEAT	\$3,815.00	\$71.00 2101 ATLANTIC ST 531
MB20_224	WINDOW, REPLACE	4/16/2020 THE HOME DEPOT AT HOME SER	\$1,864.00	\$71.00 523 ANDREWS DR
MB20_225	FENCE AND GATE, INSTALL	4/27/2020 Carrie's Fence of Palm Bay	\$2,585.00	\$71.00 610 CITRUS CT
MB20_226	WINDOWS, REPLACE	4/21/2020 A Better View	\$12,675.00	\$277.32 2102 NEPTUNE DR
MB20_229	SOLAR, INSTALL	4/22/2020 VOLTAGE PROS, INCORPORATEI	\$15,795.00	\$268.73 509 MAGNOLIA AVE
MB20_230	ELECTRIC PANEL, REPLACE	4/28/2020 Durham & Sons Inc	\$1,225.00	\$71.00 516 Hibiscus Trail
MB20_231	FENCE AND GATE, INSTALL	4/21/2020 American Fence of Brevard	\$6,908.00	\$151.86 413 HIBISCUS TRL
MB20_233	LOAD BEARING WALL, REPLACE	4/17/2020 JOHN BAUER INC	\$3,500.00	\$84.95 1301 PINE ST
MB20_234	RE ROOF W/FLAT	4/24/2020 TOTAL HOME ROOFING AND CON	\$20,950.00	\$319.02 410 RIVER VIEW LN
MB20_235	WINDOWS AND DOORS, REPLACE	4/24/2020 Armorvue of Orlando LLC	\$27,899.00	\$386.82 411 DRIFTWOOD AVE
MB20_239	HVAC, REPLACE	4/23/2020 Ocean Air and Heat Inc	\$5,900.00	\$71.00 406 CORAL AVE
MB20_247	INGROUND POOL, NEW	4/30/2020 Holland Pools and Spas LLC	\$35,000.00	\$456.10 607 CITRUS CT
MB20_248	EAVE MODIFICATION/ FENCE REPAIR	4/30/2020	\$500.00	\$71.00 403 RIVERSIDE DR
MB20_257	ELECTRIC, REPLACE	4/30/2020 STINGRAY ELECTRIC & CONTROL	\$2,100.00	\$71.00 215 FOURTH AVE

\$521,269.00	\$8,556.68
--------------	------------

## Public Works Overview

March 2020

I assume that it would safe to say that this month proved quite unusual for all of us. We adjusted to the situation and proceeded to carry on as normal as possible. Even with this disruptive situation caused by the Corona Virus we had a prosperous month.

The Community Center has a new exterior paint job. Rotted wood spots were removed and replaced also. The handrails that were rotted at the single door exit on the north side of the building was replaced with PVC ones.

Additionally we discovered that Community Center exterior lighting fixtures were high quality and very expensive to replace. With this discovery the decision was made to spend considerable time to completely refurbish the lights. They look like new.

Attention was also paid to the inside of the Community Center. We replaced two of the ceiling fans that were quite a distraction during meetings. The emergency lighting system was replaced and or repaired so they are now operative. An emergency lighting system in the kitchen area had to be rewired to comply with fire code regulations.

Work on the Community Center will run into April. All of the windows will be reglazed to secure the glass and prevent water intrusion.

Our in house fabricator/welder was able to build proper covers to fit over the Community Center chimneys. Not only is it ascetically an improvement but they are now totally sealed.

Renovation of the irrigation systems throughout Town began. It was discovered that numerous pumps were located on the ground which could possibly lead to a shorter pump life. Measures are being taken to correct these situations. It was also determined that we would replace the existing pumps with commercial grade pumps. This will be monitored to see if we get longer service from the pumps.

Efforts continue to improve the appearance of the area around Town Hall. The parking areas have been restriped along with the crosswalk section. With the in depth reconditioning of the irrigation system we should see the lawn and plants prosper better.

We were able to close off the beach parking areas. Low cost measures were used in anticipation that this would a short term situation. To date it has done the job.

The “re-discovered” right of way area on the west side of Oak Street across from Grace Lutheran has been cleared but more work will be needed. Two of the large Australian pine trees are dangerously leaning toward the private residence that borders the area. Cost estimates are being gathered for removal of them.

## **Public Works Activity**

**March 2020**

Pressure washed Community Center

Repaired doors on storage room at OP restroom building

Installed lock hasp on A/C room Community Center

Relocated fuel storage area within PW

Fabricated and installed tailgate on old pick up truck

Re-organized work bay area of PW

Painted Community Center

Set up room for PZ meeting

Prepped area by Ocean and Oak for small rain garden for Crystal

Replaced irrigation pump south Bi-Centennial Park

Removed abandon paddle boat from 6<sup>th</sup> ave ramp area

Repaired sidewalk area Cherry and Rosewood

Replaced irrigation pump and electrical component Sunset

Hardwired emergency exit sign in Community Center

Replaced emergency lights inside Community Center

Replaced two fans in Community Center

Repaired broken pier wire supports and wood pieces

Repaired and replaced street sign Atlantic and Cherry

Replaced large irrigation pump West end of Ryckman

Replaced electrical component irrigation pump east side Ryckman

Fabricated and installed chimney covers Community Center

Repaired irrigation system break under driveway 401 Ocean



Closed all beach parking areas

Posted “use park at own risk” signs

Sanitized playground equipment

Watered oak trees along oak several times

Removed old fencing around irrigation system front of Community Center and replace with PVC

Removed old fencing covering ac units west end of Community Center replaced with PVC

Multiple moves of speed trailer for PD

Replaced and totally re-plumbed irrigation pump at Circle Park

Replaced shower pump and re-plumbed OP boardwalk shower – commercial pumps

Remounted Wi-Fi antennae’s on Community Center and on Town Hall

Placed waste pro cans throughout parks avoid overflow of old type cans avoiding handling of trash

Re-stripped parking spots in front of Town Hall

Cleared right of way west side of Oak north of Driftwood

## Public Works Activities Overview

April 2020

Covid-19 caused some modifications to our mission this month as could be expected. Happily our members survived unaffected by the virus. Of course we implemented the recommended precautions. As usual we operated under the “adapt and survive” attitude and carried on with our work.

We were able to secure all beach parking areas and did so at a minimal expense to the Town. Along with these efforts came the need to post 60 no parking signs throughout. Old sign post that we had on hand were cut in half and used for 30 of those signs which only required us purchasing 30 additional poles and signs.

Closing of the beach parking areas was accomplished by use of traffic cones we had and the purchase of very cost efficient metal post. Additionally rope was purchased to place between the post. These post and rope will be retained after their current use and used as parking control during future events in Town.

During this month we purchased sea grapes and saw palmettos that Crystal Cain and her Volunteer Force planted in Ocean Park where the invasive Vitek had been removed.

As noted in our activities list our welder was able to weld repairs on several man hole covers. These covers have rusted and worn and were creating hazardous situations. By rehabbing these covers we saved having to spend several hundred dollars for each cover.

One of our members removed and totally reconditioned the outside lights on the Community Center. Initially it was planned to replace the lights but we discovered that the existing lights were made of aluminum and could be completely cleaned to bare metal and repainted. In today’s market the lights would have cost several hundred dollars to replace.

All of the windows in need of re-glazing in the Community Center was completed. This prevents water intrusion and prevents the glass panes from falling out.

Rather than to continue on bragging about how well my troops preformed during these rather trying times I will defer to the accompanying Activities report for more details. Also I am tired of typing.

As always we thank you for your continuing support.

## Public Works Activities

April 2020

Prepared and installed 30 no parking signs

Removed and re-conditioned all outside lights on Community Center

Numbered stormwater drains throughout Town to comply with MS4

Rescued one opossum

Provided stormwater drain info reference public records request

New flag at Old Town Hall

Installed new Town Logo inside Town Hall

Obtained and placed 12 additional trash tote can throughout parks

Restriped crosswalk front of Town Hall

Reset generator exercise time per request of a resident

Coordinated stump and tree removal right of way area Oak St.

Obtained and installed 30 NO PARKING THIS SIDE OF STREET signs

Irrigation system work various locations

Purchased LED light bulbs to continue conversion as old bulbs burn out

Raked and turned mulch Ryckman Park play area

Relocated wind speed indicator to higher location

Replaced broken faucet on fish cleaning table on pier

Welder repaired broken scoop bucket on tractor

Picked up and placed 50 sea grape plants to Ocean Park for planting

One well pump replaced east Ryckman Park

Removed basketball hoops

Repaired area of seawall southside of 6<sup>th</sup> Ave. boat ramp

Temporary irrigation set up to water new sea grapes Ocean Park

Replaced photocell flag pole Ocean Park turn around

Reglazed windows in Community Center

Replaced damaged post 6<sup>th</sup> Ave. boat ramp

Replaced shower pump Ocean Park

Painted curbing around the flag pole area Ocean Park

Obtained and delivered 12 saw palmetto plants to Ocean Park for planting

Replaced 3 stolen street signs

Continued prevention efforts of Vitek in Ocean Park area

Used Ditch Witch cleaned storm water drain boxes

Replaced timer for bulletin boards front of Town Hall

Pressure cleaned sidewalks front of FD Town Hall and PD also front of buildings

Removed remains of small sea turtle at request of Turtle Society

Cleaned stormwater grates removed debris

Closed parking lots and crossover parking

Investigated reported covering up or removal of stormwater drain 304 Hibiscus

Crossovers trimmed

Constructed and install a vest hanging wall rack PD

Welder repaired 5 man hole covers in various areas

Removed small palm growing onto stop sign 5<sup>th</sup> and Orange

## Code Enforcement Monthly Report

### New Cases for the Month of March

Case Number	Date	Address	Code Violation	Date Closed	Status
2020-CE-031	3/3/2020	500 Hibiscus Trail	Unsafe Gate	3/5/2020	
2020-CE 032	3/3/2020	1005 Atlantic	Dumpster Trash		
2020-CE-033	3/3/2020	407 Hibiscus	RV-Living in it	3/5/2020	
2020-CE-034	3/5/2020	400 River View	Dock W/O Permit	3/10/2020	
2020-CE-035	3/6/2020	411 Hibiscus Trail	Rem. Palms W/O Perm.	3/11/2020	
2020-CE 036	3/9/2020	420 2nd Ave	Veg in right of way	3/15/2020	
2020-CE-037	3/14/2020	1502 Orange St.	Dumpster Trash		Monitor for Const.
2020-CE-038	3/16/2020	305 Fourth Ave	Boat in Drive.		
2020/CE-039	3/16/2020	407 Fourth Ave	R.V.in drive	3/18/2020	
2020-CE-040	3/14/2020	302 Orange St.	Truck in Back yard		Monitor for Const.
2020-CE-041	3/22/2020	401 Fourth Ave	Business from Home		
2020-VE-042	3/23/2020	408 Riverview Ln.	Const. Dump. No permit	3/25/2020	Sent to build.
2020-CE-03	3/25/2020	415 Sixth Ave.	Pool not Maint.		

### Open/Active Cases from Prior Months

Case Number	Date	Address	Violation	Action
2018-CE-045	8/19/2018	430 River View Lane	Boat	Pending code change
2018-CE-135	11/10/2018	320 Sixth Ave	zoning	Pending code change
2018-CE-163	12/26/2018	302 Orange Street	Overgrowth	Working to comply
2019-CE-014	2/12/2019	408 Avenue A	Junk Car, Pool, Solid Waste, Tent in yard	Working to comply
Case Number	Date	Address	Violation	Action
2019-CE-050	4/10/2019	200 Third Ave Unit 4	Renting less than 30 days	Property will be posted
2019-CE-051	4/10/2019	200 Third Ave Unit 5	Renting less than 30 days	Property will be posted
2019-CE-054	5/8/2019	419 Ocean Ave Unit 203	Work without permit	Running fine

2019-CE-078	7/13/2019	514 Hibiscus Trail	RV over 26 feet	Possible code change
2019-CE-079	7/15/2019	1409 Atlantic Street	Turtle Lighting	Letter sent
2019-CE-080	7/15/2019	1421 Atlantic Street	Turtle Lighting	Letter sent
2019-CE-082	7/16/2019	206 Fir Avenue	Fence without a permit	Hearing 2/6/2020
2019-CE-086	7/21/2019	216 Elm	RV in Driveway	inspections
2019-CE-097	8/21/2019	1805 Oak Street	Pastor living in RV, cargo trailer in parking lot	NOV
2019-CE-132	12/11/2019	407 Hibiscus Trail	R/V lived in	
2019-CE-133	12/26/2019	206 Cherry St	abandoned Vehicle	
2020-CE-001	1/4/2020	409 Fifth Ave	Living in Trailer	
2020-CE-009	1/23/2020	510 Second Ave	RV -BOAT+ 26FT	Boat behind prop line
2020-CE-010	1/23/2020	222 Cherry	RV -BOAT+ 26FT	MH behind prop line
2020-CE-012	1/23/2020	210 Birch St	RV -BOAT+ 26FT	No RV or Boat
2020-CE-013	1/23/2020	1506 Orange St	RV -BOAT+ 26FT	No RV or Boat
2020-CE-014	1/23/2020	400 Sixth Ave	RV -BOAT+ 26FT	No RV or Boat
2020-CE-015	1/23/2020	320 Sixth Ave	RV -BOAT+ 26FT	No RV or Boat
2020-CE-018	1/23/2020	1202 Oak St	RV -BOAT+ 26FT	No RV or Boat
2020-CE-019	1/23/2020	320 Ave B	RV -BOAT+ 26FT	No RV or Boat
2020-CE-020	1/23/2020	577 Sunset Drive	RV -BOAT+ 26FT	No RV or Boat
2020-CE-021	1/23/2020	524 Sunset Drive	RV -BOAT+ 26FT	Boat behind prop line
2020-CE-022	1/23/2020	415 Hibiscus Trail	RV -BOAT+ 26FT	No RV or boat
2020-CE-023	1/23/2020	404 Banyan Ave	RV -BOAT+ 26FT	RV behind fence
2020-CE-024	1/23/2020	507 Magnolia Ave	RV -BOAT+ 26FT	Boat behind prop line
2020-CE-025	1/23/2020	610 Mango Ave	RV -BOAT+ 26FT	No RV or boat
2020-CE-029	2/6/2020	600 Jasmine	Business from home	
2020-CE-30	2/11/2020	401 Fourth Ave.	Business from home	

**Prior Cases closed in March – None**

<b>Number of Cases Open this Month</b>	<b>12</b>
<b>Number of Cases Closed this Month</b>	<b>7</b>
<b>Number of Cases Opened and Closed Same Month</b>	<b>37</b>
<b>Total Number of Cases Still Open</b>	<b>17</b>
<b>Number of Cases that Went to Board</b>	<b>0</b>

## CODE ENFORCEMENT MONTHLY REPORT: April 2020

### NEW CASES FOR THE MONTH Of April

<u>CASE NUMBER</u>	<u>DATE</u>	<u>ADDRESS</u>	<u>CODE VIOLATION</u>	<u>DATE CLOSED</u>	<u>STATUS</u>
2020-CE-044	4/2/2020	215 Surf Rd	inst. Gravel D W	4/2/2020	OK per building Dep
2020-CE-045	4/6/2020	1509 Pine Street	truck blocking ROW	4/15/2020	Not on property
2020-CE-046	4/6/2020	503 Hibiscus Tr.	Boat in DW	4/10/2020	Boat side of home
2020-CE-047	4/6/2020	400 Magnolia Ave	Veg. in RW	4/10/2020	OK per Utilities
2020-CE-048	4/6/2020	200 Oak St.	Sprinklers in RW	4/10/2020	OK per Utilities
2020-CE-049	4/17/2020	522 Ocean Ave	Garbage Overflowing	4/17/2020	No garbage closed
2020-CE-050	4/18/2020	401 Avenue B	Boats in DW		One Boat moved
2020-CE-051	4/18/2020	1301 Pine St.	Boat in DW	4/22/2020	Case Closed
2020-CE-052	4/19/2020	1500 orange way	trailer in driveway		case closed
2020-CE-053	4/19/2020	506 Banyan Way	Boat in DW		Case Closed
2020-CE-054	4/20/2020	501 Hibiscus Trail	Rear fence needs work		Renailed loose Slats
2020-CE-055	4/25/2020	311 Sunset Blvd.	2 Boats in DW	4/27/2020	Boats not there
2020-CE-056	4/29/2020	1202 Pine St.	2 M H lived in		12 days to remove 1
2020-CE-057	4/29/2020	409 Pelicon Key	Tree trimmingk not rem.	4/28/2020	Case Closed

