



TOWN OF MELBOURNE BEACH

TOWN COMMISSION REGULAR MEETING

January 15, 2020

AGENDA PACKET

TOWN COMMISSION MEETING PACKAGE

MEETING DATE: JANUARY 15, 2020

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Town of Melbourne Beach

REGULAR TOWN COMMISSION MEETING WEDNESDAY JANUARY 15, 2020 at 6:30 p.m. COMMUNITY CENTER – 509 OCEAN AVENUE

AGENDA

PUBLIC NOTICE

**The Town Commission will conduct a Regular Town Commission Meeting
on Wednesday January 15, 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
Town Clerk Nancy Wilson
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. Presentations

- A. Proclamation recognizing Will Lucas' contributions to our community and for his recent induction into the East Coast Surfing Hall of Fame
- B. Proclamation recognizing the 100th anniversary of the Melbourne Beach Community Center
- C. Public Works quarterly report

V. Boards and Committees

Request by the Parks Board for Jason Judge to be replaced by Ed Struttman as Chairman (both appointed on 2/20/19 to the Parks Board; terms to expire on 2/20/21)

VI. Public Comments

VII. Approval of the Agenda

VIII. Consent Agenda

- A. Site plan review for 407 River View
- B. Site plan review for 522 Avenue A

IX. Public Hearings

- A. Second reading of Ordinance 2019-06 amending and restating various provisions of the Land Development Code– Town Attorney Repperger
- B. First reading of Ordinance 2020-01 regarding fund transfer and budget amendment approvals – Town Attorney Repperger

X. Old Business

Consideration of options regarding Fire Department stipends (tabled from December 4th TCW) – Fire Chief Brown

XI. New Business

- A. Consideration of the December 18, 2019 Regular Town Commission Meeting draft minutes – Town Clerk Wilson

- B. Consideration of Resolution 2020-01 amending the fee schedule (related to Ordinance 2019-06) – Town Manager Mascaro
- C. Consideration of change to development application form (related to Ordinance 2019-06) – Town Manager Mascaro
- D. Consideration of new chapter in the Town’s Policies & Procedures manual about budgeted fund transfers (related to Ordinance 2020-01) – Town Manager Mascaro
- E. Consideration of options provided by the Town Planner related to boat parking on corner lots – Town Manager Mascaro
- F. Consideration of Safebuilt contract renewal – Town Manager Mascaro
- G. Consideration of Resolution 2020-02 regarding safety improvements on A1A – Town Manager Mascaro
- H. Discussion and possible action regarding the adoption of sediment and erosion control requirements for lots under development – Mayor Simmons

XII. Staff Reports

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

XIII. Town Commission Comments

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

XIV. Adjournment

**A PROCLAMATION RECOGNIZING WILL LUCAS’S CONTRIBUTIONS TO OUR
COMMUNITY AND FOR HIS RECENT INDUCTION INTO THE EAST COAST
SURFING HALL OF FAME**

WHEREAS, Will Lucas was a prolific chronicler of east coast surfing history, with a catalog of over 200 self-produced videos; and

WHEREAS, Will often interviewed well-known surfing legends, his real passion was recording ordinary surfers and lesser known surfing communities that were often ignored by established surfing media; and

WHEREAS, Will also documented his battle with cancer, which he battled bravely with humor and without self-pity, through the lens of his military service in Viet Nam where he was exposed to Agent Orange; and

WHEREAS, Will and his wife, Karen, were dedicated and proud volunteers with Guardian Ad Litem in Brevard County; and

WHEREAS, Will has left us with a large collection of surfing documentation that will enhance anyone’s interest in the history of surfing on this coast; and

WHEREAS, Will was an enthusiastic recorder of Melbourne Beach surfing and a noteworthy town resident since 2001; and

WHEREAS, Will was previously inducted into the O.C. Legends Hall of Fame in Ocean City, MD; and

WHEREAS, Will was inducted into the East Coast Surfing Hall of Fame on January 8, 2020 for his many contributions to the culture of east coast surfing;

NOW, THEREFORE, BE IT RECOGNIZED THAT I, MAYOR JAMES D. SIMMONS, ON BEHALF OF THE CITIZENS OF THE TOWN OF MELBOURNE BEACH, DO HEREBY PROCLAIM OUR APPRECIATION FOR WILL LUCAS’S SERVICE TO OUR COUNTRY, TO OUR TOWN AND TO OUR COMMUNITY AND FOR HIS SIGNIFICANT CONTRIBUTIONS TO THE EAST COAST SURFING COMMUNITY.

“WHERE THERE’S A WILL, THERE’S A WAVE”

**A PROCLAMATION RECOGNIZING THE 100TH ANNIVERSARY OF THE
MELBOURNE BEACH COMMUNITY CENTER**

WHEREAS, in February 1915, the women of Melbourne Beach decided to form a women's literary club that would meet regularly; and

WHEREAS, in March 1915, the first Melbourne Beach women's club meeting was held and organized with 17 original members; and

WHEREAS, in January 1916, the second Melbourne Beach women's club meeting was held at which the women's club adopted the name "Rambler's Club"; and

WHEREAS, the club found it to be difficult to obtain literary work so changed their focus to civic affairs; and

WHEREAS, on March 11, 1919, the Rambler's Club president, Mrs. Sim, appointed a building committee consisting of Mrs. Kent, Mrs. Oliver and Mrs. Sweet with Mrs. Lamb as Chairwoman; and

WHEREAS, at the January 7, 1920 meeting plans were submitted and approved for the clubhouse; and

WHEREAS, on February 5, 1920, the cornerstone for the club building was laid and an old-fashioned picnic was held to mark the occasion; and

WHEREAS, the Rambler's Club building has evolved over the years to encompass many important functions, including wedding receptions, birthday celebrations, traffic court, public meetings and Town Commission meetings;

NOW, THEREFORE, BE IT RECOGNIZED THAT I, MAYOR JAMES D. SIMMONS, ON BEHALF OF THE CITIZENS OF THE TOWN OF MELBOURNE BEACH, DO HEREBY PROCLAIM FEBRUARY 5, 2020 TO BE THE 100TH ANNIVERSARY OF THE MELBOURNE BEACH COMMUNITY CENTER.

QUARTERLY REPORT: PUBLIC WORKS

Attachments:	Struttman and Judge volunteer applications
Date Prepared:	January 8, 2020
Prepared By:	Town Clerk Nancy Wilson
Meeting Date:	January 15, 2020

Agenda Category:

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

Subject:	Chairman swap on Parks Board
Recommended Action:	Approve making Eddie Struttman chairman
Background Information:	At the December Parks Board meeting, the members voted unanimously to reappoint Eddie Struttman as Chairman. He had to give up the position at one point and Jason Judge said he would fill in. All members are in favor of the change.



Appointed
2/20/19
Expires
2/20/21

TOWN BOARD VOLUNTEER APPLICATION

Town of Melbourne Beach

507 Ocean Avenue

Melbourne Beach, Florida 32951

PLEASE NOTE: Members of the Board of Adjustment, Code Enforcement Board, Police Pension Board and the Planning & Zoning Board have the authority to commit Town funds and resources and/or to make decisions/recommendations that affect zoning, building and land use applications and legal standing. To ensure that members of these Boards provide the most informed and consistent information and resultant recommendations to the Commission, the Commission would like to meet with potential candidates at a Town Commission Workshop prior to appointment.

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

Name: Edward W. Stuttmann Home Phone: 321-543-5577

Home Address: 802 Pine Street

Mobile Phone: Same E-mail address: Indialanticave

Business Name: ACE Hardware Business Phone: 321-724-1558

Resume or Education & Experience (attach additional pages if necessary):

Lots

(Use additional sheets if necessary or submit resume)

Date of birth: 6/7/61 (to verify voter registration)
(optional)

Are you a qualified elector of the town? ☒ YES ☐ NO

Are you a resident of the town? ☒ YES ☐ NO

Do you reside in the town for at least ten (10) months of each calendar year? ☒ YES ☐ NO

Do you hold a public office? ☒ YES ☐ NO

Do you currently serve on a Town board? ☒ YES ☒ NO

If yes, which board? _____

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

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

Why do you think you are qualified to serve on this board? Past experience

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

Signature: [Signature]

Date: 7/13/19

** no financial disclosure required



Appointed
2/20/19
Expires 2/20/21
TOWN CLERK'S OFFICE

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

1. Name: JASON JUDGE Home Phone: _____
2. Home Address: 400 CORAL AVE
3. Mobile Phone: 321 508 5116 E-mail address: jjscreen@att.net
4. Business Name: JJ's Screen Printing Business Phone: 321-777 6328
5. Resume or Education & Experience: _____

(Use additional sheets if necessary or submit resume)

6. Date of birth: 6/12/80 (to verify voter registration)
(optional)
7. Are you a qualified elector of the town? ☒ YES ☐ NO
8. Are you a resident of the town? ☒ YES ☐ NO
9. Do you reside in the town for at least ten (10) months of each calendar year? ☒ YES ☐ NO
10. Do you hold a public office? ☐ YES ☒ NO
11. Do you currently serve on a Town board? ☒ YES ☐ NO
If yes, which board? Park Board

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

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

13. Why do you think you are qualified to serve on this board? _____

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

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

Signature: _____

Date: 2/13/19

407 River View



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ESTABLISHED 1883

Site Plan Review

Applicable Codes
Town of Melbourne Beach Land Development Code
2017 Florida Building Code

Date: December 27, 2019

Owner: Landin, Josh; Landin, Shannon M

Owner Address: 407 River View Lane, Melbourne Beach, FL
Site Address: 407 River View Lane, Melbourne Beach, FL
Parcel ID: 28-38-08-JV-*-129
Zoning: 2RS

Proposed Project: An addition to a single family dwelling that will not require trees or out-buildings to be altered for construction.

References: Town of Melbourne Beach Code of Ordinances: 7A-32

Request: Approval by Planning and Zoning Board, Town Commission for construction of an addition to a single family dwelling.

Staff Review: The property lies in Zoning District 2RS

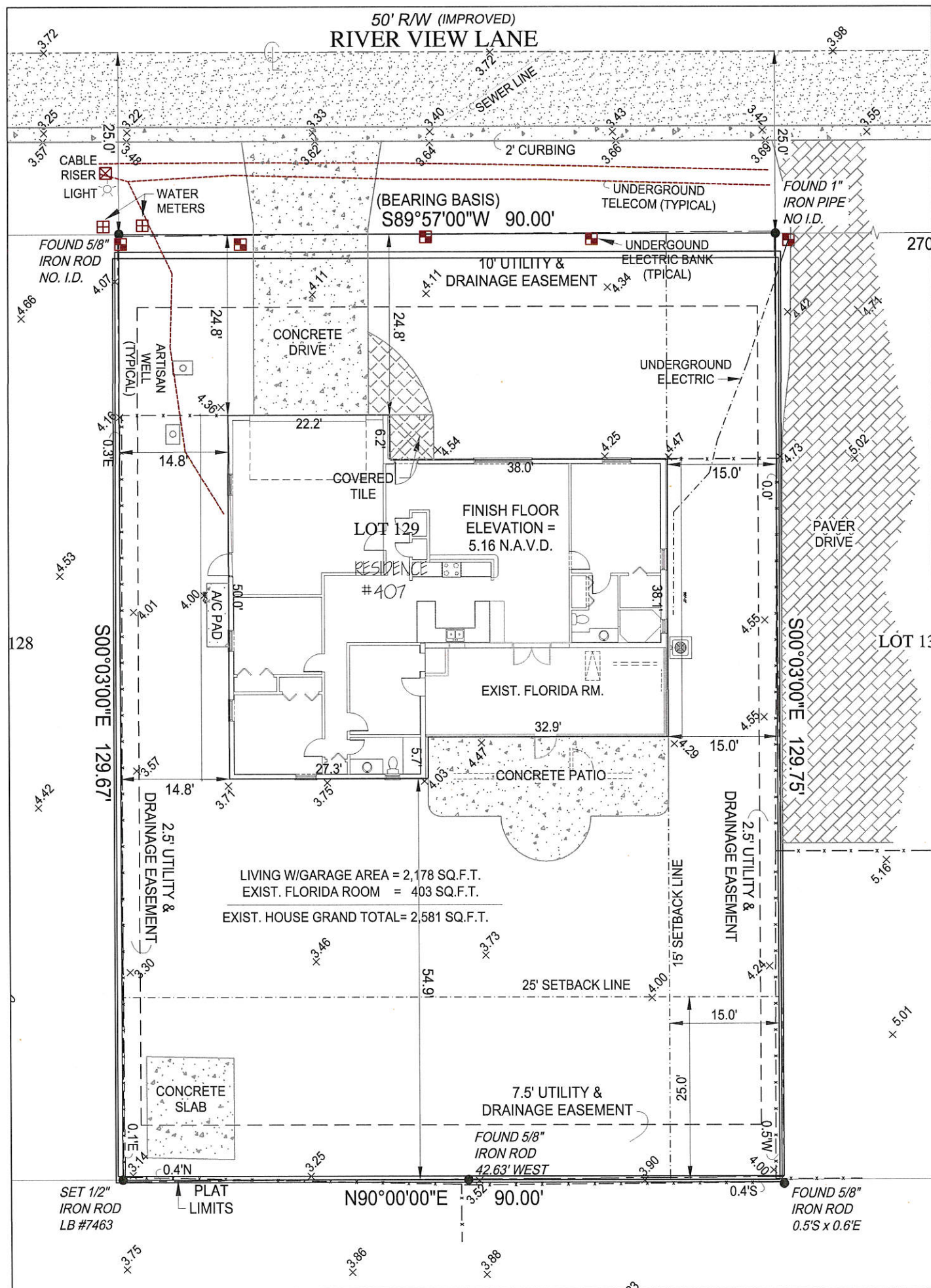
- 1). Project is an addition to a single family home as a principle use.
- 2). The Building Lot Zoning District requirements of min. lot area, width and depth.
Lot area is 11,673 sq. ft. min. 11,250 sq. ft.
Lot width is 90 ft. min. 90 ft.
Lot depth is 129.7 ft. min. 100 ft.
- 3). Lot coverage has a maximum of 30% for principle structure.
Lot coverage per plan is 24 % Footprint of Primary Structure is 2,772 sq. ft.
Max allowed for Primary Structure is 3,502 sq. ft. for Lot Area of 11,673 sq. ft.
- 4). Structure maximum height for zoning district is 28 ft.
The proposed height provided is 16'9".
Flood Zone X
- 5). Zoning District Setback requirements
Proposed Primary Structure Addition East Side Setback 15 ft. min. 15 ft.
Proposed Primary Structure Addition Rear Setback 54.9 ft. min. 25 ft.
The front and west side setbacks are contained within the current primary structure.

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

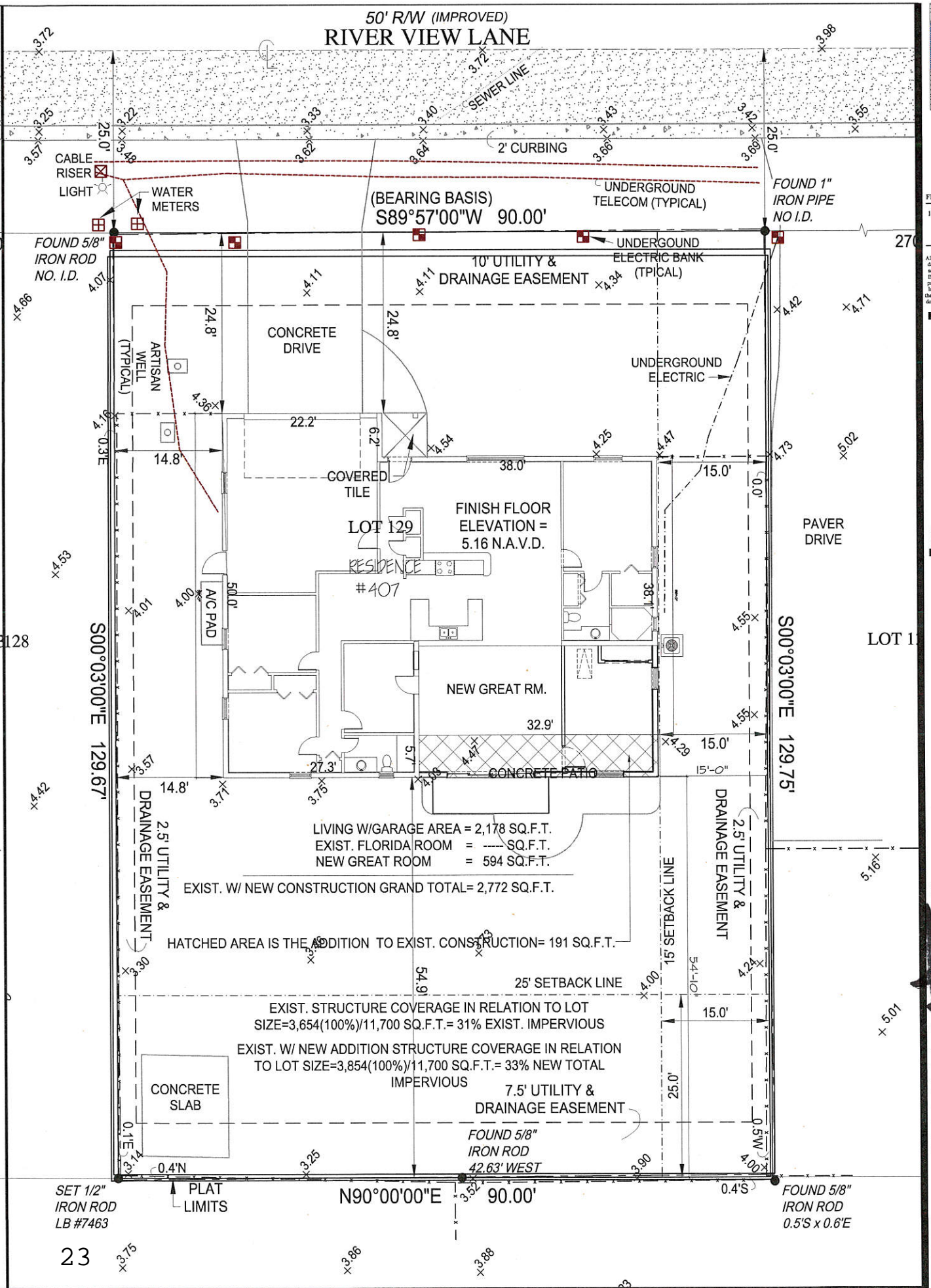
7). On-site Storm water Retention Control measures shall be met and approved by the Building Official in accordance with the Town of Melbourne Beach Code of Ordinances and the Florida Building Codes. Topographic maps may be required. Minimum Landscaping Standards shall be met.

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


Marc Meyers
Building Official



1 EXISTING ARCHITECTURAL SITE PLAN
SCALE: 1/8"=1'-0"



2 EXISTING WITH NEW CONSTRUCTION ARCHITECTURAL SITE PLAN
SCALE: 1/8"=1'-0"

CAG
Caribeño Architectural Group Inc.
FLORIDA CERTIFICATE #AR 0017819
1250 W. EAU GALLE BLVD., SUITE F,
MELBOURNE, FL. 32935
PHONE (321) 622-6900
FAX (321) 622-6901

CLIENT:
LANDIN FAMILY
407 RIVERVIEW LN.
MELBOURNE BEACH,
FLORIDA 32951

PROJECT NAME:
LANDIN ADDITION
407 RIVERVIEW LANE
MELBOURNE BEACH, FLORIDA 32951

SHEET TITLE:
EXIST. & NEW ARCHITECTURAL SITE PLAN

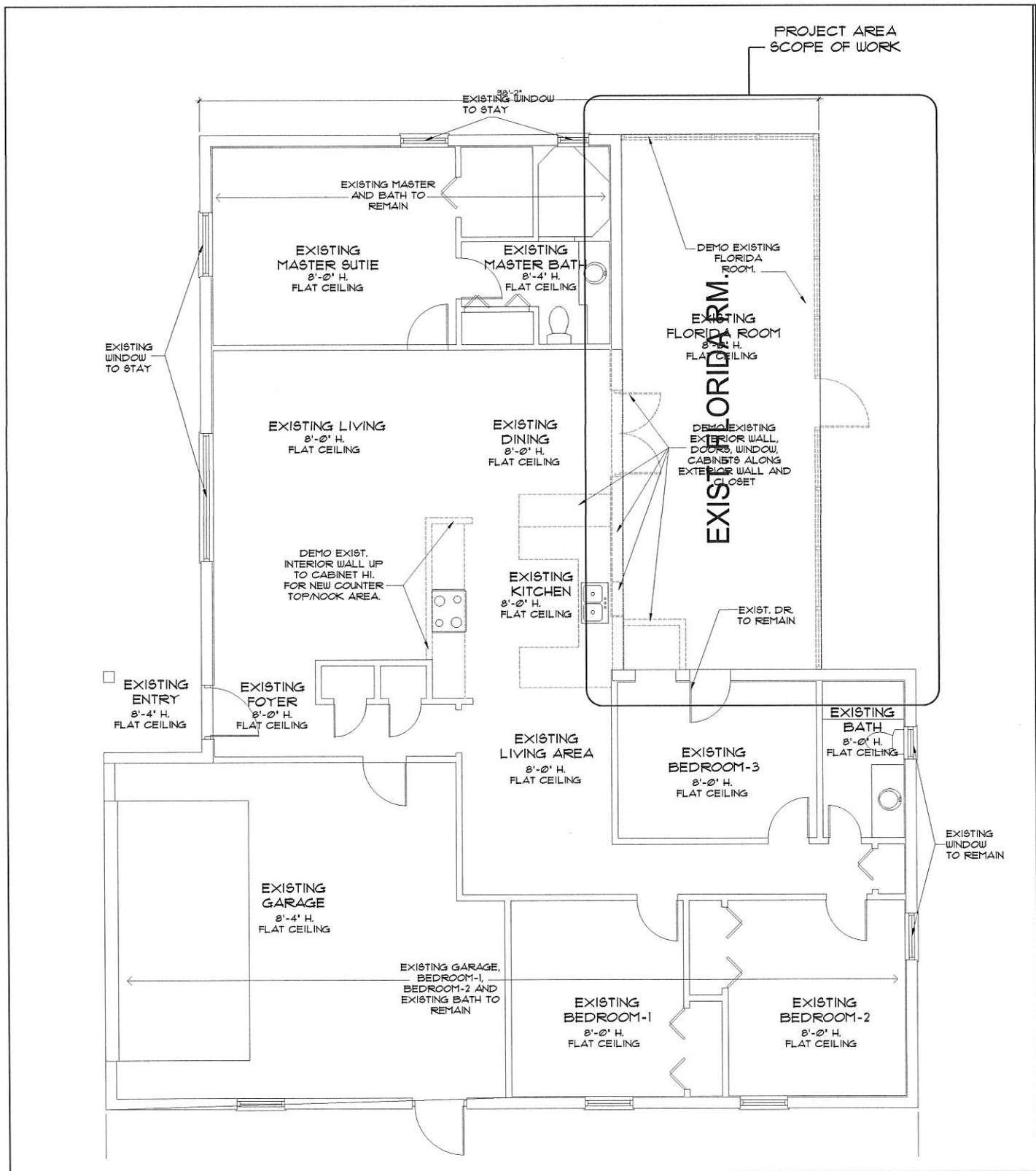
SCALE:
AS SHOWN

REVISION:

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PROJECT NO. CAG-R 16-014
DATE: 12-12-19
DRAWN: JLC
CHECKED: KRL
SCALE: AS SHOWN
SHEET NO.:

CD-SITE

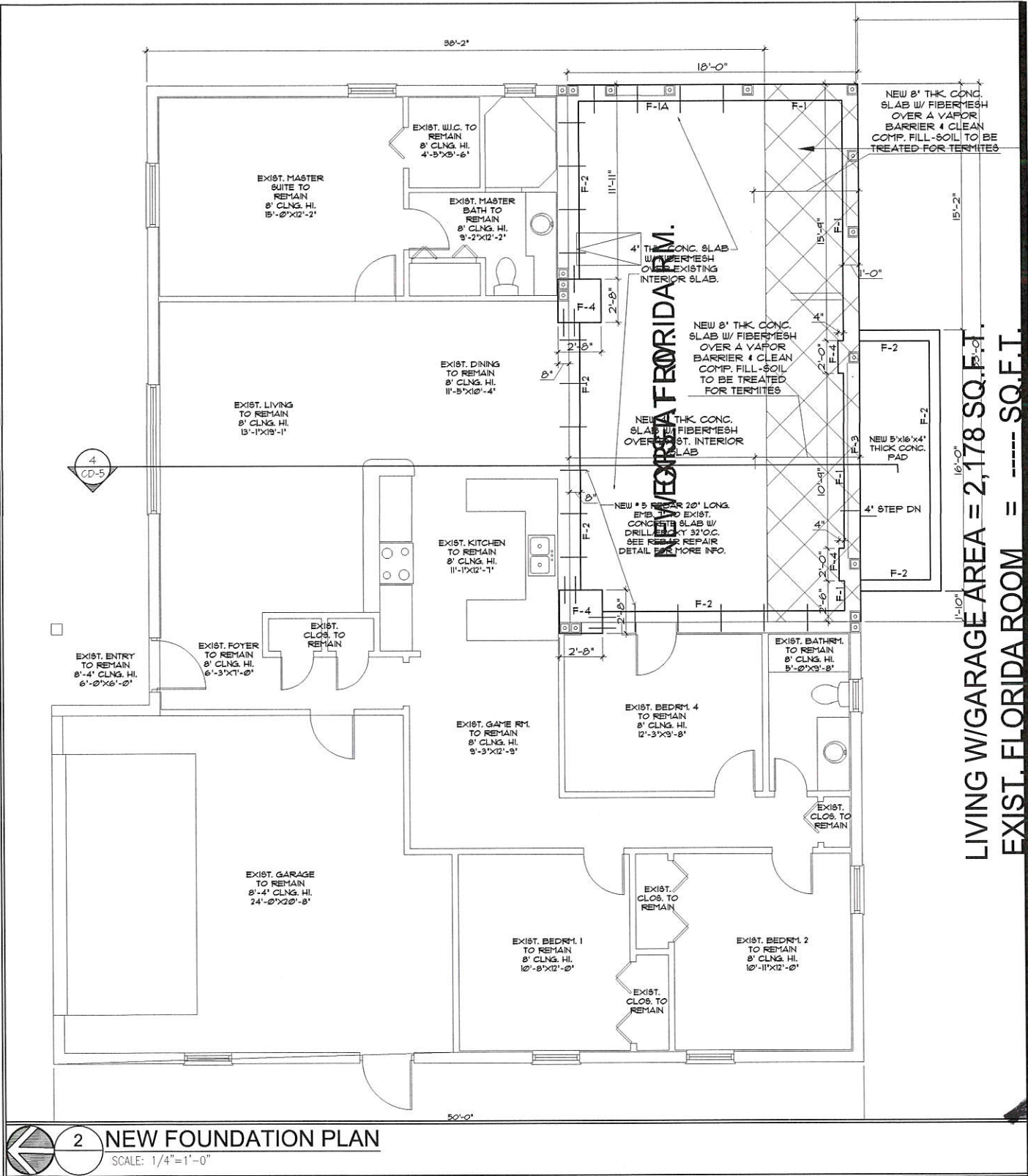


WALL LEGEND

--- EXISTING WALLS TO BE DEMOLISHED

___ EXISTING WALLS TO REMAIN

1 EXISTING FLOOR PLAN WITH DEMO
SCALE: 1/4"=1'-0"



2 NEW FOUNDATION PLAN
SCALE: 1/4"=1'-0"

CONC. FOOTING TYPES

□ = VERTICAL #5d BAR IN GROUT FILLED CELLS A/K/A DOWNSPOUR (DP)

FOOTING STYLE F-1 MONOLITHIC SLAB FOOTING

FOOTING STYLE F-1A MONOLITHIC SLAB FOOTING

FOOTING STYLE F-2 THICKENED EDGE

FOOTING STYLE F-3 DEPRESSIONED THRESHOLD FOR DOORS

FOOTING TIE DOVEL NTS

CONC. FOOTING AND SLAB DETAILS

PLAN NOTES:

- 1-GC. TO VERIFY WITH DESIGNER/ BUILDER IF ADDITIONAL BEARING INTERIOR WALLS/ FOOTINGS ARE NEEDED.
- 2-DAMP-PROOF ALL BELOW GRADE PORTIONS WALL & FOOTING PROVIDE CAPILLARY BREAK TO CONTROL HUMIDITY & MOISTURE.
3. 4" CONC. SLAB WITH 6"x6"x14"x14 W/M. ON 6 MIL VAPOR BARRIER ON 8% MAX. DENSITY COMPACTED, TERMITES TREATED SOIL.