### OPEN/ACTIVE CASES FROM PRIOR MONTHS

<u>CASE NUMBER</u>	<u>DATE</u>	<u>ADDRESS</u>	<u>VIOLATION</u>	<u>ACTION</u>
2018-CE-163	12/26/2018	302 Orange Street	Over Groth	Working compliance
2019-CE-014	2/12/2019	408 Avenue A	Junk Car, Pool, Solid Waste, Living in Tent in yard	Working compliance
2019-CE-050	4/10/2019	200 Third Ave Unit	Renting unit less than 30 days	Will be posted
2019-CE-051	4/10/2019	200 Third Ave Unit	Renting unit less than 30 days	Will be posted
2019-CE-054	5/8/2019	419 Ocean Ave Uni	Work without permit	Running fine
2019-CE-079	7/15/2019	1409 Atlantic Stree	Turtle Lighting	Letter sent
2019-CE-080	7/15/2019	1421 Atlantic Stree	Turtle Lighting	Letter sent
2019-CE-082	7/16/2019	206 Fir Avenue	Fence without a permit	Hearing 2/6/2020
2019-CE-086	7/21/2019	216 Elm	RV in Driveway	Inspections
2019-CE-097	8/21/2019	1805 Oak Street	Pastor living in RV, cargo trailer in parking lot	NOV
2019-CE-132	12/11/2019	407 Hibiscus Trl	R/V lived in	

2019-CE-133	12/26/2019	206 Cherry St	abandoned Vehicle
2020-CE-001	1/4/2020	409 Fifth Ave	Living in Trailer
2020-CE-029	2/6/2020	600 Jasmine	Buisness from home
2020-CE-030	2/11/2020	401 Forth Ave	Buisness from home

### **PRIOR CASES CLOSED IN April**

2018-CE-045	8/19/2018	430 River View Lane	Boat	4/6/2020	Complied code
2018-CE-135	11/10/2018	320 Sixth Ave	zoning	4/6/2020	Complied code
2019-CE-078	7/13/2019	514 Hibiscus Trail	RV over 26 feet	4/6/2020	Complied code
2020-CE-009	1/23/2020	510 Second Ave	RV -BOAT+ 26FT	4/6/2020	Complied code
2020-CE-010	1/23/2020	222 Cherry	RV -BOAT+ 26FT	4/6/2020	Complied code
2020-CE-012	1/23/2020	210 Birch St	RV -BOAT+ 26FT	4/6/2020	Complied code
2020-CE-013	1/23/2020	1506 Orange St	RV -BOAT+ 26FT	4/6/2020	No RV or Boat
2020-CE-014	1/23/2020	400 Sixth Ave	RV -BOAT+ 26FT	4/6/2020	No RV or Boat
2020-CE-015	1/23/2020	320 Sixth Ave	RV -BOAT+ 26FT	4/6/2020	no RV or Boat
2020-CE-018	1/23/2020	1202 Oak St	RV -BOAT+ 26FT	4/6/2020	no RV or Boat
2020-CE-019	1/23/2020	320 Ave B	RV -BOAT+ 26FT	4/6/2020	no RV or Boat
2020-CE-020	1/23/2020	577 Sunset Dr	RV -BOAT+ 26FT	4/6/2020	no RV or Boat
2020-CE-021	1/23/2020	524 Sunset Dr	RV -BOAT+ 26FT	4/6/2020	Complied code
2020-CE-022	1/23/2020	415 Hibiscus Trl	RV -BOAT+ 26FT	4/6/2020	Complied code
2020-CE-023	1/23/2020	404 Banyan Ave	RV -BOAT+ 26FT	4/6/2020	Complied code
2020-CE-024	1/23/2020	507 Magnolia Ave	RV -BOAT+ 26FT	4/6/2020	Complied code
2020-CE-025	1/23/2020	610 Mango Ave	RV -BOAT+ 26FT	4/6/2020	no RV/Boat

NUMBER OF CASES OPEN THIS MONTH	14
NUMBER OF CASES CLOSED THIS MONTH	17
NUMBER OF CASES OPEN AND CLOSED SAME MONTH	31
TOTAL NUMBER OF CASES STILL OPEN	15
NUMBER OF CASES THAT WENT TO Hearing	0

PREPARED BY Robert Schaefer, CODE ENFORCEMENT OFFICER,





# **Melbourne Beach Police Department**

## **Monthly Report**

### **March 2020**



In March, we had a total of 8 traffic arrests and 6 other arrests that ranged from Driving Under the Influence, Domestic Violence, and Drug Paraphernalia.

House checks/residential and business checks are continued daily. The officers and I continue to be proactive as they conducted several "directed traffic enforcement details" throughout the town. Our speed trailer is also placed in various locations throughout the town to assist in traffic calming, and it raises the driver's awareness.

#### **Animal Complaints:**

- Loose dogs
- Unfounded aggressive dog

#### **Training:**

1. Eastern Florida State College, Advanced Training classes, have been temporarily rescheduled for an unknown date due to COVID -19. Two of our officers were signed up for First Line Supervision and Fire Arms Instructor.
2. All officers have received on-line training from CDC/Florida DOH etc. and documents disseminated via email for COVID-19.
3. Policy and Procedures have been put in place on how our department/individual will respond to infectious viruses.
4. Sgt. Smith and I attended the Clerk of Courts training on e-Filing and BECA overview, as the clerk's office is moving forward with paperless warrants.

**Updates:**

- Police Department lobby door will remain closed until further notice.
- Each officer and patrol vehicle is equipped with the necessary PPE's and first-aid kits.

Safeguarding the health of our officers is essential so they can continue to provide service and meet the needs of our community and keeping our town safe.

Our Facebook page is updated as needed to inform our citizens of valuable information.

Attached you will see a brief overview of the Sergeants monthly report that highlights some of our calls for service.

Stay Safe, Chief Melanie Griswold



## **MELBOURNE BEACH POLICE DEPARTMENT**

**Steven Kino**

**Detective/Sergeant**

**507 Ocean Ave, Melbourne Beach, FL 32951**

**Phone: (321) 723-4343**

**Fax: (321)725-3253**



### MEMORANDUM

TO: Chief Griswold

FROM: Sgt. Kino

RE: March Monthly Call Report

DATE: 04/01/2020

---

03/02-Traffic crash in the area of Oak St and Ocean Ave. W/F was issued a citation for fail to use due care. No medical complaints and no air bag deployment in either vehicle.

03/03-Criminal traffic in the area of South Palm Ave and Riverside Dr. The driver of a motorcycle was riding an unregistered motor vehicle and did not have a motorcycle endorsement. He was issued a court date to take care of the violations.

03/03-Baker Act in the 400 block of Fourth Ave. A b/f was transported to Circles of Care in reference to an involuntary Baker Act. She was transported without issues.

03/11-DWLS W/KNOW in the area of A1A and Seaview St. Driver was stopped for speeding and it was discovered that he had knowledge of driving with a suspended license. The driver was given a court date. The passenger had a valid license and drove the vehicle away from the scene.

3/11-Warrant arrest in the 300 block of Fifth Ave. A w/m was on a property doing some house in the backyard. When he was ran through Teletype, they confirmed that he had a warrant out of Brevard County. He was transported to the jail van and turned over to the driver.

3/13- Domestic verbal only in the 2000 block of Oak St. An argument between Grandson and Grandparents. Both parties agreed to separate for the remainder of the evening. Verbal only, no arrests made.

03/18-Traffic crash in the area of Atlantic St. and Third Ave. A pedestrian ran into the street and hit a car. No injuries while on scene.

03/20-Petit theft in the 400 block of Sixth Ave. The r/p advised that known associate of hers took and pawned a ring without her approval. This case is still open in attempt to locate the property at a pawn shop.

03/20-Domestic disturbance verbal only in the 400 block of Avenue B. The parties were separated upon our arrival and the r/p stated it never got physical between the two involved.

03/28- A capias request was sent to the SAO in reference to a female on the beach in the area of Ocean Park after the emergency order was signed by the mayor for the beach shut down. She refused to leave the area and did not comply with the officer's lawful order.



**MELBOURNE BEACH POLICE DEPARTMENT**  
**Matthew Smith**  
**Sergeant**

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



**Monthly Report March 2020**

---

- 03/01- Vehicle crash between two vehicles in the 500 block of Ocean Avenue. No injuries were reported and both vehicles had minor damage.
- 03/08- Petit theft of sod in the 400 block of Third Avenue. Unknown suspect(s) stole sod from pallets left to landscape a residence. No suspect information
- 03/09- Arrested a male for possession of cocaine, possession with intent to distribute cocaine and possession of drug paraphernalia. Male was stop for a cracked windshield at Oak Street and Ocean Avenue. During a consent search over 10 grams of cocaine was found, with a majority of it being compressed into pill form, for distribution.
- 03/14- Baker Act of a female in the 300 block of Ocean Avenue.
- 03/15- Arrested a male for driving under the influence of an alcoholic beverage at Oak Street and Ocean Avenue. The male was stopped for failing to maintain a single lane.
- 03/15- Seizure of drug paraphernalia, crack pipe, at Riverside Drive and Sunset Boulevard. A vehicle was stopped for a headlight out and a crack pipe was located and seized in the vehicle. Possession of the paraphernalia could not be determined.
- 03/16- Traffic Crash between two vehicles in the 800 block of Oak Street. No injuries were reported and one vehicle had disabling damage.
- 03/16- Traffic arrest of a male for operating an unregistered vehicle on the roadway. The vehicle was stopped for speeding in the 2100 block of Oak Street.
- 03/16- Capias request on a male sent to the State Attorney's Office for battery, domestic violence. A husband and wife got into a verbal argument in the 1500 block of Pine Street, which turned physical. The wife stated the male pulled her down by a key lanyard that was around her neck. The male was not able to be located at the time.
- 03/16- Fraud and grand theft in the 400 block of Hibiscus Trail. An unknown suspect schemed over \$1000 dollars from the victim for a fake rental property. Incident is still under investigation
- 03/17- Arrested a female for driving under the influence of an alcoholic beverage at Oak Street and Fifth Avenue. The female was stopped for failing to maintain a single lane.

- 03/17- Death investigation in the 1700 block of Atlantic Street. Officers responded to an attempt to contact and found the male deceased. The death was not suspicious and was determined to be due to natural causes.
- 03/23- Traffic arrest of a male for operating an unregistered vehicle on the roadway. The vehicle was stopped for no license plate in the 300 block of Riverside Drive.
- 03/23- Domestic, verbal dispute, in the 700 block of Hibiscus Trail. Mother and adult son got into a verbal argument and separated for the night.
- 03/24- Traffic arrest of a male for operating an unregistered vehicle on the roadway. The vehicle was stopped for no license plate at Pine Street and Coral Way.
- 03/24- Traffic arrest of a male for operating an unregistered vehicle on the roadway. The vehicle was stopped for the driver not wearing a seatbelt, in the 300 block of Riverside Drive.
- 03/24- Traffic arrest of a male for driving while license suspended, with knowledge. The male was stopped for speeding in the 2100 block of Oak Street.
- 03/25- Arrested a male for operating an unregistered motor vehicle on the road way. The male was stopped for a headlight out in the 300 block of Ocean Avenue.
- 03/25- Arrested male for (2) counts of battery on a person over the age of 65 and battery, domestic violence. The male shoved his elderly mother down and then battered the mother's elderly caretaker in the 500 block of Avenue B.
- 03/25- Arrested a male for reckless driving and driving while license suspended at Andrews Drive and Pine Street. During the stop it was determined the male was also driving a stolen vehicle and was wanted for theft. Both the Indian Harbor Beach and Satellite Beach Police Departments added the additional charges for those crimes.
- 03/31- Traffic arrest of a male for driving a vehicle with an expired tag over 6 months (3 years). The vehicle was stopped for no tag on a trailer in the 400 block of Avenue A.



**MELBOURNE BEACH POLICE DEPARTMENT**  
**Matthew Smith**  
**Sergeant**

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



**1<sup>st</sup> Quarter Drone Report April 2<sup>nd</sup>, 2020**

---

**Flights**

- 02/06- Training
- 02/13- Training
- 02/27- Training
- 03/17- Test
- 03/26- Parking Enforcement
- 03/27- Inspect raft in ocean, Fifth Avenue
- 03/27- Parking Enforcement and News Demo
- 03/28- Parking and Beach Closure Enforcement

**Updates**

Monthly inspections are up to date and test and/or flights were conducted weekly, weather and schedules permitting.

Officer Jason Sadler was added as an FAA certified drone pilot in February and was trained by Officer Tilesio on the department's drone.



# Melbourne Beach Police Department



	MAR	FEB	JAN									YTD
Total Calls for Service	1263	1081	1162									3506
Total Felonies	6	1	14									21
Total Misdemeanors	10	8	19									37
Total Capias Requests	2	2	1									5
Total Traffic Arrests	8	3	3									14
Total Other Arrests	6	3	8									17
911 Investigation	30	20	11									61
Alarm Business	7	1	2									10
Alarm Residence	1	2	6									9
Animal Complaint	7	5	12									24
AOA LEO	23	22	21									66
AOA Other Agency	0	0	1									1
Assist Citizen	6	9	9									24
Assist DCF	4	2	1									7
Assist Motorist	1	1	1									3
Attempt to Contact	4	4	6									14
Baker Act	1	2	1									4
Burglary Residence	0	0	4									4
Burglary Vehicle	0	0	1									1
Civil Matter	5	2	5									12
Crash	4	5	4									13
Criminal Mischief	0	1	3									4
Death Investigation	1	1	1									3
Disturbance Domestic	3	2	2									7
Disturbance Domestic Battery	2	2	1									5
Disturbance Noise	3	2	3									8
Disturbance Verbal	3	0	1									4
Fraud	1	0	0									1
Fire	2	5	3									10
House Checks	47	59	62									168
Illegal Parking	18	13	11									42
Information	16	12	12									40
Injured/Ill Person	14	29	21									64





# Melbourne Beach Police Department



	MAR	FEB	JAN									YTD
Intoxicated Driver	3	2	1									6
Investigation	3	3	5									11
Loitering & Prowling	0	0	1									1
Marchman Act	1	0	0									1
Missing Person	0	1	0									1
Narcotics	2	2	5									9
Open Door	2	2	12									16
Parking Citations	15	10	3									28
Patrol Area	107	95	107									309
Patrol Area Business	212	196	202									610
Patrol Area Residential	282	247	330									859
Phone Call - Obscene/Threat	0	0	2									2
Prisoner Transport	0	0	2									2
Property Confiscated	0	0	1									1
Property Found	5	5	9									19
Property Lost	0	1	1									2
Reckless Driving	4	4	3									11
School Zone	14	38	17									69
Soliciting	0	0	2									2
Special Detail	1	3	1									5
Standby-Keep the Peace	2	3	0									5
Suspicious Incident	10	7	8									25
Suspicious Person	15	11	10									36
Suspicious Vehicle	14	17	13									44
Theft	2	1	8									11
Traffic Complaint	4	1	1									6
Traffic Enforcement	193	129	139									461
Traffic Obstruction	1	1	2									4
Traffic Stop	243	166	137									546
Trespassing	1	2	1									4
Vehicle Abandoned	1	0	0									1
Vehicle Inspection	3	1	2									6
Vehicle Repo/Tow	2	0	0									2
Vehicle Stolen & Recovered	0	0	1									1
Wanted Person	1	2	0									3



# Melbourne Beach Police Department



Vehicle Mileage	MAR	FEB	JAN										YTD
Car 359	29	256	162										447
Car 360	1196	949	931										3076
Car 361	1735	1155	1022										3912
Car 363	818	620	1505										2943
Car 364	1210	1108	1850										4168
Car 366	683	477	728										1888



# Melbourne Beach Police Department

## Monthly Report

### April 2020



In April, we had a total of 2 traffic arrests and 3 other arrests that ranged from drug possession and felony violation of probation. We have responded to 8 domestic disturbances within the month of April. I would attribute this increase to Covid-19 and the Governor's Executive order 20-91 Safer At Home order.

House checks/residential and business checks are continued daily. The officers have increased their patrols on illegally parked vehicles and monitoring our parks and beach accesses as they remain closed. Our speed trailer is also placed in various locations throughout the town to assist in traffic calming, and it raises the driver's awareness.

#### **Animal Complaints:**

- Loose dogs
- Aggressive dog
- Dog stuck in a fence
- Animal Cruelty
- Service dog on the beach

#### **Training:**

All officers continue to do their monthly on-line training

#### **Updates Continued:**

- Police Department lobby door will remain closed until further notice.
- Each officer and patrol vehicle is equipped with the necessary PPEs and first-aid kits.
- Our vehicles are being disinfected each shift and following CDC recommendations.

Officers were directed that certain low-level and nonviolent crimes can be handled via citation and misdemeanor summons as opposed to physical arrest. Our beaches were being monitored in conjunction with the fire department by using the ATV. These officers were educating citizens and beachgoers as to social distancing and no sunbathing.

One business was monitored closely due to their noncompliance with the Governor's Executive Order for the sale of alcohol. The business was reported to the Department of Business and Professional Regulation (DBPR). DBPR followed up with the complaints and is monitoring.

Safeguarding the health of our officers is essential so they can continue to provide service and meet the needs of our community and keeping our town safe.

I want to thank the following businesses for their generous donations of PPE equipment.

Melbourne Beach Exxon

Bansbach

Sea & Ski

Florida Institute of Technology

Thank you to all of our residents and citizens for supporting your police officers and first responders with your donations of face masks and food.

Our Facebook page is updated as needed to inform our citizens of valuable information.

Attached you will see a brief overview of the Sergeants monthly report that highlights some of our calls for service.