3 FOUNDATION DETAILS, NOTES & SCHEDULES
SCALE: N.T.S.

C.A.G. Caribeño Architectural Group Inc
FLORIDA CERTIFICATE #AR 0017819
1250 W. EAU GALLEE BLVD, SUITE F, MELBOURNE, FL 32935
PHONE (321) 622-6900 FAX (321) 622-6901

CLIENT: LANDIN FAMILY
407 RIVERVIEW LN.
MELBOURNE BEACH, FLORIDA 32951

PROJECT NAME: LANDIN ADDITION
407 RIVERVIEW LANE
MELBOURNE BEACH, FLORIDA 32951

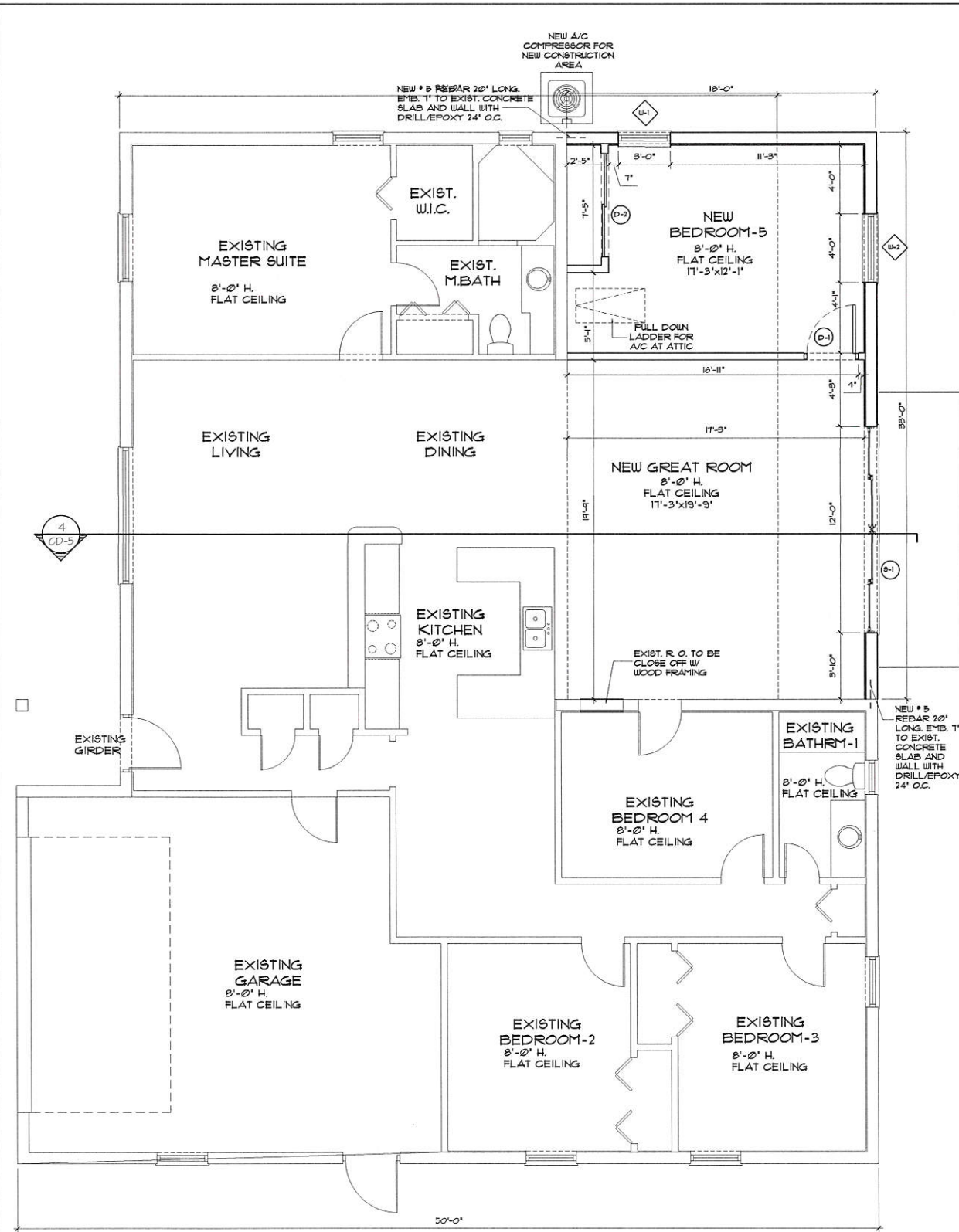
SHEET TITLE: EXIST/DEMO FL. PLAN, NEW FOUNDATION & DETAILS

REVISION

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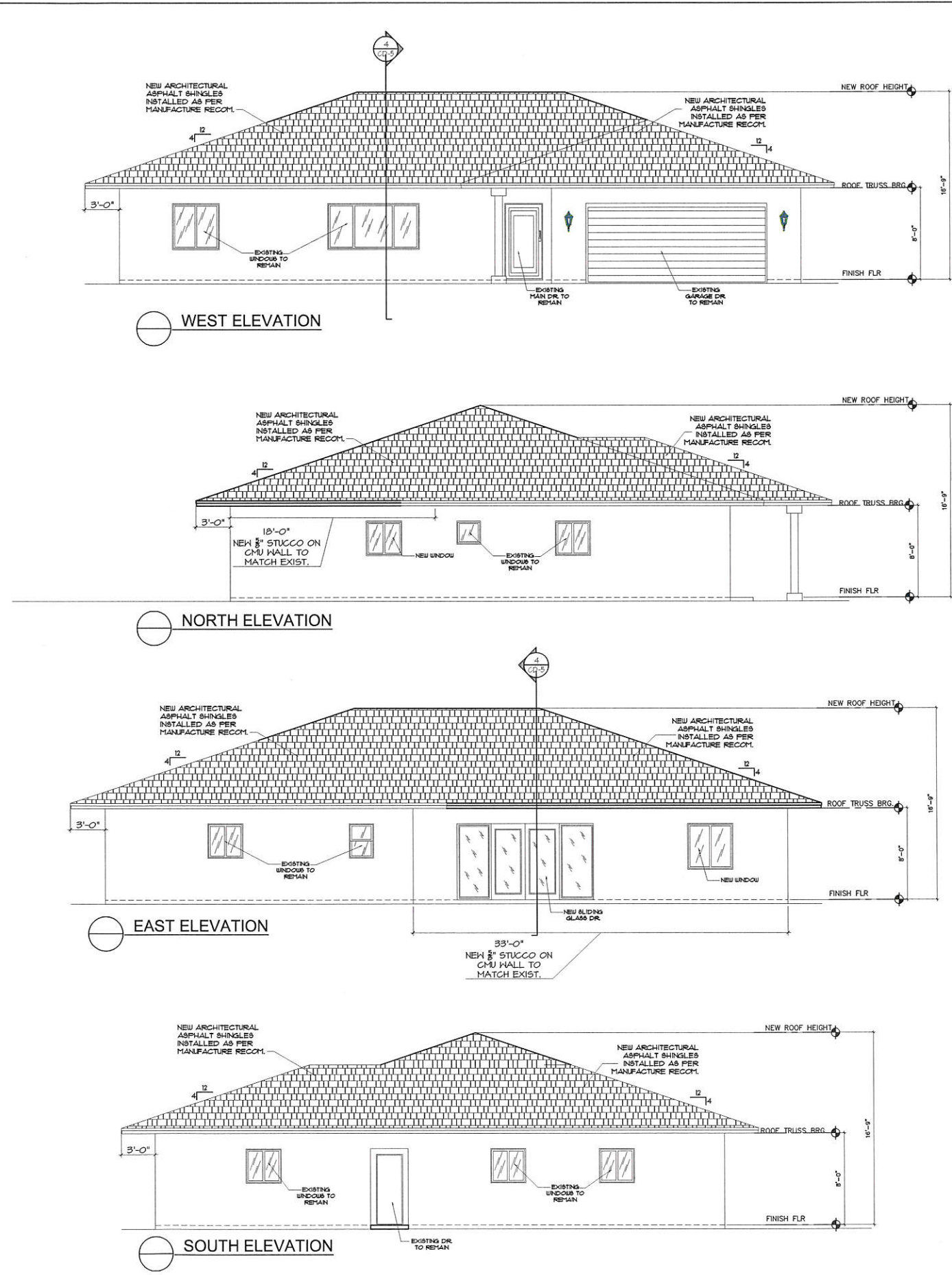
PROJECT NO. CAG-R 16-014
DATE: 11-12-2019
OWNER: AJG
DESIGNER: KRL
SCALE: AS SHOWN
SHEET NO.:

CD-1



EXISTING SQUARE FOOTAGE	
LIVING W/ GARAGE AREA	2178 S.F.
FLORIDA ROOM	403 S.F.
EXIST. GRAND TOTAL	2,581 S.F.

NEW SQUARE FOOTAGE	
LIVING W/ GARAGE AREA	2178 S.F.
FLORIDA ROOM	-----
NEW GREAT ROOM AREA	594 S.F.
NEW GRAND TOTAL	2,772 S.F.



2 EXTERIOR ELEVATIONS
SCALE: 3/16"=1'-0"

1 NEW FLOOR PLAN
SCALE: 1/8"=1'-0"

C.A.G.
Caribeño
Architectural
Group Inc
FLORIDA CERTIFICATE #AR 0017819
1250 W. EAU GALIE BLVD, SUITE F,
MELBOURNE, FL 32955
PHONE (321) 622-6900
FAX (321) 622-6901

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CLIENT:
LANDIN FAMILY
LANDIN ADDITION
407 RIVERVIEW LN.,
MELBOURNE BEACH, FLORIDA 32951

PROJECT NAME:
LANDIN ADDITION
407 RIVERVIEW LANE
MELBOURNE BEACH, FLORIDA 32951

SHEET TITLE:
NEW FLOOR PLAN AND ELEVATIONS

DESIGNED BY:
Kenneth R. Dyer
AR 0017819

REVISION		
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PROJECT NO. CAG-R 16-014
DATE: 11-12-2019
DRAWN: AJG
CHECKED: KRL
SCALE: AS SHOWN
SHEET NO.

CD-2



C A G
Caribeño
Architectural
Group Inc

FLORIDA CERTIFICATE #AR 0017819

1250 W. EAU GALIE BLVD, SUITE F,
MELBOURNE, FL 32955
PHONE (321) 622-6900
FAX (321) 622-6901

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CLIENT:
LANDIN FAMILY
407 RIVERVIEW LN.
MELBOURNE BEACH,
FLORIDA 32951

PROJECT NAME:
LANDIN ADDITION
407 RIVERVIEW LANE
MELBOURNE BEACH, FLORIDA 32951
SHEET TITLE:
EXISTING ROOF AND NEW ROOF PLAN

DESIGNER:
KRL
Kerith R. Lebron
AR 0017819

REVISION		
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PROJECT NO. CAG-R 16-014

DATE: 11-12-19

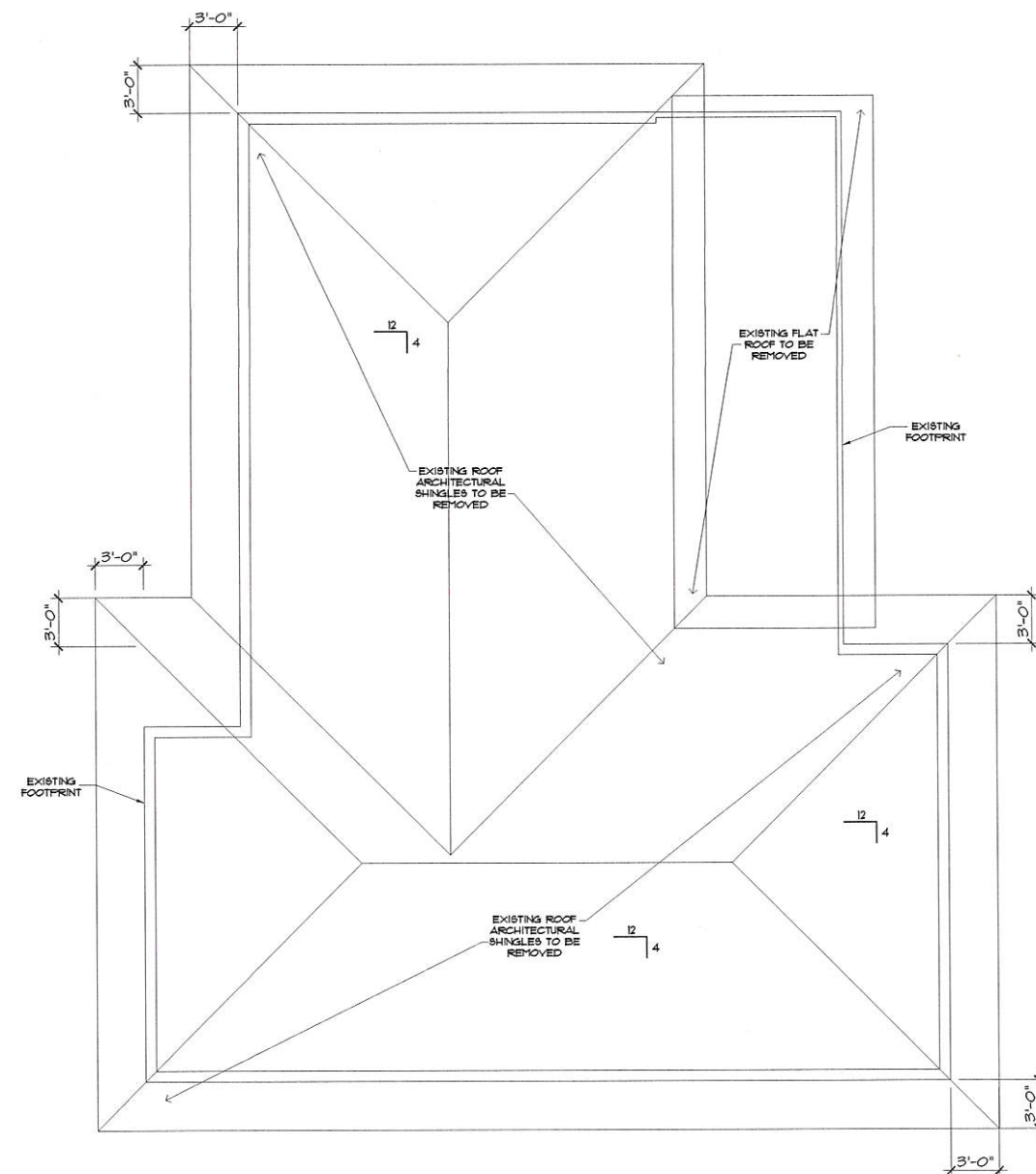
DRAWN: AJC

CHECKED: KRL

SCALE: AS SHOWN

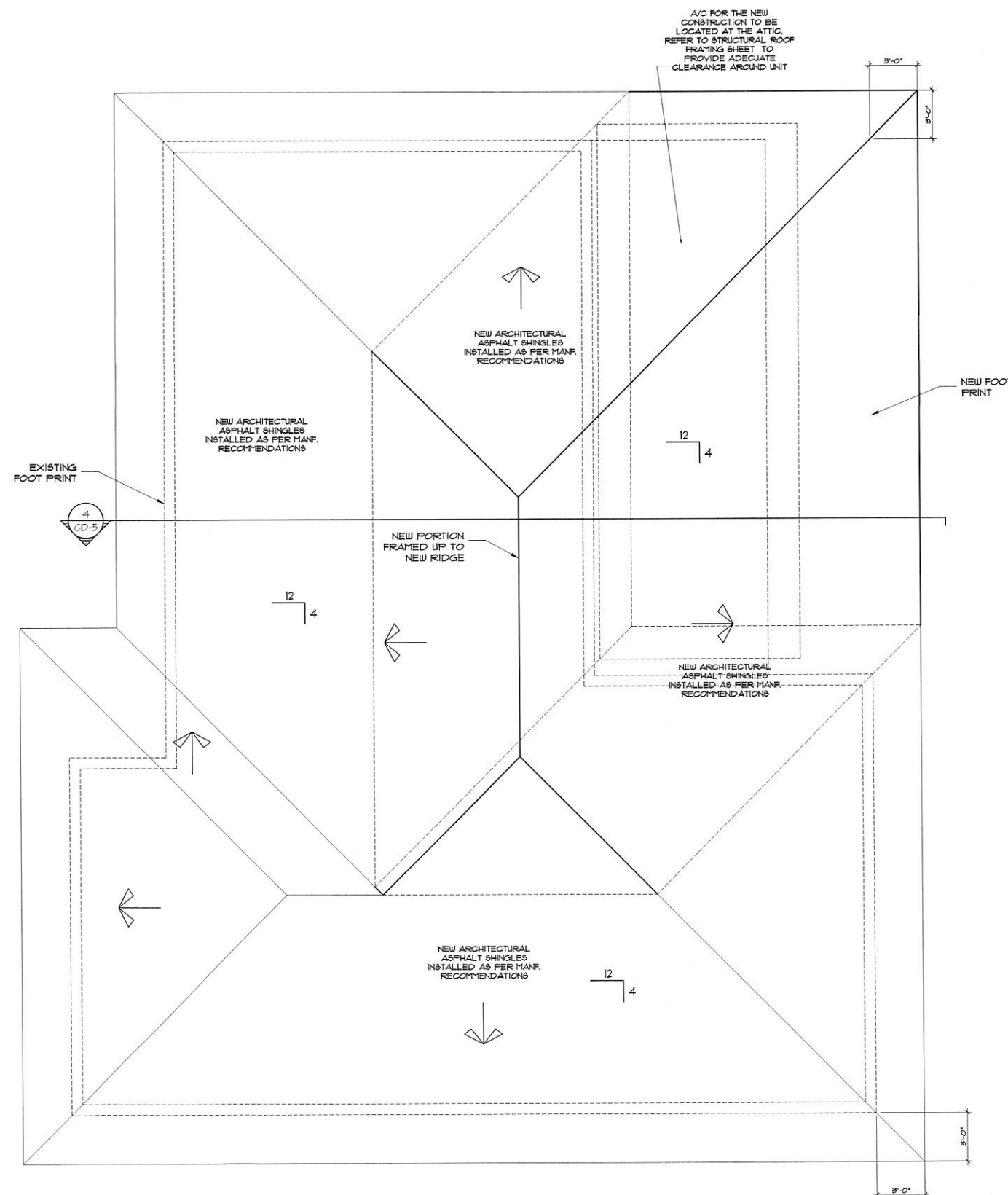
SHEET NO:

CD-3

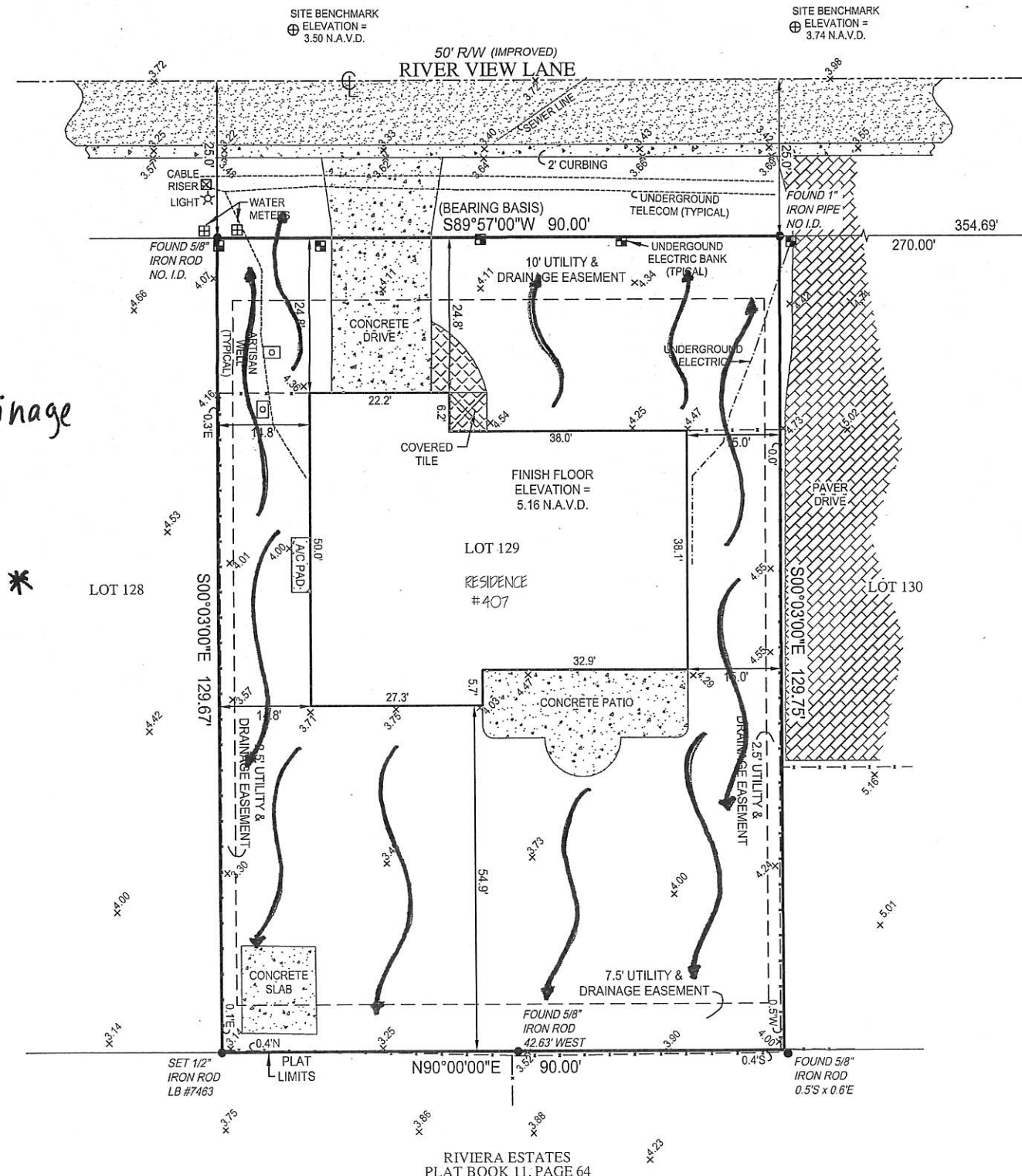
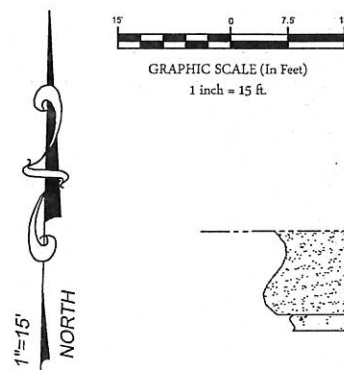


LEGEND

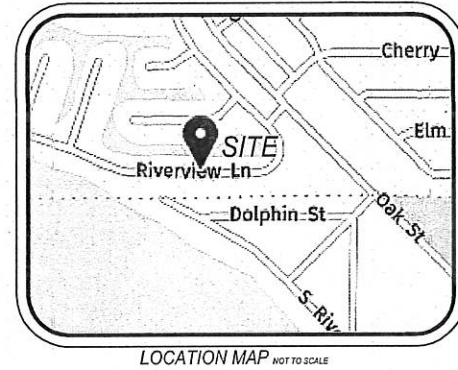
- EXISTING/NEW FOOTPRINT OF RESIDENCE
- EXISTING ROOF LAYOUT
- EXISTING/NEW ROOF SLOPE DIRECTION
- EXISTING ROOF LAYOUT TO BE DEMO
- NEW ROOF LAYOUT



26



*All drainage
away from
adjacent
properties.*



LEGAL DESCRIPTION:

LOT 129, HARBOR EAST SECTION THREE AMENDED,
ACCORDING TO THE PLAT THEREOF, AS RECORDED IN
PLAT BOOK 23, PAGE 35, OF THE PUBLIC RECORDS OF
BREVARD COUNTY, FLORIDA.

FLOOD ZONE: XE
COMMUNITY NUMBER: 125128
PANEL: 12009C0616
SUFFIX: G
BASE FLOOD ELEVATION: 4.7 (N.A.V.D. 88)
FIRM DATE: 03-17-2019

ABBREVIATION DESCRIPTION:

A/C	AIR CONDITIONER
C/L	CENTERLINE
I.D.	IDENTIFICATION
LB	LICENSED BUSINESS
N.A.V.D.	NORTH AMERICAN VERTICAL DATUM
P.C.	POINT OF CURVATURE
PSM	PROFESSIONAL SURVEYOR MAPPER
R/W	RIGHT OF WAY
X.XX	TOPOGRAPHIC ELEVATION

ORIGINATION BENCHMARK

BREVARD COUNTY BRASS DISK
"K8A06 2011"
N.A.V.D. 1988 ELEVATION = 9.83

NOTES:

1. LEGAL DESCRIPTION PROVIDED BY CLIENT
2. NO SEARCH OF THE PUBLIC RECORD FOR THE PURPOSE OF ABSTRACTING TITLE WAS PERFORMED BY THIS OFFICE
3. NO SUBSURFACE IMPROVEMENTS WERE LOCATED AS PART OF THIS SURVEY
4. ALL ANGLES AND DISTANCES SHOWN HEREON ARE BOTH RECORD AND MEASURED UNLESS OTHERWISE NOTED
5. THE BEARINGS SHOWN HEREON ARE BASED ON THE NORTHERLY PROPERTY LINE, ASSUMED TO BEAR S89°57'00"W.

BOUNDARY AND TOPOGRAPHIC SURVEY OF
407 RIVER VIEW LANE
MELBOURNE BEACH, FL 32951
PREPARED FOR
JOSH LANDIN

Project C-18437	Sheet 1 OF 1
Date 12-04-2019	
Scale 1" = 15'	

COMPASS
SURVEYING

6350 N. MILITARY TRAIL, SUITE 102
WEST PALM BEACH, FL 33407
PHONE: 561.640.4800
FAX: 561.640.0576
LB #7463

WWW.COMPASSSURVEYING.NET

Kenneth J. Osborne PSM #6415
THIS SURVEY IS NOT VALID WITHOUT
THE SIGNATURE AND THE ORIGINAL RAISED SEAL
OF A FLORIDA LICENSED SURVEYOR AND MAPPER

522 Avenue A



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ESTABLISHED 1883

Site Plan Review

Applicable Codes

Town of Melbourne Beach Land Development Code
2017 Florida Building Code

Date: December 27, 2019

Owner: Rydson, Michael & Linda H/W

Owner Address: 1301 Pine Street, Melbourne Beach, FL

Site Address: 522 Avenue A, Melbourne Beach, FL

Parcel ID: 28-38-07-01-2-22

Zoning: 3RS

Proposed Project: Construction of a new single family dwelling.

References: Town of Melbourne Beach Code of Ordinances: 7A-33

Request: Approval by Planning and Zoning Board, Town Commission for construction of a new single family dwelling. There will be some land and tree clearing as this is a vacant lot without any out-buildings.

Staff Review: The property lies in Zoning District 3RS

- 1). Project is a single family home as a principle use.
- 2). The Building Lot Zoning District requirements of min. lot area, width and depth.
Lot area is 13,500 sq. ft. min. 10,000 sq. ft.
Lot width is 90 ft. min. 90 ft.
Lot depth is 149.95 ft. min. 100 ft.
- 3). Lot coverage has a maximum of 30% for principle structure .
Lot coverage per plan is 27 % Footprint of Primary Structure is 3,699 sq. ft.
Max allowed for Primary Structure is 4,050 sq. ft. for Lot Area of 13,500 sq. ft.
- 4). Structure maximum height for zoning district is 28 ft.
The proposed height provided is 27' 11 5/8". A finished height elevation will be required at installation of sheathing of the roof.
Flood Zone X
- 5). Zoning District Setback requirements
Proposed Primary Structure Front Setback 25.3' (min. 25 ft.)
Proposed Primary Structure West Side Setback 15.3' (min. 15 ft.)
Proposed Primary Structure East Side Setback 15.3' (min. 15 ft.)
Proposed Primary Structure Rear Setback 30.6' (min. 25 ft.)

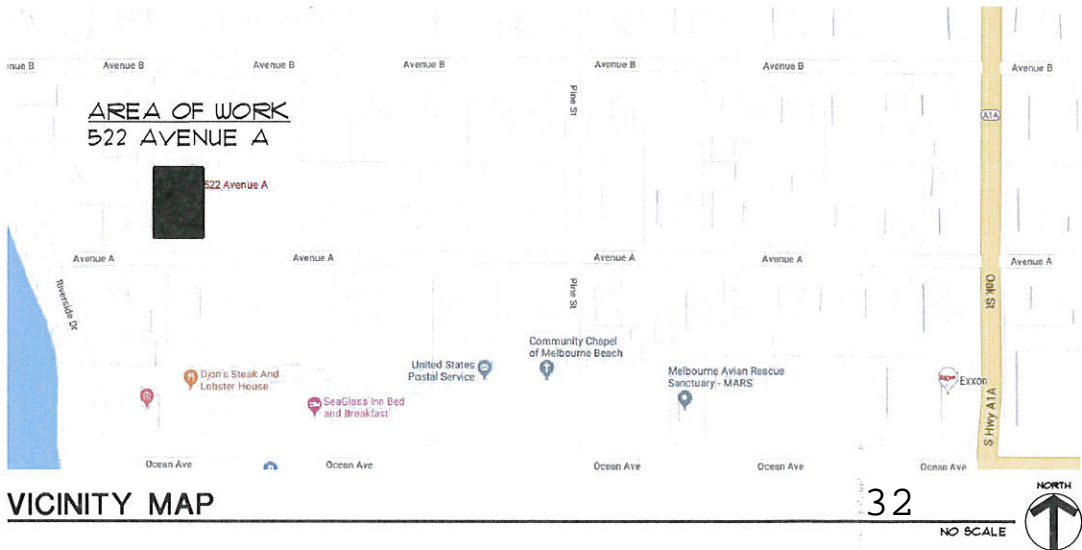
6). Sediment and Erosion control measures shall be met and approved by the Building Official in accordance with the Town of Melbourne Beach Code of Ordinances and Florida Building Codes.