Stay Safe, Chief Melanie Griswold



**MELBOURNE BEACH POLICE DEPARTMENT**  
**Matthew Smith**  
**Sergeant**

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



**Monthly Report April 2020**

---

- 04/08- Trespass of a male in the 900 block of Oak street. After the male committed retail theft of chocolate milk, the owner of the store signed a Decline to Prosecute and had the male trespassed.
- 04/09- Domestic, verbal dispute, in the 500 block of Colony Boulevard. Sister in-law and brother in-law got into a verbal argument and separated for the day.
- 04/09- Capias request filed on male for felony animal abuse, in the 400 block of Fourth Avenue. Owner of the cat was aware the cat's paw was severely injured and failed to get the animal care. Due to this, the cat's paw needed to be amputated.
- 04/11- Domestic, verbal dispute, in the 400 block of Avenue A. Husband and wife got into verbal argument and separated for the evening.
- 04/11- Arrested a male for felony possession of a prescription drug. Male was stopped for a tag light being out.
- 04/16- Domestic, verbal dispute, in the 200 block of Birch Avenue. Husband and wife separated for the evening after a verbal argument.
- 04/19- Battery between two males after an argument at Atlantic Street and Third Avenue. A Decline to Prosecute was signed and the males left the area.
- 04/26- Arrested a male for Violation of Felony Probation, Driving While License Suspended with Knowledge and Possession of Drug Paraphernalia. The male was stopped for a tag light being out at Riverside Drive and Ocean Avenue.
- 04/26- Domestic, verbal dispute, in the 600 block of Shannon Avenue. Husband and wife separated for the evening after a verbal argument.
- 04/27- Arrested a male for felony Possession of Concentrated THC Wax. Officer stopped out with a suspicious vehicle at Pine Street and Third Avenue and during the encounter, the THC Wax was located.



## **MELBOURNE BEACH POLICE DEPARTMENT**

**Steven Kino**

**Detective/Sergeant**

**507 Ocean Ave, Melbourne Beach, FL 32951**

**Phone: (321) 723-4343**

**Fax: (321)725-3253**



### MEMORANDUM

TO: Chief Griswold

FROM: Sgt. Kino

RE: April Monthly Call Report

DATE: 05/01/2020

---

04/03- Domestic disturbance in the 200 block of Cherry Dr. It was verbal in nature only and the parties were separated for the remainder of the evening.

04/12- An animal complaint in the 1200 block of Pine St. An aggressive dog charged at an officer while barking. The dog was subsequently tased by the officer to eliminate the threat and prevent himself from being bit. The dog did not sustain any injuries and Animal Enforcement responded out and also determined that the dog was aggressive when it attempted to bite the officer. The Animal Enforcement officer issued the dog owner a citation while he was on scene.

04/14- A fire in the 400 block of Riverview Ln. The pool pump located on the side of the house caught on fire. The homeowner and a neighbor were able to extinguish it. There was minor damage to the exterior of the house.

04/19- Battery in the 200 block of Cherry Dr. The victim advised that an old acquaintance has been driving past her house and has battered her two times in the past week. She gave very minimal information on the suspect and advised that she did not want to pursue charges. She completed and signed a decline to prosecute on scene.

04/20- A domestic disturbance in the 400 block of Magnolia Ave. A verbal argument

between a father and his daughter. Nothing physical, only verbal. Both parties agreed to stay away from each other for the remainder of the day.

04/20- A domestic disturbance in the 400 block of Riverview Ln. A verbal argument between a juvenile brother and a juvenile sister. Both involved parties said that there was nothing physical. The brother advised that he was having some depression issues while we were on scene and he was transported voluntarily to COC for further evaluation.

04/21- A trespass warning was issued to a white female in the 300 block of Ocean Ave. The female entered a business and walked behind one of the counters where it stated "employees only." She then began to argue with the owner of the business when he asked her what was she doing. The trespass was issued without incident.

04/21- An information call in the 1000 block of Atlantic St. in reference to a restaurant not following the Florida Executive Order 2020-71. The manager of the business was educated about the order and a complaint was filed with the Florida Department of Business and Professional Regulations for them to further investigate the complaint.

04/22- Traffic crash in the 400 block of Poinsettia Rd. Minimal damage and a driver's exchange of information was completed on scene.

04/27- A domestic disturbance in the 100 block of Riverside Dr. There was an argument between siblings at the residence. Both parties agreed to stay separated for the remainder of the evening and agreed to speak to one of the involved parties' therapist.

04/27- A noise disturbance in the 500 block of Avenue A. A residence was playing amplified music and became a nuisance. Made contact with the homeowner, who turned it down without incident.

04/29- A Capias request was sent to the State Attorney's Office for prosecution for a case of a vehicle burglary and stolen vehicle from 01/16/2020. FDLE returned a latent print with a confirmed hit on it.



# Melbourne Beach Police Department



	APRIL	MAR	FEB	JAN								YTD
Total Calls for Service	1330	1263	1081	1162								4836
Total Felonies	4	6	1	14								25
Total Misdemeanors	12	10	8	19								49
Total Capias Requests	2	2	2	1								7
Total Traffic Arrests	2	8	3	3								16
Total Other Arrests	3	6	3	8								20
911 Investigation	23	30	20	11								84
Alarm Business	0	7	1	2								10
Alarm Residence	2	1	2	6								11
Animal Complaint	13	7	5	12								37
AOA LEO	6	23	22	21								72
Assist Citizen	11	6	9	9								35
Assist DCF	2	4	2	1								9
Assist Motorist	1	1	1	1								4
Attempt to Contact	3	4	4	6								17
Baker Act	0	1	2	1								4
Battery	2	0	0	0								2
Burglary Residence	0	0	0	4								4
Burglary Vehicle	0	0	0	1								1
Civil Matter	1	5	2	5								13
Crash	1	4	5	4								14
Criminal Mischief	0	0	1	3								4
Death Investigation	0	1	1	1								3
Disturbance Domestic	8	3	2	2								15
Disturbance Domestic Battery	0	2	2	1								5
Disturbance Fight	1	0	0	0								1
Disturbance Noise	4	3	2	3								12
Disturbance Verbal	2	3	0	1								6
Fraud	0	1	0	0								1
Fire	7	2	5	3								17
House Checks	99	47	59	62								267
Illegal Parking	17	18	13	11								59
Information	34	16	12	12								74
Injured/Ill Person	22	14	29	21								86





# Melbourne Beach Police Department



	APRIL	MAR	FEB	JAN								YTD
Intoxicated Driver	0	3	2	1								6
Intoxicated Person	3	1	0	0								4
Investigation	4	3	3	5								15
Loitering & Prowling	0	0	0	1								1
Missing Person	0	0	1	0								1
Narcotics	3	2	2	5								12
Open Door	4	2	2	12								20
Ordinance	1	0	0	2								3
Parking Citations	15	15	10	3								43
Patrol Area	124	90	85	95								394
Patrol Area Business	305	212	196	202								915
Patrol Area Residential	455	282	247	330								1314
Patrol Area School	45	31	48	29								153
Phone Call - Obscene/Threat	0	0	0	2								2
Prisoner Transport	0	0	0	2								2
Property Confiscated	0	0	0	1								1
Property Found	4	5	5	9								23
Property Lost	0	0	1	1								2
Reckless Driving	5	4	4	3								16
Special Detail	1	1	3	1								6
Standby-Keep the Peace	0	2	3	0								5
Suspicious Incident	3	10	7	8								28
Suspicious Person	6	15	11	10								42
Suspicious Vehicle	8	14	17	13								52
Theft	0	2	1	8								11
Traffic Complaint	5	4	1	1								11
Traffic Enforcement	142	193	129	139								603
Traffic Obstruction	0	1	1	2								4
Traffic Stop	43	243	166	137								589
Trespassing	2	1	2	1								6
Vehicle Abandoned	0	1	0	0								1
Vehicle Inspection	3	3	1	2								9
Vehicle Repo/Tow	0	2	0	0								2
Vehicle Stolen & Recovered	0	0	0	1								1
Wanted Person	0	1	2	0								3



# Melbourne Beach Police Department



Vehicle Mileage	APRIL	MAR	FEB	JAN								YTD
Car 359	72	29	256	162								519
Car 360	1222	1196	949	931								4298
Car 361	984	1735	1155	1022								4896
Car 363	956	818	620	1505								3899
Car 364	1373	1210	1108	1850								5541
Car 366	668	683	477	728								2556



**Melbourne Beach  
Vol. Fire Department**  
507 Ocean Avenue  
Melbourne Beach, FL 32951  
(321)724-1736  
[FireStation@MelbourneBeachFL.org](mailto:FireStation@MelbourneBeachFL.org)

## **FIRE DEPARTMENT MONTHLY REPORT**

### ***March 2020***

#### **Incident Response**

For the month of March 2020, the Melbourne Beach Volunteer Fire Department responded to 10 calls for service. The average number of responding volunteer personnel per paged out call for the month was 11.

Breakdown:

- 3 Fire/Rescue Calls (paged out)
- 1 Public Assist
- 1 Fire Drill Standby at Gemini Elementary
- 4 Police Department Assists
- 1 Standby Coverage Details for special event

#### **Department Membership**

- Members on approved extended leave: 3
- Certified Firefighters: 14
- Support Services Personnel: 9
- Administrative Personnel: 1
- Probationary Personnel: 7

## **New Stipend Program Update**

Quarter 2 of the new stipend program concluded on March 31<sup>st</sup>. In preliminary analysis, it appears that the new program is having the desired effect and is greatly assisting in increasing participation. This new incentive program paired with more accountability and stricter membership requirements have raised the bar for the Department as a whole. In quarter 1 only 46% of the eligible active membership met the minimum requirements to receive their stipend payment. Now that we have concluded quarter 2, it appears that 95% of the eligible active membership will be receiving their stipend payment, meaning that there has been a 49% increase in the number of members meeting the minimum training and response criteria. This is a vast improvement over the past and shows that the volunteers are willing to step up and meet the new requirements. I am hopeful this trend will continue and we will have a good idea if we can maintain this kind of momentum after we conclude quarter 3 in June.

## **Fire Department Garage Floor Update**

The Fire Department garage floor project has been put on hold due to the COVID-19 health crisis. We had vendors scheduled to come out in the beginning of March to evaluate the floors and start providing quotes, but all meetings and site visits have been put on hold. Unfortunately this will push our target date for completion out, but I am confident we will be able to get this project completed quickly once the health crisis is over.

## **COVID-19 Update**

The MBVFD has been working closely with both the Police Department and Town Hall to ensure we are prepared to respond to the COVID-19 health crisis. This includes daily conference calls, emails, situation reports submitted to Brevard County Emergency Management, creating policies to address response guidelines, educating citizens and visitors about emergency orders, and much more. We continue to monitor the situation and update our response as needed. As I am sure everyone is aware, there is a nationwide shortage of personal protective equipment (masks, gowns, etc.) and this extends to first responders as well. Our current inventory of PPE is small, but we have an adequate amount to get by for now. In addition to requesting additional items from the County and State, we are implementing creative ways to extend the life of our current supply. At this time all active MBVFD personnel are healthy and are able to respond to incidents under the new response guidelines.

## **Notable Events**

The MBVFD participated in Rotary's Southern Squall event by providing basic 1<sup>st</sup> aid and safety services. In addition, the MBVFA grilled hamburgers and hot dogs for the student volunteers and the residents of Promise in Brevard. The event was well coordinated and occurred without any notable incidents. Chief Brown met with Rotary President Taryn Rockwell who presented the Fire Department with a \$10,000 donation from the event proceeds. The Fire Department greatly appreciates the strong partnership and continued support from the Melbourne Beach Rotary Club. All donated funds will go towards the purchase of mission critical communication equipment for the Fire Department.

Indian Harbour Beach recently started a GO-Bucket program in their community. Their program was modeled after the one started in our community by the Melbourne Beach Volunteer Firefighters Association. At the request of their Fire & Police Departments, the MBVFD taught a Stop the Bleed course to a few of their personnel and all of the staff members at Ocean Breeze Elementary School. A total of 46 people attended the training event. To date the MBVFD has trained over 150 people in these life saving techniques. The Stop the Bleed program continues to be a success and is available to all residents and visitors of Melbourne Beach free of charge; all costs associated are covered by the MBVFA.

The MBVFD submitted 2 grants this month; a FEMA AFG grant to assist in the purchase of new radios and a FEMA AFG regional grant to assist in the purchase of an extractor bunker gear washing machine and dryer. In addition, we are still working on a Fire House Subs grant for the purchase of new waterproof extrication tools (Hurst Jaws of Life).

Fire Chief Brown attended the Space Coast Fire Chiefs meeting in the beginning of March.

Engine 258 went out to the service center in Sanford for its annual maintenance and some critical repairs. The engine is expected to be back in service sometime in mid-April.

Safety Chief Micka attended the monthly fire drill at Gemini Elementary School. The MBVFD continues to attend these monthly drills as a public service and to assist the Gemini staff & SRO with recommendations on ways to improve the effectiveness of their emergency plans and scenarios.

# Melbourne Beach VFD

Melbourne Beach, FL

This report was generated on 4/8/2020 5:44:56 PM



## Incident Address and Type for Date Range (Landscape)

Incident Status(s): All Incident Statuses | Start Date: 03/01/2020 | End Date: 03/31/2020

INCIDENT #	DATE	LOCATION TYPE	ADDRESS	INCIDENT TYPE	ALARM	CLEARED SCENE
2020-30	03/02/2020		2100 Oak ST , Melbourne Beach, FL, 329513295	Special type of incident, other	03/02/2020 12:08	03/02/2020 13:10
2020-31	03/07/2020		509 Ocean AVE , Melbourne Beach, FL, 32951	Cover assignment, standby, moveup	03/07/2020 09:00	03/07/2020 21:30
2020-32	03/09/2020		802 Atlantic ST , Melbourne Beach, FL, 32951	Outside equipment fire	03/09/2020 15:40	03/09/2020 16:59
2020-33	03/17/2020		2102 Rosewood DR , Melbourne Beach, FL, 32951	Smoke detector activation, no fire - unintentional	03/17/2020 18:35	03/17/2020 18:46
2020-34	03/19/2020		413 4th AVE , Melbourne Beach, FL, 32951	Smoke from barbecue, tar kettle	03/19/2020 09:30	03/19/2020 09:45
2020-35	03/20/2020		1008 Atlantic ST , Melbourne Beach, FL, 32951	Alarm system activation, no fire - unintentional	03/20/2020 11:37	03/20/2020 11:53
2020-36	03/28/2020		100 Ocean AVE , Melbourne Beach, FL, 32951	Assist police or other governmental agency	03/28/2020 10:30	03/28/2020 13:30
2020-37	03/28/2020		100 Ocean AVE , Melbourne Beach, FL, 32951	Assist police or other governmental agency	03/28/2020 13:30	03/28/2020 16:30
2020-38	03/29/2020		100 Ocean AVE , Melbourne Beach, FL, 32951	Assist police or other governmental agency	03/29/2020 10:30	03/29/2020 13:30
2020-39	03/29/2020		100 Ocean AVE , Melbourne Beach, FL, 32951	Assist police or other governmental agency	03/29/2020 13:30	03/29/2020 16:30

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

# Melbourne Beach VFD

Melbourne Beach, FL

This report was generated on 4/8/2020 5:45:51 PM



## Personnel Count per Incident for Date Range

Start Date: 03/01/2020 | End Date: 03/31/2020

INCIDENT				NUMBER OF PEOPLE		
NUMBER	DATE	INCIDENT TYPE	FDID	ON APPARATUS	NOT ON APPARATUS	TOTAL
2020-30	3/2/2020 12:08:00	900 - Special type of incident, other	19112	1	0	1
2020-31	3/7/2020 09:00:00	571 - Cover assignment, standby, moveup	19112	2	11	13
** 2020-32	3/9/2020 15:40:00	162 - Outside equipment fire	19112	6	5	11
** 2020-33	3/17/2020 18:35:00	743 - Smoke detector activation, no fire - unintentional	19112	4	8	12
2020-34	3/19/2020 09:30:00	653 - Smoke from barbecue, tar kettle	19112	1	0	1
** 2020-35	3/20/2020 11:37:00	745 - Alarm system activation, no fire - unintentional	19112	7	2	9
2020-36	3/28/2020 10:30:00	551 - Assist police or other governmental agency	19112	8	3	11
2020-37	3/28/2020 13:30:00	551 - Assist police or other governmental agency	19112	3	4	7
2020-38	3/29/2020 10:30:00	551 - Assist police or other governmental agency	19112	3	1	4
2020-39	3/29/2020 13:30:00	551 - Assist police or other governmental agency	19112	3	0	3

### AVERAGES:

3.8

3.4

7.2

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

5.6

5.0

10.6

Only REVIEWED incidents included



**Melbourne Beach  
Vol. Fire Department**  
507 Ocean Avenue  
Melbourne Beach, FL 32951  
(321)724-1736  
[FireStation@MelbourneBeachFL.org](mailto:FireStation@MelbourneBeachFL.org)

## **FIRE DEPARTMENT MONTHLY REPORT**

### ***April 2020***

#### **Incident Response**

For the month of April 2020, the Melbourne Beach Volunteer Fire Department responded to 15 calls for service. The average number of responding volunteer personnel per paged out call for the month was 12.

Breakdown:

- 11 Fire/Rescue Calls (paged out)
- 2 Police Department Assists
- 2 Standby Coverage Details for special events

#### **Department Membership**

- Members on approved extended leave: 3
- Certified Firefighters: 14
- Support Services Personnel: 9
- Administrative Personnel: 1
- Probationary Personnel: 6

#### **New Stipend Program Update**

As mentioned last month, there was a significant improvement in participation among the volunteer members for Quarter 2. April 1<sup>st</sup> began Quarter 3 of the new stipend program and we hope that this trend continues.



## **Fire Department Garage Floor Update**

The Fire Department garage floor project continues to be on hold due to the COVID-19 health crisis. If the current situation allows for it, we are targeting June to start having vendors come out to evaluate the floors and provide quotes.

## **COVID-19 Update**

The MBVFD continues to work closely with both the Police Department and Town Hall to ensure we are prepared to respond to the COVID-19 health crisis. This includes weekly conference calls, emails, situation reports submitted to Brevard County Emergency Management, updating policies to address response guidelines, educating citizens and visitors about emergency orders, and much more. We continue to monitor the situation and update our response as needed. At this time all active MBVFD personnel continue to be healthy and are able to respond to incidents under the Department's COVID-19 response guidelines.

## **Notable Events**

Engine 258 returned from the service center in Sanford. Originally it went in for it's annual maintenance and a few critical repairs, but after inspection by the service technicians, there were more critical repairs found than originally thought. All of the critical items have since been fixed and the apparatus is now back in service.

The MBVFD, along with other local fire & police agencies participated in multiple "hospital appreciation events" in the area. Hospitals visited included Palm Bay, Holmes Regional, Melbourne Regional, Kindred, and Rockledge Regional. The events were a way to say thank you to the hospital staff and were well received by the public and staff.

The MBVFD also participated in the Gemini Elementary teacher parade around Melbourne Beach. Again, this event was well received by all of the students and parents of Gemini Elementary.

In addition, due to the COVID health crisis and social distancing recommendations, the MBVFD was able to support 3 local birthday party "drive-by" events in Melbourne Beach to help make our local children's birthdays special since they could not have full parties.

# Melbourne Beach VFD

Melbourne Beach, FL

This report was generated on 5/13/2020 7:05:34 PM



## Incident Address and Type for Date Range (Landscape)

Incident Status(s): All Incident Statuses | Start Date: 04/01/2020 | End Date: 04/30/2020

INCIDENT #	DATE	LOCATION TYPE	ADDRESS	INCIDENT TYPE	ALARM	CLEARED SCENE
2020-40	04/01/2020		703 Atlantic ST , Melbourne Beach, FL, 32951	Smoke detector activation due to malfunction	04/01/2020 20:26	04/01/2020 20:37
2020-41	04/02/2020		703 Atlantic ST , Melbourne Beach, FL, 32951	Smoke detector activation due to malfunction	04/02/2020 15:27	04/02/2020 15:41
2020-42	04/04/2020		406 Banyan WAY , Melbourne Beach, FL, 32951	Dispatched & cancelled en route	04/04/2020 10:00	04/04/2020 10:03
2020-43	04/07/2020		1425 Atlantic ST , Melbourne Beach, FL, 32951	Surf rescue	04/07/2020 13:22	04/07/2020 13:32
2020-44	04/08/2020		100 Ocean AVE , Melbourne Beach, FL, 32951	Assist police or other governmental agency	04/08/2020 15:05	04/08/2020 15:35
2020-45	04/11/2020		410 5th AVE , Melbourne Beach, FL, 32951	Smoke from barbecue, tar kettle	04/11/2020 20:01	04/11/2020 20:37
2020-46	04/14/2020		3029 Atlantic ST , Melbourne Beach, FL, 32951	Search for person in water	04/14/2020 12:01	04/14/2020 12:37
2020-47	04/14/2020		429 Riverview LN , Melbourne Beach, FL, 32951	Outside equipment fire	04/14/2020 17:22	04/14/2020 17:56
2020-48	04/16/2020		2150 Atlantic ST , Melbourne Beach, FL, 32951	Power line down	04/16/2020 14:42	04/16/2020 15:22
2020-49	04/17/2020		201 Ocean AVE , Melbourne Beach, FL, 32951	Smoke detector activation due to malfunction	04/17/2020 10:42	04/17/2020 10:56
2020-50	04/19/2020		1005 Atlantic ST , Melbourne Beach, FL, 32951	Assist police or other governmental agency	04/19/2020 13:42	04/19/2020 14:30
2020-51	04/24/2020		409 Banyan WAY , Melbourne Beach, FL, 32951	Arcing, shorted electrical equipment	04/24/2020 19:33	04/24/2020 19:57
2020-52	04/27/2020		202 South Palm , Melbourne Beach, FL, 329513295	Special type of incident, other	04/27/2020 15:53	04/27/2020 17:05
2020-53	04/27/2020		1425 Malabar RD , Palm Bay, FL, 32905	Special type of incident, other	04/27/2020 17:09	04/27/2020 20:02
2020-54	04/30/2020		1417 Atlantic ST , Melbourne Beach, FL, 32951	Building or structure weakened or collapsed	04/30/2020 12:53	04/30/2020 13:02

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

# Melbourne Beach VFD

Melbourne Beach, FL

This report was generated on 5/13/2020 7:07:34 PM



## Personnel Count per Incident for Date Range

Start Date: 04/01/2020 | End Date: 04/30/2020

INCIDENT				NUMBER OF PEOPLE		
NUMBER	DATE	INCIDENT TYPE	FDID	ON APPARATUS	NOT ON APPARATUS	TOTAL
** 2020-40	4/1/2020 20:26:00	733 - Smoke detector activation due to malfunction	19112	9	6	15
** 2020-41	4/2/2020 15:27:00	733 - Smoke detector activation due to malfunction	19112	4	6	10
** 2020-42	4/4/2020 10:00:00	611 - Dispatched & cancelled en route	19112	4	10	14
** 2020-43	4/7/2020 13:22:00	364 - Surf rescue	19112	4	5	9
2020-44	4/8/2020 15:05:00	551 - Assist police or other governmental agency	19112	1	0	1
** 2020-45	4/11/2020 20:01:00	653 - Smoke from barbecue, tar kettle	19112	6	8	14
** 2020-46	4/14/2020 12:01:00	342 - Search for person in water	19112	12	3	15
** 2020-47	4/14/2020 17:22:00	162 - Outside equipment fire	19112	9	8	17
** 2020-48	4/16/2020 14:42:00	444 - Power line down	19112	4	6	10
** 2020-49	4/17/2020 10:42:00	733 - Smoke detector activation due to malfunction	19112	9	0	9
** 2020-50	4/19/2020 13:42:00	551 - Assist police or other governmental agency	19112	2	9	11
** 2020-51	4/24/2020 19:33:00	445 - Arcing, shorted electrical equipment	19112	8	2	10
2020-52	4/27/2020 15:53:00	900 - Special type of incident, other	19112	5	0	5
2020-53	4/27/2020 17:09:00	900 - Special type of incident, other	19112	5	0	5
** 2020-54	4/30/2020 12:53:00	461 - Building or structure weakened or collapsed	19112	2	5	7

### AVERAGES:

5.6

4.5

10.1

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

6.1

5.7

11.8

Only REVIEWED incidents included





# Memo

To: Mayor, Vice Mayor and Commissioners  
From: Jennifer Kerr, Finance Manager  
Date: April 8, 2020  
Re: March 2020

We are in the sixth reporting month of our fiscal year 2020. The target expenditure rate for March 2020 is 50%. All departments are managing their expenditures even though several budget lines are over the targeted expenditure rate. All budget items highlighted in green are over the target rate but within the anticipated spending of that budget line. 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. All budget items highlighted in yellow are being monitored. The total General Fund expenditure rate, year to date is 41.7%. The Departmental expenditure rate breakdown is as follows:

Legislative:	41.0%
Executive:	74.9%
Finance:	43.1%
Legal:	72.6%
Comp & Plan:	25.1%
General Services:	37.8%
Law Enforcement:	41.4%
Fire:	24.2%
Code:	31.2%
Public Works:	52.9%
Parks:	47.0%

## Discussion Items:

- On March 5, 2020, we attended training for the General Services Administration (GSA) Federal Government Agency purchasing site. This site will allow the Town to compare prices for items that we use on a regular basis. So far we have saved \$14.90 on each box of trash bags and \$14.70 on each case of toilet paper. This is an annual savings of \$1,009.50 when purchased through GSA.
- We applied for the 2nd Quarter Safety Grant from Florida Municipal Insurance Trust (FMIT). The grant provides up to \$1,259.00 towards safety maintenance, such as outdoor lighting, sidewalk and street repairs; and up to \$2,500.00 toward personal protective equipment, safety training, and security measures.
- The legal expense has increased due to the new Attorney to the Code Enforcement Board, changes to the Town's Code of Ordinances, Police Department matters, and the Vacation Rentals Ordinance. The breakdown of costs are as follows:
  - Attorney to the Code Enforcement Board: \$1,487.75
  - Code of Ordinance changes: \$5,544.00



## Town of Melbourne Beach Finance Department

---

- Police Matters: \$6,499.50
  - Vacation Rentals: \$9,051.00
- Total costs: \$22,582.25

For the Period: 10/1/2019 to 3/31/2020

Target Rate: 50%

Expenditures	Original Bud.	YTD Actual	UnencBal	% Bud
<b>Dept: 11 Legislative</b>				
500.11.00 Executive Salaries	16,200.00	6,458.33	9,741.67	39.9
500.12.00 Regular Salaries	78,480.00	30,692.62	47,787.38	39.1
500.21.00 FICA Taxes - Employer Portion	7,243.00	2,799.44	4,443.56	38.7
500.22.20 Retirement Town Employees	6,647.00	2,216.75	4,430.25	33.3
500.23.01 Health Insurance	21,657.00	4,821.83	16,835.17	22.3
500.23.02 Life Insurance	136.00	67.56	68.44	49.7
500.25.00 Unemployment Compensation	251.00	32.16	218.84	12.8
510.31.00 Professional Services	160.00	18.92	141.08	11.8
510.40.00 Travel & Meetings	2,660.00	418.19	2,241.81	15.7
510.40.10 Travel & Meetings - Staff	300.00	24.00	276.00	8.0
510.47.00 Printing	5,735.00	2,377.44	3,357.56	41.5
510.48.00 Promotional Activities	533.00	187.94	345.06	35.3
510.48.40 Legal Notices	14,000.00	8,618.23	5,381.77	61.6
510.49.50 Election Expense	6,000.00	5,796.68	203.32	96.6
510.54.00 Dues & Subscriptions	785.00	590.00	195.00	75.2
510.54.10 Training & Schools	1,580.00	75.00	1,505.00	4.7
510.64.01 Capital Outlay	2,000.00	0.00	2,000.00	0.0
543.00.00 Licenses & Fees	7,257.00	5,241.63	2,015.37	72.2
				41.0
<b>Dept: 12 Executive</b>				
500.12.00 Regular Salaries	90,000.00	51,661.36	38,338.64	57.4
500.12.05 SEVERANCE PAYMENT	0.00	16,140.54	-16,140.54	0.0
500.21.00 FICA Taxes - Employer Portion	6,885.00	4,318.41	2,566.59	62.7
500.22.01 Retirement - ICMA	7,623.00	3,904.64	3,718.36	51.2
500.22.20 Retirement Town Employees	0.00	1,680.16	-1,680.16	0.0
500.23.01 Health Insurance	10,734.00	9,833.28	900.72	91.6
500.23.02 Life Insurance	1,200.00	402.87	797.13	33.6
500.25.00 Unemployment Compensation	288.00	51.89	236.11	18.0
510.40.00 Travel & Meetings	2,400.00	0.00	2,400.00	0.0
510.51.00 Office Supplies	0.00	129.00	-129.00	0.0
510.52.50 Gas & Oil	0.00	1,200.00	-1,200.00	0.0
510.54.00 Dues & Subscriptions	858.00	495.00	363.00	57.7
				74.9
<b>Dept: 13 Finance</b>				
500.12.00 Regular Salaries	58,000.00	26,679.24	31,320.76	46.0
500.21.00 FICA Taxes - Employer Portion	4,437.00	2,034.61	2,402.39	45.9
500.22.20 Retirement Town Employees	4,913.00	2,078.45	2,834.55	42.3
500.23.01 Health Insurance	7,716.00	3,935.75	3,780.25	51.0
500.23.02 Life Insurance	68.00	39.41	28.59	58.0
500.25.00 Unemployment Compensation	186.00	7.88	178.12	4.2
510.31.00 Professional Services	4,900.00	5,144.53	-244.53	105.0 Fully Extended
510.32.00 Auditing Services	21,900.00	4,000.00	17,900.00	18.3
510.32.90 Banking Fees	3,300.00	1,845.28	1,454.72	55.9
510.40.00 Travel & Meetings	1,000.00	0.00	1,000.00	0.0
510.47.00 Printing	180.00	0.00	180.00	0.0
510.51.00 Office Supplies	0.00	329.99	-329.99	0.0
510.54.00 Dues & Subscriptions	60.00	0.00	60.00	0.0
510.54.10 Training & Schools	350.00	0.00	350.00	0.0
				43.1
<b>Dept: 14 Legal Counsel</b>				
510.31.00 Professional Services	80,000.00	58,265.00	21,735.00	72.8
510.31.01 Code Enforcement Attorney	1,500.00	931.25	568.75	62.1
				72.6
<b>Dept: 15 Comprehensive Planning</b>				
510.31.00 Professional Services	67,500.00	10,924.89	56,575.11	16.2
510.31.95 Grants Services	0.00	6,000.00	-6,000.00	0.0

**Dept: 19 General Services**

500.24.00	Workers Compensation	2,177.00	0.00	2,177.00	0.0
510.31.00	Professional Services	4,000.00	1,800.00	2,200.00	45.0
510.31.02	Lifeguard Contract	19,600.00	0.00	19,600.00	0.0
510.31.11	Security	1,998.00	484.44	1,513.56	24.2
510.34.10	Janitorial Services	14,108.00	5,803.99	8,304.01	41.1
510.35.00	Pre-Employment Exp	135.00	101.00	34.00	74.8
510.41.00	Telephone	10,728.00	3,237.90	7,490.10	30.2
510.41.10	Communication Services	41,004.00	22,729.54	18,274.46	55.4
510.43.00	STREET LIGHTS	45,000.00	21,905.40	23,094.60	48.7
510.43.10	Electricity	32,500.00	13,540.17	18,959.83	41.7
510.43.20	Water & Sewer	6,600.00	2,675.47	3,924.53	40.5
510.43.50	WASTE SERVICE TAX	2,964.00	2,964.34	-0.34	100.0
510.45.00	General Liability Insurance	53,700.00	40,201.50	13,498.50	74.9
510.45.01	Flood Insurance	3,400.00	0.00	3,400.00	0.0
510.45.02	Property Insurance	41,500.00	31,122.75	10,377.25	75.0
510.45.03	Auto Insurance	7,500.00	5,426.25	2,073.75	72.4
510.46.10	Office Equipment Maintenance	4,904.00	1,461.95	3,442.05	29.8
510.46.15	Equipment Maintenance	13,800.00	1,212.00	12,588.00	8.8
510.46.36	Pest Control	3,000.00	1,413.48	1,586.52	47.1
510.46.41	Moving Contract	29,820.00	14,910.00	14,910.00	50.0
510.46.60	SIGNAL MAINTENANCE	2,500.00	0.00	2,500.00	0.0
510.47.00	Printing	200.00	129.48	70.52	64.7
510.49.48	Env. Boards Expense	960.00	356.52	603.48	37.1
510.49.98	Contingency	30,000.00	2,398.67	27,601.33	8.0
510.49.99	Miscellaneous	300.00	35.00	265.00	11.7
510.51.00	Office Supplies	9,100.00	4,293.49	4,806.51	47.2
510.51.10	Postage	1,800.00	1,481.54	318.46	82.3
510.52.10	Janitorial Supplies	5,000.00	1,877.82	3,122.18	37.6
510.54.00	Dues & Subscriptions	252.00	268.82	-16.82	106.7
510.64.01	Capital Outlay	149,749.00	20,671.86	129,077.14	13.8
543.00.00	Licenses & Fees	11,117.00	5,007.56	6,109.44	45.0