7). On-site Storm water Retention Control measures shall be met and approved by the Building Official in accordance with the Town of Melbourne Beach Code of Ordinances and the Florida Building Codes. Topographic maps may be required. Minimum Landscaping Standards shall be met.

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


Marc Meyers
Building Official

CUSTOM RESIDENCE FOR
Michael and Linda Rydson
522 Avenue A
Melbourne Beach, Florida 32951



NARRATIVE:
THIS PROJECT IS A NEW CONSTRUCTION, SINGLE FAMILY RESIDENCE ON A VACANT LOT AT 522 AVENUE A IN THE TOWN OF MELBOURNE BEACH. THE HOME IS A SINGLE STORY, 2,726 SF CUSTOM RESIDENCE DESIGNED IN A FLORIDA VERNACULAR STYLE WITH METAL ROOFING, BRICK WAINSCOT AND PAINTED SIDING AND TRIM. THE HOME ALSO HAS AN ATTIC BONUS ROOM

PROJECT DATA SUMMARY - RESIDENTIAL		SCHEDULE OF DRAWINGS:
PROJECT NAME:	RYDSON RESIDENCE	SHEET DESCRIPTION A0.0 COVER SHEET, SHEET SCHEDULE, PROJECT DATA A0.1 SITE PLAN, LANDSCAPE PLAN + DRAINAGE PLAN A1.1 EXTERIOR ELEVATIONS A1.2 EXTERIOR ELEVATIONS A2.1 FIRST FLOOR PLAN A2.2 ATTIC FLOOR PLAN A3.1 FOUNDATION PLAN A3.2 ATTIC FLOOR FRAMING + FOUNDATION DETAILS A3.3 ATTIC ROOF FRAMING PLAN A3.4 UPPER ROOF FRAMING PLAN A3.5 STRUCTURAL NOTES A4.1 BUILDING SECTION A4.2 WALL SECTIONS A5.1 INTERIOR ELEVATIONS A6.1 WINDOW + DOOR ELEVATIONS A6.2 WINDOW + DOOR DETAILS A7.1 FIRST FLOOR ELECTRICAL PLAN A7.2 ATTIC FLOOR ELECTRICAL PLAN A8.1 FIRST FLOOR MECHANICAL PLAN A8.2 ATTIC FLOOR MECHANICAL PLAN + PLUMBING RISER
PROJECT ADDRESS:	AVENUE A MELBOURNE BEACH, FLORIDA 32951	
PROPOSED USE:	SINGLE FAMILY RESIDENCE	
CONTACT PERSON:	DAVID JACKSON PHONE: (321) 258-9191	
AUTHORITY/JURISDICTION:	BREVARD COUNTY, FLORIDA	
APPLICABLE CODES:		
BUILDING CODE:	FLORIDA BUILDING CODE RESIDENTIAL, 2017	
MECHANICAL CODE:	FLORIDA MECHANICAL CODE, 2017	
PLUMBING CODE:	FLORIDA PLUMBING CODE, 2017	
ELECTRICAL CODE:	NEC 2011	
FIRE CODE:	FLORIDA FIRE PREVENTION CODE	
LIFE SAFETY CODE:	N/A	
ACCESSIBILITY CODE:	N/A	
ENERGY CODE:	FLORIDA BUILDING CODE RESIDENTIAL, 2017	
BUILDING PLANNING		
OCCUPANCY:	R-1	
MIXED OCCUPANCY:	NO	
WIND SPEED ZONE:	150 MPH	
SQUARE FOOTAGE CALCULATIONS		
1ST FLOOR CONDITIONED AREA:	2,726 SQ FT	
ATTIC FLOOR CONDITIONED AREA:	500 SQ FT	
TOTAL CONDITIONED AREA:	3,224 SQ FT	
GARAGE AREA:		
COVERED PORCHES:	513 SQ FT	
TOTAL UNCONDITIONED AREA:	400 SQ FT	
TOTAL UNCONDITIONED AREA:	913 SQ FT	
TOTAL FLOOR AREA UNDER ROOF:	4,207 SQ FT	

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CHECKED DBJ
JOB NO. R-09-19
DATE 12-9-2019

REVISIONS:
12-4-19 REVIEW SET
DEVELOPMENT
1-7-20 APPLICATION

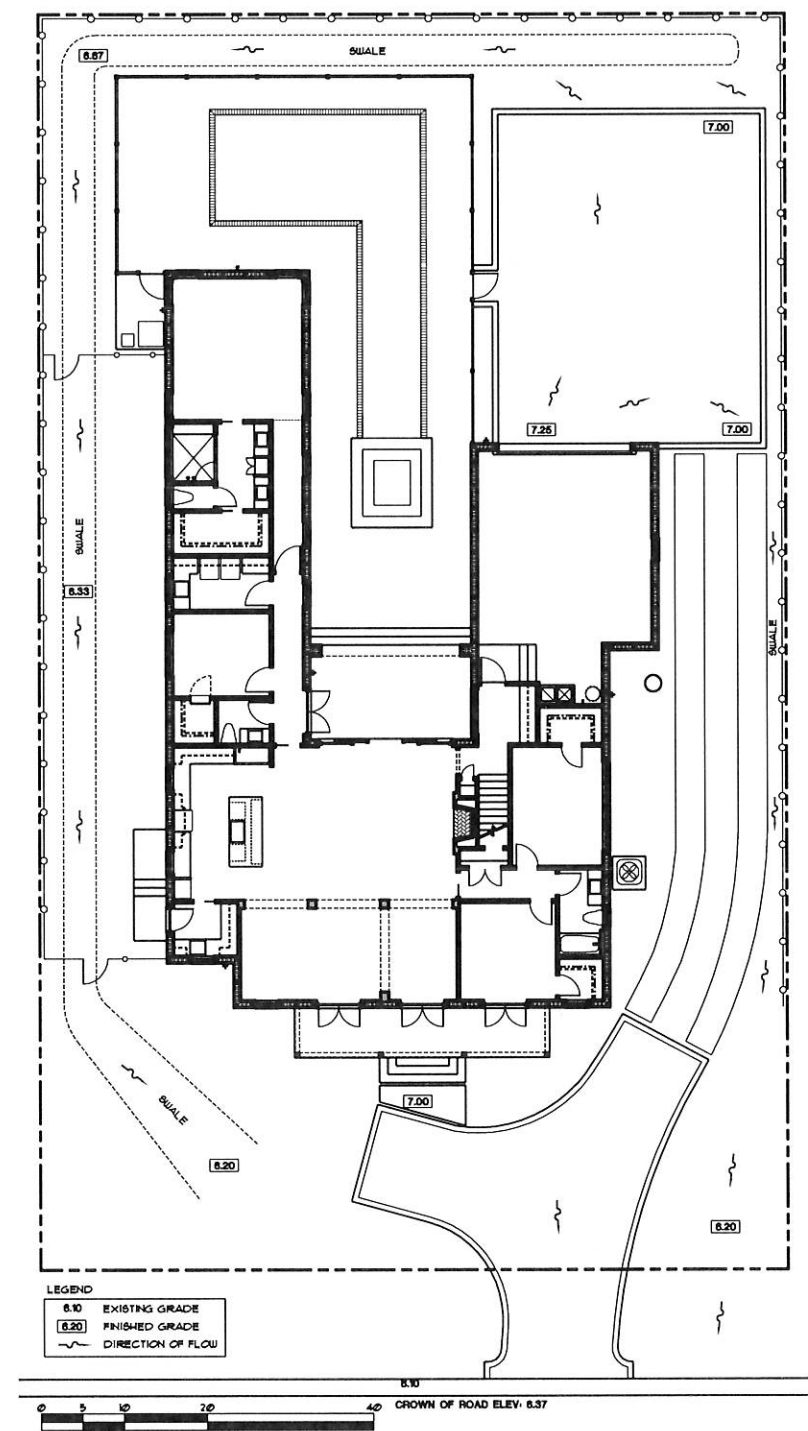
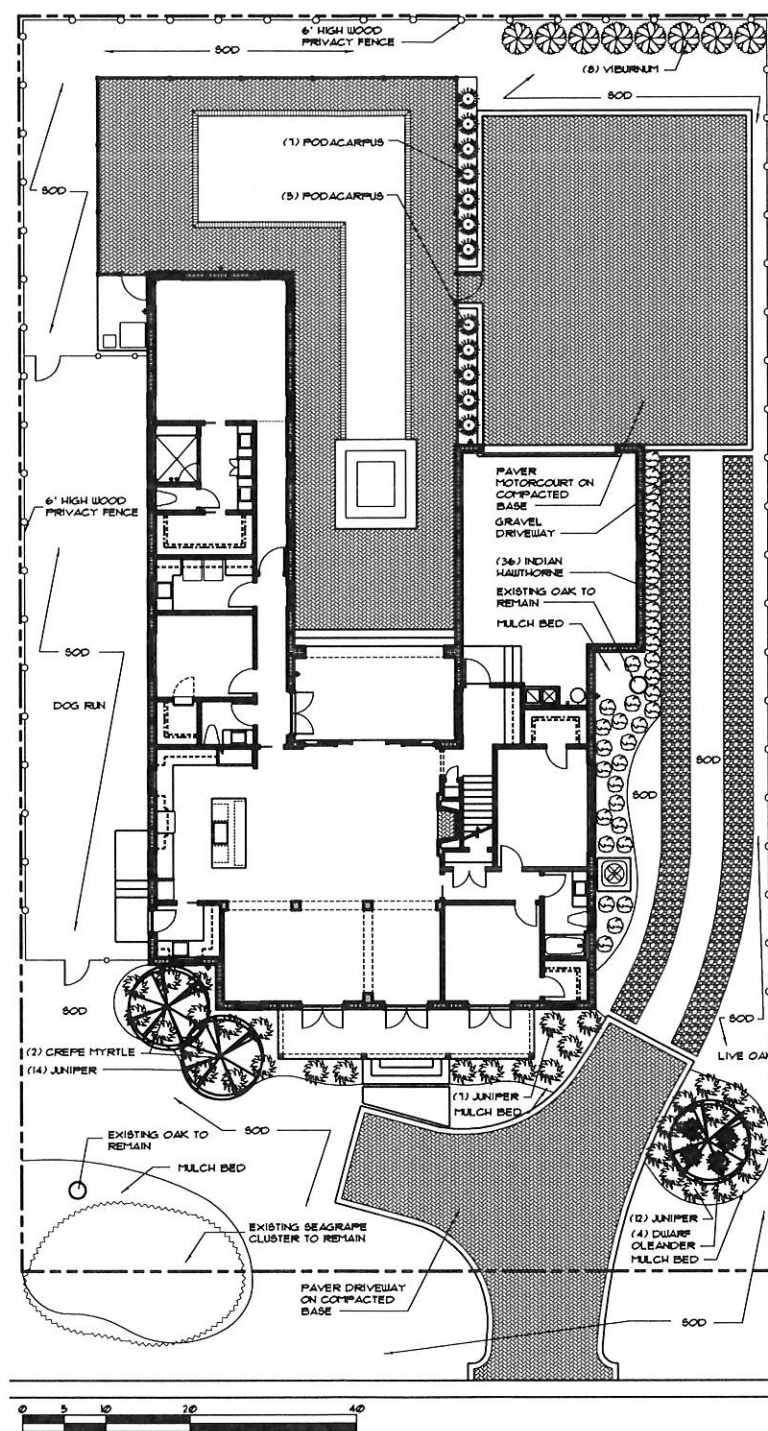
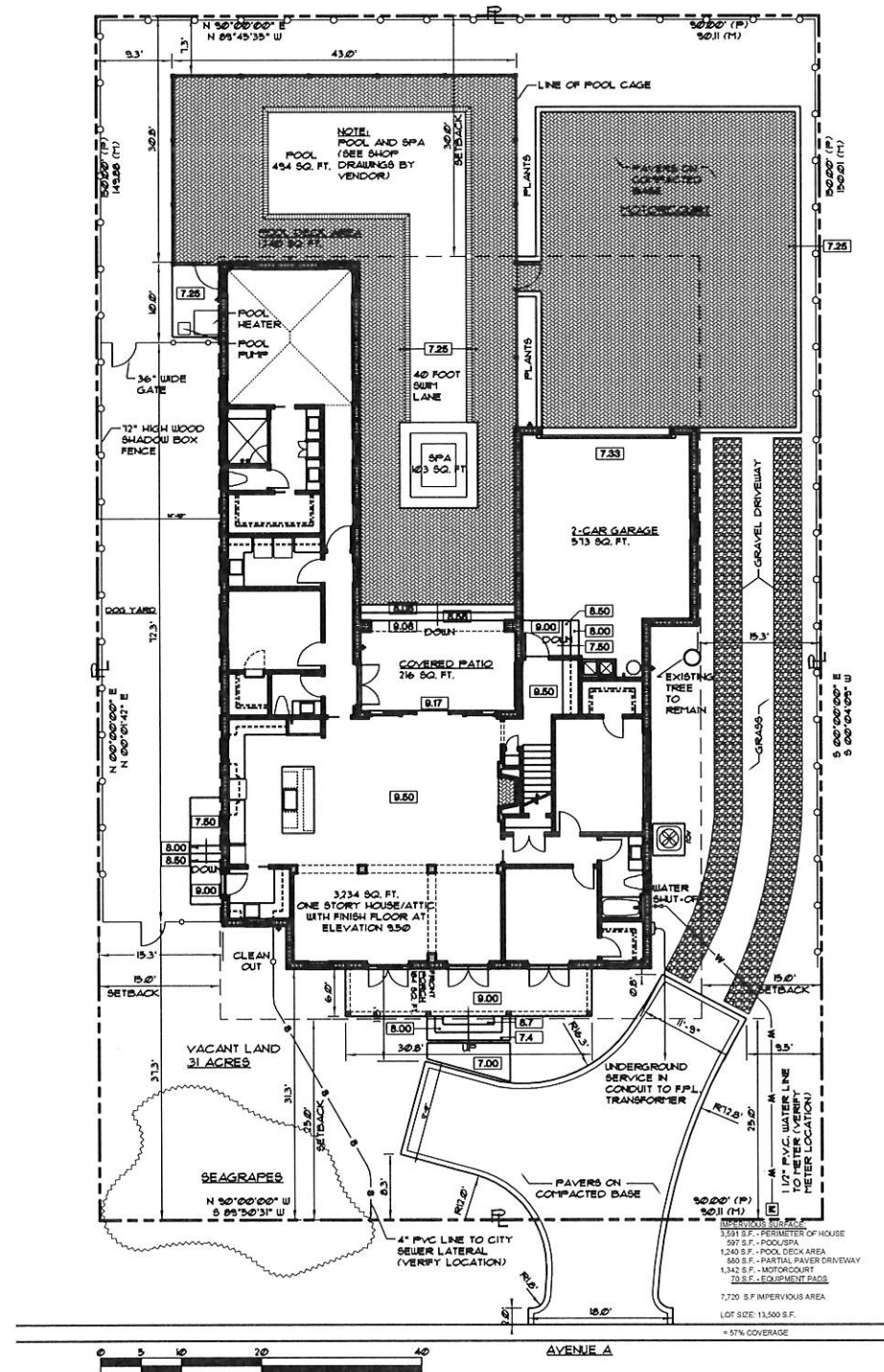
RYDSON RESIDENCE
522 AVENUE A
MELBOURNE BEACH
FLORIDA 32951

COVER SHEET

David Boyd Jackson
License No. 20001780

JACKSON KIRSCHNER
ARCHITECTS, P.A.
License No. 144034017
Melbourne, FL 32909
321.258.9191

SHEET NO.
A0.0
1 OF - SHEETS



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REVISIONS:


12-4-19	REVIEW SET
	DEVELOPMENT
1-7-20	APPLICATION

RYDSON RESIDENCE
522 AVENUE A
MELBOURNE BEACH
FLORIDA 32951

SITE PLAN,
LANDSCAPE PLAN
& DRAINAGE PLAN

SEAL

JACKSON KIRSCHNER
ARCHITECTS, P.A.
License No. A4000007



1435 Highland Avenue
(321) 259-9191

Melbourne, FL 32905
(321) 253-4562

SHEET NO.
A0.1
- OF - SHEETS

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1-7-20 APPLICATION

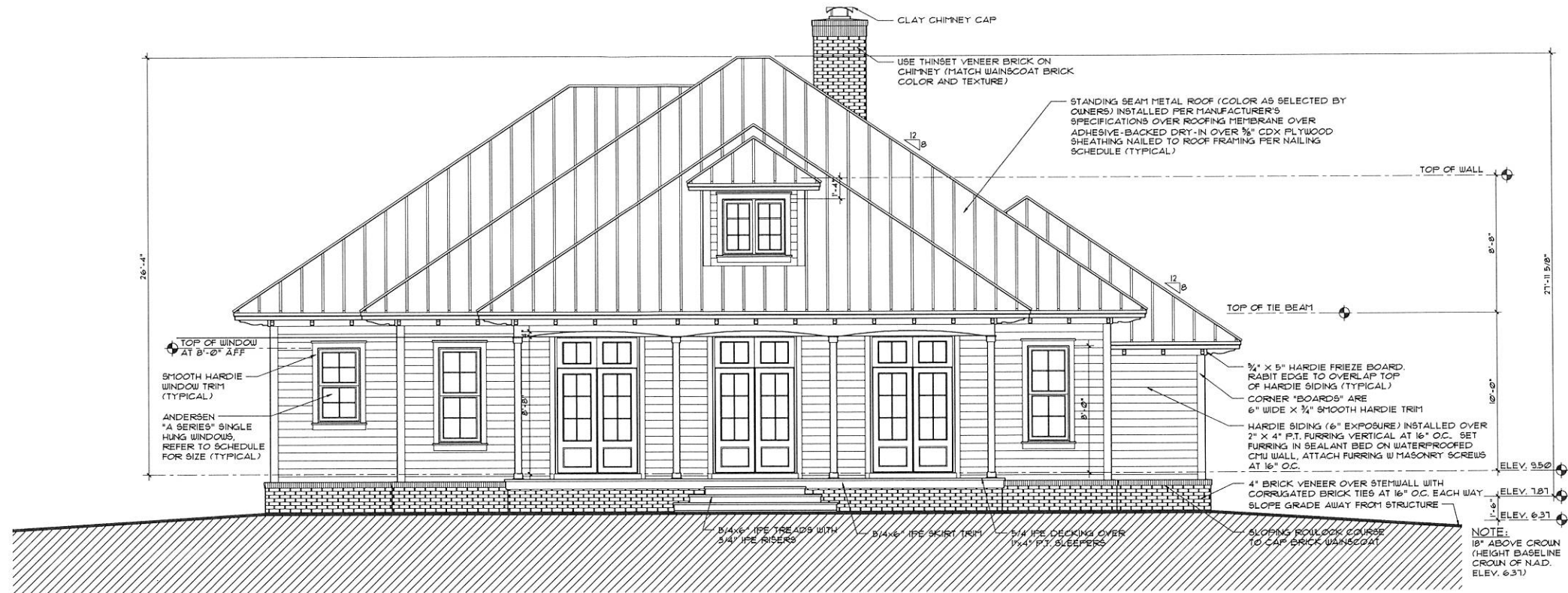
ROBINSON RESIDENCE
522 AVENUE A
MELBOURNE BEACH
FLORIDA 32951

EXTERIOR ELEVATIONS

SEAL
David Boyd Jackson
License No. 00091105

JACKSON KIRSCHNER
ARCHITECTS, P.A.
License No. 00000007
14551 Highway 1A, Suite 200
Melbourne, FL 32906
321.253-1922

SHEET NO.
A1.1
- OF - SHEETS



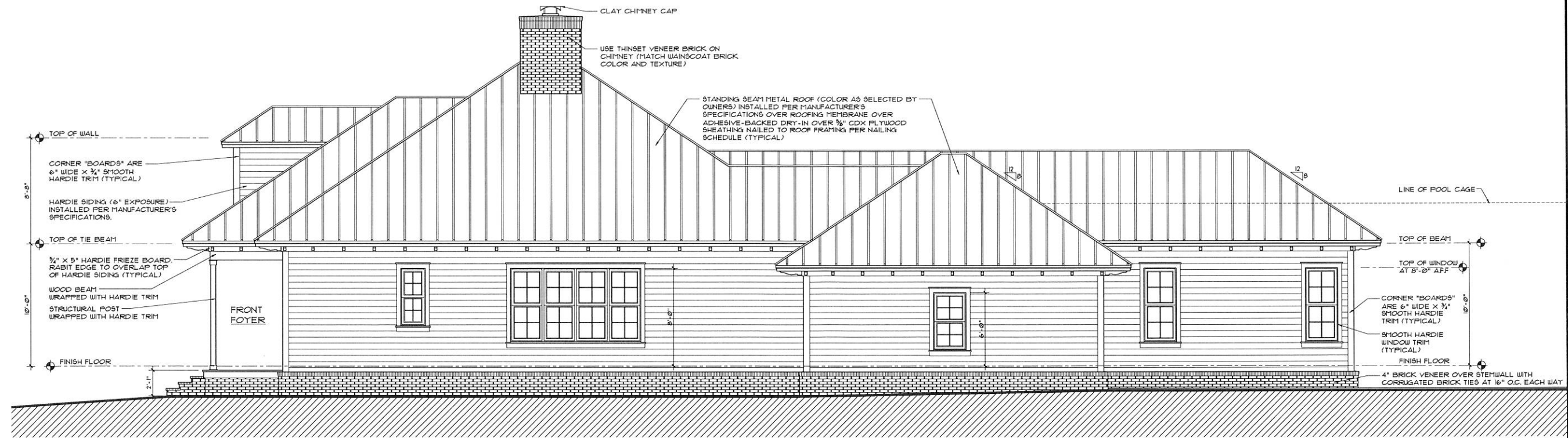
SOUTH (FRONT) ELEVATION

1/4" = 1'-0"



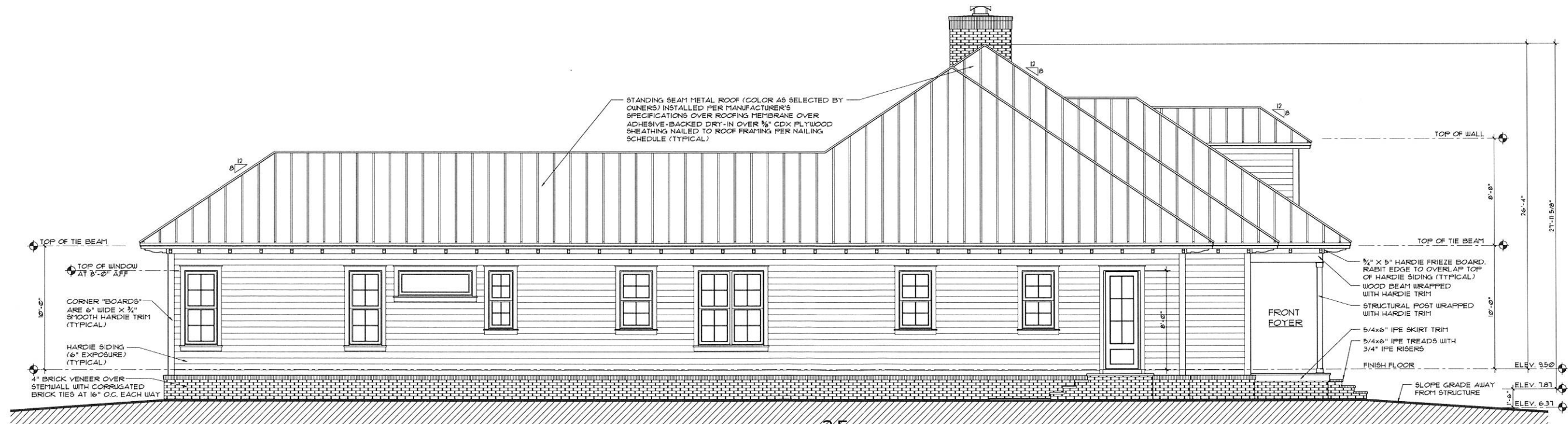
NORTH (REAR) ELEVATION

1/4" = 1'-0"



EAST ELEVATION

1/4" = 1'-0"



WEST ELEVATION

1/4" = 1'-0"

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REVISIONS:
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1-7-20 APPLICATION

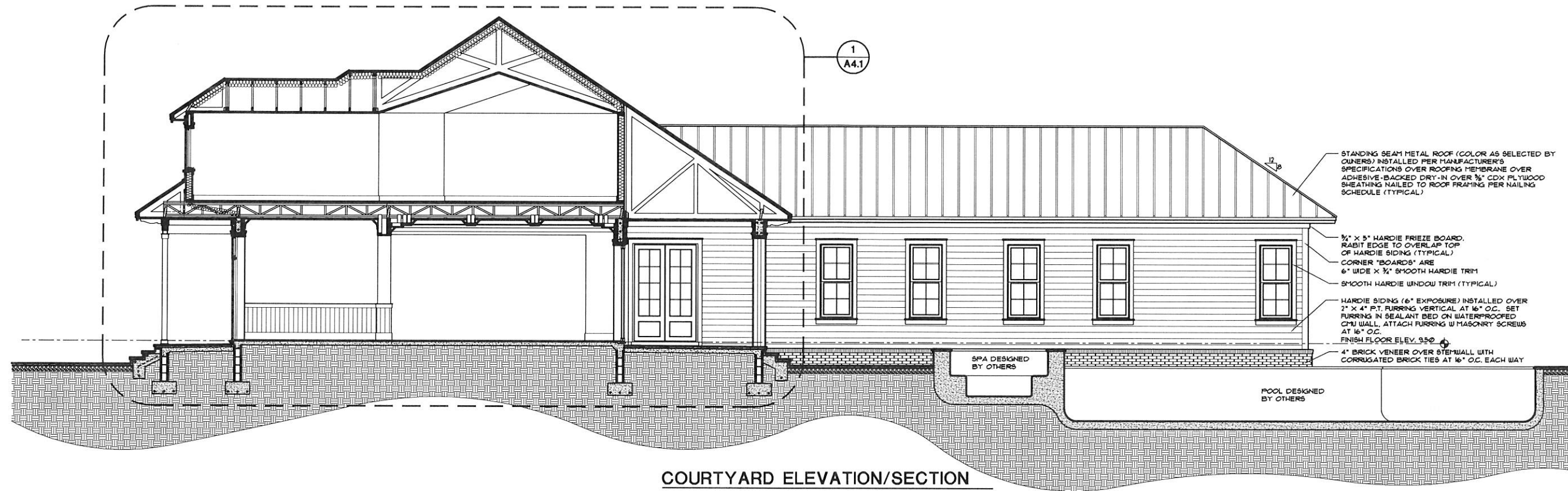
JACKSON KIRSCHNER
522 AVENUE A
MELBOURNE BEACH
FLORIDA 32951

EXTERIOR ELEVATIONS

SEAL
Daaf Royal Jackson
License No. 18061155

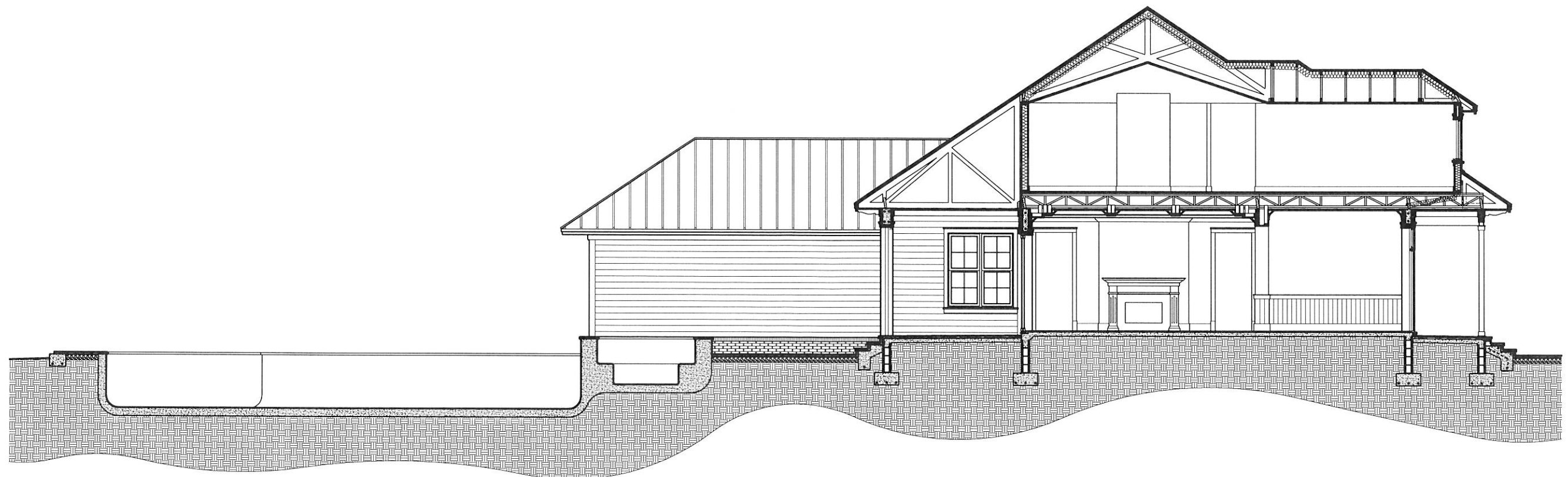
JACKSON KIRSCHNER
ARCHITECTS, P.A.
License No. 18061155
1806 Highland Avenue
Melbourne, FL 32901
321.234-0932