37.8

**Dept: 21 Law Enforcement**

500.12.00	Regular Salaries	542,401.00	260,053.59	282,347.41	47.9
500.12.50	Holiday Pay	19,000.00	0.00	19,000.00	0.0
500.14.00	Salaries Overtime	30,300.00	18,354.14	11,945.86	60.6
500.15.00	Education Incentive Pay	6,600.00	3,020.00	3,580.00	45.8
500.15.01	First Responder	7,920.00	2,750.00	5,170.00	34.7
500.21.00	FICA Taxes - Employer Portion	46,376.00	21,207.34	25,168.66	45.7
500.22.02	Police Pension	292,640.00	73,592.82	219,047.18	25.1
500.22.20	Retirement Town Employees	2,828.00	1,198.27	1,629.73	42.4
500.23.01	Health Insurance	55,227.00	34,438.98	20,788.02	62.4
500.23.02	Life Insurance	2,255.00	1,391.32	863.68	61.7
500.23.10	Statutory AD&D	1,000.00	594.00	406.00	59.4
500.24.00	Workers Compensation	12,500.00	10,553.50	1,946.50	84.4
500.25.00	Unemployment Compensation	600.00	284.62	315.38	47.4
520.31.00	Professional Services	680.00	300.00	380.00	44.1
520.34.40	Dispatching Services	17,756.00	0.00	17,756.00	0.0
520.40.00	Travel & Meetings	540.00	977.52	-437.52	181.0
520.41.10	Communication Services	1,020.00	340.00	680.00	33.3
520.46.10	Office Equipment Maintenance	3,000.00	1,672.95	1,327.05	55.8
520.46.15	Equipment Maintenance	2,000.00	1,584.90	415.10	79.2
520.46.16	Radar Calibration	1,000.00	339.50	660.50	34.0
520.46.20	Vehicle Maintenance	13,000.00	1,677.20	11,322.80	12.9
520.48.00	PROMOTIONAL ACTIVITIES	1,800.00	442.67	1,357.33	24.6
520.48.50	Crime Prevention	1,100.00	283.91	816.09	25.8
520.49.99	Miscellaneous	100.00	0.00	100.00	0.0
520.52.00	Uniforms	7,350.00	1,671.37	5,678.63	22.7
520.52.05	Protective Gear	8,100.00	1,463.92	6,636.08	18.1



520.52.50	Gas & Oil	13,000.00	5,362.04	7,637.96	41.2	
520.52.70	Medical	500.00	339.87	160.13	68.0	
520.52.90	Operating Supplies	3,420.00	1,121.85	2,298.15	32.8	
520.54.00	Dues & Subscriptions	450.00	477.38	-27.38	106.1	Fully Extended
520.54.10	Training & Schools	3,500.00	1,659.87	1,840.13	47.4	
520.64.01	Capital Outlay	45,700.00	13,109.85	32,590.15	28.7	
520.71.00	Principal Retired	22,543.00	22,543.00	0.00	100.0	
520.72.00	Interest Expense	1,719.00	1,716.83	2.17	99.9	
543.00.00	Licenses & Fees	12,762.00	4,495.72	8,266.28	35.2	
					41.4	

**Dept: 22 Fire Control**

500.12.00	Regular Salaries	38,422.00	17,733.38	20,688.62	46.2	
500.14.00	Salaries Overtime	0.00	110.83	-110.83	0.0	
500.21.00	FICA Taxes - Employer Portion	2,939.00	1,589.75	1,349.25	54.1	
500.22.20	Retirement Town Employees	3,254.00	1,388.72	1,865.28	42.7	
500.23.01	Health Insurance	4,489.00	2,276.19	2,212.81	50.7	
500.23.02	Life Insurance	162.00	39.41	122.59	24.3	
500.23.10	Statutory AD&D	165.00	165.00	0.00	100.0	
500.24.00	Workers Compensation	6,000.00	5,276.75	723.25	87.9	
500.25.00	Unemployment Compensation	123.00	21.20	101.80	17.2	
520.31.00	Professional Services	104,000.00	11,545.42	92,454.58	11.1	
520.34.40	Dispatching Services	5,000.00	1,250.00	3,750.00	25.0	
520.35.00	PRE-EMPLOYMENT EXPENSE	3,380.00	1,006.00	2,374.00	29.8	
520.40.00	Travel & Meetings	500.00	81.30	418.70	16.3	
520.41.10	Communication Services	1,200.00	700.00	500.00	58.3	
520.46.15	Equipment Maintenance	4,077.00	1,502.59	2,574.41	36.9	
520.46.20	Vehicle Maintenance	23,050.00	3,524.62	19,525.38	15.3	
520.48.55	Fire Prevention	2,820.00	1,940.00	880.00	68.8	
520.51.00	Office Supplies	300.00	531.86	-231.86	177.3	Chairs/Desk
520.52.00	Uniforms	5,150.00	573.82	4,576.18	11.1	
520.52.02	S.C.B.A.	1,750.00	0.00	1,750.00	0.0	
520.52.05	Protective Gear	3,780.00	303.70	3,476.30	8.0	
520.52.10	Janitorial Supplies	750.00	34.78	715.22	4.6	
520.52.20	Tools & Hardware	1,500.00	0.00	1,500.00	0.0	
520.52.50	Gas & Oil	2,100.00	890.14	1,209.86	42.4	
520.52.70	Medical	700.00	77.16	622.84	11.0	
520.54.00	Dues & Subscriptions	360.00	72.00	288.00	20.0	
520.54.10	Training & Schools	6,750.00	1,407.81	5,342.19	20.9	
520.54.12	Training Materials	800.00	65.70	734.30	8.2	
520.64.01	Capital Outlay	86,500.00	0.00	86,500.00	0.0	
520.71.00	Principal Retired	42,152.00	28,223.74	13,928.26	67.0	
520.72.00	Interest Expense	6,311.00	4,776.58	1,534.42	75.7	
543.00.00	Licenses & Fees	12,366.00	2,610.00	9,756.00	21.1	
					24.2	

**Dept: 29 Code Enforcement**

500.12.00	Regular Salaries	13,312.00	4,340.00	8,972.00	32.6	
500.21.00	FICA Taxes - Employer Portion	1,018.00	332.01	685.99	32.6	
500.22.20	Retirement Town Employees	1,128.00	344.56	783.44	30.5	
500.23.10	Statutory AD&D	53.00	0.00	53.00	0.0	
500.24.00	Workers Compensation	166.00	0.00	166.00	0.0	
500.25.00	Unemployment Compensation	43.00	4.33	38.67	10.1	
520.40.00	Travel & Meetings	35.00	0.00	35.00	0.0	
520.45.03	Auto Insurance	124.00	0.00	124.00	0.0	
520.46.20	Vehicle Maintenance	250.00	0.00	250.00	0.0	
520.51.00	Office Supplies	100.00	0.00	100.00	0.0	
520.51.10	Postage	350.00	81.41	268.59	23.3	
520.51.20	RECORDING COSTS	120.00	45.50	74.50	37.9	
520.52.00	Uniforms	75.00	69.00	6.00	92.0	
520.52.50	Gas & Oil	150.00	99.09	50.91	66.1	
520.54.10	Training & Schools	100.00	0.00	100.00	0.0	

**31.2**

**Dept: 41 Public Works**

500.12.00	Regular Salaries	155,000.00	68,913.46	86,086.54	44.5
500.14.00	Salaries Overtime	2,000.00	1,873.38	126.62	93.7
500.21.00	FICA Taxes - Employer Portion	11,858.00	5,655.76	6,202.24	47.7
500.22.20	Retirement Town Employees	13,129.00	5,560.71	7,568.29	42.4
500.23.01	Health Insurance	16,115.00	7,825.28	8,289.72	48.6
500.23.02	Life Insurance	180.00	151.98	28.02	84.4
500.23.10	Statutory AD&D	159.00	159.00	0.00	100.0
500.24.00	Workers Compensation	2,000.00	0.00	2,000.00	0.0
500.25.00	Unemployment Compensation	496.00	74.08	421.92	14.9
530.34.91	Landscaping	5,000.00	1,609.77	3,390.23	32.2
530.40.00	Travel & Meetings	200.00	0.00	200.00	0.0
530.43.50	Dump Service	2,000.00	500.00	1,500.00	25.0
530.46.12	Maintenance Supplies	7,000.00	342.89	6,657.11	4.9
530.46.15	Equipment Maintenance	4,000.00	1,047.78	2,952.22	26.2
530.46.20	Vehicle Maintenance	3,438.00	1,592.14	1,845.86	46.3
530.46.30	Building Maintenance	5,000.00	1,119.12	3,880.88	22.4
530.46.31	Maintenance Old Town Hall	1,000.00	44.50	955.50	4.5
530.46.32	Ryckman House	2,000.00	221.00	1,779.00	11.1
530.46.34	Maintenance Ryckman Park	0.00	3,064.82	-3,064.82	0.0
530.46.35	Pier Maintenance	2,000.00	11.69	1,988.31	0.6
530.46.37	Maintenance Ocean Park	0.00	2,986.58	-2,986.58	0.0
530.46.40	Grounds Maintenance	15,000.00	5,465.63	9,534.37	36.4
530.52.00	Uniforms	1,300.00	639.63	660.37	49.2
530.52.05	Protective Gear	600.00	601.79	-1.79	100.3
530.52.20	Tools & Hardware	2,600.00	1,341.79	1,258.21	51.6
530.52.25	TOOL RENTALS	3,000.00	369.99	2,630.01	12.3
530.52.50	Gas & Oil	2,900.00	1,400.77	1,499.23	48.3
530.53.10	Street Repair	3,000.00	1,570.27	1,429.73	52.3
530.53.20	Street Signs	3,000.00	2,842.75	157.25	94.8
530.54.10	Training & Schools	1,500.00	199.85	1,300.15	13.3
530.64.01	Capital Outlay	44,500.00	40,952.26	3,547.74	92.0
530.71.00	PRINCIPAL RETIRED	11,592.00	11,592.00	0.00	100.0
530.72.00	Interest Expense	864.00	862.77	1.23	99.9
					<b>52.9</b>

**Dept: 72 Parks & Recreation**

570.46.42	Park Beautification	1,600.00	1,667.30	-67.30	104.2	Fully Extended
570.46.43	Tree Expense	0.00	400.00	-400.00	0.0	
570.48.10	Founder's Day	5,000.00	782.14	4,217.86	15.6	
570.48.50	Movies In The Park	1,400.00	830.00	570.00	59.3	
570.48.52	Fourth of July	500.00	0.00	500.00	0.0	
570.48.53	Christmas Decorations Park	250.00	1,368.10	-1,118.10	547.2	
570.48.60	Easter Egg Hunt	50.00	0.00	50.00	0.0	
570.63.01	Tennis Court Expenditures	500.00	0.00	500.00	0.0	
570.63.02	BBall & VBall Courts	2,000.00	497.14	1,502.86	24.9	
570.63.05	Bocce Court Expenditures	500.00	0.00	500.00	0.0	
					<b>47.0</b>	

**Total Expenditure Rate:****41.7**

For the Period: 10/1/2019 to 3/31/2020

**Target Expenditure Rate: 50%**

Fund: 125 - Building Dept

Expenditures

Dept: 24 Protective Inspections

	Original Bud.	YTD Actual	CURR MTH	UnencBal	% Bud
500.12.00 Regular Salaries	73,284.00	32,963.09	4,906.39	40,320.91	45.0
500.14.00 Salaries Overtime	0.00	14.42	0.00	-14.42	0.0
500.21.00 FICA Taxes - Employer Portion	5,606.00	2,409.10	358.92	3,196.90	43.0
500.22.20 Retirement Town Employees	6,207.00	2,793.24	415.58	3,413.76	45.0
500.23.01 Health Insurance	16,301.00	9,437.88	1,484.41	6,863.12	57.9
500.23.02 Life Insurance	136.00	33.78	5.63	102.22	24.8
500.25.00 Unemployment Compensation	235.00	32.99	4.91	202.01	14.0
520.31.00 Professional Services	107,679.00	38,284.00	6,834.00	69,395.00	35.6
520.40.00 Travel & Meetings	0.00	78.88	0.00	-78.88	0.0
520.51.00 Office Supplies	400.00	20.99	0.00	379.01	5.2
520.51.10 Postage	30.00	0.00	0.00	30.00	0.0
520.52.00 Uniforms	50.00	33.00	0.00	17.00	66.0
520.52.20 Tools & Hardware	60.00	0.00	0.00	60.00	0.0
520.54.00 Dues & Subscriptions	125.00	0.00	0.00	125.00	0.0
520.64.01 Capital Outlay	6,000.00	0.00	0.00	6,000.00	0.0
581.00.00 TRANSFER OUT	18,000.00	9,000.00	4,500.00	9,000.00	50.0
<b>Total Expenditure Rate:</b>					<b>40.6</b>

For the Period: 10/1/2019 to 4/30/2020

Target Expenditure Rate: 58.3%

Fund: 001 - General Fund

Expenditures

**Dept: 11 Legislative**

	Original Bud.	YTD Actual	UnencBal	% Bud
500.11.00 Executive Salaries	16,200.00	7,808.32	8,391.68	48.2
500.12.00 Regular Salaries	78,480.00	37,327.24	41,152.76	47.6
500.21.00 FICA Taxes - Employer Portion	7,243.00	3,410.31	3,832.69	47.1
500.22.20 Retirement Town Employees	6,647.00	2,778.71	3,868.29	41.8
500.23.01 Health Insurance	21,657.00	4,821.83	16,835.17	22.3
500.23.02 Life Insurance	136.00	78.82	57.18	58.0
500.25.00 Unemployment Compensation	251.00	38.79	212.21	15.5
510.31.00 Professional Services	160.00	18.92	141.08	11.8
510.40.00 Travel & Meetings	2,660.00	418.19	2,241.81	15.7
510.40.10 Travel & Meetings - Staff	300.00	24.00	276.00	8.0
510.47.00 Printing	5,735.00	2,377.44	3,357.56	41.5
510.48.00 Promotional Activities	533.00	187.94	345.06	35.3
510.48.40 Legal Notices	14,000.00	8,964.87	5,035.13	64.0
510.49.50 Election Expense	6,000.00	5,796.68	203.32	96.6
510.54.00 Dues & Subscriptions	785.00	590.00	195.00	75.2
510.54.10 Training & Schools	1,580.00	75.00	1,505.00	4.7
510.64.00 Machinery & Equipment	0.00	124.77	-124.77	0.0
510.64.01 Capital Outlay	2,000.00	0.00	2,000.00	0.0
543.00.00 Licenses & Fees	7,257.00	5,417.99	1,839.01	74.7
				46.8

**Dept: 12 Executive**

500.12.00 Regular Salaries	90,000.00	64,501.98	25,498.02	71.7
500.12.05 SEVERANCE PAYMENT	0.00	16,140.54	-16,140.54	0.0
500.21.00 FICA Taxes - Employer Portion	6,885.00	5,382.20	1,502.80	78.2
500.22.01 Retirement - ICMA	7,623.00	4,801.15	2,821.85	63.0
500.22.20 Retirement Town Employees	0.00	1,888.18	-1,888.18	0.0
500.23.01 Health Insurance	10,734.00	10,727.75	6.25	99.9
500.23.02 Life Insurance	1,200.00	459.62	740.38	38.3
500.25.00 Unemployment Compensation	288.00	64.73	223.27	22.5
510.40.00 Travel & Meetings	2,400.00	0.00	2,400.00	0.0
510.51.00 Office Supplies	0.00	129.00	-129.00	0.0
510.52.50 Gas & Oil	0.00	1,400.00	-1,400.00	0.0
510.54.00 Dues & Subscriptions	858.00	595.00	263.00	69.3
				88.4

**Dept: 13 Finance**

500.12.00 Regular Salaries	58,000.00	33,371.55	24,628.45	57.5
500.21.00 FICA Taxes - Employer Portion	4,437.00	2,544.17	1,892.83	57.3
500.22.20 Retirement Town Employees	4,913.00	2,645.30	2,267.70	53.8
500.23.01 Health Insurance	7,716.00	4,498.00	3,218.00	58.3
500.23.02 Life Insurance	68.00	45.04	22.96	66.2
500.25.00 Unemployment Compensation	186.00	14.57	171.43	7.8
510.31.00 Professional Services	4,900.00	5,144.53	-244.53	105.0
510.32.00 Auditing Services	21,900.00	4,000.00	17,900.00	18.3
510.32.90 Banking Fees	3,300.00	2,279.66	1,020.34	69.1
510.40.00 Travel & Meetings	1,000.00	0.00	1,000.00	0.0
510.47.00 Printing	180.00	0.00	180.00	0.0
510.51.00 Office Supplies	0.00	329.99	-329.99	0.0
510.54.00 Dues & Subscriptions	60.00	50.00	10.00	83.3
510.54.10 Training & Schools	350.00	0.00	350.00	0.0
				51.3

Fully Extended

**Dept: 14 Legal Counsel**

510.31.00 Professional Services	80,000.00	70,841.00	9,159.00	88.6
510.31.01 Code Enforcement Attorney	1,500.00	931.25	568.75	62.1
				88.1

**Dept: 15 Comprehensive Planning**



# Memo

To: Mayor, Vice Mayor and Commissioners  
From: Jennifer Kerr, Finance Manager  
Date: May13, 2020  
Re: April 2020

---

We are in the seventh reporting month of our fiscal year 2020. The target expenditure rate for April 2020 is 58.3%. All departments are managing their expenditures even though several budget lines are over the targeted expenditure rate. All budget items highlighted in green are over the target rate but within the anticipated spending of that budget line. 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. All budget items highlighted in yellow are being monitored. The total General Fund expenditure rate, year to date is 48.9%. The Departmental expenditure rate breakdown is as follows:

Legislative:	46.8%
Executive:	88.4%
Finance:	51.3%
Legal:	88.1%
Comp & Plan:	26.5%
General Services:	40.8%
Law Enforcement:	50.1%
Fire:	27.3%
Code:	42.0%
Public Works:	62.6%
Parks:	47.8%

## Discussion Items:

The audit is in process. The Auditors will be presenting the audit at the June 2020 Commission Meeting.