SHEET NO.
A1.2
- OF - SHEETS



COURTYARD ELEVATION/SECTION

1/4" = 1'-0"



COURTYARD ELEVATION/SECTION

1/4" = 1'-0"

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DATE 12-9-2019

REVISIONS:
12-4-19 REVIEW SET
DEVELOPMENT
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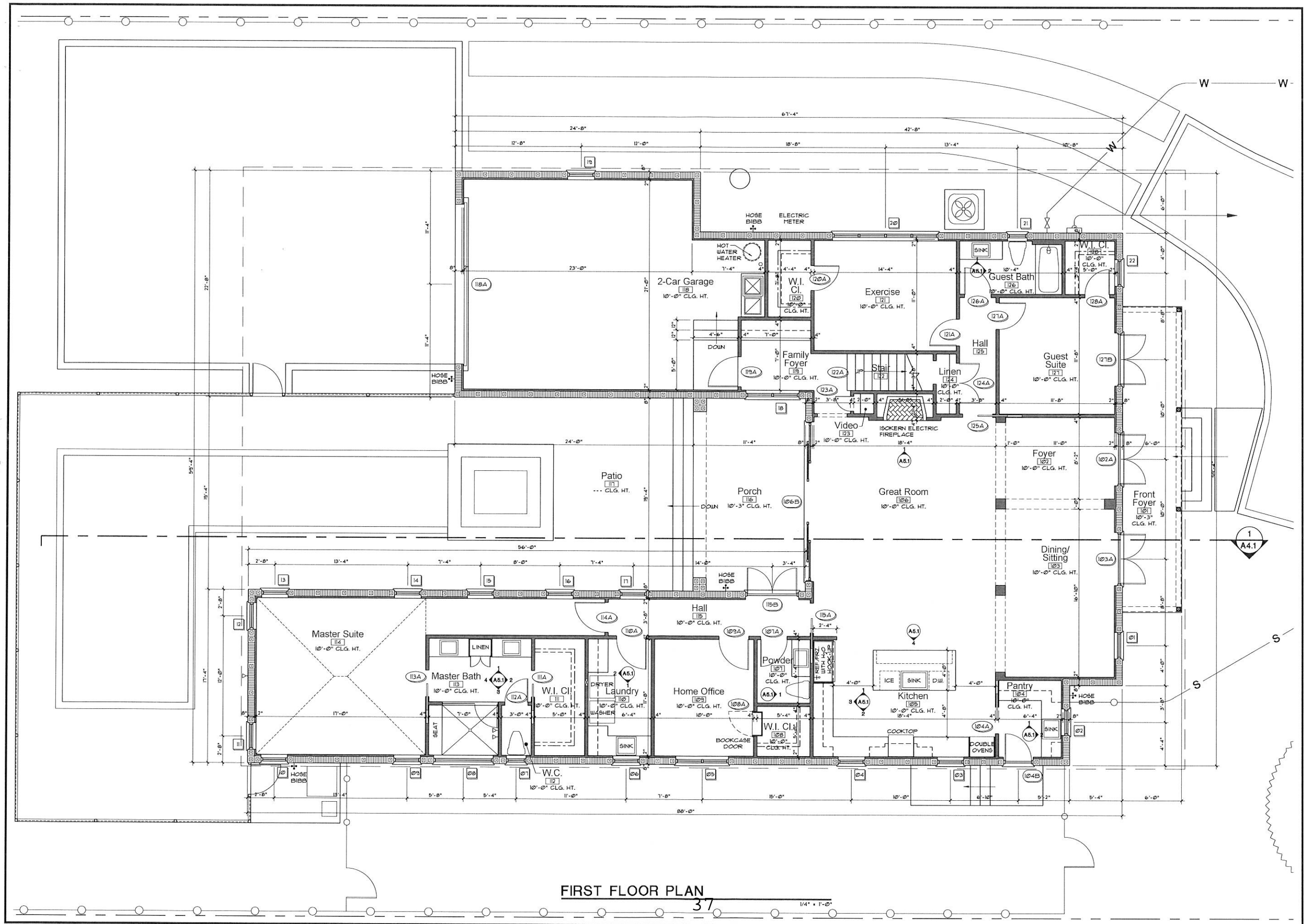
RYANSON RESIDENCE
522 AVENUE A
MELBOURNE BEACH
FLORIDA 32951

EXTERIOR ELEVATIONS

SEAL
David Boyd Jackson
License No. A4000106

JACKSON KIRSCHNER
ARCHITECTS, P.A.
License No. A4000097
Melbourne, FL 32905
1435 Highland Avenue
32911 259-7171

SHEET NO.
A1.3
- OF - SHEETS



FIRST FLOOR PLAN

37

1/4" = 1'-0"

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CHECKED DBJ
JOB NO. R-09-19
DATE 12-9-2019

REVISIONS:
12-4-19 REVIEW SET
1-7-20 DEVELOPMENT
1-7-20 APPLICATION

WYSON RESIDENCE
522 AVENUE A
MELBOURNE BEACH
FLORIDA 32951

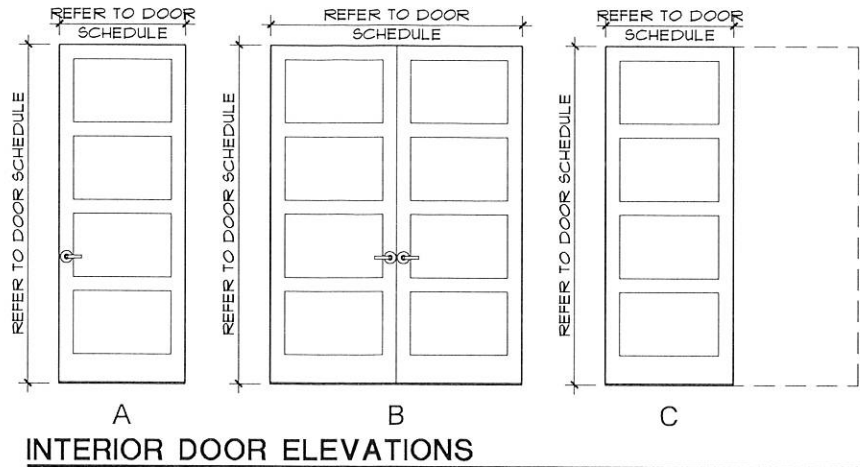
FIRST FLOOR PLAN

David Boyd Jackson
License No. A00011760

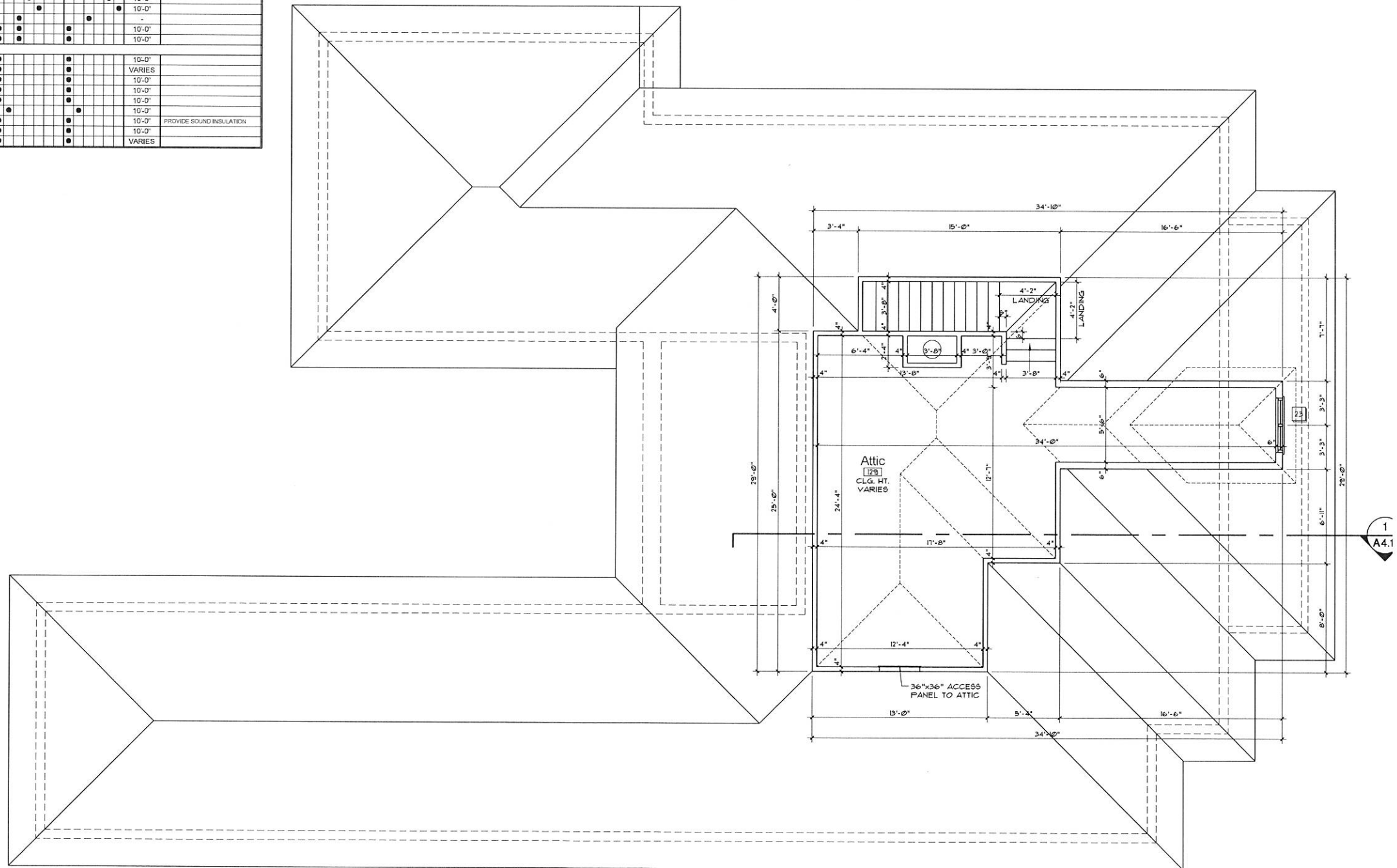
JACKSON KIRSCHNER
ARCHITECTS, P.A.
Melbourne, FL 32935
1430 Highland Avenue
321.254.1512

SHEET NO.
A2.1
- OF - SHEETS

FIRST FLOOR ROOM FINISH SCHEDULE											
NO.	ROOM NAME	FLOOR			BASE	WALLS			CEILINGS		
		POSSIBLE TILE	WOOD	EPoxy PAINTED CONCRETE		BRICK	CARPET	5/8" PAINTED POLAR	TYPE "X" GYPSUM BOARD	STUCCO	OTHER
101	FRONT FOYER										
102	FOYER										
103	DINING/SITTING										
104	PANTRY										
105	KITCHEN										
106	GREAT ROOM										
107	POWDER ROOM										
108	WALK-IN CLOSET										
109	HOME OFFICE										
110	LAUNDRY										
111	WALK-IN CLOSET										
112	WATER CLOSET										
113	MASTER BATH										
114	MASTER SUITE										
115	HALL										
116	PORCH										
117	PATIO										
118	2-CAR GARAGE										
119	FAMILY FOYER										
120	WALK-IN CLOSET										
121	EXERCISE										
122	STAIR										
123	VIDEO										
124	LINEN										
125	HALL										
126	GUEST BATH										
127	GUEST SUITE										
128	WALK-IN CLOSET										
129	ATTIC										



FIRST FLOOR INTERIOR DOOR SCHEDULE						
ROOM NAME	NO.	DOOR MATERIAL	DOOR SIZE	ELEV.	FRAME TYPE	HARDWARE
PANTRY	104A	S.C.W.	2'-8"x8'-0"	C	WOOD	POCKET SLIDING DOOR
POWDER ROOM	107A	S.C.W.	2'-8"x8'-0"	A	WOOD	PRIVACY
WALK-IN CLOSET	108A	S.C.W.	2'-6"x8'-0"	A	WOOD	PASSAGE
HOME OFFICE	109A	S.C.W.	3'-0"x8'-0"	A	WOOD	PRIVACY
LAUNDRY	110A	S.C.W.	3'-0"x8'-0"	A	WOOD	PASSAGE
WALK-IN CLOSET	111A	S.C.W.	2'-8"x8'-0"	C	WOOD	-
WATER CLOSET	112A	S.C.W.	2'-4"x8'-0"	A	WOOD	PRIVACY
MASTER BATH	113A	S.C.W.	2'-8"x8'-0"	C	WOOD	-
MASTER SUITE	114A	S.C.W.	3'-0"x8'-0"	A	WOOD	PRIVACY
HALL	115A	S.C.W.	3'-0"x8'-0"	C	WOOD	-
FAMILY FOYER	119A	S.C.W.	3'-0"x8'-0"	A	WOOD	LOCKSET
WALK-IN CLOSET	120A	S.C.W.	2'-6"x8'-0"	A	WOOD	PASSAGE
EXERCISE	121A	S.C.W.	2'-8"x8'-0"	A	WOOD	PRIVACY
STAIR	122A	S.C.W.	3'-0"x8'-0"	A	WOOD	PASSAGE
VIDEO	123A	S.C.W.	1'-6"x8'-0"	A	WOOD	PASSAGE
LINEN	124A	S.C.W.	(2) 2'-0"x6'-8"	B	WOOD	DUMMY
HALL	125A	S.C.W.	3'-0"x8'-0"	C	WOOD	-
GUEST BATH	126A	S.C.W.	2'-8"x8'-0"	A	WOOD	PRIVACY
GUEST SUITE	127A	S.C.W.	2'-8"x8'-0"	A	WOOD	PRIVACY
WALK-IN CLOSET	128A	S.C.W.	2'-6"x8'-0"	A	WOOD	PASSAGE



ATTIC FLOOR PLAN

DRAWN BY APS
CHECKED DBJ
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DATE 12-9-2019

REVISIONS:
12-4-19 REVIEW SET
1-7-20 DEVELOPMENT APPLICATION

RYANSON RESIDENCE
522 AVENUE A
MELBOURNE BEACH
FLORIDA 32951

ATTIC FLOOR PLAN

SEAL
David Boyd Jackson
License No. A08011750

JACKSON KIRSCHNER
ARCHITECTS, P.A.
1435 Highland Avenue
Melbourne, FL 32935
(321) 259-9137
License No. A08011750

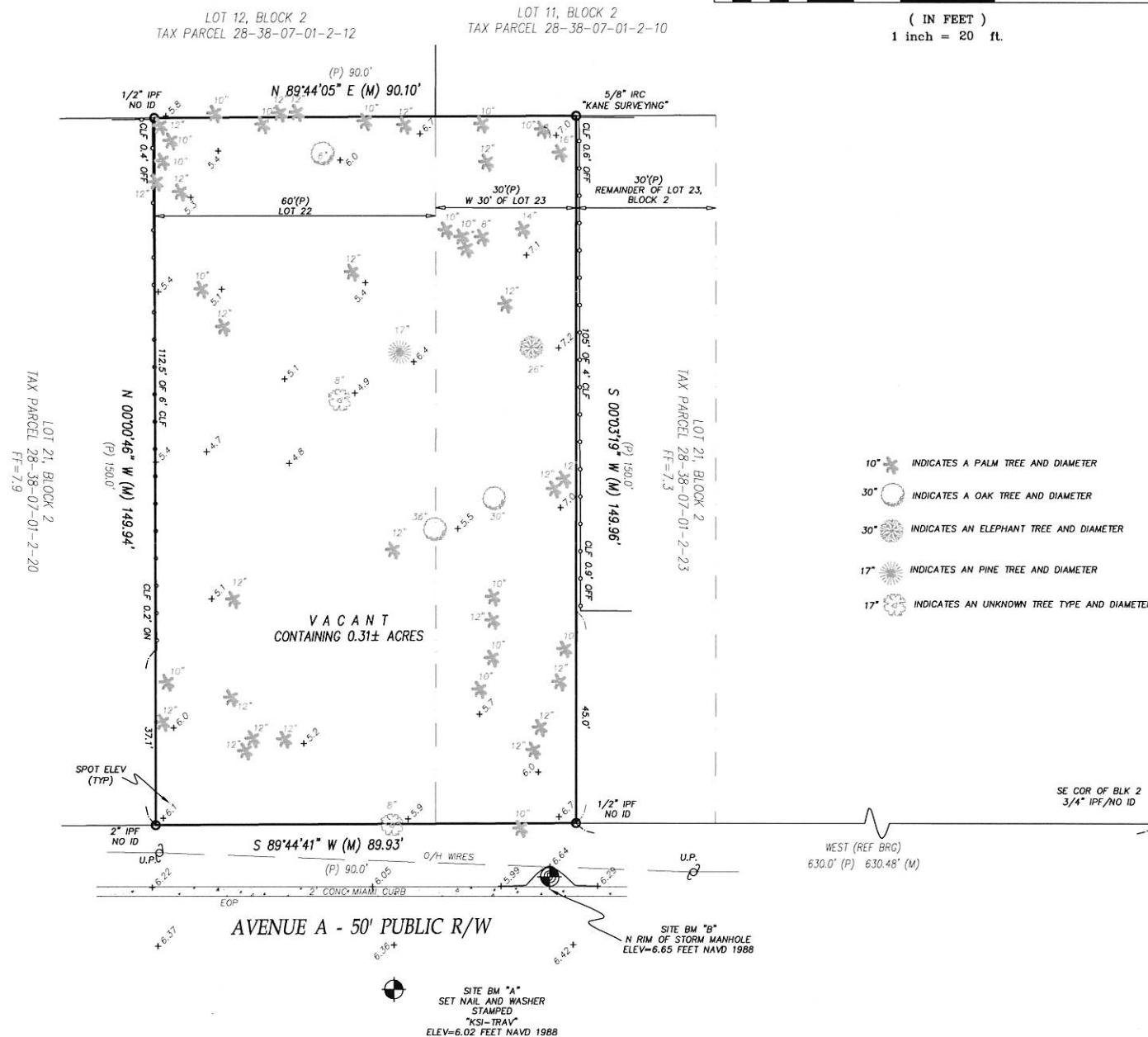
SHEET NO.
A2.2
- OF - SHEETS

MAP OF BOUNDARY & TOPOGRAPHIC SURVEY

GRAPHIC SCALE



(IN FEET)
1 inch = 20 ft.



- 10" * INDICATES A PALM TREE AND DIAMETER
- 30" ○ INDICATES A OAK TREE AND DIAMETER
- 30" ○ INDICATES AN ELEPHANT TREE AND DIAMETER
- 17" * INDICATES AN PINE TREE AND DIAMETER
- 17" ○ INDICATES AN UNKNOWN TREE TYPE AND DIAMETER

- LEGEND**
- A = ARC
 - A/C = AIR CONDITIONER
 - BFE = BASE FLOOD ELEVATION
 - BLDG = BUILDING
 - BLK = BLOCK
 - BM = BENCHMARK
 - BRG = BEARING
 - (C) = CALCULATED
 - CATV = CABLE TELEVISION
 - CBS = CONCRETE BLOCK STRUCTURE
 - CHD = CHORD
 - C/L = CENTERLINE
 - CLF = CHAIN LINK FENCE
 - CMF = CONCRETE MONUMENT FOUND
 - CMP = CORRUGATED METAL PIPE
 - CONC = CONCRETE
 - COR = CORNER
 - (D) = DEED
 - DB = DEED BOOK
 - DA = DELTA ANGLE
 - ELEC = ELECTRIC
 - ELEV = ELEVATION
 - ENC = ENCROACHMENT
 - EOP = EDGE OF PAVEMENT
 - ESMT = EASEMENT
 - FB = FIELD BOOK
 - FEMA = FEDERAL EMERGENCY MANAGEMENT AGENCY
 - FF = FINISHED FLOOR
 - FNC = FENCE
 - FND = FOUND
 - FP&L = FLORIDA POWER & LIGHT COMPANY
 - ID = IDENTIFICATION
 - IPF = IRON PIPE FOUND
 - IRC = IRON ROD & CAP FOUND
 - IRF = IRON ROD FOUND
 - IRS = 5/8" IRON ROD SET "LB 7838"
 - LB = LICENSED BUSINESS NUMBER
 - LS = (RLS) or (PLS) REGISTERED OR PROFESSIONAL LAND SURVEYOR
 - (M) = MEASURED
 - NAVD = NORTH AMERICAN VERTICAL DATUM
 - NDF = NAIL & DISK FOUND
 - NDS = 1 1/4" NAIL & DISK SET "LB 7838"
 - NVD = NATIONAL GEODETIC VERTICAL DATUM
 - No. = NUMBER
 - O/H = OVERHEAD
 - ORB = OFFICIAL RECORDS BOOK
 - O/S = OFFSET
 - (P) = PLAT
 - PB = PLAT BOOK
 - PC = POINT OF CURVATURE
 - PCC = POINT OF COMPOUND CURVATURE
 - PCP = PERMANENT CONTROL POINT
 - PI = POINT OF INTERSECTION
 - PLS = PROFESSIONAL LAND SURVEYOR
 - POB = POINT OF BEGINNING
 - POC = POINT OF COMMENCEMENT
 - PRC = POINT OF REVERSE CURVATURE
 - PRM = PERMANENT REFERENCE MONUMENT
 - PSM = PROFESSIONAL SURVEYOR AND MAPPER
 - PT = POINT OF TANGENCY
 - PUDE = PUBLIC UTILITY & DRAINAGE EASEMENT
 - PUE = PUBLIC UTILITY EASEMENT
 - R = RADIUS
 - REF = REFERENCE
 - RNG = RANGE
 - R/W = RIGHT OF WAY
 - SEC = SECTION
 - SFHA = SPECIAL FLOOD HAZARD AREAS
 - TEL = TELEPHONE RISER
 - TWP = TOWNSHIP
 - TYP = TYPICAL
 - UP = UTILITY POLE
 - WD = WOOD
 - WIT-COR = 5/8" IRON ROD SET WITH CAP "WITNESS LB 7838"
 - WM = WATER METER
 - XCF = CROSS CUT FOUND

- NOTES:**
1. BEARINGS BASED ON THE S LINE OF BLK 2 BEING WEST AS PER ASSUMED DATUM (SEE SKETCH)
 2. ELEVATIONS BASED ON BREVARD COUNTY SURVEYING AND MAPPING BM "422-34" BEING AT AN ELEV OF 6.711 FEET NAVD 1988.
 3. FLOOD ZONE "X", MAP No. 12009C0604G COMMUNITY No. 125128, MARCH 17, 2014. FLOOD ZONE INFORMATION DEPICTED HEREON IS APPROXIMATE. FEMA RETAINS SOLE AUTHORITY REGARDING BOUNDARY AND EXTENT OF SFHA.
 4. HORIZONTAL CLOSURE MEETS OR EXCEEDS THE ACCURACY REQUIREMENTS FOR SUBURBAN LAND AS PER FLORIDA STATUTE 5J-17-6.003
 5. BEARINGS, DISTANCES OR ANGLES SHOWN ARE THE SAME AS PLAT, DEED OR RECORD UNLESS SHOWN OTHERWISE.
 6. NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER. ADDITIONS OR DELETIONS TO SURVEY MAPS OR REPORTS BY OTHER THAN THE SIGNING PARTY OR PARTIES IS PROHIBITED WITHOUT WRITTEN CONSENT OF THE SIGNING PARTY.
 7. THE SURVEYOR HAS NOT LOCATED NOR ATTEMPTED TO LOCATE ANY UNDERGROUND UTILITIES, FOUNDATIONS, OR STRUCTURES OTHER THAN THOSE THAT MAY BE SHOWN HEREON.
 8. ONLY BOUNDARY CORNER MONUMENTS AS SHOWN HEREON ARE TO BE USED FOR THE LOCATION AND CONSTRUCTION OF IMPROVEMENTS.
 9. UNLESS OTHERWISE INDICATED THIS SURVEY WAS PREPARED WITHOUT BENEFIT OF A TITLE SEARCH OR ATTORNEY'S TITLE OPINION.

CERTIFICATION:

I HEREBY CERTIFY: THAT THE ATTACHED SURVEY WAS DONE UNDER MY DIRECTION AND MEETS THE STANDARDS OF PRACTICE SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL LAND SURVEYORS IN CHAPTER 5J-17 FLORIDA ADMINISTRATIVE CODE PURSUANT TO SECTION 472.027 FLORIDA STATUTES.

DATE: 12/9/19
JOEL A. SEYMOUR PROFESSIONAL LAND SURVEYOR AND MAPPER
STATE OF FLORIDA No. 6133

DRAWN BY: JAS SCALE 1 INCH = 20 FEET

LEGAL DESCRIPTION:

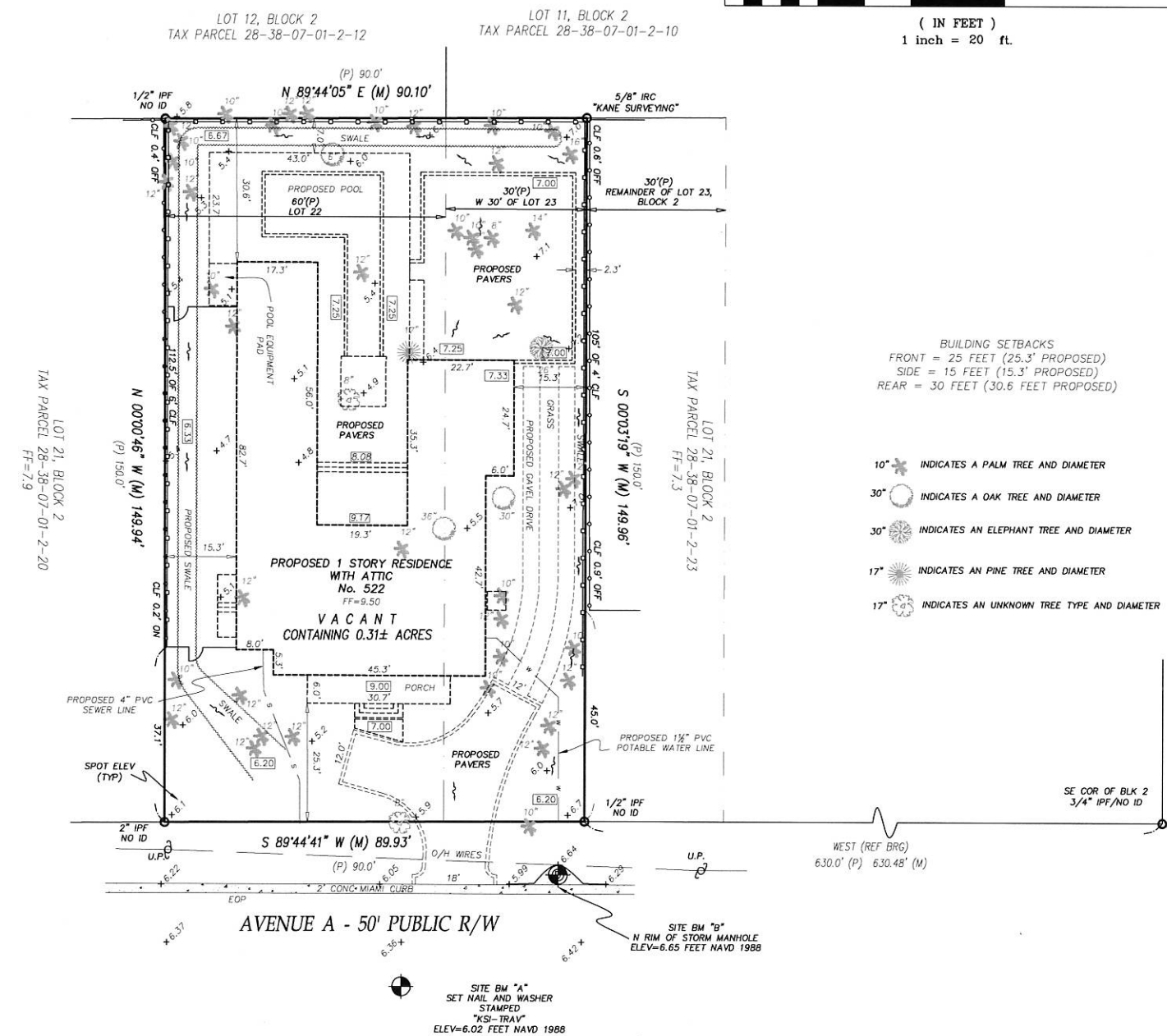
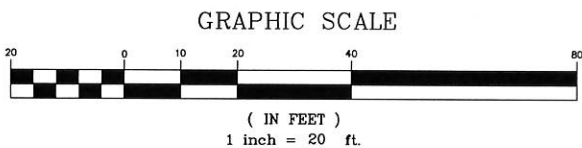
LOT 22 AND THE WEST 30 FEET OF LOT 23, BLOCK 2, HENRY WHITING'S PLAT OF MELBOURNE BEACH, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 1, PAGE 57, PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA

CERTIFIED TO: MIKE RYDSON AND LINDA RYDSON

BOUNDARY & TOPOGRAPHIC	DATE: 12/6/19	JOB No. 39532
		FB 19-13-70
		WHITINGS/L22B2

Kane Surveying, Inc.
FLORIDA LICENSED BUSINESS No. LB 7838
505 DISTRIBUTION DRIVE
MELBOURNE, FLORIDA 32904
(321) 676-0427 FAX (321) 984-1448

MAP OF BOUNDARY & TOPOGRAPHIC SURVEY



- LEGEND**
- A = ARC
A/C = AIR CONDITIONER
BFE = BASE FLOOD ELEVATION
BLDG = BUILDING
BLK = BLOCK
BM = BENCHMARK
BRG = BEARING
(C) = CALCULATED
CATV = CABLE TELEVISION
CBS = CONCRETE BLOCK STRUCTURE
CHD = CHORD
C/L = CENTERLINE
CLF = CHAIN LINK FENCE
CMF = CONCRETE MONUMENT FOUND
CMP = CORRUGATED METAL PIPE
CNC = CONCRETE
COR = CORNER
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DB = DEED BOOK
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FEMA = FEDERAL EMERGENCY MANAGEMENT AGENCY
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FND = FOUND
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IPF = IRON PIPE FOUND
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IRF = IRON ROD FOUND
IRS = 5/8" IRON ROD SET "LB 7838"
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PRM = PERMANENT REFERENCE MONUMENT
PSM = PROFESSIONAL SURVEYOR AND MAPPER
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TEL = TELEPHONE RISER
TWP = TOWNSHIP
TYP = TYPICAL
UP = UTILITY POLE
WD = WOOD
WIT-COR = 5/8" IRON ROD SET WITH CAP "WITNESS LB 7838"
WM = WATER METER
XCF = CROSS CUT FOUND
- 4.10 EXISTING GRADE
6.20 FINISHED GRADE
— DIRECTION OF FLOW
- INDICATES A PROPOSED FENCE 6" INSIDE PROPERTY LINE

BUILDING SETBACKS
FRONT = 25 FEET (25.3' PROPOSED)
SIDE = 15 FEET (15.3' PROPOSED)
REAR = 30 FEET (30.6 FEET PROPOSED)

- 10" * INDICATES A PALM TREE AND DIAMETER
30" * INDICATES A OAK TREE AND DIAMETER
30" * INDICATES AN ELEPHANT TREE AND DIAMETER
17" * INDICATES AN PINE TREE AND DIAMETER
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CERTIFICATION:
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DATE: 12/9/19
JOEL A. SEYMOUR PROFESSIONAL LAND SURVEYOR AND MAPPER
STATE OF FLORIDA No. 6133

DRAWN BY: JAS SCALE 1 INCH = 20 FEET

LEGAL DESCRIPTION:
LOT 22 AND THE WEST 30 FEET OF LOT 23, BLOCK 2, HENRY WHITING'S PLAT OF MELBOURNE BEACH, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 1, PAGE 57, PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA

CERTIFIED TO: MIKE RYDSON AND LINDA RYDSON

- NOTES:**
1. BEARINGS BASED ON THE S LINE OF BLK 2 BEING WEST AS PER ASSUMED DATUM (SEE SKETCH)
 2. ELEVATIONS BASED ON BREVARD COUNTY SURVEYING AND MAPPING BM "422-34" BEING AT AN ELEV OF 6.711 FEET NAVD 1988.
 3. FLOOD ZONE "X", MAP No. 12009C0604G COMMUNITY No. 125128, MARCH 17, 2014. FLOOD ZONE INFORMATION DEPICTED HEREON IS APPROXIMATE. FEMA RETAINS SOLE AUTHORITY REGARDING BOUNDARY AND EXTENT OF SFHA.
 4. HORIZONTAL CLOSURE MEETS OR EXCEEDS THE ACCURACY REQUIREMENTS FOR SUBURBAN LAND AS PER FLORIDA STATUTE 5J-17-6.003
 5. BEARINGS, DISTANCES OR ANGLES SHOWN ARE THE SAME AS PLAT, DEED OR RECORD UNLESS SHOWN OTHERWISE.
 6. NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER. ADDITIONS OR DELETIONS TO SURVEY MAPS OR REPORTS BY OTHER THAN THE SIGNING PARTY OR PARTIES IS PROHIBITED WITHOUT WRITTEN CONSENT OF THE SIGNING PARTY.
 7. THE SURVEYOR HAS NOT LOCATED NOR ATTEMPTED TO LOCATE ANY UNDERGROUND UTILITIES, FOUNDATIONS, OR STRUCTURES OTHER THAN THOSE THAT MAY BE SHOWN HEREON.
 8. ONLY BOUNDARY CORNER MONUMENTS AS SHOWN HEREON ARE TO BE USED FOR THE LOCATION AND CONSTRUCTION OF IMPROVEMENTS.
 9. UNLESS OTHERWISE INDICATED THIS SURVEY WAS PREPARED WITHOUT BENEFIT OF A TITLE SEARCH OR ATTORNEY'S TITLE OPINION.

BOUNDARY & TOPOGRAPHIC	DATE: 12/6/19	JOB No. 39532
		FB 19-13-70
		WHITINGS/L22B2

Kane Surveying, Inc.
FLORIDA LICENSED BUSINESS No. LB 7838
505 DISTRIBUTION DRIVE
MELBOURNE, FLORIDA 32904
(321) 676-0427 FAX (321) 984-1448

ORDINANCE NO. 2019-06

AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, AMENDING VARIOUS PROVISIONS OF APPENDIX "A" OF THE CODE OF MELBOURNE BEACH, THE LAND DEVELOPMENT CODE; AMENDING SECTION 3A-80 (b), AMENDING THE MINIMUM LEVEL OF SERVICE STANDARD FOR STORMWATER RETENTION; CREATING SECTION 3A-80 (d), WAIVING APPLICABLE EXEMPTION FROM DRAINAGE CONCURRENCY FOR SINGLE FAMILY RESIDENTIAL LOTS WHERE MODIFICATIONS OR RENOVATIONS EXCEEDING A FIFTY PERCENT APPRAISED VALUE THRESHOLD ARE MADE TO EXISTING RESIDENTIAL STRUCTURES; AMENDING SECTION 4A-238 (1), REMOVING REGULATIONS PERMITTING MINOR NONSTRUCTURAL FILL IN COASTAL HIGH HAZARD AREAS; AMENDING SECTION 7A-50 (e), PROHIBITING MARL AS A PERMITTED SURFACE FOR PARKING AREAS AND DRIVEWAYS; AMENDING SECTION 7A-51, PROVIDING FOR CIVIL ENGINEERING REVIEW OF SITE PLANS, ADDING STORMWATER RETENTION AND DRAINAGE FROM PROPERTY TO SITE PLAN REVIEW, AMENDING SITE PLAN REQUIREMENTS TO INCLUDE ALL EXISTING TREES, OUTBUILDINGS, AND ACCESSORY STRUCTURES, REQUIRING PROFESSIONALLY PREPARED DRAINAGE PLANS, AND PROVIDING FOR CIVIL ENGINEER CONSIDERATION OF SUBSTANTIAL DEVIATIONS; AMENDING SECTION 7A-51.1, PROVIDING FOR CIVIL ENGINEERING REVIEW OF SITE PLANS, ADDING STORMWATER RETENTION TO SITE PLAN REVIEW, AMENDING SITE PLAN REQUIREMENTS TO INCLUDE MAJOR FEATURES AND FENCES, INCLUDING ALL EXISTING OUTBUILDINGS, ACCESSORY STRUCTURES, AND TREES, REQUIRING PROFESSIONALLY PREPARED DRAINAGE PLANS, AND PROVIDING FOR CONSIDERATION OF SUBSTANTIAL DEVIATIONS; AMENDING SECTION 7A-87, AMENDING USES UNDER SPECIAL EXCEPTION PROVISIONS; PROVIDING FOR SEVERABILITY AND INTERPRETATION; PROVIDING FOR THE REPEAL OF INCONSISTENT RESOLUTIONS AND ORDINANCES; PROVIDING FOR TRANSITION; PROVIDING FOR ENFORCEMENT; PROVIDING FOR INCLUSION IN THE CODE; PROVIDING FOR AN

EFFECTIVE DATE; AND PROVIDING AN ADOPTION SCHEDULE.

WHEREAS, the Town of Melbourne Beach has previously adopted a Land Development Code as “Appendix ‘A’” to the Town Code of the Town of Melbourne Beach; and,

WHEREAS, the Town’s Land Development Code includes Chapter 3A Concurrency; Chapter 4A Buildings; Flood Protection; Coastal Construction; and Chapter 7A Zoning; and,

WHEREAS, the Town Commission and Planning and Zoning Board/Local Planning Agency (collectively the “LPA”) have initiated efforts to consider, review, and propose amendments to the existing Land Development Code for the Town of Melbourne Beach to address stormwater retention and site plan requirements for commercial and residential use properties in the Town of Melbourne Beach; and,

WHEREAS, the Town Commission and LPA assert that the proposed amendments to the Land Development Code will have the effect of improving stormwater management in the Town of Melbourne Beach; and,

WHEREAS, the Town of Melbourne Beach Planning and Zoning Board, sitting as the LPA at a duly noticed public hearing, has reviewed the proposed amendments to the Land Development Code and has received input from Town Staff and the public regarding the proposed amendments to the Land Development Code; and,

WHEREAS, the LPA has reviewed the proposed amendments to the Land Development Code for consistency with the adopted Comprehensive Plan and elements thereof and has found that the proposed amendments to the Land Development Code are consistent with the Comprehensive Plan; and,

WHEREAS, the Town Commission at a duly noticed public hearing, has reviewed the proposed amendments to the Land Development Code, has received input from Town Staff, has received a recommendation for approval from the LPA, and has heard public comment regarding the proposed amendments to the Land Development Code; and,

WHEREAS, the Town Commission finds that the proposed amendments to the Land Development Code are consistent with the adopted Comprehensive Plan of the Town of Melbourne Beach, Florida, and

WHEREAS, the Town Commission finds that adoption of the proposed amendments to the Land Development Code is in the best interest of the public health, safety, welfare, economic order, public interest, and aesthetics of the Town of Melbourne Beach;

NOW, THEREFORE, BE IT ENACTED BY THE TOWN COMMISSION FOR THE TOWN OF MELBOURNE BEACH, FLORIDA, AS FOLLOWS:

SECTION 1. Recitals. That the recitals and findings contained in the preamble to this Ordinance are adopted by reference and incorporated as if fully set forth in this Section.

SECTION 2. That Section 3A-80, Appendix “A,” of the Town Code of the Town of Melbourne Beach, Florida is hereby amended to read as follows:

§ 3A-80. DRAINAGE CONCURRENCY.

(a) The Town shall require all applicants to obtain a permit or an exemption letter from the St. Johns River Water Management District prior to the issuance of a final development permit approval. The Town shall maintain a copy of this certificate on file.

(b) Stormwater management facilities shall meet the adopted minimum level of service standard of retention of the first ~~½-inch of runoff from a 25-year, 24 hour storm event~~ 8 inches of runoff from a 10-year/24 hour storm event; ~~that the additional runoff generated by~~

~~this storm event in excess of the predeveloped runoff is retained on site and that the discharge rate shall not exceed the pre-developed rate with the overflow treated prior to disposal into the drainage system.~~

(c) Single family residential lots within a subdivision which was platted prior to January 1, 1990 are exempt from this requirement.

(d) Notwithstanding the exemption provided for in subsection 3A-80(c), any new construction on any residential lot, any modification or renovation to any existing residential structure on any residential lot of greater than fifty percent (50%) of its appraised value and any regrading of any residential lot shall require compliance with subsection 3A-80 (a) and (b).

SECTION 3. That Section 4A-238, Appendix “A,” of the Town Code of the Town of Melbourne Beach, Florida is hereby amended to read as follows:

§4A-238. OTHER FORMS OF DEVELOPMENT; NONSTRUCTURAL FILL IN COASTAL HIGH HAZARD AREAS (ZONE V).

In coastal high hazard areas:

~~(1) Minor grading and the placement of minor quantities of nonstructural fill will be permitted for landscaping and for drainage purposes under and around buildings.~~

(21) Nonstructural fill with finished slopes that are steeper than one unit vertical to five units horizontal will be permitted only if an analysis prepared by a qualified registered design professional demonstrates no harmful diversion of floodwaters or wave runup and wave reflection that would increase damage to adjacent buildings and structures.

(32) Where authorized by the Florida Department of Environmental Protection or applicable local approval, sand dune construction and restoration of sand dunes under or around elevated buildings are permitted without additional engineering analysis or certification of the diversion of floodwater or wave runup and wave reflection if the scale and location of the dune work is consistent with local beach-dune morphology, and the vertical clearance is maintained between the top of the sand dune and the lowest horizontal structural member of the building.

SECTION 4. That Section 7A-50, Appendix “A,” of the Town Code of the Town of Melbourne Beach, Florida is hereby amended to read as follows:

§ 7A-50. OFF-STREET PARKING.

* * *

(e) No off-street parking of vehicles is allowed except on hard surfaced areas. Hard surface shall include asphalt, concrete, ~~marl~~ or other similar stabilizing material. Pervious surfacing material considered by the Planning and Zoning Board may be approved by the Town Commission as part of the site plan review and approval process where circumstances of use are conducive to this type of pavement. Marl is specifically prohibited for use in parking areas and driveways.

* * *

SECTION 5. That Section 7A-51, Appendix “A,” of the Town Code of the Town of Melbourne Beach, Florida is hereby amended to read as follows:

§ 7A-51. SITE PLAN APPROVAL FOR MULTI-FAMILY DISTRICTS 4-RM AND 5-RMO, 8-B RESIDENTIAL-BUSINESS DISTRICT, 6-B DOWNTOWN

BUSINESS DISTRICT, AND 7-C COMMERCIAL DISTRICT AND ALL USES AND STRUCTURES APPROVED BY SPECIAL EXCEPTION.

(a) Purpose. The purpose of these provisions is to provide a harmonious and compatible relationship between business uses in the Town and in neighboring residential areas and, in the case of multi-family development, to encourage a harmonious linkage with the surrounding developments. These provisions are also provided so that the approval of any special exception may be conditioned on an applicable site plan. This is provided with a review and evaluation of all site plans by the Civil Engineer, Building Official and/or Planning Official, Planning and Zoning Board, and the Town Commission.

(b) Site plan approval required. A site plan must be reviewed and evaluated by the Civil Engineer, Building Official and/or Planning Official and Planning and Zoning Board and approved by the Town Commission prior to issuance of a permit for development of any of the following:

* * *

(c) General consideration and site plan review.

(1) The Planning and Zoning Board, Civil Engineer, Building Official and/or the Planning Official shall ascertain that proposed lot sizes, lot coverage, building heights, yard requirements, stormwater retention, loading provisions, off-street parking provisions and other provisions that are regulated by the Land Development Code are adequate to meet the requirements of this Land Development Code and that proposed uses are harmonious with the adjacent uses and with the area.

(2) In addition to the above general consideration, the Civil Engineer, Building Official and/or the Planning Official, Planning and Zoning Board and the Town Commission, in the exercise of their authority, shall also consider the following standards and factors and shall show in the record that each factor was considered.

a. Ingress and egress to property and proposed structures, with reference to automotive and pedestrian safety, traffic flow and control, provision of services and access in case of fire or catastrophe.

b. Manner of drainage to and from the property.

c. Utilities, with reference to hook-in locations and availability and capability for the use projected.

d. Off-street parking areas and loading areas with attention to automotive and pedestrian safety, traffic flow and control, access in case of fire or catastrophe, and convenience to the units it is designed to serve.

e. Landscaping in conjunction with parking areas and open spaces (see Chapter 9A).

f. Density of development, within the framework of the permitted density in the case of multi-family uses.

g. In multi-family development, consideration shall be given to recreation and open spaces, with attention to the location, size and development

of the areas in regard to their adequacy, their effect on privacy of adjacent living areas and their relationship to community-wide open spaces and recreation facilities.

h. General character and compatibility with reference to ensuring the proposed plan will be designed so as not to cause substantial depreciation of property values or reduce the safety, light, air and general convenience of neighboring developments.

i. Setbacks, distances between structures, required screening for adjoining areas, lighting and signs.

* * *

(e) Site plan requirements. Site plans shall include:

(1) Name, location, owner and designer of the proposed development and the intended use(s).

(2) Location of the site in relation to surrounding properties, including the means of ingress and egress to such properties and any screening or buffers on such properties.

(3) Date, north arrow and graphic scale (not less than one inch equals 20 feet).

(4) Location of all property lines, existing streets, easements, utilities, as well as proposed drainage structures and culverts and proposed streets, driveways

and general lot layout.

(5) Location of all trash and litter receptacles.

(6) Location and design of landscape areas, including all existing trees (whether to be affected by the construction or not).

(7) All structures, major features and fences, including all existing outbuildings and accessory structures (whether to be affected by the construction or not), shall be fully dimensioned, including the distance between structures and the distance between driveways, parking areas and property or lot lines.

(8) Sign locations.

(9) Off-street parking and loading provisions in detail.

(10) A professionally prepared drainage plan drawn to scale showing flow paths and retention areas and certifying that retention requirements are met.

~~(4011)~~ A professionally prepared plan drawn to scale and depicting the exterior appearance of proposed construction including landscaping, parking lots, and general layout. An elevation sketch of the front building facade indicating height dimension.

~~(4112)~~ A performance bond. After the site plan for a commercial structure has been approved but prior to the issuance of a building permit, the owner and/or developer shall present to the Building Official proof that he (the owner

and/or developer) has secured a performance bond in favor of the Town in an amount equal to 1½ times the value of the construction for which a building permit is requested. This performance bond is required to restore the site to its preconstruction condition or completion of building should construction be abandoned at any stage for any reason.

(f) Final approval to site plan.

(1) Upon the site plan being approved and a building permit being issued, the development shall be built substantially in accordance with the site plan and the plans and specifications. Deviations from the approved site plan being made are subject to the approval of the Town Manager, Civil Engineer, and Building Official. Substantial deviations as defined by the Town Manager or Civil Engineer or Building Official require approval of the Town Commission and will follow the initial site plan approval process.

(2) Approval of a site plan shall become a binding condition on the use of the land encompassed by the approved site plan under the applicable land use classification. Upon any conveyance of any portion of such land encompassed by the approved site plan, the grantee or transferee shall also be bound by the approved site plan. All changes will be recorded with the original site plan and retained at the Town Hall.

(3) Site plans are approved for six months only. During that time a building permit must be applied for. In the event a permit is not applied for within that six-month period, application must be made for a new site plan approval. Any

change in the zoning code that occurs during that period will be applicable to the new site plan approval. Site plans approved as a condition of a special exception shall be valid for six months after the exception is granted; provided that any change in the zoning code that occurs during that period will be applicable to the new site plan approval.

SECTION 6. That Section 7A-51.1, Appendix “A,” of the Town Code of the Town of Melbourne Beach, Florida is hereby amended to read as follows:

(a) Purpose. The purpose of this section is to assure that all development of principal permitted uses within the 1-RS, 2-RS, and 3-RS meets the requirements of this chapter 7A. This review shall be applicable for all principal uses, certain accessory uses, and special exceptions within the 1-RS, 2-RS, and the 3-RS zoning districts, except for churches, museums, places of worship, temples, libraries, or schools in the 1-RS, 2-RS, or 3-RS zoning districts, which shall be reviewed pursuant to section 7A-51. At a minimum, all site plans subject to this section shall be reviewed and evaluated by the Civil Engineer, Building Official and the Town Commission. As provided in subsection (b), the Planning and Zoning Board and the Zoning Official may from time to time also be required to review and evaluate site plans pursuant to this section.

(b) Site plan approval required.

(1) A site plan must be reviewed and evaluated by the Civil Engineer, Building Official and approved by the Town Commission prior to issuance of a permit for development and construction of a principal use, an accessory use developed simultaneous with a principal use, or special exception in the 1-RS,

2-RS, or 3-RS zoning district, as provided in subsection (c).

(2) From time to time, the Town Commission may by voice vote direct that all or certain of the site plans subject to review pursuant to this section shall also be reviewed and evaluated by the Zoning Official and/or the Planning and Zoning Board. The review and evaluation authority of site plans pursuant to this section by the Zoning Official and/or the Planning and Zoning Board may also be withdrawn from time to time by voice vote of the Town Commission.

(3) Review and evaluation of site plans by the Planning and Zoning Board pursuant to this section, if provided for by the Town Commission, shall occur after review by the Civil Engineer and Building Official and prior to review and approval by the Town Commission. Upon completion of review by the Planning and Zoning Board, the Planning and Zoning Board shall make a recommendation to the Town Commission with regard to appropriate action to be taken by the Town Commission relating to a site plan reviewed pursuant to this section.

(4) Review and evaluation of site plans by the Zoning Official, if provided for by the Town Commission, shall occur prior to review and evaluation by the Planning and Zoning Board and the Town Commission. Upon completion of review by the Zoning Official, the Zoning Official shall make a recommendation with regard to appropriate action to be taken relating to a site plan reviewed pursuant to this section.

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*

*

(d) General consideration and site plan review for development. The Civil Engineer, Building Official and, if so directed, the Zoning Official and the Planning and Zoning Board shall ascertain that proposed lot area, lot width, lot depth, lot coverage, minimum living area, building or structure height, yard requirements, applicable ocean setback, number of stories, stormwater retention, and use of a principal structure are consistent with and adequate to meet the requirements of this Land Development Code and other applicable provisions of the Land Development Code or are or will be subject to a variance permitting the varying of applicable provisions of the Land Development Code.

(e) Procedure for obtaining site plan approval shall be as follows:

(1) Preapplication conference. The applicant shall meet with the Building Official to discuss basic site plan requirements, consider preliminary features of the site and the proposed development, and determine if the proposed use conforms to the zoning requirements of the district.

(2) Site plan checklist. The applicant shall properly fill out a checklist provided by the Building Official. This checklist will summarize the site plan, and it will be used as a guide for site plan evaluation.

(3) Preliminary site plan. Following the preapplication conference, seven copies of a preliminary site plan prepared and sealed by a civil engineer or architect, registered and licensed by the state, showing the proposed general layout and a vicinity map showing the location of abutting streets, existing and proposed use of the site, and all the factors required by subsections (d) and (f) shall be submitted to the Building Department.

(4) Review and recommendations. Applications for site plan approval shall be submitted to the Civil Engineer and Building Official, who shall review and evaluate the site plan to assure compliance with the requirements of this section, making recommendations to the Town Commission and, if applicable, the Planning and Zoning Board. If the Town Commission has directed that site plans of the type submitted are to be evaluated by the Zoning Official and/or the Planning and Zoning Board, a copy of the site plan shall be forwarded by the Building Department to the Zoning Official and/or the Planning and Zoning Board for review and evaluation to assure compliance with the requirements of this section. The Zoning Official and/or the Planning and Zoning Board shall make recommendations to the Town Commission and, if applicable, the Planning and Zoning Board.

(5) Upon completion of the review and evaluation of the Civil Engineer, Building Official and, if applicable, the Zoning Official, the recommendations with regard to approval of the site plan shall be forwarded to the Planning and Zoning Board, if review has been directed by this board. Otherwise, the site plan and recommendations shall be forwarded directly to the Town Commission and placed on the Commission's consent agenda. If directed by the Town Commission, the Planning and Zoning Board shall review and evaluate the site plan as provided by this section. Upon completion of review and evaluation, the site plan shall be forwarded to the Town Commission, together with the comments and recommendation of the Planning and Zoning Board and other staff reviewing authorities. If review has not been directed by

the Town Commission to be conducted by the Planning and Zoning Board, the applicable Town staff report and recommendations shall be forwarded directly to the Town Commission and placed on the Commission's consent agenda. The Town Commission then shall review all comments and recommendations and take appropriate action with regard to the proposed site plan.

(f) Site plan requirements. Site plans shall include:

- (1) Name, location, owner, and designer of the proposed development and the intended use;
- (2) Location of the site in relation to surrounding properties, including the means of ingress and egress to such properties;
- (3) Date, north arrow, and graphic scale (not less than one inch equals 20 feet);
- (4) Location of all property lines, existing streets adjacent to the subject property, easements, as well as proposed driveways and general lot layout;
- (5) All proposed structures, major features and fences including all existing outbuildings, accessory structures and trees (whether to be affected by the construction or not), ~~major features and fences~~ shall be fully dimensioned, including the height of all structures and the distance between principal and accessory structures on site and the distance between structures and driveways, and property or lot lines.

(6) A professionally prepared drainage plan drawn to scale showing flow paths and retention areas and certifying that retention requirements are met.

(67) A professionally prepared plan drawn to scale and depicting the height dimension of the proposed structure, construction, or expansion or redevelopment thereof.

(g) Final approval to site plan.

(1) Upon the site plan being approved and a building permit being issued, the development shall be built substantially in accordance with the site plan and the plans and specifications and in such a manner that no requirements of the Land Development Code are violated. Deviations from the approved site plan being made are subject to the approval of the Town Manager, Civil Engineer and Building Official. Substantial deviations as defined by the Town Manager or Civil Engineer or Building Official require approval of the Town Commission and will follow the initial site plan approval process.

(2) Approval of a site plan shall become a binding condition on the use of the land encompassed by the approved site plan under the applicable land use classification. Upon any conveyance of any portion of such land encompassed by the approved site plan, the grantee or transferee shall also be bound by the approved site plan. All changes will be recorded with the original site plan and retained at the Town Hall.

(3) Site plans for the 1-RS, 2-RS, and 3-RS zoning districts are approved for

365 days. During that time a building permit must be applied for. In the event a permit is not applied for within that 365-day period, application must be made for a new site plan approval. Any change in the Land Development Code that occurs during that period will be applicable to the new site plan approval.

SECTION 7. That Section 7A-87, Appendix “A,” of the Town Code of the Town of Melbourne Beach, Florida is hereby amended to read as follows:

~~Any use for which a special exception has been approved by the Board of Adjustment as provided in this Land Development Code shall not be deemed a nonconforming use for so long as the special exception use is permitted to be issued in the applicable zoning district within the Land Development Code. Special exceptions which have been approved by the Board of Adjustment for only so long as the special exception use is permitted to be issued in the applicable zoning district within the Land Development Code shall without further action be deemed a conforming use on the subject premises. Upon elimination of the special exception use from the list of special exception uses allowed in the applicable zoning district within the Land Development Code, said previously issued special exception shall be deemed to be a non-conforming use. No special exception shall be expanded or enlarged beyond the boundaries of the tract or parcel of land upon which the special exception was approved, or in existence prior to October 31, 1990, without town approval. No structure constituting a part of any special exception approved by the Town, or in existence prior to October 31, 1990, may be expanded or enlarged without the approval of the Town. For any special exception approved on or after October 31, 1990, no special exception shall be expanded or enlarged beyond the boundaries of the special exception approved and specifically defined in the approval. For any special exception approved on or after October 31, 1990, no structure to be~~

~~used as a part of any special exception approved by the Board of Adjustment may be expanded or enlarged without approval by the Board of Adjustment and site plan review by the Planning and Zoning Board. After January 1, 2015, all special exceptions approved by the Board of Adjustment shall be conditioned upon development and use consistent with an accompanying site plan which shall be made a part of any special exception approved.~~

(a) Any use for which a special exception has been approved by the Board of Adjustment shall be deemed to be a conforming use on the subject premises so long as the special exception is allowed in the zoning district as per this Code;

(b) If a special exception use is eliminated from this Code for the applicable zoning district, a previously granted special exception shall no longer be deemed to be a conforming use, but will henceforth be deemed to be a non-conforming use;

(c) Boundaries.

1. No special exception shall be expanded or enlarged beyond the boundaries of the tract or parcel of land as specifically defined in the special exception without Board of Adjustment approval;

2. Non-conforming uses in existence prior to October 31, 1990 (with or without an approved special exception) shall not be expanded or enlarged beyond the boundaries of the tract or parcel of land without Board of Adjustment approval.

(d) Structures.

1. No structure constituting any part of any Board of Adjustment-approved special exception may be expanded or enlarged without Board of Adjustment approval;

2. No non-conforming structure which has been in existence prior to October 31, 1990 (with or without an approved special exception) may be expanded or enlarged without Board of Adjustment approval;

3. Structures associated with special exceptions approved by the Board of Adjustment on or after October 31, 1990 shall not be expanded or enlarged without Board of Adjustment approval of the site plan.

(e) After January 1, 2015, all special exceptions approved by the Board of Adjustment shall be conditioned upon development and use consistent with the site plan accompanying the approved special exception.

SECTION 8. Severability and Interpretation. If any section, paragraph, sentence, clause, phrase or word of this Ordinance is for any reason held by a Court to be wholly or partially unenforceable or invalid for any reason whatsoever, any such invalidity, illegality, or unenforceability shall not affect any of the other or remaining sections, provisions, sentences, clauses, phrases or words of this Ordinance.

SECTION 9. Ordinances and Resolutions in Conflict. All ordinances or resolutions or parts thereof that may be determined to be in conflict herewith, except for portions of the Comprehensive Plan, are hereby repealed.

SECTION 10. Transition.

(1) Any use of land, structure, or other condition which violated any portion of the Town's Land Development Code prior to the effective date of this Ordinance, and which is a violation of the amended Land Development Code adopted by this Ordinance, shall be continue to be deemed a violation, and shall not be deemed grandfathered unless such use, structure, or other condition is recognized as a grandfathered use pursuant to the amended Land Development Code.

(2) Any use of land, structure, or other condition which violated any provision of the Town's Land Development Code prior to the effective date of this Ordinance, but which is

not in violation of the amended Land Development Code shall be deemed conforming with the amended Land Development Code.