The State required annual Sexual Harassment class is being scheduled through Florida Municipal Trust webinars. Their class meets the State requirements and is free of charge to the Town.

The Legal expense continues to rise due to changes to the Town's Code of Ordinances, Police Department matters, and the Vacation Rentals Ordinance. The breakdown of costs for April is as follows:

- Code Matters: \$1,176.00
- Police Matters: \$2,850.00
- Vacation Rentals: \$1,695.00
- Total costs: \$5,721.00

510.31.00 Professional Services	67,500.00	11,914.89	55,585.11	17.7
510.31.95 Grants Services	0.00	6,000.00	-6,000.00	0.0

**26.5**

**Dept: 19 General Services**

500.24.00 Workers Compensation	2,177.00	0.00	2,177.00	0.0
510.31.00 Professional Services	4,000.00	2,170.00	1,830.00	54.3
510.31.02 Lifeguard Contract	19,600.00	0.00	19,600.00	0.0
510.31.11 Security	1,998.00	559.43	1,438.57	28.0
510.34.10 Janitorial Services	14,108.00	6,812.99	7,295.01	48.3
510.35.00 Pre-Employment Exp	135.00	129.00	6.00	95.6
510.41.00 Telephone	10,728.00	3,620.01	7,107.99	33.7
510.41.10 Communication Services	41,004.00	27,372.64	13,631.36	66.8
510.43.00 STREET LIGHTS	45,000.00	21,905.40	23,094.60	48.7
510.43.10 Electricity	32,500.00	13,540.17	18,959.83	41.7
510.43.20 Water & Sewer	6,600.00	2,675.47	3,924.53	40.5
510.43.50 WASTE SERVICE TAX	2,964.00	2,964.34	-0.34	100.0 Fully Extended
510.45.00 General Liability Insurance	53,700.00	40,201.50	13,498.50	74.9
510.45.01 Flood Insurance	3,400.00	0.00	3,400.00	0.0
510.45.02 Property Insurance	41,500.00	31,122.75	10,377.25	75.0
510.45.03 Auto Insurance	7,500.00	5,426.25	2,073.75	72.4
510.46.10 Office Equipment Maintenance	4,904.00	2,017.72	2,886.28	41.1
510.46.15 Equipment Maintenance	13,800.00	1,212.00	12,588.00	8.8
510.46.36 Pest Control	3,000.00	1,649.06	1,350.94	55.0
510.46.41 Moving Contract	29,820.00	17,395.00	12,425.00	58.3
510.46.60 SIGNAL MAINTENANCE	2,500.00	0.00	2,500.00	0.0
510.47.00 Printing	200.00	335.96	-135.96	168.0
510.49.48 Env. Boards Expense	960.00	356.52	603.48	37.1
510.49.98 Contingency	30,000.00	2,398.67	27,601.33	8.0
510.49.99 Miscellaneous	300.00	35.00	265.00	11.7
510.51.00 Office Supplies	9,100.00	5,612.12	3,487.88	61.7
510.51.10 Postage	1,800.00	1,481.54	318.46	82.3
510.52.10 Janitorial Supplies	5,000.00	2,061.48	2,938.52	41.2
510.54.00 Dues & Subscriptions	252.00	268.82	-16.82	106.7 Fully Extended
510.64.01 Capital Outlay	149,749.00	25,755.61	123,993.39	17.2
543.00.00 Licenses & Fees	11,117.00	5,007.56	6,109.44	45.0

**40.8**

**Dept: 21 Law Enforcement**

500.12.00 Regular Salaries	542,401.00	322,910.45	219,490.55	59.5
500.12.50 Holiday Pay	19,000.00	0.00	19,000.00	0.0
500.14.00 Salaries Overtime	30,300.00	19,795.88	10,504.12	65.3
500.15.00 Education Incentive Pay	6,600.00	3,630.00	2,970.00	55.0
500.15.01 First Responder	7,920.00	3,300.00	4,620.00	41.7
500.21.00 FICA Taxes - Employer Portion	46,376.00	26,115.63	20,260.37	56.3
500.22.02 Police Pension	292,640.00	73,592.82	219,047.18	25.1
500.22.20 Retirement Town Employees	2,828.00	1,524.49	1,303.51	53.9
500.23.01 Health Insurance	55,227.00	40,661.68	14,565.32	73.6
500.23.02 Life Insurance	2,255.00	1,607.52	647.48	71.3
500.23.10 Statutory AD&D	1,000.00	594.00	406.00	59.4
500.24.00 Workers Compensation	12,500.00	10,553.50	1,946.50	84.4
500.25.00 Unemployment Compensation	600.00	350.06	249.94	58.3
520.31.00 Professional Services	680.00	350.00	330.00	51.5
520.34.40 Dispatching Services	17,756.00	16,938.09	817.91	95.4
520.40.00 Travel & Meetings	540.00	977.52	-437.52	181.0
520.41.10 Communication Services	1,020.00	340.00	680.00	33.3
520.46.10 Office Equipment Maintenance	3,000.00	1,762.20	1,237.80	58.7
520.46.15 Equipment Maintenance	2,000.00	1,991.70	8.30	99.6
520.46.16 Radar Calibration	1,000.00	339.50	660.50	34.0
520.46.20 Vehicle Maintenance	13,000.00	1,927.92	11,072.08	14.8
520.48.00 PROMOTIONAL ACTIVITIES	1,800.00	442.67	1,357.33	24.6
520.48.50 Crime Prevention	1,100.00	308.70	791.30	28.1
520.49.99 Miscellaneous	100.00	0.00	100.00	0.0



520.52.00	Uniforms	7,350.00	1,881.30	5,468.70	25.6	
520.52.05	Protective Gear	8,100.00	1,872.92	6,227.08	23.1	
520.52.50	Gas & Oil	13,000.00	6,609.46	6,390.54	50.8	
520.52.70	Medical	500.00	339.87	160.13	68.0	
520.52.90	Operating Supplies	3,420.00	1,340.30	2,079.70	39.2	
520.54.00	Dues & Subscriptions	450.00	477.38	-27.38	106.1	Fully Extended
520.54.10	Training & Schools	3,500.00	2,271.29	1,228.71	64.9	
520.64.01	Capital Outlay	45,700.00	18,109.85	27,590.15	39.6	
520.71.00	Principal Retired	22,543.00	22,543.00	0.00	100.0	
520.72.00	Interest Expense	1,719.00	1,716.83	2.17	99.9	
543.00.00	Licenses & Fees	12,762.00	4,495.72	8,266.28	35.2	
					50.1	

**Dept: 22 Fire Control**

500.12.00	Regular Salaries	38,422.00	22,166.72	16,255.28	57.7	
500.14.00	Salaries Overtime	0.00	110.83	-110.83	0.0	
500.21.00	FICA Taxes - Employer Portion	2,939.00	2,064.46	874.54	70.2	
500.22.20	Retirement Town Employees	3,254.00	1,764.23	1,489.77	54.2	
500.23.01	Health Insurance	4,489.00	2,650.25	1,838.75	59.0	
500.23.02	Life Insurance	162.00	45.04	116.96	27.8	
500.23.10	Statutory AD&D	165.00	165.00	0.00	100.0	
500.24.00	Workers Compensation	6,000.00	5,276.75	723.25	87.9	
500.25.00	Unemployment Compensation	123.00	27.49	95.51	22.3	
520.31.00	Professional Services	104,000.00	13,264.43	90,735.57	12.8	
520.34.40	Dispatching Services	5,000.00	2,500.00	2,500.00	50.0	
520.35.00	PRE-EMPLOYMENT EXPENSE	3,380.00	1,079.00	2,301.00	31.9	
520.40.00	Travel & Meetings	500.00	81.30	418.70	16.3	
520.41.10	Communication Services	1,200.00	805.00	395.00	67.1	
520.46.15	Equipment Maintenance	4,077.00	1,510.17	2,566.83	37.0	
520.46.20	Vehicle Maintenance	23,050.00	3,545.17	19,504.83	15.4	
520.48.55	Fire Prevention	2,820.00	2,067.00	753.00	73.3	
520.51.00	Office Supplies	300.00	531.86	-231.86	177.3	Chairs/Desk
520.52.00	Uniforms	5,150.00	1,912.21	3,237.79	37.1	
520.52.02	S.C.B.A.	1,750.00	0.00	1,750.00	0.0	
520.52.05	Protective Gear	3,780.00	303.70	3,476.30	8.0	
520.52.10	Janitorial Supplies	750.00	34.78	715.22	4.6	
520.52.20	Tools & Hardware	1,500.00	0.00	1,500.00	0.0	
520.52.50	Gas & Oil	2,100.00	1,087.15	1,012.85	51.8	
520.52.70	Medical	700.00	501.53	198.47	71.6	
520.54.00	Dues & Subscriptions	360.00	72.00	288.00	20.0	
520.54.10	Training & Schools	6,750.00	1,407.81	5,342.19	20.9	
520.54.12	Training Materials	800.00	125.70	674.30	15.7	
520.64.01	Capital Outlay	86,500.00	0.00	86,500.00	0.0	
520.71.00	Principal Retired	42,152.00	28,223.74	13,928.26	67.0	
520.72.00	Interest Expense	6,311.00	4,776.58	1,534.42	75.7	
543.00.00	Licenses & Fees	12,366.00	3,210.00	9,156.00	26.0	
					27.3	

**Dept: 29 Code Enforcement**

500.12.00	Regular Salaries	13,312.00	5,876.00	7,436.00	44.1	
500.21.00	FICA Taxes - Employer Portion	1,018.00	449.49	568.51	44.2	
500.22.20	Retirement Town Employees	1,128.00	474.67	653.33	42.1	
500.23.10	Statutory AD&D	53.00	0.00	53.00	0.0	
500.24.00	Workers Compensation	166.00	0.00	166.00	0.0	
500.25.00	Unemployment Compensation	43.00	5.86	37.14	13.6	
520.40.00	Travel & Meetings	35.00	0.00	35.00	0.0	
520.45.03	Auto Insurance	124.00	0.00	124.00	0.0	
520.46.20	Vehicle Maintenance	250.00	0.00	250.00	0.0	
520.51.00	Office Supplies	100.00	0.00	100.00	0.0	
520.51.10	Postage	350.00	81.41	268.59	23.3	
520.51.20	RECORDING COSTS	120.00	45.50	74.50	37.9	
520.52.00	Uniforms	75.00	69.00	6.00	92.0	
520.52.50	Gas & Oil	150.00	140.22	9.78	93.5	

520.54.10 Training & Schools	100.00	0.00	100.00	0.0
				<b>42.0</b>
<b>Dept: 41 Public Works</b>				
500.12.00 Regular Salaries	155,000.00	86,798.10	68,201.90	56.0
500.14.00 Salaries Overtime	2,000.00	1,873.38	126.62	93.7
500.21.00 FICA Taxes - Employer Portion	11,858.00	7,067.48	4,790.52	59.6
500.22.20 Retirement Town Employees	13,129.00	7,075.59	6,053.41	53.9
500.23.01 Health Insurance	16,115.00	9,168.13	6,946.87	56.9
500.23.02 Life Insurance	180.00	177.31	2.69	98.5
500.23.10 Statutory AD&D	159.00	159.00	0.00	100.0
500.24.00 Workers Compensation	2,000.00	0.00	2,000.00	0.0
500.25.00 Unemployment Compensation	496.00	92.56	403.44	18.7
530.34.91 Landscaping	5,000.00	4,409.77	590.23	<b>88.2</b>
530.40.00 Travel & Meetings	200.00	0.00	200.00	0.0
530.43.50 Dump Service	2,000.00	500.00	1,500.00	25.0
530.46.12 Maintenance Supplies	7,000.00	342.89	6,657.11	4.9
530.46.15 Equipment Maintenance	4,000.00	1,175.89	2,824.11	29.4
530.46.20 Vehicle Maintenance	3,438.00	3,475.09	-37.09	<b>101.1</b>
530.46.30 Building Maintenance	5,000.00	2,163.19	2,836.81	43.3
530.46.31 Maintenance Old Town Hall	1,000.00	129.95	870.05	13.0
530.46.32 Ryckman House	2,000.00	221.00	1,779.00	11.1
530.46.34 Maintenance Ryckman Park	0.00	3,174.89	-3,174.89	0.0
530.46.35 Pier Maintenance	2,000.00	11.69	1,988.31	0.6
530.46.37 Maintenance Ocean Park	0.00	2,991.97	-2,991.97	0.0
530.46.40 Grounds Maintenance	15,000.00	7,239.60	7,760.40	48.3
530.52.00 Uniforms	1,300.00	639.63	660.37	49.2
530.52.05 Protective Gear	600.00	601.79	-1.79	<b>100.3</b>
530.52.20 Tools & Hardware	2,600.00	1,341.79	1,258.21	51.6
530.52.25 TOOL RENTALS	3,000.00	611.10	2,388.90	20.4
530.52.50 Gas & Oil	2,900.00	1,729.19	1,170.81	59.6
530.53.10 Street Repair	3,000.00	1,952.52	1,047.48	65.1
530.53.20 Street Signs	3,000.00	2,955.70	44.30	<b>98.5</b>
530.54.10 Training & Schools	1,500.00	224.80	1,275.20	15.0
530.64.01 Capital Outlay	44,500.00	40,952.26	3,547.74	92.0
530.71.00 PRINCIPAL RETIRED	11,592.00	11,592.00	0.00	<b>100.0</b>
530.72.00 Interest Expense	864.00	862.77	1.23	<b>99.9</b>
				<b>62.6</b>

**Dept: 72 Parks & Recreation**

570.46.42 Park Beautification	1,600.00	1,667.30	-67.30	<b>104.2</b>	Fully Extended
570.46.43 Tree Expense	0.00	400.00	-400.00	0.0	
570.48.10 Founder's Day	5,000.00	782.14	4,217.86	15.6	
570.48.50 Movies In The Park	1,400.00	830.00	570.00	59.3	
570.48.52 Fourth of July	500.00	0.00	500.00	0.0	
570.48.53 Christmas Decorations Park	250.00	1,368.10	-1,118.10	<b>547.2</b>	
570.48.60 Easter Egg Hunt	50.00	0.00	50.00	0.0	
570.63.01 Tennis Court Expenditures	500.00	0.00	500.00	0.0	
570.63.02 BBall & VBall Courts	2,000.00	594.04	1,405.96	29.7	
570.63.05 Bocce Court Expenditures	500.00	0.00	500.00	0.0	
				<b>47.8</b>	

**Total Expenditure Rate:**

**48.9**



For the Period: 10/1/2019 to 4/30/2020

Target Expenditure Rate: 58.3%

**Fund: 125 - Building Dept**

Expenditures

Original Bud. YTD Actual UnencBal % Bud

**Dept: 24 Protective Inspections**

500.12.00 Regular Salaries	73,284.00	40,303.43	32,980.57	55.0
500.14.00 Salaries Overtime	0.00	100.97	-100.97	0.0
500.21.00 FICA Taxes - Employer Portion	5,606.00	2,960.84	2,645.16	52.8
500.22.20 Retirement Town Employees	6,207.00	3,422.31	2,784.69	55.1
500.23.01 Health Insurance	16,301.00	10,922.29	5,378.71	67.0
500.23.02 Life Insurance	136.00	39.41	96.59	29.0
500.25.00 Unemployment Compensation	235.00	40.42	194.58	17.2
520.31.00 Professional Services	107,679.00	46,223.00	61,456.00	42.9
520.40.00 Travel & Meetings	0.00	78.88	-78.88	0.0
520.51.00 Office Supplies	400.00	20.99	379.01	5.2
520.51.10 Postage	30.00	0.00	30.00	0.0
520.52.00 Uniforms	50.00	33.00	17.00	66.0
520.52.20 Tools & Hardware	60.00	0.00	60.00	0.0
520.54.00 Dues & Subscriptions	125.00	0.00	125.00	0.0
520.64.01 Capital Outlay	6,000.00	0.00	6,000.00	0.0
581.00.00 TRANSFER OUT	18,000.00	9,000.00	9,000.00	50.0

**Total Expenditure Rate:**

**48.3**



## Action Items

ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO	DIRECTION/NOTES
Vacation Rental Ordinance	8/2/2017	4/15/2020		Commission		8/2/2017: At the Town Commission Workshop on 8/2/2017, the Commission agreed by consensus to direct the Town Attorney to draft an ordinance modeled after Flagler County Ordinance 2016-01 and to identify which items may require further study and/or justification.
						11/16/2017: Town Attorney to present proposed ordinance at February RTCM.
						2/21/2017: Town Attorney to present proposed ordinance at the April RTCM depending on State legislation under consideration.
						8/15/2018: Town Attorney to present a draft ordinance at the September RTCM. He will be providing a lot of information about Flagler County's vacation rental issues that should be reviewed carefully before the meeting.
						9/19/2018: TA Repperger stated that he would provide a proposal at the October RTCM. He also stated that Indian Harbour Beach had developed an ordinance that would provide a better template for our ordinance. (He will contact the IHB TA to discuss this.)
						10/17/2018: Town Attorney to model our ordinance after Indian Harbour Beach. Will conduct more research and present findings at the November 14th meeting.
						11/14/2018: Town Attorney will present ordinance at December RTCM.
						12/19/2019: The Town Attorney will present wording for the ordinance at the January RTCM
						1/16/2019: Town Attorney was bogged down dealing with FRS issue and will present wording for ordinance at the February RTCM.
						3/6/2019: The Town Attorney has been busy handling other more pressing Town matters so the ordinance will be ready for 1st read at May's regular meeting
						4/17/2019: TA to present ordinance at June RTCM for first reading.
						6/26/2019: The Town Attorney will present a draft copy of the ordinance to the Commission in July. The first reading of the Ordinance will be on August 21st.
						7/17/2019: The TA will have a draft copy of the ordinance at the August RTCM for the Commission to review. First reading will be in September.
						8/21/2019: Town Attorney Repperger will have a draft of the ordinance for the Commission to review at the September RTCM and it will be presented for the first reading at the October RTCM.