(3) Any use of land, structure, or other condition which was lawful before the effective date of this Ordinance, but which is rendered nonconforming by the adoption of this Ordinance, shall be governed by the provisions of the amended Land Development Code applicable to nonconforming uses and structures.

4) Nothing herein shall be deemed to impair or affect any order of the Town's code enforcement board, or of any court, entered prior to the effective date of this Ordinance.

(5) Nothing in this Ordinance shall be deemed to conflict with any easements, covenants, and other agreements which have been previous adopted pursuant to any provision of the Land Development Code prior to the effective date of this Ordinance.

SECTION 11. Enforcement. All rights, actions, proceedings and/or agreements of the Town, including the Town Commission, the Town Manager, or any of the Town's departments, boards or officers approved, adopted, and/or undertaken pursuant the Land Development Code prior to the adoption of this Ordinance, shall be enforced, continued, or completed, in all respects, regardless of any conflict with this Ordinance.

SECTION 12. Inclusion in Code. It is the intention of the Town Commission of the Town of Melbourne Beach, Florida that the provisions of this Ordinance shall become and be made a part of the Town of Melbourne Beach's Code of Ordinances and that the sections may be re-numbered or re-lettered and that the word "ordinance" may be changed to "section", "article", or such other appropriate word or phrase in order to accomplish such intentions.

SECTION 13. Effective Date. This Ordinance shall become effective upon adoption by the Town Commission and shall apply prospectively unless otherwise specifically indicated.

SECTION 14. Adoption Schedule.

PASSED by the Town Commission of the Town of Melbourne Beach, Florida, on the first reading on December 18, 2019 and DONE AND ADOPTED by the Town Commission of the Town of Melbourne Beach, Florida on the final reading on the Town of Melbourne Beach, Florida on the second reading on January 15, 2020.

TOWN OF MELBOURNE BEACH, FLORIDA

By: _____
JAMES D. SIMMONS, Mayor

ATTEST:
Clerk
First Reading: _____
Dated Posted: _____
Date Published: _____

Attachments:	Draft Ordinance 2020-01 regarding budget amendments and fund transfers.
Date Prepared:	January 9, 2020
Prepared By:	Town Attorney Repperger
Meeting Date:	January 15, 2020

Agenda Category:

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

Subject:	Budget Amendments and Fund Transfers
Recommended Action:	Consider draft Ordinance regarding Budget Amendments and Fund Transfers.
Background Information:	<p>The Town Commission desires to amend and clarify the established process for implementation and authorization of budget amendments and transfer of funds budgeted for expenditure both within and between Town departments and funds.</p> <p>The Town Commission will also consider policy language establishing procedures for implementing Intradepartmental Transfers, Interdepartmental Transfers, and Interfund Transfers as part of a separate agenda item.</p>

ORDINANCE NO. 2020-01

AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, AMENDING SECTION 15-6 TOWN CODE OF MELBOURNE BEACH, BUDGET AMENDMENTS AUTHORIZED, CLARIFYING FUND TRANSFERS AND BUDGET AMENDMENTS REQUIRING TOWN COMMISSION APPROVAL VIA RESOLUTION; DELETING SECTION 15-7 TOWN CODE OF MELBOURNE BEACH, TRANSFERS OF APPROPRIATIONS; PROVIDING A SERVERABILITY/INTERPRETATION CLAUSE; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES AND RESOLUTIONS; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING AN ADOPTION SCHEDULE.

WHEREAS, Sections 15-6 and 15-7 of the Town Code of Melbourne Beach currently govern the process for implementation and authorization of budget amendments and transfer of funds budgeted for expenditure both within and between Town departments and established funds; and

WHEREAS, the Town Commission of the Town of Melbourne Beach desires to amend and clarify the established process for implementation and authorization of budget amendments and transfer of funds budgeted for expenditure both within and between Town departments and funds; and

WHEREAS, the Town Commission of the Town of Melbourne Beach specifically finds that an amendment of the adopted budget or transfer of any funds budgeted for expenditure, or portion thereof, from one established fund to another established fund or between departments requires approval via a resolution of the Town Commission providing for the same; and

WHEREAS, the Town Commission of the Town of Melbourne Beach specifically finds that any transfer of any funds from one budgeted expenditure line item to another budgeted

expenditure line item within any single Town department does not require approval via a resolution of the Town Commission providing for the same;

NOW, THEREFORE, BE IT ENACTED BY THE TOWN OF MELBOURNE BEACH, FLORIDA:

SECTION 1. That the Chapter 15, Section 15-6, Town Code of Melbourne Beach, Florida is hereby amended to read as follows:

§ 15-6. BUDGET AMENDMENTS AUTHORIZED.

At any time in any budget year, the Town Commission may amend the adopted budget or transfer any ~~unencumbered appropriation balance~~ funds budgeted for expenditure, or portion thereof, from one established fund to another established fund, office, or between departments or agency to another by approval of a resolution providing for same. Such resolution shall detail the budget changes proposed and shall set forth amounts and reasons for such changes. The provisions of this section shall apply when changes are proposed to the total amounts appropriated for any established fund, or department budget or agency. This section shall not apply to any transfer of any funds from one budgeted expenditure line item to another budgeted expenditure line item within any single department.

SECTION 2. That the Chapter 15, Section 15-7, Town Code of Melbourne Beach, Florida is hereby deleted in its entirety as follows:

~~§ 15-7. TRANSFERS OF APPROPRIATIONS.~~

~~The Town Manager may, with the approval of the Town Commission, transfer any unencumbered appropriation balance or portion thereof between general classifications of expenditures within any office, department or agency.~~

SECTION 3. Severability/Interpretation.

(a) In the event that any term, provision, clause, sentence or section of this Ordinance shall be held by a court of competent jurisdiction to be partially or wholly unenforceable or invalid for any reason whatsoever, any such invalidity, illegality, or unenforceability shall not affect any of the other or remaining terms, provisions, clauses, sentences, or sections of this Ordinance, and this Ordinance shall be read and/or applied as if the invalid, illegal, or unenforceable term, provision, clause, sentence, or section did not exist.

(b) In interpreting the provisions of this Ordinance, the following rules and symbols shall apply:

(1) Words underlined are additions to existing text.

(2) Words ~~stricken through~~ are deletions from existing text.

(3) Asterisks (* * *) indicates a deletion from the Ordinance of text existing in the Code of Ordinances. It is intended that the text in the Code of Ordinance denoted by the asterisks and not set forth in this Ordinance shall remain unchanged from the language existing prior to adoption of this Ordinance.

SECTION 4. Ordinances and Resolutions in Conflict.

All ordinances or resolutions or parts thereof that may be determined to be in conflict herewith are hereby repealed.

SECTION 5. Effective Date.

The provisions within this Ordinance shall take effect immediately upon the enactment of this Ordinance.

SECTION 6. Adoption Schedule.

Passed by the Town Commission of the Town of Melbourne Beach on first reading on the 15th day of January, 2020 and adopted by the Town Commission of the Town of Melbourne Beach, Florida on final reading on the 19th day of February, 2020.

TOWN OF MELBOURNE BEACH,
FLORIDA

By: _____
JAMES D. SIMMONS, Mayor

ATTEST: _____
Nancy Wilson
Town Clerk

(TOWN SEAL)

Attachments:	Fire Department volunteer incentive proposal; excerpt from 12/4/19 minutes
Date Prepared:	January 8, 2020
Prepared By:	Fire Chief Brown
Meeting Date:	January 15, 2020

Agenda Category:

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

Subject:	Stipends for Fire Department volunteers
Recommended Action:	Evaluate proposal
Background Information:	At the December 4, 2019 Workshop, the Commission and several members of the Fire Department discussed stipends. It was decided that Labor Attorney Hament would be consulted and a plan would be developed for the Commission to review.



TOWN OF MELBOURNE BEACH VOLUNTEER FIRE DEPARTMENT

**Proposed Volunteer Incentive Program
*Supporting Documentation***

\$80,000 Stipend & Possible LOSAP

\$5,000 Training

\$15,000 Part-Time Station Maintenance Personnel

Our Identified Needs

- **Provide incentives for local community members to volunteer (get them here)**
- **Quicker process to get volunteers state certified (make them useful faster)**
- **Better retention of state certified volunteer firefighters (keep them here)**
- **Increased personnel attendance during calls for service**
- **Increased training of volunteers to provide the best level of service possible**

Stipend Plan

Up to \$80,000 total program budget

Provides monetary incentive

- Attracts local community members to volunteer
- Helps retain the volunteers we currently have by showing appreciation for their service

Increases volunteer requirements and participation

- Puts focus on responding to more emergencies and attending more trainings
- All or nothing plan, if you do not meet the requirements, you get paid nothing

Modeled after a tested and proven program

- Modeled after the Monroe County Stipend Program for Volunteer Firefighters
- Program was implemented in 2004 and is still in place today (15 years later)
- Their Program Coordinator advised it has been very successful in attracting and retaining volunteers.

Complies with IRS requirements

- Each volunteer would be considered a non-employee by the Department of Labor, but would receive a W2 to comply with IRS requirements.
- All documentation of volunteer eligibility would come directly from our fire reporting software and would be signed by both the Fire Chief (or their designee) and the volunteer to ensure accuracy.

Process

- Within 10 business days after the end of the quarter, the Fire Chief (or designee) would review all call responses and trainings to ensure accuracy in the fire reporting software and then print out a performance summary sheet for each volunteer.
- The Chief (or designee) would then review the summary sheet with the volunteer within 15 business days of the end of the quarter.
- After the summary sheets have been reviewed, they would be turned into the Town Manager with an invoice for payment.
- The Town Manager would provide a final review and approve the payment.

***** The overall purpose of the Stipend Plan is to recognize and encourage volunteers by providing a nominal fee to individuals for volunteerism; it is not intended to be compensation for hours worked. *****

Length of Service Award Program (LOSAP)

Program currently being researched as possible addition/modification to Stipend Plan.

- Would be able to fund this year, but would not leave enough in the \$100,000 allocation to fund next fiscal year due to expected promotions and hope of increased member participation.
- Plan to reassess stipend plan near end of FY2020 to see if LOSAP is a possibility based on funding remaining.

Provides incentive for longevity of service to Town

- Could potentially help reduce turnover of members due to incentivizing longevity.
- Essentially a pension/retirement program (similar to FRS Pension/Investment Plan) for volunteers based on their years of volunteer service.
- Program fully managed by 3rd party agency (VFIS) meaning there is very little administrative time or effort required.
- Program currently being used by Cape Canaveral Fire Department to incentivize their volunteers.
- Offers both a defined benefit (pension style) or defined contribution (investment style) plan.
- Town would set all parameters of plan such as time needed to vest, how much is contributed, how long members can participate, and what is required to be eligible to receive credit for the year.
- Potential funds available from the State of Florida to assist in funding plan.
- Melbourne Beach Vol. Firefighters Association has expressed interest in potentially partnering with the Town to start a LOSAP.

Increased Training Budget

\$5,000 total program budget

Unique training opportunities motivate personnel

- Attracts new members
- Retains existing personnel by advancing personal development
- Differentiates our Fire Department from other local agencies

Makes personnel useful faster

- Accelerates training schedule for State Volunteer Firefighter Certification
- Creates option to bring in outside instructors in to train more frequently.
- Creates option to send students to EFSC Fire College.
 - *The current process to get a volunteer state certified as a firefighter is taking us approx. 1 year at the pace we can offer in-house. This can be reduced to as little as 3 months with night classes at EFSC.*

Part Time Maintenance Personnel

\$15,000 total program budget

4 Part-time employee positions

- \$14.00/hr
- Shifts every Saturday & Sunday during business hours
- Occasional weekday shifts for special Department needs (Hose testing, apparatus shuttling, etc...)
- Maximum of 24 hours per week / employee

Puts a Town employee at the Station seven days a week.

- Continuous work on repairs, maintenance, & projects
 - thing won't get put on hold until Monday
- Promotes positive community relations for the town
 - Families visiting fire station from Ryckman Park
 - Birthday party fire truck tours
 - Additional days to drop off sharps
- Able to help facilitate work assignments for volunteers making up call credit

Same duties as the current Station Manager.

- If the individual also happened to be a Volunteer Firefighter, they would be allowed (but not compensated) to respond to calls while on duty.

Other Changes

Probationary Period

- Reduced to 3 months
 - Uses faster paced specialized training to bring up to speed quicker
- Must obtain certification as support member within 3 month probationary period.
 - Personnel that are unable to obtain certification within 3 month probationary period will be dismissed unless extenuating circumstances are present and an extension is granted by the Fire Chief.
- Probationary members are not eligible for stipend payment.

Call Credit *“make-up process”*

- Developed to assist members to stay in good standing if they miss a call due to work or being out of town.
- Consists of a pre-approved, in station work detail or “shift” (a continuous 4 hrs.)
- A Call Credit is not compensated like a normal emergency response, but does count towards the 33% minimum response requirement for Stipend eligibility.
- Call Credit requires that pre-approved work assignments be performed and completed during each 4-hour period.
 - Examples of possible work assignments: Mop the bay floors – 4 hours, Wash an Engine – 1 hour, Hydrant inspections – 4 hydrants per hour, etc.
- A chief officer will approve the work assignments and any officer can sign off on the completion of the assignments.
- Only 2 Call Credits can be obtained within a 24 hour period.

MINIMUM STIPEND REQUIREMENTS

Previous Plan (FY19) vs. Proposed (FY20)

Quarterly Hour Requirements for Stipend Plan

Distance Tier	Previous Hour Requirements Per Quarter	Proposed Hour Requirements Per Quarter
Resident & Non-Resident Exempt <i>(live or work within 2 miles of town)</i>	30	0
Out of Town Active Members <i>(live more than 2 miles of town)</i>	48	0

Quarterly Response & Training Requirements for Stipend

Previous Response Requirements Per Quarter	Proposed Response Requirements Per Quarter	Previous Training Requirements Per Quarter	Proposed Training Requirements Per Quarter
None	33% of all	None	Minimum of 6

**** The above Stipend Requirements are considered the minimum level of participation required to be eligible for the quarterly stipend award. All members are strongly encouraged to participate beyond the minimum level. ****

STIPEND PAYOUTS

Rank	Monthly Stipend
Probationary Members	\$ 0.00
Administrative Staff	\$ 25.00
Support Services Staff	\$ 50.00
Support Services Driver/Engineer	\$ 75.00
State Certified Firefighter	\$ 100.00
Firefighter Driver/Engineer	\$ 125.00
Lieutenant	\$ 150.00
Captain	\$ 175.00
Safety & Compliance Chief	\$ 350.00
Deputy Chief	\$ 350.00
Fire Chief	\$1,000.00

Additional Certification Incentives	Additional Incentive per Month
State Certified EMT or Paramedic	\$ 15.00
State Certified Fire Service Instructor	\$ 15.00
State Certified Fire Officer Certification	\$ 10.00
State Certified Pump Operator Certification	\$ 10.00

**** The “Paid per Call” portion of the original stipend proposal has been removed to allow for easier budgeting and disbursement. ****

**** It should be noted that the Stipend Plan payments are limited by the annual budget of \$80,000. If the cost exceeds the allotted \$80,000, no further stipends will be paid for the remainder of the fiscal year. ****

SALARY SURVEY RESULTS & 20% RULE

Based on 2019 Survey

(Indianapolis, Satellite Beach, Cocoa Beach, & Brevard County)

Rank	Average Minimum Salary	20% Volunteer Cap
Support Services	\$22,048	\$4,410
Firefighter	\$32,909	\$6,582
Firefighter / EMT	\$37,993	\$7,599
Firefighter /Engineer	N/A	\$7,599
Lieutenant	\$52,166	\$10,433
Captain	\$53,554	\$10,711
Assistant / Deputy Chief	\$60,074	\$12,015
Fire Chief	\$72,374	\$14,475

MAXIMUM ANNUAL PAYOUT vs. 20% MAXIMUM

Rank	Maximum Pay Per Year	20% Volunteer Cap on Payout
Probationary Members	\$ 0	\$ 0
Administrative Staff	\$ 900	\$ 4,410
Support Services Staff	\$ 1,200	\$ 4,410
Support Services Driver/Engineer	\$ 1,500	\$ 4,410
State Certified Firefighter	\$ 1,800	\$ 6,582
Firefighter Driver/Engineer	\$ 2,100	\$ 7,599
Lieutenant	\$ 2,400	\$ 10,433
Captain	\$ 2,700	\$ 10,711
Safety & Compliance Chief	\$ 4,800	\$ 12,015
Deputy Chief	\$ 4,800	\$ 12,015
Fire Chief	\$ 12,600	\$ 14,475

CURRENT DEPARTMENT STAFFING

Based on December 2019

Rank	Current Number of Personnel
Probationary Members	8
Administrative Staff	3
Support Services Staff	10
State Certified Firefighter	4
Apparatus Driver/Engineer	5
Lieutenant	5
Captain	1
Safety & Compliance Chief	1
Deputy Chief	1
Fire Chief	1
TOTAL:	39

Current Additional Certifications	Current number of Personnel
Advanced Medical Certification <i>(State Certified EMT or Paramedic)</i>	8
Fire Service Instructor <i>(State Certified Fire Instructor)</i>	2
Pump Operator Certification <i>(State Certified Pump Operator)</i>	2
Advanced Fire Officer Certification <i>(State Certified Fire Officer 1, 2, or 3)</i>	1

MAXIMUM DEPARTMENT STAFFING
Targeted to accomplish by 2021

Rank	Current Number of Personnel
Probationary Members	0
Administrative Staff	5
Support Services Staff	6
State Certified Firefighter	12
Apparatus Driver/Engineer	6
Lieutenant	6
Captain	2
Safety & Compliance Chief	1
Deputy Chief	1
Fire Chief	1
TOTAL:	40

Current Additional Certifications	Current number of Personnel
Advanced Medical Certification <i>(State Certified EMT or Paramedic)</i>	12
Fire Service Instructor <i>(State Certified Fire Instructor)</i>	12
Pump Operator Certification <i>(State Certified Pump Operator)</i>	12
Advanced Fire Officer Certification <i>(State Certified Fire Officer 1, 2, or 3)</i>	6

EXCERPT FROM DECEMBER 4, 2019 MINUTES

IV. Old Business

- A. Continued discussion regarding Fire Department stipends with input from Labor Attorney Andy Hament – Town Manager Mascaro

Town Manager Mascaro said she's discussed the stipend issue with Mr. Hament focusing on the financial ramifications on the Town. It has been determined that volunteers who receive stipends can't be considered 1099 employees per IRS regulations. However, the Department of Labor says that individuals can be considered volunteers even if they receive a nominal fee (amount not exceeding 20% of the total compensation that the employer would pay to employ a full time firefighter). We want to recognize and incentivize their value without putting the Town in financial or legal jeopardy.

The Fire Department's concern is that there won't be enough volunteers to keep the Department running if we can't maintain a professional and quality department. Volunteers are hard to come by and backfilling with young people trying to get their certifications is great but they leave as soon as a job opportunity arises. There's a small cadre of dedicated volunteers but not enough to sustain the department into the future.

Mr. Hament didn't think that a retirement plan would offer sufficient incentive to attract young volunteers. He said there a lot of options so the Fire Department should decide what would work best for them then determine if it would work both financially for the Town and legally. He added that there are a lot of ways to incentivize volunteers such as: reimbursing expenses, providing retirement or health benefits, paying a stipend, etc. If a stipend is paid, there is no way around the W2 requirement. An hourly rate can't be paid but they volunteers could be paid by call or on a monthly basis. They key is that compensation is not tied to performance if minimum requirements are set.

After a considerable amount of conversation, it was decided that the Town Manager, Labor Attorney and the Fire Department would work together to come up with options that kept costs at or below the \$75,000 budgeted amount (\$100,000 - \$15,000 for weekend employees - \$10,000 for training). Neighboring communities will be contacted for both salary and possibly stipend data. Cost to provide health insurance will be calculated and LOSAP costs, other benefit costs, deductions and other variables will be factored into each option presented. All options must also fall below the 20% threshold established by the DoL. Mr. Hament also suggested that some plans are conditioned solely on budget which would leave the disbursement of funds entirely up to the Fire Department.

Once viable options are presented to the Commission, they will then vote on the one best suited for the Town and Fire Department.

Attachments:	December 18, 2019 RTCM draft minutes
Date Prepared:	January 8, 2020
Prepared By:	Town Clerk Nancy Wilson
Meeting Date:	January 15, 2020

Agenda Category:

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

Subject:	December 18, 2019 Regular Town Commission Meeting minutes
Recommended Action:	Consider approving the draft minutes from the December 18, 2109 Town Commission Meeting as amended
Background Information:	Commissioner Walters requested that verbiage from the audio be included in the minutes.

Town of Melbourne Beach

**REGULAR TOWN COMMISSION MEETING
WEDNESDAY DECEMBER 18, 2019 at 6:30 p.m.
COMMUNITY CENTER – 509 OCEAN AVENUE**

DRAFT MINUTES

PUBLIC NOTICE

**The Town Commission conducted a Regular Town Commission Meeting
on Wednesday December 18, 2019 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
Town Clerk Nancy Wilson
Town Attorney Clifford Repperger
Public Works Supervisor Tom Davis
Finance Manager Jennifer Kerr
Police Chief Melanie Griswold

I. Call to Order – Led by Mayor Simmons

Mayor Simmons called the meeting to order at 6:30 p.m.

II. Roll Call

Town Clerk Wilson conducted the roll call.

Commissioners Present:

Mayor Jim Simmons

Vice Mayor Wyatt Hoover

Commissioner Steve Walters

Commissioner Sherri Quarrie

Commissioner Corey Runte

Staff Present:

Town Manager Elizabeth Mascaro

Town Clerk Nancy Wilson

Finance Manager Jennifer Kerr

Police Chief Melanie Griswold

Fire Chief Gavin Brown

Public Works Supervisor Tom Davis

Town Attorney Clifford Repperger

III. Pledge of Allegiance and Moment of Silence

Led by Mayor Simmons

IV. Presentations

Duane DeFreese, Executive Director of the Indian River Lagoon Council, discussed the health of the Indian River Lagoon and funding opportunities. Regarding health, there has been some improvement to the Lagoon thanks to a drier summer and cooler fall. In fact, they are seeing the best water quality and clarity that they have seen in a number of years but there are recurring algal blooms. The Lagoon currently and in the foreseeable future will be vulnerable to algal which will lead to conditions that are detrimental to Lagoon quality and the economy. Seagrass has rebounded but there is still a 50% decline in little over a decade. Since 2011, the system has changed dramatically and it will be a struggle to bring it back to health in the decades ahead but they know it can be done. The National Estuary Program has been around for about thirty years, first operating as a grants program through the SJRWMD. Approximately \$27 million of federal dollars flowed through that program to local constituents, partners and stakeholders for projects. As a result of the 2011 algal bloom and

all of the problems thereafter, counties got together in 2013 and 2014 and created the Indian River Lagoon Council which is an independent special district. Mr. DeFreese was hired in 2015 to lead the transition from a grants program to a fully performing national estuary program whose budget is currently \$2.1 million. The sole purpose of the Council is to house and support the National Estuary Program which is a program whose goal is to protect and restore the water quality and ecological integrity of estuaries of national significance. The NEP is a non-regulatory program established by Congress and was authorized by section 320 of the Clean Water Act in 1987. Several of the most important mandates of the NEP are tracking trends, collecting data and working with partners to adopt a comprehensive conservation management plan. Each NEP develops and implements a long-term plan (referred to as a Comprehensive Conservation and Management Plan (CCMP)), based on local priorities, to guide their efforts.

Mr. DeFreese then discussed some of the opportunities he sees going forward. They advise agencies and municipalities to determine their footprint on the IRL then go to work to fix it. The IRL encompasses 156 miles, seven counties and thirty eight cities and they are looking at well over \$2 ~~million-billion~~ (more likely \$4 ~~million-billion~~ - \$5 ~~millionbillion~~) to do all of the hard work that needs to be done. Municipalities are challenged mainly because of the limited options available due to build out. Save Our Indian River Lagoon (SOIRL) program provides the biggest opportunity for cities in Brevard County. The half-cent sales tax that was passed in 2016 is generating about \$40 million per year and if the economy stays strong, all the projections show that they will be generating about a half billion dollars per year, 30% percent of which is from tourist dollars. The NEP program is much smaller at a \$2.1 million budget. They are limited in what they can do but their job and focus is to extend the capability of those dollars to their best use. They have RFP's on the street that the Town should be looking at as examples of possible opportunities. They are looking at clean water projects, habitat restoration projects and community based restorations. NEP has a small grants program with awards running between \$500 and \$5,000 and a science/innovation program.

Melbourne Beach is additionally challenged because of money constraints and grants mostly being awarded for shovel ready projects. There will be small grants awarded this year and the large RFP start date is 10/1/2020 with a deadline of 1/17/2021. There's a lot of money available but you must know where to look. Mr. DeFreese's program will help the Town get projects off the drawing board and to a level of engineering and design where they are almost shovel ready. The program provides tech support services, proposal

development and grant writing for free. They budget \$50,000 for their services every year and it has yet to be fully utilized.

V. Public Comments (00:43:34)

Frank Thomas
606 Atlantic
&
Bruce Morgan
501 Sunset

Mr. Thomas said Mr. Morgan will be leading the January 1st history walk. It should last about 1.5 hours after which there will be a reception in the Community Center. Mr. Thomas's book: *Melbourne Beach – The First 125 Years* will be available for purchase.

Mr. Thomas also announced that February 20th is the 100th anniversary of the Community Center. It first housed the Rangler's Club then the Women's Club.

Kate Wilborn
502 Second

Ms. Wilborn said the house on the corner of 1st avenue and Pine Street is under contract but has not closed. It may still be available and she wonders if SJRWM could use it as a model for projects whereupon land is purchased for stormwater retention. Commissioner Walters said that the Town approached SJRWM who said they don't award grants to purchase property.

Mr. DeFreese said he thought it would be appropriate and wise for the State of Florida to start thinking about having a reserve fund for land acquisition. He is not aware of any opportunities that currently exist so a push for policy would be appropriate.

VII. Approval of the Agenda (00:51:10)

Vice Mayor Hoover made a motion to approve the agenda as presented; Commissioner Quarrie seconded. Motion carried 5-0

VIII. Consent Agenda (00:51:25)

- A. Site Plan Review for 314 Avenue B
- B. Site Plan Review for 416 Poinsettia
- C. Site Plan Review for 509 Third Avenue

Commissioner Runte made a motion to approve the consent agenda as presented; Commissioner Quarrie seconded. Motion carried 5-0.

IX. Public Hearings (00:52:12)

First reading of Ordinance 2019-06 amending and restating various provisions of the Land Development Code after being approved by the Planning & Zoning Board

Town Attorney Repperger read the ordinance by title:

AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, AMENDING VARIOUS PROVISIONS OF APPENDIX "A" OF THE CODE OF MELBOURNE BEACH, THE LAND DEVELOPMENT CODE; AMENDING SECTION 3A-80 (b), AMENDING THE MINIMUM LEVEL OF SERVICE STANDARD FOR STORMWATER RETENTION; CREATING SECTION 3A-80 (d), WAIVING APPLICABLE EXEMPTION FROM DRAINAGE CONCURRENCY FOR SINGLE FAMILY RESIDENTIAL LOTS WHERE MODIFICATIONS OR RENOVATIONS EXCEEDING A FIFTY PERCENT APPRAISED VALUE THRESHOLD ARE MADE TO EXISTING RESIDENTIAL STRUCTURES; AMENDING SECTION 4A-238 (1), REMOVING REGULATIONS PERMITTING MINOR NONSTRUCTURAL FILL IN COASTAL HIGH HAZARD AREAS; AMENDING SECTION 7A-50 (e), PROHIBITING MARL AS A PERMITTED SURFACE FOR PARKING AREAS AND DRIVEWAYS; AMENDING SECTION 7A-51, PROVIDING FOR CIVIL ENGINEERING REVIEW OF SITE PLANS, ADDING STORMWATER RETENTION AND DRAINAGE FROM PROPERTY TO SITE PLAN REVIEW, AMENDING SITE PLAN REQUIREMENTS TO INCLUDE ALL EXISTING TREES, OUTBUILDINGS, AND ACCESSORY STRUCTURES, REQUIRING PROFESSIONALLY PREPARED DRAINAGE PLANS, AND PROVIDING FOR CIVIL ENGINEER CONSIDERATION OF SUBSTANTIAL DEVIATIONS; AMENDING SECTION 7A-51.1, PROVIDING FOR CIVIL ENGINEERING REVIEW OF SITE PLANS, ADDING STORMWATER RETENTION TO SITE PLAN REVIEW, AMENDING SITE PLAN REQUIREMENTS TO INCLUDE MAJOR FEATURES AND FENCES, INCLUDING ALL EXISTING OUTBUILDINGS, ACCESSORY STRUCTURES, AND TREES, REQUIRING PROFESSIONALLY PREPARED DRAINAGE PLANS, AND PROVIDING FOR CONSIDERATION OF SUBSTANTIAL DEVIATIONS; AMENDING SECTION 7A-87, AMENDING USES UNDER SPECIAL EXCEPTION PROVISIONS; PROVIDING FOR SEVERABILITY AND INTERPRETATION; PROVIDING FOR THE REPEAL OF INCONSISTENT RESOLUTIONS AND ORDINANCES; PROVIDING FOR TRANSITION; PROVIDING FOR ENFORCEMENT; PROVIDING FOR INCLUSION IN THE CODE; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING AN ADOPTION SCHEDULE.