						9/18/2019: TA will present ordinance at the October RTCM.
						10/16/2019: TA needed to push this out another month.
						11/20/2019: Town Attorney is looking into ADA compliance and safety issues as they apply to short term rental. Requested pushing out another month.
						12/18/2019: At the December RTCM the Town Attorney said he's going to have a draft copy of the ordinance to present at the January RTCM. The first reading will occur at the February RTCM and the second reading will occur at the March RTCM.
						1/15/2020: The Town Attorney said he will have a draft ordinance for vacation rentals available for review at the February workshop. Once he receives feedback, he'll have complete the ordinance and present it for first reading at the February RTCM.
						2/19/2020: The Town Attorney asked that this be pushed out to the March Workshop to discuss verbiage for the draft ordinance that will be presented at the March RTCM.
						3/4/2020: The Town Attorney presented the Ordinance at the workshop for comment. Document is being updated with comments and will be presented at RTCM on 3/18/2020 as a first reading. The Ordinance was advertised.
						3/18/2020: Commission approved the draft Ordinance as amended for a second reading at April RTCM.
						<b>4/15/2020: April RTCM cancelled. Commission approved draft ordinance as amended on 3/18/20. Ordinance was advertised 5/8/20 for a second reading at May RTCM.</b>
<b>FDOT traffic light stanchion maintenance</b>	<b>2/19/2020</b>	<b>4/15/2020</b>		<b>Commissioner Walters</b>	<b>PW Supervisor</b>	2/19/2020: Commissioner Walters said the traffic light stanchions on Ocean Avenue are in need of serious maintenance. The PW Supervisor is going to contact DOT and will have an update at the March RTCM. The project is likely to take a long time to complete.
						<b>4/15/2020: April RTCM cancelled. PWS submitted request to FDOT.</b>
<b>ADA Compliance</b>	<b>3/20/2019</b>	<b>4/15/2020</b>		<b>Commission</b>	<b>Town Clerk</b>	3/20/2019: The TC reported that many counties and municipalities have been sued because their sites aren't ADA compliant. She disabled a lot of the files on our website and is researching what will be needed for us to be 100% compliant as we add content and as we republish older content.
						4/18/2019: Town Clerk is working with other municipalities to determine the best way to deal with compliance. There isn't a clear understanding of a protocol to follow and many entities that thought they are compliant are not. If the information is available to non-disabled people on a website but not available to disabled people, a lawsuit can be filed. If the information is not posted at all, we stand a better chance of not being targeted.

						6/26/2019: Estimates received for closed captioning would cost about \$16,000/year. Town Commission meeting audio is available online at Soundcloud.com. The problem still lies with the uncertainty involved in being 100% compliant; nobody quite knows how to determine compliance. Town Clerk is staying abreast of available information and possible solutions.
						12/18/2019: The Town Clerk reported that nothing has really changed regarding solutions to the ADA issue. Having a notice on the website saying we are updating our site to be compliant is now sufficient to fend off lawsuits. After our new agenda software is up and running, the TC will see how feasible it is to upload agenda packets (or partial packets). Currently, agendas and minutes are on the website and she'll be working on modifying the last 2 to 3 years of resolutions and ordinances for placement on the Town's website.
						2/19/2020: Software installation/training isn't happening until April so with luck, our April RTCM packet will be generated utilizing the new Granicus Peak software. This isn't going to solve our ADA issues but it will allow for the cover page and compliant memo's, etc., to be available online.
						4/15/2020: RTCM Cancelled. TC and AA received training and TC implemented new Agenda platform. TC and AA received ADA training and continue to work on ADA compliance.
EAB projects for 2020	2/5/2020	4/15/2020		Commission	Environmental Advisory Board	2/5/2020: The Commission asked for EAB to provide them with a list of their projects for 2020 for budgeting purposes.
						4/15/2020: April RTCM cancelled. TM said EAB provided a list of projects that include: FIT Internship, Web Development, Refreshment for events, Native plant funding for end of the Lagoon streets, water bottle refill station in Ryckman Park, Signage that enforces the "Environmental Green Policy" (aka no single-use plastics in the park), Use of Compost at Fertilizer in Ryckman Park, Rain Gardens on Ocean Avenue.
Bicentennial Park swale	2/5/2020	4/15/2020		Commission	Public Works	2/5/2020: The Commission asked for Public Works to develop a plan of action and to work with the Garden Club. That park would be a good candidate for a bioswale.
						3/13/2020: Public Works Supervisor Davis is working with Crystal Cain on Bicentennial Park. Davis and Cain are also working on a bioswale at the corner of Oak and Ocean on the north side of the street. Additional sites being considered-right of way on Oak and Driftwood.
						4/15/2020: April RTCM Cancelled. PWS said the swale at Ocean and Oak was completed in late April and Crystal Cain did plantings.

Stormwater management master plan & implementation	9/27/2017	4/15/2020		Commissioner Hoover	Staff	9/27/2017: In tandem with Commissioner Hoover's comprehensive plan for safe pedestrian and bike routes, a stormwater plan needs to be implemented. The Commission agreed by consensus to place this on the Action List.
						10/18/2017: The Commission agreed by consensus to discuss stormwater management at the November 1, 2017 Workshop.
						11/15/2017: At the December 6th Workshop, our engineering consultant, B.S.E., will be present to discuss the Town's stormwater issues.
						12/20/2017: B.S.E. is modifying the quote presented at the 12/6/17 meeting based on new material received from the Town that needs to be reviewed. Will present new findings at 1/10/18 Workshop.
						1/10/2018: B.S.E. reviewed boxes of new material and requested material from our last engineering firm. It was to be voted on at the 1/17/18 meeting how many hours we would grant B.S.E. to work on the three hotspots in Town
						1/17/2018: A vote (3-0) at this meeting granted B.S.E. up to 10 hours to evaluate the three hot spots located at Rosewood/Dogwood, Oak/Cherry and Andrews in order for them to develop a remediation plan.
						1/24/2018: BSE Inspected the three priority sites, two additional priority sites that developed (508 Riverside, Ave A & Riverside) both outfall lines, and two second tier sites (2nd & Pine, Poinsettia). BSE report was received on January 29, 2018.
						2/21/2018: Commission approved \$28,800 for engineering services to BSE for the 5 priority locations. The Commission also authorized up to 18 hours of engineering fees to BSE to review new material and documents from the former engineer.
						2/22/2018 communication to BSE relaying the approval and requesting a time-line.
						4/12/2018: Received communication on Andrews Drive project that the surface drainage solution would not work due to the amount of water that needed draining. The existing pipe will be video taped and forwarded to BSE. The remaining Tier one projects are progressing and we should have some answers week of 4/16. The baffle boxes are scheduled for cleaning on April 25 and 26. Public Works will be repairing a surface outflow on Third Avenue at the River.
						4/25/2018: Video equipment could not be utilized due to severe blockage in pipe on Andrews Drive. The Vacuum truck worked for six hours and was not able to remove all of the blockage. BSE will meet with the Town during week of May 14th to discuss options.
						5/9/2018: RFP was advertised for two projects, Oak south of Cherry and Rosewood at Dogwood with scheduled bid opening for May 24th.
						5/10/2018: Public Works crew completed surface trench work on Third Ave at the River for the storm water sewer.

						6/14/2018 - Two project bids are on the agenda for the June RTCM as well as the approval for Andrews.
						7/13/2018: The project started this week on Rosewood at Dogwood and the project on Oak south of Cherry will start on July 19, 2018.
						7/18/2018: Town Manager was tasked with getting a Master Stormwater Plan from B.S.E. with associated cost.
						8/9/2018: The original project at Rosewood and Dogwood is complete. Three underground drains are being installed because of the high water table at the location.
						9/12/2018: A new roadway collapse happened at Rosewood and Elm which will start repairs on Monday 9/17/2018.
						10/11/2018: BSE will start on the updates to the master plan once the current projects are completed and Cherry at Rosewood is analyzed.
						10/17/2018: BSE to discuss at November 7th Workshop
						11/9/2018: Meeting moved to December 5, 2018
						12/10/2018: The master plan will be worked on at a later date after current projects have been completed.
						12/19/2018: Commission decided to move this out until April 2019
						2/12/2019: The engineer, Finance, and the TM have recommended not to move forward for financial reasons until FEMA reimbursements have been received. Request review in June, 2019.
						6/26/2019: The FEMA money has not been received. Commission consent to revisit at August RTCM.
						8/21/2019: Town Manager Mascaro said we haven't received enough of the FEMA reimbursement funds to give B.S.E. the go ahead to work on a master plan. Vice Mayor Hoover said he'd like to wait until we receive the study results from ECFRPC (funded by a grant we received from DEP) and then have them collaborate with B.S.E.
						9/18/2019: TM is hoping to receive more FEMA reimbursment money in the next 90 days. The study that Vice Mayor would like to wait for before readdressing this subject won't be completed until June 2020. To be "touched" in January 2020 to ensure forward movement of ECFRPC study.
						1/15/2020: TM has started the process to move forward with a stormwater plan. This will be touched at the April RTCM but we're waiting for the study results from ECFRPC that are expected in June 2020.
						4/15/2020 RTCM Cancelled.
Oak Trees Dying on Oak Street	3/18/2020	4/15/2020		Public Comment	PW Supervisor	3/18/2020: Frank Thomas said the Oak trees on Oak Street were dying from lack of water. PW Supervisor Tom Davis said he would address this issue.
						4/15/2020 RTCM Cancelled. 5/14/2020: PWS said the water schedule has tranistioned from once per week to two times per week with higher water capacity vehicle in joint effort with MBVFD.

<b>Employee 6-month evaluations</b>	<b>3/18/2020</b>	<b>4/15/2020</b>		<b>Commission</b>	<b>Town Manager</b>	Complete staff employee 6-month evaluations
						4/15/2020: RTCM Cancelled. 5/14/2020: TM said she has received about half of the evaluations back.
<b>Town Manager Evaluation</b>	<b>3/18/2020</b>	<b>4/30/2020</b>		<b>Commission</b>	<b>Town Manager</b>	Complete TM Evaluation
						4/15/2020: RTCM Cancelled. 5/14/2020: TM said she has received two of five evaluations back.
<b>Street paving and repaving plan</b>	<b>6/20/2018</b>	<b>5/6/2020</b>		<b>Commission</b>	<b>Town Manager</b>	6/20/2018: RFP bids to be presented at 7/18/2018 meeting
						7/18/2018: Decide on one mile of paving or two miles of paving in FY 19/20
						10/11/2018: Research is starting on replacement and preservation of our roadways.
						10/17/2018: TM suggested working with our other approved engineering firm, Bowman Consulting, since they have expertise on this topic.
						1/11/2019: BSE is scheduled to meet with the TM the week of 1/14/2019.
						1/16/2019: Town Manager is working with BSE to determine the order in which the roads should be paved based on condition.
						2/13/2019: Request delay until April 2019.
						4/10/2019: BSE to review past paving plan. They will see if we can piggyback onto Brevard County's contract with VA Paving.
						4/18/2019: TM said cost for one mile of paving will be approximately \$66,000 but it will depend on depth and if millings will be needed.
						5/15/2019: Interim Town Manager and the PW Supervisor are breaking the roads into contiguous zones and putting those zones in order of condition. Looking to pave 3-5 miles of roads during FY 19/20.
						6/26/2019: The PW Supervisor developed a map for the north, central and south sections of Town and is working on giving the roads grades determined by their condition. The budget has enough for 3 miles of paving and the areas paved should be contiguous. PW Supervisor to report back in July.
						7/17/2019: PW Supervisor showed on a map where the next block of paving will take place. It's on the north end of Town and spans 2.84 miles, is contiguous and is in an area where there are no upcoming stormwater projects. More preventive maintenance should be performed such as sealing cracks to stop water intrusion and sealing the roads. Mayor Simmons suggested working with Indialantic when repaving contiguous areas.
						1/15/2020: The PW Supervisor and Town Manager are meeting with B.S.E. in February; they don't want to spend money on paving until the road are evaluated.
						2/19/2020: The Town Manager said she talked to Scott Glaubitz about the roads but hasn't heard back from him. Item being moved out to March RTCM.



						02/26/2020: The Town Manager and Public Works Supervisor toured the streets that were slated for repavement. Scott Glaubitz advised that several of the streets did not need to be paved just patched. Mr. Glaubitz was not concerned about the road depression on Cherry and Rosewood. The TM was advised to save the money set aside for paving this year and patch. The larger much more expensive project will be the major curb replacement and repaving of Orange.
						3/18/2020: PW needs to make repairs recommended by the BSE and Commissioner Runte will write RFP.
						<b>4/15/2020 RTCM Cancelled. 5/2020: TM said she received ballpark estimates from Commissioner Runte and BSE.</b>
Beach access parking	8/7/2019	5/6/2020		Mayor Simmons	Town Manager	8/7/2019: After considerable discussion, the Commission tasked the Town Manager with contacting the State of Florida to determine if we can charge for parking at Ocean Park, research parking kiosks, ask Indialantic how their meters affect businesses, develop a plan to designate resident only parking at beach accesses. Parking passes for street parking (one side only) will be revisited at the 8/21/2019 meeting.
						8/21/2019: The Town Manager reported what she had found out about parking kiosks. She talked to 3 vendors and 1 of them gave her a price of between \$6,800 - \$7,000 per kiosk. Payment can be made using several methods, upgrades are easy, fee amounts can be changed and there are a couple methods of enforcement. Bottom line, the kiosk can be tailored to our needs. Mayor Simmons said the project would have to be done concurrently with the resident only, end of street/street parking plan. The funds generated from kiosk parking must go back into improvements and maintenance of Ocean Park. The Town Manager will gather more information and this topic will be readdressed at the September 4th Workshop.
						9/18/2019: This was discussed at the 9/4 Workshop. Mayor Simmons provided a compilation of the comments he received regarding this matter and they were varied. We need to spell out to the residents why we are considering paid parking in different sections of Town. A survey should be developed that outlines the 3 options under consideration and why each one is being considered. Resident, end of street and Ocean Park parking should be presented as separate issues and presented to the residents in some fashion starting with identifying potential challenges. It's important for residents to know that the funds raised from the kiosks can only be used for OP maintenance. Public input is essential.

						10/16/2019: The Commission consented to having the Town Manager present a draft of the proposed survey at the November Workshop
						11/6/2019: At the November Workshop, the Commission discussed further what the survey should accomplish and how it should be structured (similar in format to the Beachcomber). The Commission agreed that on-street parking should be addressed first followed by a breakdown of expenses and potential income. An updated draft survey will be presented at the November 20th RTCM.
						11/20/2019: An update to the Beach parking survey was presented and discussed at this meeting. The matter was tabled until the December 18th meeting so input from the absent Commissioners could be heard.
						12/18/2019: The Commission voted 4-1 (Comm Walters dissenting) to send the survey to residents in mid-January giving them 30 days to respond.
						2/19/2020: The deadline for accepting surveys was February 18th. The data has been compiled and graphs are being designed for presentation at the March RTCM.
						3/13/2020: Original presentation at the March RTCM being rescheduled due to scheduling issue with Adam Meyers, who completed the data compilation. Date TBD
						3/18/2020: To be discussed at May TCW
						<b>4/15/2020: RTCM Cancelled. 5/6/2020: TWC Cancelled. TM said survey results will be discussed at May RTCM.</b>
Charging stations	11/20/2019	5/6/2020		Mayor Simmons	Environmental Advisory Board	11/20/2019: Because of the holidays, the EAB won't be meeting until the end of January at which time they will be notified of the request for them to look into charging stations. They will hopefully have some input for the March 2020 RTCM.
						3/13/2020: Town Manager should receive recommendations from EAB on the charging stations after their Intern present to the board at the 3/25/2020 meeting.
						3/18/2020: Commission suggested TM get with Tesla to see what they may offer - including getting one at no cost. To be discussed again at May TCW.
						<b>5/6/2020: May TCW Cancelled.</b>
Infrastructure/Capital Items Spreadsheet	8/14/2019	5/6/2020		Mayor Simmons	Town Manager	8/14/2019: Each budget year, the capital items list is developed from scratch. The TM was instructed to develop a spreadsheet with long term maintenance/capital/infrastructure items to ensure consistency and visibility each budget term.
						1/15/2020: The Town Manager asked that this be moved out another month.