Commissioner Walters asked if off street parking will no longer be allowed as noted on page 43 under 7A-50. He was told that no changes were made to that section except for the removal of marl as an allowed surface - *Marl is specifically prohibited for use in parking areas and driveways.* Commissioner Quarrie wanted to ensure that the proposed technical standard for stormwater treatment

and runoff meets or exceeds the minimum level of service in the Comp Plan; the Mayor responded that it does. She also asked that Town procedures and application forms be amended to ensure that any changes to the LDRs are explained at the very beginning of the design review process to ensure that all applicants are well informed. She asked that a resolution be provided at the next Commission meeting specifying the requisite changes to the fee schedule. Additionally, any forms that need to be modified to include the updated verbiage should be provided at that same meeting.

Vice Mayor Hoover made a motion to approve Ordinance 2019-06 on first reading; Commissioner Quarrie seconded. Motion carried 5-0.

X. Old Business (01:00:12)

- A. Consideration of October 16th minutes after Commissioner Walters addition (tabled from November 20th RTCM) – Town Clerk Wilson

These minutes were tabled at the November 20, 2019 meeting. Background information on that decision follows:

Commissioner Quarrie made a motion to approve the minutes as written from the October 16, 2019 meeting and the November 6, 2019 meeting; motion died for lack of a second.

Commissioner Walters said he didn't feel his comments were allowed during the October 16th meeting, due to the Mayor hitting the gavel, which is why he didn't second the motion. He said the Mayor had allowed Vice Mayor Hoover to speak on an issue (out of agenda order) then banged his gavel to call Mr. Walters out of order and silence him when he tried to respond. Mayor Simmons also commented that he had the right to silence Commissioner Walters because he had accused Vice Mayor Hoover of a felony. Commissioner Walters replied that he did not accuse him of a felony and that Mayor Simmons had no right to silence him. He would like to provide a statement with up to 250 words at the December 18th meeting.

The October 16th meeting minutes were tabled until the December 18th meeting at which time Commissioner Walters will provide a statement for inclusion in those minutes.

Mayor Simmons said no statement was provided and per the rules, the statement must come after the vote (to explain the vote) and that would be required by the next meeting agenda deadline. Mayor Simmons read from Resolution 2016-12 explaining why this item was revisited:

As provided in Section 1-26(c)(3), of the Town Code, any member of the Commission may have attached to the minutes an explanation of why said Commissioner voted in a particular manner. Said explanation shall not be subject to a vote by the other Commissioners and shall not exceed 250 words. The explanation must be submitted by the agenda closing date for the next regular meeting. Said explanation shall not contrast the Commissioner's vote with other members of the Commission.....

Commissioner Quarrie made a motion to approve the October 16, 2019 minutes; Vice Mayor Hoover seconded. Motion carried 4-1 with Commissioner Walters casting the dissenting vote.

- B. Consideration of updates to the beach parking survey (tabled from November 20th RTCM) – Town Manager Mascaro

Commissioner Quarrie made a motion to approve the survey as drafted and to send it to all residents; Commissioner Runte seconded. Motion carried 4-1 with Commissioner Walters casting the dissenting vote.

- C. Consideration of proposal by Thijs Stelling to adopt Town right-of-way (tabled from November 20th RTCM) – Town Manager Mascaro

Town Manager Mascaro said this matter went to the Planning & Zoning Board; they weren't quite sure why it was coming to them and thus referred it back to the Commission. Public Works Supervisor Davis said that Mr. Stelling wants to use our right of way for temporary parking to relieve congestion at his service station during busy times. The owner would also maintain the unsightly area on that corner (NW corner of Ocean and Oak) DOT is fine with the proposal since it isn't their property. Mr. Davis said that he and the Police Chief evaluated the area and they feel there wouldn't be any safety issues. Commissioner Runte said the unsightly landscaping is the Town's fault and added that he's uncomfortable with the plan since he doesn't think that due diligence was performed; he won't vote to approve the proposal until he has more information. Commissioner Quarrie said that what the owner has requested doesn't have to be approved by anybody but the Town; he just wants a temporary parking area. The problem is that we don't have any place for trucks to unload on Ocean Avenue which is why big

trucks sit on our rights-of-way. She said there is no precedent because it's always happening. Commissioner Quarrie is in favor of the request because that side of the road will be maintained and made attractive. Commissioner Runte said an agreement outlining specifics would have been useful. Commissioner Walters is concerned about safety issues from the palm trees being in the way to right turns being made onto Ocean heading west while somebody parking in the right-of-way is pulling out. He also doesn't see how it benefits the Town, thinks it sets a bad precedent, worries about liability issues and said the gravel used in the parking area will get all over Ocean Avenue. Further, in the past, the Town has had agreements with the owner and he's violated them. Mayor Simmons shared Commissioner Walters' concerns, especially about the gravel and setting a precedent. He added that if we have an MOU, he would want to add a rescindable clause but thinks the intersection is too busy for this use.

Commissioner Walters made a motion to disapprove the request from the owner of the Exxon station that would have allowed use of the Town's right-of-way for temporary parking; Vice Mayor Hoover seconded. Motion carried 5-0.

Commissioner Runte said he would be happy to revisit the issue in the future if more information is provided.

- C. Consideration of engaging Stewart Capps for Code Enforcement Board legal counsel (tabled from November 20th RTCM) – Town Attorney Repperger

Town Attorney Repperger said the Town Commission previously approved the temporary engagement of Stewart Capps for the Code Enforcement Board's legal counsel. Commissioner Walters wanted to get a feel for what this would cost the Town so he asked how often meetings are held. The Town Attorney responded that they generally meet about four times a year. Commissioner Quarrie thinks that having a professional advising the Code Board members is a good idea. Mayor Simmons commented that Chairman Baird was pleased to have representation. The Town Manager added that the meeting went very smoothly with Mr. Capps in attendance. All the proposed agreement does is approve engaging legal counsel for the Code Enforcement Board, it doesn't engage him as the Special Magistrate which would require an ordinance.

Commissioner Quarrie made a motion to approve the draft agreement engaging the services of Stewart Capps to represent the Code Enforcement Board; Vice Mayor Hoover seconded. Motion carried 5-0.

XI. New Business

- A. Consideration of November 20, 2019 RTCM draft minutes – Town Clerk Wilson
- B. Consideration of November 25, 2019 STCM draft minutes – Town Clerk Wilson
- C. Consideration of December 4, 2019 TCW draft minutes – Town Clerk Wilson

Vice Mayor Hoover made a motion to approve the minutes from the November 20, 2019 RTCM meeting, the November 25, 2019 STCM meeting and the December 4, 2019 TCW meeting; Commissioner Quarrie seconded.

Commissioner Walters requested a change to the November 20th minutes by adding the words “he said”: *What he said he said was that he’d be “paying more attention to the people who are affected by the resident parking aspect of the survey.”* *Commissioner Walters requested a change to the November 20th minutes by adding the words “he said”:* *(“Commissioner Walters disagreed with what the Mayor said he said. Mayor Simmons referred him to the audio recording of the meeting beginning between 1 hr 10 min and 1 hr 11 min.”)*

Comment [J1]: This was not the change that was agreed upon. The agreement was to only add the words “he said” to the original statement. The original statement with the additional words is in my redlines.

Vice Mayor Hoover modified his motion to approve the minutes subject to the November 20th minutes change requested by Commissioner Walters; Commissioner Quarrie seconded. Motion carried 4-1 with Commissioner Walters casting the dissenting vote.

- D. Consideration of hiring a new Fire Inspector – Town Manager Mascaro

Town Manager Mascaro explained that the new Fire Inspector needs to be a W2 employee instead of a contract employee. Our current Fire Inspector tendered his resignation and our previous inspector, Joe Faletra, who performed our fire inspections from 3/2018 through 10/2018, is interested in coming back to work in Melbourne Beach. He resigned from Melbourne Beach due to his relationship with the former Town Manager. Mr. Faletra has worked as a Fire Inspector for the City of Melbourne, as a Police Officer in Melbourne and he performed an excellent job as Fire Inspector for the Town. He helped heal several relationships with our commercial businesses that were strained due to a previous Fire Inspector.

The Town Manager recently found a memorandum provided by Ford Harrison advising the Town that all Fire Inspectors should be employees of

the Town. This would be similar to the situation we currently have with the volunteer firefighters. Mr. Faletra would be paid the same per inspection rate as all Fire Inspectors which is \$35 per inspection. During the 20 months he worked for the Town, he was paid a monthly average of \$283.25. The payroll withholding on that amount would be \$22.57 per month.

No motion was necessary. It's under the Town Manager's authority to make the hire.

XII. Staff Reports (01:36:48)

A. Town Attorney Report

Town Attorney Repperger said he sent an email to the Commissioners about fund transfers to explain what he and the Town Manager are proposing. They made changes to Sections 15-6 and 15-7 of the Code. The problem was with intradepartmental transfers so section 15-7 was eliminated and 15-6 was changed to say intradepartmental transfers don't require Commission approval. Also, a new proposed Chapter for the Town's policy and procedure manual which reflects the policies related to the three types of fund transfers utilized by the Town was provided in the email. If the language and new policy meet with the Commission's consensus approval, the draft code changes would be processed as an Ordinance and presented for first reading in January and the draft policy/procedure would be formally presented at the same time for consideration/approval by the Town Commission.

Commissioner Walters said for years, the Town had Managers who would buy whatever they wanted to buy which is why the Code was amended requiring Commission approval of budget amendments - Town Code section 15-7: *The Town Manager may, with the approval of the Town Commission, transfer any unencumbered appropriation balance or portion thereof between general classifications of expenditures within any office, department or agency.* He read from Statute 166.241: *The adopted budget must regulate expenditures of the municipality, and an officer of a municipal government may not expend or contract for expenditures in any fiscal year except pursuant to the adopted budget.* When changes were required, the Commission would approve the transfer so the Town wouldn't violate the Code or Statute. He said that every month they approve the finance report, they are violating the law because we don't allow for exceeding the budget. In conclusion, he said that Town Managers only had to come to them once or twice a year for budget amendment requests. Town Attorney Repperger said that intradepartmental transfers that can be implemented by the Town Manager would not cause the expenditures in the department to be exceeded; the bottom line budget figure must stay the same

or the Commission must approve it. Mayor Simmons said that when department expenditures are exceeded a resolution would be required.

Mayor Simmons said the only request he had was to add to the last sentence of the policy, section 24.02: *Intradepartmental Transfers shall be reflected on a general ledger report prepared by the department head or Town Manager and provided to the Commission at each regular Town Commission meeting.*

The Commission consented (4-1, Commissioner Walters dissenting) for the Town Attorney to proceed with the draft ordinance as outlined by the Town Attorney.

Next, the Town Attorney explained that a Board of Adjustment meeting for a variance is coming up and the applicant is Serene Blue whom he has represented in related matters regarding his properties in Melbourne Beach. He can't represent the Town without a conflict waiver being signed; the Arocena's have already signed the waiver.

Commissioner Runte made a motion to approve the conflict waiver for the Town Attorney enabling him to represent the Town at Serene Blue's variance hearing on December 19th; Commissioner Quarrie seconded.

Commissioner Walters said he's not in favor of the waiver because the Town Attorney represented Serene Blue. He also asked if a Commissioner who received a campaign donation from Serene Blue should be voting on the waiver. The Town Attorney said the acceptance of a campaign donation is not relevant to the waiver; there is no conflict because there was no personal gain.

Motion carried 4-1 with Commissioner Walters casting the dissenting vote.

The Town Attorney said that if adverse conditions arise or there is a conflict, he will back out of representing the Town on the Serene Blue variance.

Town Attorney Repperger said the proposed language for the vacation rental ordinance will be presented to the Commission in January. A bill regarding those rentals was introduced into legislation at the beginning of December that is in the Rules Committee; there is no companion bill in the House. If the bill is approved, it would completely gut what the Town is planning on doing with vacation rentals by taking away regulation and inspection rights from municipalities.

B. Town Manager Report

Town Manager Mascaro said she had talked to the Town Planner about the moratorium on enforcement of boat parking on corner lots. He is reviewing our policy and checking with other municipalities and will provide recommendations for the Commission to review.

She said the Green Infrastructure Meeting held in the Community Center earlier that month was very informative. Experts in their fields were in attendance to discuss sustainability and she got a lot of feedback. Duane DeFreese said that Melbourne Beach is a “model for other communities.”

Commissioner Walters asked about staffing in the Police Department and the hiring of a consultant without first discussing the matter with the Commission. Ms. Mascaro said it is unfortunate that Commissioner Walters won’t call or come to the office to talk to her since the balance of the Commissioners do reach out to discuss Town business. Regarding the consultant, the PBA representative said they wanted to have some allegations investigated by somebody from the outside who would be impartial. After discussing the matter with the other Commission members individually and consulting with our Labor Attorney, it was decided that the best route would be to hire somebody outside of law enforcement in Brevard County. A Labor and HR Consultant /Former Police Officer was hired to perform the investigation at a cost of \$1,800. The money will come out of the Police Department budget under legal fees. Commissioner Walters commented that Ms. Mascaro met individually with each Commissioner and got their approval to hire the consultant. She responded that she discussed it with them and they were all supportive.... Commissioner Walters interjected by saying he didn’t know we were having extra meetings that he wasn’t aware of. The Town Manager again encouraged Commissioner Walters to come by or call her at any time. Regarding Lieutenant Epling, Town Manager Mascaro said that he resigned because he didn’t think the job was a good fit for him. Our per diem officer was going through his background checks and he was available for a full-time position so he was hired. If Lt. Epling had not resigned, things would have gone on as usual. However, with him gone, they had an opportunity to make things better since the Lieutenant position didn’t work out as anticipated. Due to long term absences of a few officers, a lot of overtime was required and they thought having additional personnel, at no additional cost, was the best solution. Commissioner Walters said the Town didn’t need another officer. The composition of the Town is being changed, so according to our Charter, Sec. 3.02(a): *The Commission by ordinance*

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may establish, abolish or reorganize and prescribe the composition, duties and functions of any Town departments, agencies and offices; the Commission should have been consulted. He asked the Town Attorney if the Commission needs to agree to hiring another person. Town Attorney Repperger responded that he doesn't think this issue falls under 3.02(a):

Sec. 3.02. ADMINISTRATIVE UNITS OF TOWN GOVERNMENT.

~~—(a) The Commission by ordinance may establish, abolish or reorganize, and prescribe the composition, duties and functions of any Town departments, agencies and offices.~~

~~—(b) The Town Manager, as provided under Section 3.03, with the approval of the Commission, may be the head of any department. The Town Commission may by ordinance authorize the Town Manager to create, abolish or reorganize any departments or positions, and further to delegate any of the duties and authorities of the Town Manager to said departments or positions. The Town Manager shall remain responsible for proper execution of all the functions of the Town Manager whether or not such functions have been delegated by the Town Manager to other departments or positions.~~

The officer positions were vacant positions but he didn't know if those positions were eliminated. The Commission previously agreed to replace two officers with the lieutenant position and now the Police Chief would like to go back to the composition of the department prior to that decision.

Commissioner Quarrie said the Commission doesn't need to tell the Town Manager or the Police Chief how many people they can hire in the Police Department, just how much money they can spend. She thinks its micro managing. Commissioner Runte agreed with Commissioner Quarrie as long as what they do is within budget, legal and it's what the Chief needs. Commissioner Walters made the comment that whenever the Town gets sued, it's because somebody didn't follow the rules.

Chief Griswold said that having two officers instead of a lieutenant will help limit overtime. Vacation accrues much more quickly with tenured employees plus there have been 3 unexpected emergencies with the officers recently so she thinks the best solution is to have ten officers plus the SRO.

Vice Mayor Hoover said that EAB is working with Hoover Middle School for their first ever community service day and he is encouraging people to join them on January 8th.

Commissioner Walters said they spent \$150 on unit citation bars – what are those? Police Chief Griswold answered that they are awards for officers who work on something as a unit such as during the hurricane. He also asked what the time clock renewal license is that costs \$1,440 annually. Fire Chief

Brown said it's used to track volunteers' hours; it breaks down to \$30 per volunteer each year.

Commissioner Runte asked the Town Manager to send the RFP for paving that was discussed with Scott Glaubitz then asked when the RFP go out for bid. The Town Manager responded that there isn't an RFP yet, she and Mr. Glaubitz have just been discussing it. He is going to take a look at the tree streets and assess stormwater issues in that location. Commissioner Runte said he can help with the RFP in order to save some money. He then thanked everybody who worked on the events for Christmas; he's never seen such high attendance.

C. Town Clerk Report – no report

D. Departmental Reports:

1. Building Department – no comments
2. Public Works Department – Mayor Simmons said he heard there had been an injury in the snow pit after the tree lighting ceremony. Public Works Supervisor Davis said it was never documented and they only found out about it via social media. Fire Chief Brown received something on facebook from a parent who said his son was pushed. The snow itself was not unsafe.

The snow became slimy and it was difficult to get rid of the next morning. Next year, they'll perform the cleanup right after the event when the snow is still intact.

3. Code Enforcement – no comments
4. Police Department – The Police Chief said the Grinch movie was successful and well attended with 79 people. She announced that December 20th is the cutoff for Toys for Tots drop-offs.
5. Fire Department – Commissioner Quarrie asked about the flooring in the FD and the Fire Chief said he's working on getting quotes.
6. Finance Department

Commissioner Quarrie made a motion to approve the finance report; Vice Mayor Hoover seconded. Motion carried 4-1 with Commissioner Walters casting the dissenting vote.

XIII. Town Commission Comments

A. General Comments

Annually, the Space Coast League of Cities requests that appointments be made for a League voting delegate and an alternate.

Commissioner Walters made a motion for Mayor Simmons to be the voting delegate for SCLOC and for Vice Mayor Hoover to be the alternate; Commissioner Quarrie seconded. Motion carried 5-0.

Commissioner Walters made a motion to appoint Commissioner Runte as Vice Mayor. Motion died for lack of a second.

Commissioner Quarrie made a motion to reappoint Wyatt Hoover as Vice Mayor; Commissioner Runte seconded.

Commissioner Walters said Mr. Hoover has been Vice Mayor for two years and he thinks someone else should be appointed.

Motion carried 5-0.

B. Review of Commission Action List

No items added

Six items closed:

- Ocean Park, end of street & golf cart parking options
- Presentation scheduled for Duane DeFreese to discuss the lagoon
- Space Coast TPO's Annual CALL FOR PROJECTS
- Exxon station use of right-of-way for parking
- Town taking over the selection of "Citizen of the Year" from Rotary
- Year-end budget amendment resolution

Commissioner Walters said to the Town Attorney that he strongly objects to the Town Manager meeting individually with members of the Commission and polling them and then taking direct action with a contract that was not brought in the Sunshine to the Town Commission. There's nothing confidential about hiring a consultant; he strongly objects because the matter should have been brought to the Commission. He's hoping that the Town Attorney will relay the information Commissioner Walters thinks is necessary so it doesn't happen again.

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XIV. Adjournment

Commissioner Walters made a motion to adjourn; Commissioner Runte seconded. Motion carried 5-0

The meeting adjourned at 9:28 pm

ATTEST:

James D. Simmons, Mayor

Nancy Wilson, Town Clerk

Attachments:	Resolution 2020-01; Exhibit A/fee schedule; excerpt from December 18, 2019 minutes
Date Prepared:	January 8, 2020
Prepared By:	Town Manager Mascaro
Meeting Date:	January 15, 2020

Agenda Category:

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

Subject:	Update to fee schedule to include required Civil Engineer reviews at actual cost
Recommended Action:	If Ordinance 2019-06 is adopted, the recommended action is to approve 2020-01
Background Information:	At the December 18, 2019 meeting, Commissioner Quarrie requested that the fee schedule and an updated development application be presented at the same meeting where Ordinance 2019-06 is presented for adoption.

RESOLUTION 2020-01

A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, AMENDING THE TOWN LAND DEVELOPMENT CODE APPLICATION FEE SCHEDULE; AMENDING, SUPERSEDING, AND REPLACING TOWN RESOLUTION 2017-03; AMENDING THE LAND DEVELOPMENT CODE FEE SCHEDULE ADD A TITLE AND FEES FOR CIVIL ENGINEERING REVIEW OF SITE PLANS; PROVIDING FOR SEVERABILITY, PROVIDING A REPEALING CLAUSE; PROVIDING AN EFFECTIVE DATE; AND PROVIDING FOR ADOPTION.

WHEREAS, the Town Commission for the Town of Melbourne Beach has established a policy that land and building development activities be financed, to the greatest extent possible, by user fees; and

WHEREAS, Section 1A-4, Fees, of the Melbourne Beach Land Development Code authorizes the Town Commission to set land and building development fees by Resolution; and

WHEREAS, Section 1A-5(e)(8), of the Melbourne Beach Land Development Code authorizes the Town Commission to set fees and charges for Land Development Code Text Amendment Applications; and

WHEREAS, in setting non-proprietary fees or charges, the Town recognizes that it must either follow Florida Statutes or assure that the fee structure does not exceed the cost of providing the departmental service to the general public; and

WHEREAS, other fees are set pursuant to the home rule powers of the Town of Melbourne Beach, Florida, as a Florida Municipal Corporation; and

WHEREAS, pursuant to Resolution 2017-03, Exhibit "A" and "Exhibit B" the Town's current Land Development Code Fee Schedule was adopted and set; and

WHEREAS, the Town Commission determines it to be in the public interest that additional fees be added or amended to the Land Development Code Fee Schedule adopted by Resolution 2017-03; and

WHEREAS, the Town Commission has determined that it is necessary to review and amend the fees and charges associated with Town's Land Development Code Fee Schedule from time to time; and

WHEREAS, the fees and charges shall be established by the appendage to this Resolution titled as “Exhibit ‘A;” and

WHEREAS, Extraordinary Expenses shall be charged in accordance with the appendage to this Resolution titled "Exhibit ‘B;” and

WHEREAS, the fees and charges related to zoning, comprehensive planning, variances, special exceptions, and the associated advertising are incorporated within "Exhibit ‘A’" of this Resolution; and

WHEREAS, on January 15, 2020 the Town Commission of the Town of Melbourne Beach considered this Resolution and approved the same in public session.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, that:

SECTION 1. APPLYING OF FEES: The fees and charges set forth in the attached and incorporated Exhibits "A" and "B" are hereby effective January 15, 2020, and shall hereby amend and replace the fee schedule previously adopted by Town Resolution No. 2017-03.

SECTION 2. SEVERABILITY: Should any section or provision of this Resolution be declared by a court of competent jurisdiction to be invalid, that decision shall not affect the validity of the Resolution as a whole or any part thereof, other than the part so declared to be invalid.

SECTION 3 . REPEALING CLAUSE: All other Resolutions or part of Resolutions in conflict herewith, are to the extent of such conflict, hereby repealed.

SECTION 4. EFFECTIVE DATE: This Resolution shall be in full force and effective immediately upon adoption and publication as provided by law.

PASSED AND ADOPTED by the Town Commission of the Town of Melbourne Beach, Brevard County, Florida, at its regular meeting of the Town Commission on the 15th day of January, 2020.

TOWN OF MELBOURNE BEACH, FLORIDA

By: _____
JAMES D. SIMMONS, Mayor

ATTEST:

NANCY WILSON, Town Clerk

TOWN OF MELBOURNE BEACH
LAND DEVELOPMENT CODE
APPLICATION FEE SCHEDULE

Fee Type	Fee	Explanation
Administrative Appeals		
Administrative Appeals	\$250.00	Includes first two hearings by Board of Adjustment (BOA), Additional hearings/continuances initiated by BOA –no charge, Initiated by applicant – see following lines
Administrative Continuances Requested by Applicant		
Town Staff Hours	\$80.00	Per hour, After first hearing and one continuance
Town Attorney	Actual Cost	Per hour, After first hearing and one continuance
Town Planner	Actual Cost	Per hour, After first hearing and one continuance
Outside Professional Service	Actual Cost	Per Contract or Agreement
Change of Use		
Change of Use Application	\$250.00	Zoning Districts: Commercial 6-B, 7-C, 8-B, Downtown Business, General Commercial, Residential Business
Town Attorney/Town Planner/Outside Professional Service/Advertising	Actual Costs	
Comprehensive Plan Amendment		
Comprehensive Plan Amendment	\$1,000.00	Per Change
Advertising for Comprehensive Plan Amendment	Actual Cost	Per Invoice
Site Plan Review		
Commercial Site Plan Review	\$1,200.00	Zoning Districts: 6-B, 7-C, 8-B, Downtown Business, Genreal Commercial, Residential Business
Residential Site Plan Review	\$500.00	Zoning Districts: 1-RS, 2-RS, 3-RS, New Single Family Residence
Residential Site Plan; Addition or Modification	\$200.00	Zoning Districts: 1-RS, 2-RS, 3-RS
Residential Site Plan Review	\$750.00	Zoning Districts: 4-RM, 5-RMO, New Multi-Family Residence
Residential Site Plan Review	\$1000.00	Zoning Districts: 4-RM, 5-RMO, New Multi-Family Residence-Ocean Front
Civil Engineer	Actual Cost	Per Hour

TOWN OF MELBOURNE BEACH
LAND DEVELOPMENT CODE
APPLICATION FEE SCHEDULE

Fee Type	Fee	Explanation
Special Exceptions		
Special Exception	\$1,000.00	Zoning Districts: Commercial 6-B, 7-C, 8-B, Downtown Business, General Commercial, Residential Business, Residential Business. Includes first two hearings by Board of Adjustment (BOA), Additional hearings/continuances initiated by BOA –no charge, Initiated by applicant – see following lines
Town Staff Hours	\$80.00	Per hour, After first hearing and one continuance
Town Attorney	Actual Cost	Per hour, After first hearing and one continuance
Town Planner	Actual Cost	Per hour, After first hearing and one continuance
Outside Professional Service	Actual Cost	Per Contract or Agreement
Advertising for Special Exception	Actual Cost	Per Invoice
Variances		
Commercial Variance	\$1,000.00	Zoning Districts: Commercial 6-B, 7-C, 8-B, Downtown Business, General Commercial, Residential Business. Includes first two hearings by Board of Adjustment (BOA), Additional hearings/continuances initiated by BOA –no charge, Initiated by applicant – see following lines
Town Staff Hours	\$80.00	Per hour, After first hearing and one continuance
Town Attorney	Actual Cost	Per hour, After first hearing and one continuance
Town Planner	Actual Cost	Per hour, After first hearing and one continuance
Outside Professional Service	Actual Cost	Per Contract or Agreement

TOWN OF MELBOURNE BEACH

LAND DEVELOPMENT CODE

APPLICATION FEE SCHEDULE

Fee Type	Fee	Explanation
Advertising for Variances	Actual Cost	Per Invoice
Residential Variances	\$500.00	Zoning Districts: 1-RS, 2-RS, 3-RS, 4-RM, 5-RMO, Single Family Residence, Multi-Family Residence, Multi-Family Ocean Front Residence. Includes first two hearings by Board of Adjustment (BOA), Additional hearings/continuances initiated by BOA –no charge, Initiated by applicant – see following lines
Town Staff Hours	\$80.00	Per hour, After first hearing and one continuance
Town Attorney	Actual Cost	Per hour, After first hearing and one continuance
Town Planner	Actual Cost	Per hour, After first hearing and one continuance
Outside Professional Service	Actual Cost	Per Contract or Agreement
Advertising for Variances	Actual Cost	Per Invoice
<u>Zoning</u>		
Advertising for Zoning Changes	Actual Cost	Per Invoice
Change Fee for Zoning	\$1,000.00	Per change
Zoning Interpretation	Actual Cost	Per hour
Zoning Verification Letter	\$50.00	Per Letter
<ul style="list-style-type: none"> Note- In addition to the applicable fees outlined above, “Extraordinary Expenses” may be charged to the applicant as prescribed in Exhibit B 		
<u>LDC Text Amendment</u>		
Text Amendment Application Pursuant to Sec. 1A-5, Code of Melbourne Beach	\$1,000.00 plus \$5,000.00 advance deposit for staff and administrative expenses. NOTE: Applicant is responsible for actual costs which may exceed the deposit. If/when deposit is exhausted, it will be replenished (\$5000 increments) by the applicant before proceeding further.	Per Application
Town Staff Hours	\$80.00	Per hour
Town Attorney	Actual Cost	Per hour
Town Planner	Actual Cost	Per hour
Advertising Ordinance	Actual Cost	Planning and Zoning Board Public Hearing; Town Commission First and Second Readings

EXTRAORDINARY EXPENSES

In addition to the fee schedule adopted by the Town, the applicant shall be responsible for the payment of any extraordinary expenses incurred by the Town in analyzing or reviewing all or any part of the application and other activities related to the land development as initiated by said application. Extraordinary expenses may include, but shall not be limited to; specialized consultants, experts, planning consultants, engineering services, legal consultants (excluding for the purposes of litigation), or any other services necessary to evaluate the proposal of the applicant and to advise the Town regarding same. Such expense shall be charged to the applicant at the actual cost of fees and expenses incurred by the Town for these services. The Town may decide to obtain such services at the beginning of, or any time during, the development process. The Town shall notify the applicant of the Town's intention to retain such services in advance of incurring the expense on behalf of the applicant. However, the Town's failure to provide said notice shall not relieve the applicant of its obligation to pay such expenses. The Town shall, within its sole discretion, determine when and whether to retain such services. Upon the determination of the Town to retain such services, the applicant will be required to place a deposit with the Town to cover the anticipated cost of the required services. All expenses associated with such services including any administrative costs of the Town attributable to the service(s) shall be paid from the deposit. The deposit must be received by the Town prior to the Town proceeding with any action. Should the deposit be depleted prior to the completion of the development process, the applicant will be required to replenish the deposit prior to additional action on the part of the Town. Any unused portion of the deposit shall be refunded to the applicant within thirty (30) days from the date of the Certificate of Occupancy. Upon the request of the applicant, the Town Commission may review such extraordinary expenses as to the necessity and amount.