						2/19/2020: The Town Manager gave the Commission members a spreadsheet showing the 10 year capital investment plan. This will be discussed further, before budget discussions, at the April Workshop.
						4/1/20: April TCW Cancelled. Push to May TCW.
						<b>5/6/2020: May TCW Cancelled. TM said she presented in Old Business at May RTCM.</b>
<b>Comp Plan Upgrade</b>	<b>2/21/2018</b>	<b>5/20/2020</b>		<b>Commission Consensus</b>	<b>Town Manager</b>	2/21/2018: Commission approved having the Town Manager submit grant application
						3/30/2018: We were notified that we were sixth in their funding schedule and they had hoped they would fund 7 projects. An inquiry was made on 4/17/2018 but no response was given as yet.
						5/10/2018: Update this date that NOAA is still evaluating applications.
						6/14/2018: Still awaiting word on our acceptance.
						7/18/2018: Still awaiting word on our acceptance.
						7/18/2018: Grant approved - \$37,000
						9/13/2018: The agreement has been executed and the Town Planner is working with the Eastern Florida Regional Planning Council on the Comp Plan Amendments.
						10/11/2018: A meeting is scheduled with the East Florida Planning Council and the additional funding needed for the remaining Comp Plan Updates is on the Commission agenda for 10/17/2018.
						11/9/2018: The first public meeting to obtain citizen input will be held on 11/13/2018 at 6 p.m. in the Community Center.
						11/14/2018: Town Manager to provide state "due dates"
						12/19/2019: The Town Manager will work with ECFRPC, Corey O'Gorman and Jim Fleischmann to nail down dates.
						1/11/2019: The updates are progressing and the deliverables for the grant start on February 15, 2019 and extend through May 2019.
						2/13/2019: The deliverables for this month are scheduled for 2/15/2019. The next set of deliverables are scheduled in May with a Public Information Workshop on April 24, 2019. Request an update for May, 2019.
						3/6/2019: A quarterly report was sent on March 6th.
						3/20/2019: A workshop will be held on 4/24 hosted by East Central Florida Regional Planning Council Contact: Fred Milch - fmlch@ecfrpc.org Completion date of Comp Plan updates is in 2020.

						5/15/2019: Interim Town Manager said that we are on schedule for all deliverables. According to our Town Planner, this project will run into next year so we'll be able to spread out costs into 2021.
						7/2/2019: Interim Town Manager submitting reimbursement request to the East Central Florida Regional Planning Council grant.
						8/21/2019: Town Manager Mascaro said the edits for step 1 are completed which is the evaluation and appraisal portion of the current plan. The Commission will review the plan at a Workshop and make recommendations after which the plan will be amended with information gathered during evaluation, appraisal and Commission input. The final step is to forward the Plan to the State for final approval.
						9/18/2019: TM reported that Corey O'Gorman will present a review of the comp plan updates on September 30th in the Community Center.
						10/16/2019: TM will distribute the first phase of the report to the Commission electronically after which the will discuss at the November RTCM.
						11/20/2019: The TM distributed the first phase of the report to the Commission members but only heard back from one Commissioner. Mayor requested that the item be moved out another month to give everyone time to review the document.
						12/18/2019: The Town Manager will provide the report from our Town Planner to the Commission. The report will be discussed at the February Workshop. 2/5/2020 - The Commission suggested that the EAB review the Evaluation and Appraisal Report and provide comments at the May RTCM.
						<b>5/14/2020: TM reported that the EAB reviewed the Evaluation and Appraisal report and had no comments.</b>
Code Enforcement Magistrate	8/21/2019	5/20/2020		Mayor Simmons	Town Manager Mascaro & Town Attorney	8/21/2019: Town Attorney Reppeger and Town Manager Mascaro weighed in on the efficiency of having a Special Magistrate instead of a Code Board; a Magistrate would streamline the process. The cost could be assessed to the resident and the Code would have to be changed. The cost runs between \$125 and \$150 per hour. The Town Manager was tasked with presenting options to the Commission about the handling of code hearings.
						9/18/2019: TA Reppeger said a code change will be required to change from Code Board to Special Magistrate enforcement. The Commission consented to having the TA move forward with writing an ordinance. The Mayor asked the TM to get in touch with the Code Board members, as a courtesy, to let them know the Commission is thinking about a Special Magistrate.

						11/20/2019: This item relates to the ordinance change and not the Special Magistrate agreement that will be revisited by the Commission at the December RTCM. The Town Attorney asked that this be moved out to January 2020.
						1/15/2020: The Town Attorney asked that this be moved out another month.
						2/19/2020: The Town Attorney said he will have a draft Ordinance at the March RTCM.
						3/18/2020: TA moved this item to May RTCM. Attorney plans on First Read June 2020.
HR policy for social media retention.	7/17/2019	5/20/2020		Commission	Town Manager & Staff	7/17/2019: Town Manager to develop policy for social media retention
						1/15/2020: Town Manager has not made any progress on this issue. Asked for it to be moved out a couple months.
						3/18/2020: TM shared brief information related to the fact that if a Commissioner makes a comment on social media on a Town Issue - the Town will not receive lawsuit support. Issue to be readdressed at May RTCM.
						<b>5/14/2020: TM implemented the use of Archive Social to archive all Town social media accounts. TM created an Agency Nextdoor account with the sole purpose of disseminating information, not to engage.</b>
Establish salary ranges	7/17/2019	6/17/2020		Commission	Town Manager	7/17/2019: Town Manager to conduct research and provide a salary range for each job in the Town.
						1/15/2020: The Town Manager asked that this be moved out another month.
						2/19/2020: The Town Manager gave the Commission a copy of salary ranges from neighboring communities to be used as guidelines. Salary ranges still need to be created for MB employees and will be discussed further at the March Workshop.
						3/4/2020: Town Manager presented salary survey (all positions) at workshop. Suggestions made to eliminate some towns used for comparison purposes. The updated data for will be used to present to the Commission at the RTCM on 3/18/2020.
						3/18/2020: TM presented Salary Survey to Commission. Further discussion pushed to June RTCM.
Investigate grant opportunities for water retention along Oak and county roads	3/6/2019	6/17/2020		Vice Mayor Hoover	Town Manager	3/6/2019: The Vice Mayor wants the Town to explore grant opportunities and funding/workshare/siting coordination with Brevard County to develop retention areas. These areas would help lessen the amount water flowing into the Harbor East canals.

					3/20/2019: VM Hoover said that the 2 best resources for possible grants are SJRWMD and SOIRL. Comm. Runte will resend grant opportunity information.
					4/18/2019: Further research required to determine what structural issue is creating the excess runoff. TM to meet with a representative from the Department of Natural Resources to discuss further.
					5/15/2019: Town Manager is meeting with rep from Department of Natural Resources
					6/26/2019: Neither the Interim Town Manager nor the Public Works Supervisor has been able to get in touch with Bach McClure, Stormwater Program Administrator - Brevard County. They will continue their efforts.
					7/17/2019: The Mayor said what the Town desired is for the County create a retention area along Oak to prevent water from draining to Harbor East. The PW Supervisor said the trenches at Ocean Park and on 2nd/Pine have been very successful in redirecting water and he thinks the same process could work along Oak. Vice Mayor Hoover said he'd like to know what the County would be willing to do to prevent runoff to MB. Commissioner Walters said that the County has control of Oak Street. Bottom line: What can Brevard County do to dissipate water before it reaches MB. TM to contact Sara Krum.
					8/21/2019: No progress on this item. Move discussion to September RTCM.
					9/18/2019: TM did not bring notes on this subject to the meeting. Move discussion to October RTCM.
					10/16/2019: TM said there is a grant opportunity for which we can make a submission that is due November 5th. It is with the Indian River Lagoon for stormwater and planted shoreline. There's also a portion of funding used for the removal of septic systems, we still have some in Town.
					11/20/2019: TM to contact Sarah Krum about grant opportunities. If there are still no leads or information, the Commission may consider closing this item.
					12/18/2019: Town Manager Mascaro is confident she will get feedback regarding potential grants.
					2/19/2020: The TM hasn't doesn't have anything to report on this matter. Vice Mayor Hoover suggested she contact Amy Johnson at SJRWMD. The Town Manager will update the Commission at the March RTCM.
					<b>3/18/2020: TM will look into possibility of land purchase as done in Indialantic &amp; possible grants. Discuss again at June RTCM.</b>

Comprehensive, long-term plan for safe pedestrian and bike routes	9/27/2017	6/17/2020		Commissioner Hoover	Town Manager	9/27/2017: In lieu of moving forward with the <i>Safe Routes to School</i> grant program, Commissioner Hoover recommended that the Town focus their energy on a more comprehensive plan with emphasis placed on stormwater management. The Commission agreed by consensus to his suggestion and to add this item to the Action List.
						12/20/2017: Town Manager Daniels will meet with DOT after the holiday.
						1/17/2018: Town Manager Daniels is meeting with FDOT during the week of January 21.
						2/21/2018: Commissioner Hoover and TM Daniels have been told a meeting with FDOT will be scheduled towards the end of this week.
						3/30/2018: Bicycle safety was addressed as it relates to safe routes to school and A-1-A at a meeting with FDOT and SCTPO. Unfortunately without funding from DOT, the money necessary for sidewalks puts this project in the future. Hearing that FDOT does not expect any grant opportunities in the future, one option is to include sidewalks/bicycle paths in any stormwater sewer project.
						5/7/2018: Currently there are no grant programs for this project. Some possibilities are to install sidewalks in conjunction with some stormwater replacement in some areas like Andrews Drive.
						6/20/2018: Commissioner Hoover asked the Town Manager to join in a conference call on June 22nd with SCTPO where they will discuss the concept of a bike route that will connect MB and Indialantic and potentially over the bridge to downtown. They might be willing to do a pilot project with us regarding stormwater/pedestrian solutions. The Town Manager is also exploring grant opportunities.
						7/13/2018: TM Daniels is attending a meeting on Bike trails on July 18, 2018.
						8/9/2018: This will be a long-term project as funding and development of a trailway must be completed. Request review in January, 2019.
						1/11/2019: There is a planning grant on the January RTCM agenda.
						2/12/2019: Town applied for a Florida DEP resiliency planning grant on January 31, 2019 in partnership with the Eastern Central Florida Planning Council and are awaiting word as to our acceptance.
						3/20/2019: TM will research to determine if previous TM submitted paperwork for this grant.
						4/11/2019: Paperwork was submitted for this grant on 1/31/2019. If granted, funds (\$39,500) will be used to develop a plan as to how MB could improve stormwater management, improve water quality and provide recreational/aesthetic amenities in light of future climate conditions such as sea level rise. Work would begin on July 1, 2019 if we are awarded the grant.

						4/18/2019: Waiting for grant award notification
						7/1/2019: The <i>Opportunity for Green Infrastructure Adaptation Planning</i> grant was awarded in the amount of \$39,500
						7/17/2019: The awarded grant funds a study that will be completed by June 2020. To be revisited at the March RTCM.
						3/18/2020: Study will be completed in June.
<b>Sheds on Corner Lots</b>	<b>11/20/2019</b>	<b>6/17/2020</b>		<b>Commission</b>	<b>Town Attorney</b>	11/20/2019: A resident asked about the Code restriction related to the placement of sheds on corner lots. After Commission discussion, the issue was placed on the Action List to discuss and perhaps address at a later date.
						12/18/2019: The Town Planner and staff have some options to address this issue that will be presented to the Planning & Zoning Board in January at which point the matter will be brought back to the Commission.
						2/19/2020: The Town Manager is contacting the Town Planner about this matter in order to address it further at the Planning & Zoning meeting on February 3rd, prior to the Workshop.
						3/4/2020: Presented at workshop. Commission moved 4/1/2020 workshop.
						3/18/2020: Commission moved to send to P & Z and revisit at June RTCM.
<b>Stormwater issue at 2nd &amp; Pine</b>	<b>10/3/2018</b>	<b>7/15/2020</b>		<b>Vice Mayor Hoover</b>	<b>Town Manager</b>	10/3/2018: Commissioner Hoover suggested some possibilities for water flow issues on 2nd/Pine: 1) check if the pipes in front of the property are clogged 2) check if expanding the drain will help 3) check to see if some type of resurfacing of that intersection would improve drainage 4) discuss other possibilities
						10/9/2018: Sent questions 2,3,4, to BSE and verifying question 1 response.
						11/9/2018: There are no blockages in the pipe or structures. The engineer has recommended previously to enlarge the drainage structure and survey the location for elevations. Can be addressed with BSE at December 5, 2018 workshop.
						12/10/2018: BSE made the presentation at the December Workshop and developed 2 options, both involve using First Avenue to remove some of the water off of Pine Street. B.S.E. to provide recommendations (financial, technical)
						12/19/2018: Awaiting input from B.S.E.
						1/11/2019: BSE had some issues in their analysis and the TM will report at the RTCM in January.
						1/23/2019: Scott Glaubitz will attend the workshop on February 6th to update the Commission on his findings.



					2/12/2019: BSE advised the initial plans to divert water to First Avenue was eliminated as a possibility since a cost effective design would not work. The proposal now is to increase the pipe size on Second Ave. and have a secondary pipe to handle the overflow to the river outfall. This issue will be on the agenda for the RTCM in February. No funding source exists at this time.
					2/20/2019: The Town does not have the funds to pay \$180,000 to fix the problem at 2nd/Pine. The issue will be readdressed once any FEMA money comes in or if other sources of funding dollars become available.
					3/6/2019: To be discussed during budget meetings.
					4/10/2019: At a meeting with BSE, they said digging a swale on the north side of 1st Avenue will reduce some of the water flow to 2nd Avenue. Public Works to price out equipment to do the digging.
					6/26/2019: The Public Works Supervisor explained the swale and french drain they installed at the NW corner of Pine/2nd to help mitigate the flow of water onto 2nd Avenue. It has helped but will not be enough help in a heavy downpour. To be discussed further at the August RTCM.
					8/21/2019: The Town Manager reported that after the swale was installed by Public Works, there has not been any water in the Wilborn's driveway after heavy rains. The standing water in the Wilborn's backyard is coming from a neighboring property. PW will continue to monitor and will improve the swale that's already installed.
					9/18/2019: No problems reported in this area during Dorian. No standing water or flooding seen. Public Works to continue monitoring. PW Supervisor to keep a log of observations at that location.
					10/16/2019: Public Works Supervisor Davis said he is still monitoring the area and it has remained dry. He said he'll continue to monitor though we are going into the dry season. The Mayor suggested after hurricane season that the issue be revisited every several months instead of monthly. The Town Manager met with Kate Wilborn who had gone to the open house at the corner of 1st and Pine; it is a total teardown due to water damage and mold. She thinks the value is about \$150,000 (she previously thought the Town should purchase the property for a retention area). Moving forward on a grant would be a good idea in case the property is still available if/when awarded. Revisit at November RTCM.
					11/20/2019: PW Supervisor ordered locates around 2nd & Pine prior to making a 10-12" retention half moon area on the corner.
					12/18/2019: The PW Supervisor completed the 10"-12' retention half moon area near the corner of 2nd and Pine. He was pleased about it's effectiveness after heavy rains. Will continue to monitor situation.
					3/18/2020: PW will monitor and revisit at July RTCM.

<b>Research availability and compensation for Building Officials</b>	<b>1/15/2020</b>	<b>9/16/2020</b>		<b>Commission</b>	<b>Town Manager</b>	1/15/2020: The Commission approved the Safebuilt contract for one more year (5-0). Because Marc Meyers is retiring soon and their rates will be raised next renewal period, the Commission tasked the Town Manager with doing a salary survey for Building Officials and to determine availability.
						2/19/2020: The Town Manager talked to somebody who was interested in the job but in a matter of days, accepted a job in Rockledge. Compensation is less than they all thought. A former employee, Rob Perry, is now working for Safebuilt and will be working for us on Wednesdays until Ken (the building inspector) returns.
						3/4/2020: Town Manager presented salary survey (all positions) at workshop. Suggestions made to eliminate some towns used for comparison purposes. The data for Building Officials will be used to present to the Commission at the RTCM on 3/18/2020.
						<b>3/18/2020: TM presented salary data and starting search. Mayor said salary can't exceed \$95,000. Further discussion planned for September RTCM</b>
<b>Fire Tax briefings</b>	<b>6/26/2019</b>	<b>2/3/2021</b>		<b>Commission</b>	<b>Town Manager</b>	6/26/2019: Town Manager to get information regarding fire taxes in order for the Town Commission to make an educated decision on how best to fund the Fire Department. Commission to decide whether to develop separate fund and how to gather citizen input (referendum or public meetings or commission action only)
						8/21/2019: Fire department to present options to the Commission at the September Workshop. Commission to also discuss fire tax/dedicated department fund.
						10/21/2019: A survey regarding fire services and a possible referendum on the 2020 ballot to be discussed at the December workshop. Decide on new date to discuss.
						12/18/2019: The Commission decided this should be discussed at the February 2020 Workshop.
						<b>2/5/2020: The Town Commission decided to push out this action item until they can determine how effective the stipend plan was.</b>