EXCERPT FROM DECEMBER 18, 2019 MINUTES

IX. Public Hearings (00:52:12)

First reading of Ordinance 2019-06 amending and restating various provisions of the Land Development Code after being approved by the Planning & Zoning Board Town Attorney Repperger read the ordinance by title.

Commissioner Walters asked if off street parking will no longer be allowed as noted on page 43 under 7A-50. He was told that no changes were made to that section except for the removal of marl as an allowed surface - *Marl is specifically prohibited for use in parking areas and driveways*. Commissioner Quarrie wanted to ensure that the proposed technical standard for stormwater treatment and runoff meets or exceeds the minimum level of service in the Comp Plan; the Mayor responded that it does. She also asked that Town procedures and application forms be amended to ensure that any changes to the LDRs are explained at the very beginning of the design review process to ensure that all applicants are well informed. She asked that a resolution be provided at the next Commission meeting specifying the requisite changes to the fee schedule. Additionally, any forms that need to be modified to include the updated verbiage should be provided at that same meeting.

Vice Mayor Hoover made a motion to approve Ordinance 2019-06 on first reading; Commissioner Quarrie seconded. Motion carried 5-0.

Attachments:	Updated development application form; excerpt from December 18, 2019 minutes
Date Prepared:	January 8, 2020
Prepared By:	Town Manager Mascaro
Meeting Date:	January 15, 2020

Agenda Category:

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

Subject:	Update to development application package to include additional charges for required Civil Engineer reviews.
Recommended Action:	If Ordinance 2019-06 is adopted, the recommended action is to approve the updated development application
Background Information:	At the December 18, 2019 meeting, Commissioner Quarrie requested that the fee schedule and an updated development application be presented at the same meeting where Ordinance 2019-06 is presented for adoption.



TOWN OF MELBOURNE BEACH DEVELOPMENT APPLICATION

I. SUBMITTAL REQUIREMENTS:

1. Fees per current schedule.
2. Deed to property.
3. Pre-Application meeting is mandatory. Contact the Building Official or Building Clerk to submit information required and to schedule a pre-application meeting.
4. Application deadlines are determined annually by the Boards and will be provided at the pre-application meeting.
5. All applicants must complete pages 1-3 and the section(s) as applicable to the request (refer to section II. below). All materials listed in the applicable sections must be provided, and fees paid.

II. REQUEST:

- | | |
|---|--|
| <input type="checkbox"/> Land Use Plan Amendment | <input type="checkbox"/> Rezoning |
| <input type="checkbox"/> Special Exception | <input type="checkbox"/> Coastal Construction Variance |
| <input type="checkbox"/> Variance | <input type="checkbox"/> Appeal (Application must be filed within 30 days) |
| <input type="checkbox"/> Site Plan Review Single Family (1RS, 2RS, 3RS) | <input type="checkbox"/> Site Plan Review Multifamily (4RM, 5RMO) |
| <input type="checkbox"/> Site Plan Review Commercial (6B, 7C, 8B, 9I) | <input type="checkbox"/> Amendment to the Land Development Code |
| | <input type="checkbox"/> Other (specify) _____ |

III. PROPERTY INFORMATION:

General Location: _____

Address: _____

Parcel Number(s): _____

Area (in acreage): _____ Area (in square feet): _____

Current Zoning: _____ Proposed Zoning: _____

Current Future Land Use: _____ Proposed Future Land Use: _____

Brief Description of Application: _____

Date of Mandatory Pre-Application Meeting (attach meeting minutes if applicable): _____

IV. APPLICANT INFORMATION:

Property Owner

Name: _____

Phone: _____

Address: _____

Fax: _____

Email: _____

Applicant (if other than property owner)

Name: _____

Phone: _____

Address: _____

Fax: _____

Email: _____

V. OWNER AUTHORIZATION:*

The undersigned hereby affirms the following:

1. That I/we are the fee simple title owner/contract purchaser (circle one) of the property described in this application.
2. That I/we have read and understands the entire application and concurs with the request.
3. That I/we have appointed the Applicant to represent the application, and empowers the Applicant to accept any and all conditions of approval imposed by the Town of Melbourne Beach.

Signature: _____

Date: _____

Print Name: _____

Title: _____

*Must sign in front of notary.

State of Florida

County of Brevard.

The foregoing application is acknowledged before me

this ____ day of _____, 20____, by _____,

who is/are personally known to me, or who has/have produced _____
as identification.

Signature of Notary Public, State of Florida

NOTARY SEAL

VI. APPLICANT CERTIFICATION:*

I/we affirm and certify that I/we understand and will comply with the land development regulations of the Town of Melbourne Beach, Florida. I/we further certify that the application and support documents are fully complete and comply with the requirements of the land development regulations of the Town of Melbourne Beach, Florida. I/we further certify that the statements and/or diagrams made on any paper or plans submitted here with are true to the best of my/our knowledge and belief that this application, attachments and application filing fees become part of the official public record of the Town of Melbourne Beach, Florida and are not returnable or refundable.

Under penalties of perjury, I/we declare that I/we have read the foregoing application and that to the best of my/our knowledge and belief the facts stated in the application are true.

Signature: _____ Date: _____

Print Name: _____ Title: _____

*Must sign in front of notary.

State of Florida
County of Brevard.

The foregoing application is acknowledged before me
this ____ day of _____, 20____, by _____,
who is/are personally known to me, or who has/have produced _____
as identification.

Signature of Notary Public, State of Florida

NOTARY SEAL

VII. PROJECT DESCRIPTION:

Describe Application: _____

Provide attachment if more space is needed.

Describe Existing Conditions: _____

Provide attachment if more space is needed.

Future Land Use Plan Amendment*

Consistency with the Comprehensive Plan – Provide a written summary of how the proposed Amendment to the Future Land Use Plan is consistent with the Comprehensive Plan, and cite Comprehensive Plan Goals, Objectives and Policies in this analysis.

Provide attachment if more space is needed.

Impact of Public Facilities – the applicant must provide information on the impact of the proposed future land use plan amendment on public facilities including, but not limited to parks and open space, traffic, public utilities, police and fire.

Provide attachment if more space is needed.

Environmental Impacts – the applicant must provide information on the impacts of the proposed future land use plan amendment on environmental resources including but not limited to wetlands, soils posing severe limitations to development, unique habitat, endangered wildlife and/or plant species, flood prone areas, and coastal zones/dune systems.

Provide attachment if more space is needed.

Public notification – As required by code for the respective applications, the applicant must provide a map showing the subject site and all properties within a 500' radius. The applicant must also provide self-addressed envelopes with the Town's return address for each property owner within that 500' radius for purposes of providing notice to property owners of record. A sign must also be posted on the property within the timeframes required to provide additional public notification as required by Code.

*** Provide twelve (12) copies of the completed application and all supporting documentation.**

Rezoning*

Justification – Provide a written justification of the proposed rezoning and the need for the change as proposed.

Provide attachment if more space is needed.

Effect – Provide a written narrative on the effect of the change, if any, on the particular property and on surrounding properties.

Provide attachment if more space is needed.

Undeveloped land – provide information on the amount of undeveloped land in the town having the same classification as that being requested.

Purpose and Intent – Provide a written description of the proposed change in relationship to the purpose and intent of the present zoning and zoning requested.

Provide attachment if more space is needed.

Public notification – As required by code for the respective applications, the applicant must provide a map showing the subject site and all properties within a 500' radius. The applicant must also provide self-addressed envelopes with the Town's return address for each property owner within that 500' radius for purposes of providing notice to property owners of record. A sign must also be posted on the property within the timeframes required to provide additional public notification as required by Code.

*** Provide twelve (12) copies of the completed application and all supporting documentation.**

Amendment to the Land Development Code*

General Description of the proposed amendment to the Land Development Code – Provide a written description of the proposed change and explain why the amendment is necessary or appropriate.

Provide attachment if more space is needed.

The specific code section to be amended or adopted – Provide the specific wording of the proposed change.

Provide attachment if more space is needed.

Consistency with the Comprehensive Plan – Provide a written summary of how the proposed amendment to the Land Development Code is consistent with the Comprehensive Plan.

Provide attachment if more space is needed.

Impact of Public Facilities – the applicant must provide information on the impact of the proposed amendment to the Land Development Code on the Town's ability to provide adequate public facilities including, but not limited to parks and open space, traffic, public utilities, police and fire and maintain the existing level of service as identified in the Comprehensive Plan, if the amendment is granted.

Provide attachment if more space is needed.

Environmental/Natural/Historical Impacts – the applicant must provide information on the impacts of the proposed amendment to the Land Development Code on environmental/natural/historical resources including but not limited to wetlands, soils posing severe limitations to development, unique habitat, endangered wildlife and/or plant species, flood prone areas, and coastal zones/dune systems.

Provide attachment if more space is needed.

Public notification – Payment for all appropriate processing fees and charges will be made at the time of the application and at any other time as set forth by the Town Commission or Resolution.

Payment by the applicant shall include all costs necessary for giving of any public notice as required by state or local law.

*** Provide twelve (12) copies of the completed application and all supporting documentation.**

Special Exception*

Site and architectural plans elevations of all faces of a building and an overhead view shall be submitted with all special exception applications that include a **new building(s), facade renovations, or substantial improvements to an existing building**. The drawings shall be submitted in color and at the minimum shall include:

- Sealed and signed survey of existing improvements. All elevations should be NGVD/NAVD or Comparable for FEMA reference. (Include Lot Dimensions, Square footage & Coverage Percentage)
- Architectural elevations showing:
 - Proposed architectural style.
 - Exterior construction material specifications.
 - Color charts.
- A site plan pursuant to the requirements of Section 7A-51/7A-51.1.
- Structure dimensions and setbacks from all property lines.
- Refuse service area location.
- Mechanical outdoor equipment location.
- Master outdoor lighting plan.
- Screening devices.
- Master signage plan.
- Master landscaping and irrigation plan.
- Wall or fence details.
- Stormwater Management

Narrative – the applicant shall provide a narrative that explains how the use and the development will be compatible with surrounding uses in its function, its hours of operation, the type and amount of traffic to be generated, building size and setbacks, its relationship to land values and other factors that may be used to measure compatibility.

Provide attachment if more space is needed.

Special Exception Applications for space in an **existing building** must provide the following information:

- Survey of existing improvements.
- Architectural elevations showing:
 - Existing/proposed architectural style.
 - Existing/proposed exterior construction material specifications.
 - Existing/proposed exterior color.
- A site plan showing any proposed site improvements as described pursuant to the requirements of Section 7A-51/7A-51.1.
- Structure dimensions and setbacks from all property lines.
- Existing/proposed refuse service area location.

- Existing/proposed mechanical outdoor equipment location.
- Existing/proposed outdoor lighting layout.
- Existing/proposed screening and buffering.
- Existing/proposed signage.
- Existing/proposed landscaping and irrigation.
- Existing/proposed Wall or fence details.
- Stormwater Management

Public notification – As required by code for the respective applications, the applicant must provide a map showing the subject site and all properties within a 500' radius. The applicant must also provide self-addressed envelopes with the Town's return address for each property owner within that 500' radius for purposes of providing notice to property owners of record. A sign must also be posted on the property within the timeframes required to provide additional public notification as required by Code.

*** Provide twelve (12) copies of the completed application and twelve (12) 11X17 copies of all supporting documentation.**

Variances*

Variances are allowed only for area, size of structure, size of yards, and open spaces. All applications shall provide a written Justification Statement describing the existing conditions, the proposed improvements necessitating a variance, and shall address the following specific criteria:

Describe the special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, buildings or structures in the same district

Provide attachment if more space is needed.

Describe why the literal interpretation of the provisions of this Land Development Code would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Land Development Code

Provide attachment if more space is needed.

Document that the special conditions and circumstances referred to above, do not result from the actions of the applicant.

Provide attachment if more space is needed.

NOTE: Establishment or expansion of a use otherwise prohibited shall not be allowed by variance, nor shall a variance be granted because of the presence of nonconformities in the zoning district or uses in an adjoining zoning district. Variances to maximum building heights are not authorized. Under no circumstances shall the Board of Adjustment grant a variance to permit a use not generally or by special exception permitted in the district involved, or any use expressly or by implication prohibited by the terms of the Land Development Code.

Public notification – As required by code for the respective applications, the applicant must provide a map showing the subject site and all properties within a 500' radius. The applicant must also provide self-addressed envelopes with the Town's return address for each property owner within that 500' radius for purposes of providing notice to property owners of record. A sign must also be posted on the property within the timeframes required to provide additional public notification as required by Code.

*** Provide twelve (12) copies of the completed application and all supporting documentation.**

A. Variance to Coastal Construction Line Restrictions*

Applications for variance to the Coastal Construction restrictions shall provide a statement describing the proposed work, activity, and construction seaward of the coastal setback line.

Provide attachment if more space is needed.

Applications shall also include a topographic survey of the subject property with the following specific information:

- The location of the contour line corresponding to elevation zero feet NGVD;
- The location of any existing vegetation line on the subject property;
- The location of the established State Department of Environmental Protection Coastal Construction Control Line and the mean high water line, for the full width of the subject property, including the location and number of the two nearest State Department of Environmental Protection's baseline monuments;
- The location of all proposed development to be constructed as a result of the proposed variance;
- The location of all existing development to remain on-site as a part of the development or redevelopment of the site;
- The location seaward of the coastal construction control line of all portions of all existing, and planned development, depicting the number of feet seaward of the coastal construction control line of the development;
- The location for the full width of the subject property of: the line of continuous construction; the top of the coastal dune system; the toe of the coastal dune system on or adjacent to the property at the time of application to the point at the dune, as it existed in September, 1972; and the location of the East side of the A-1-A right-of-way; the location of any principal structure to the North and South of the proposed project property and located within 100 feet of the proposed project property. As used in this subsection, the term ***LINE OF CONTINUOUS CONSTRUCTION*** is a line drawn from the most seaward edge of any principal structure to the North, and within 100 feet of the proposed project to the most seaward edge of any principal structure to the South, and within 100 feet, of the proposed project; and
- A certification as to the maximum number of feet seaward of the coastal construction control line for which the variance is requested for the full width of the subject property.

The applicant shall also provide detailed final construction plans and specifications for all structures proposed to be constructed seaward of the coastal setback line. These documents shall be signed and sealed by a professional engineer or architect, as appropriate, who must be registered in the state.

The Applicant must provide documentation and narrative demonstrating the following:

That the subject property experienced less than 25 feet of beach-dune erosion since September, 1972. The erosion will be measured by determining the extent of horizontal recession from the toe of the dune as it exists at the time of application to the point at the dune as it existed in September, 1972, which corresponds to the same elevation as the toe of the dune as it exists at the time of application;

Provide attachment if more space is needed.

That the granting of the variance will not be injurious to adjacent properties, nor contrary to the public interest

Provide attachment if more space is needed.

That the granting of the variance will not jeopardize the stability of the beach-dune system.

In granting any variance, the Board of Adjustment will when reasonable to do so require that new development on the property subject to the variance be no further seaward than existing development to the North or South of the subject property.

Provide attachment if more space is needed.

A notice containing the aforementioned information shall be posted by the applicant on the affected property at least 15 days prior to the public hearing. If the property abuts a public road right-of-way, the notice shall be posted in such a manner as to be visible from the road right-of-way. An affidavit signed by the owner or applicant evidencing posting of the affected real property shall be received by the Town Board of Adjustment, prior to the public hearing.

Public notification – As required by code for the respective applications, the applicant must provide a map showing the subject site and all properties within a 500' radius. The applicant must also provide self-addressed envelopes with the Town's return address for each property owner within that 500' radius for purposes of providing notice to property owners of record. A sign must also be posted on the property within the timeframes required to provide additional public notification as required by Code.

*** Provide twelve (12) copies of the completed application and all supporting documentation.**

APPEAL*

1. Nature of Appeal – Please be specific in your narrative:

[illegible]

2. Provide any supporting drawings, information and documentation. All records and attachments shall be considered part of the application and will become part of the public record and will not be returned.

Public notification – As required by code for the respective applications, the applicant must provide a map showing the subject site and all properties within a 500’ radius. The applicant must also provide self-addressed envelopes with the Town’s return address for each property owner within that 500’ radius for purposes of providing notice to property owners of record. A sign must also be posted on the property within the timeframes required to provide additional public notification as required by Code.

*** Provide twelve (12) copies of the completed application and all supporting documentation.**

Site Plan for Single Family Development

A site plan must be reviewed and evaluated by the Civil Engineer, Building Official and or Zoning Official, Planning and Zoning Board and approved by the Town Commission. The applicant shall provide the following in support of their application for site plan approval of a single family home:

1. Narrative description of proposed improvements and demolitions.
2. Two (2) Sealed Surveys of the existing conditions prepared by a professional surveyor. All elevations should be NGVD/DAVD or Comparable for FEMA reference. (Include Lot Dimensions, Square footage & Coverage Percentage)
 - a. All existing structures (including but not limited to outbuildings, sheds, pools, etc), major features, trees and fences shall be fully dimensioned, including the height of all structures and the distance between principal and accessory structures on site and the distance between structures and driveways, and property or lot lines.
3. Two (2) Professionally prepared plans in compliance with Ordinance 2019-06 showing the following:
 - a. Name, location, owner, and designer of the proposed development and the intended use
 - b. Location of the site in relation to surrounding properties, including the means of ingress and egress to such properties
 - c. Date, north arrow, and graphic scale (not less than one inch equals 20 feet)
 - d. Location of all property lines, existing streets adjacent to the subject property, easements, as well as proposed driveways and general lot layout
 - e. All existing and/or proposed structures, major features, and fences shall be fully dimensioned, including the height of all structures and the distance between principal and accessory structures on site and the distance between structures and driveways, and property or lot lines
 - f. Site data providing all information needed to confirm compliance with zoning regulations including “required” and “provided” information:
 - i. Proposed principal use and/or any proposed accessory uses
 - ii. Lot size and dimensions
 - iii. Lot coverage
 - iv. Proposed living area square footage (e.g., square footage under air), and square footage of any other spaces including garage, covered entries, covered porches, screen rooms, etc.
 - v. Number of enclosed parking spaces
 - vi. Setbacks from all property lines
 - vii. Number of stories
 - viii. Height of structure
 - ix. Floor plan – a fully dimensioned floor plan shall be provided depicting all existing and/or proposed spaces corresponding to the square footages on the site data breakdown above.
 - x. Architectural elevations of each building façade professionally prepared plan drawn to scale and depicting the height dimension of the proposed structure, construction, or expansion or redevelopment thereof.
 - xi. Drainage Plan showing flow paths and retention areas to meet certification requirements. (3A-80 & 7A-51.1)
 - xii. Landscaping & irrigation plan

4. Ten (10) 11X17 Complete sets of plans (all information as outlined in item 3 above) including a copy of the survey both existing and proposed.

Site Plan for duplex, multi-family, and/or commercial

A site plan must be reviewed and evaluated by the Civil Engineer, Building Official and or Zoning Official, Planning and Zoning Board and approved by the Town Commission. The applicant shall provide the following in support of their application for site plan approval of a single family home:

1. Narrative description of proposed improvements and demolitions.
2. Survey of the existing conditions prepared by a professional surveyor. All elevations should be NGVD/NAVD or Comparable for FEMA reference. (Include Lot Dimensions, Square footage & Coverage)
 - a. All existing structures (including but not limited to outbuildings, sheds, pools, etc), major features, trees and fences shall be fully dimensioned, including the height of all structures and the distance between principal and accessory structures on site and the distance between structures and driveways, and property or lot lines.
3. Two (2) Professionally prepared plans in compliance with Ordinance 2019-06 showing the following:
 - a. Name, location, owner, and designer of the proposed development and the intended use
 - b. Location of the site in relation to surrounding properties, including the means of ingress and egress to such properties
 - c. Date, north arrow, and graphic scale (not less than one inch equals 20 feet)
 - d. Location of all property lines, existing streets adjacent to the subject property, easements, as well as proposed driveways and general lot layout
 - e. All existing and/or proposed structures, major features, and fences shall be fully dimensioned, including the height of all structures and the distance between principal and accessory structures on site and the distance between structures and driveways, and property or lot lines
 - f. Site data providing all information needed to confirm compliance with zoning regulations including “required” and “provided” information:
 - i. Proposed principal use and/or any proposed accessory uses
 - ii. Lot size and dimensions
 - iii. Lot coverage
 - iv. Proposed living area square footage (e.g., square footage under air), and square footage of any other spaces including garage, covered entries, covered porches, screen rooms, etc.
 - v. Number of enclosed parking spaces
 - vi. Setbacks from all property lines
 - vii. Number of stories
 - viii. Height of structure
 - ix. Floor plan – a fully dimensioned floor plan shall be provided depicting all existing and/or proposed spaces corresponding to the square footages on the site data breakdown above.
 - x. Architectural elevations of each building façade professionally prepared plan drawn to scale and depicting the height dimension of the proposed structure, construction, or expansion or redevelopment thereof.
 - xi. Drainage Plan showing flow paths and retention areas to meet certification requirements. (3A-80 & 7A-51)
 - xii. Landscaping and irrigation plan

4. Ten (10) 11X17 Complete sets of plans (all information as outlined in item 3 above) including a copy of the survey both existing and proposed.

EXCERPT FROM DECEMBER 18, 2019 MINUTES

IX. Public Hearings (00:52:12)

First reading of Ordinance 2019-06 amending and restating various provisions of the Land Development Code after being approved by the Planning & Zoning Board Town Attorney Repperger read the ordinance by title.

Commissioner Walters asked if off street parking will no longer be allowed as noted on page 43 under 7A-50. He was told that no changes were made to that section except for the removal of marl as an allowed surface - *Marl is specifically prohibited for use in parking areas and driveways*. Commissioner Quarrie wanted to ensure that the proposed technical standard for stormwater treatment and runoff meets or exceeds the minimum level of service in the Comp Plan; the Mayor responded that it does. She also asked that Town procedures and application forms be amended to ensure that any changes to the LDRs are explained at the very beginning of the design review process to ensure that all applicants are well informed. She asked that a resolution be provided at the next Commission meeting specifying the requisite changes to the fee schedule. Additionally, any forms that need to be modified to include the updated verbiage should be provided at that same meeting.

Vice Mayor Hoover made a motion to approve Ordinance 2019-06 on first reading; Commissioner Quarrie seconded. Motion carried 5-0.

Attachments:	New Policy – Chapter 25 of Policies & Procedures Manual; minutes excerpt from 12/18/2019 meeting
Date Prepared:	January 8, 2020
Prepared By:	Town Manager Mascaro
Meeting Date:	January 15, 2020

Agenda Category:

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

Subject:	New policy regarding budgeted fund transfers
Recommended Action:	If ordinance 2020-01 is approved, the recommended action is to approve the new policy.
Background Information:	At the December 18, 2019 meeting, Town Attorney Repperger provided to the Commission draft language for an ordinance change that addresses intradepartmental fund transfers. An associated new policy was drafted for consideration.

CHAPTER 25
TOWN OF MELBOURNE BEACH
BUDGETED FUND TRANSFERS

25.01 Intent.

It is the intent of this Chapter to establish procedures for implementing Intradepartmental Transfers, Interdepartmental Transfers and Interfund Transfers.

25.02 Intradepartmental Transfers.

An Intradepartmental Transfer is the transfer of funds from one budgeted expenditure line item to another budgeted expenditure line item within a single department. Intradepartmental Transfers are permitted, if approved by the Town Manager, as long as the total budgeted department expenditures for that department are not exceeded. A formal budget amendment is not required for an Intradepartmental Transfer that doesn't cause total budgeted expenditures for that department to be exceeded. Intradepartmental Transfers shall be reflected on a general ledger report prepared by the department head or Town Manager and provided to the Commission at each regular Town Commission meeting.

25.03 Interdepartmental Transfers.

An Interdepartmental Transfer is the transfer of funds budgeted for expenditure from one department to another department within the same Fund. Interdepartmental Transfers require Town Commission approval, by resolution, to amend the budget (Section 15-6, Town Code of Ordinances.)

25. 04 Interfund Transfers

An Interfund Transfer is the unbudgeted transfer of funds from one established Town Fund (i.e. General Fund) to another established Town Fund (i.e. Long-Term Capital). Interfund Transfers require Town Commission approval and budget amendment via Resolution

EFFECTIVE	IMMEDIATELY
ADOPTED BY:	TOWN COMMISSION
DATE:	January 15, 2020

Excerpt from December 18, 2019 meeting

XII. Staff Reports (01:36:48)

A. Town Attorney Report

Town Attorney Repperger said he sent an email to the Commissioners about fund transfers to explain what he and the Town Manager are proposing. They made changes to Sections 15-6 and 15-7 of the Code. The problem was with intradepartmental transfers so section 15-7 was eliminated and 15-6 was changed to say intradepartmental transfers don't require Commission approval. Also, a new proposed Chapter for the Town's policy and procedure manual which reflects the policies related to the three types of fund transfers utilized by the Town was provided in the email. If the language and new policy meet with the Commission's consensus approval, the draft code changes would be processed as an Ordinance and presented for first reading in January and the draft policy/procedure would be formally presented at the same time for consideration/approval by the Town Commission.

Commissioner Walters said for years, the Town had Managers who would buy whatever they wanted to buy which is why the Code was amended requiring Commission approval of budget amendments - Town Code section 15-7: *The Town Manager may, with the approval of the Town Commission, transfer any unencumbered appropriation balance or portion thereof between general classifications of expenditures within any office, department or agency.* He read from Statute 166.241: *The adopted budget must regulate expenditures of the municipality, and an officer of a municipal government may not expend or contract for expenditures in any fiscal year except pursuant to the adopted budget.* When changes were required, the Commission would approve the transfer so the Town wouldn't violate the Code or Statute. He said that every month they approve the finance report, they are violating the law because we don't allow for exceeding the budget. In conclusion, he said that Town Managers only had to come to them once or twice a year for budget amendment requests.

Town Attorney Repperger said that intradepartmental transfers that can be implemented by the Town Manager would not cause the expenditures in the department to be exceeded; the bottom line budget figure must stay the same or the Commission must approve it. Mayor Simmons said that when department expenditures are exceeded a resolution would be required.

Mayor Simmons said the only request he had was to add to the last sentence of the policy, section 24.02: *Intradepartmental Transfers shall be reflected on a general ledger report prepared by the department head or Town Manager and provided to the Commission at each regular Town Commission meeting.*

Attachments:	Ordinance 7A-67 Trailers; email from Town Planner Boats and Recreational Vehicles, Boating information regarding average lengths, RV information regarding average lengths and heights
Date Prepared:	January 9, 2020
Prepared By:	Elizabeth Mascaro
Meeting Date:	January 16, 2019

Agenda Category:

	Proclamations & Awards		Public Hearings
	Presentations		Old Business
	Boards & Committees	x	New Business
	Consent		Other:

Subject:	Consideration of Revising Ordinance 7A-67
Recommended Action:	<ul style="list-style-type: none"> Remove length limitations (a) & (c)(1) Update language (a)(2) to reflect needs of RV owners to properly maintain their vehicles. Revise language (a)(3) so homeowners with corner lots don't have more stringent storage requirements for their boats and RV's than homeowners with interior lots have.
Additional Information:	<p>RV's: There are 3 classes of motor homes- A,B&C. There are also 5th wheels. Class A's (the big bus) on average are 33 feet long but can range from 21-45 feet in length. Class B's (the sprinter van-think VW bus) on average are 20 feet long. Class C's (built into a truck) on average are 28 feet long but can range from 21 to 41 feet long. A Class C that is under 25 feet is considered "small". 5th Wheels on average are 32 feet.</p> <p>Boats: Sailboats can range anywhere from 14 feet 70 feet for specialized sailboats. Daysailers are generally from 12-20 feet. Power boats between 26 and 45 feet comprise the</p>

	<p>greatest number of boats sold in 2016 and 2017. Our Ordinance currently limits the length of boats and RV's to 26 feet. I recommend removing the length restriction to accommodate the much larger RV's and boats on the market today. I would continue to enforce the parking requirements to be located to the rear of the front building line.</p> <p>(a) & (c)(1) Remove the wording "exceeds 26 feet in overall length"</p> <p>(a)(2) Remove the language, "except for the purpose of charging batteries" that restricts the connection to utilities. RV owners need access to electricity and many times water. Dehumidifiers are necessary to prevent mold. Regular maintenance which requires running the vehicle's electrical systems is necessary to keep the RV in good working order. RV's can cost anywhere from \$13,000 to well over \$100,000. Today's RV's are not the low tech pop-up trailers of the 80's.</p> <p>(a)(3) Revise the language for homeowner's with corner lots to have the same requirements for the storage of their boats and RV's as interior lots have. We place a greater burden on corner lot owners who must shelter their boats and RVs and we require them to use the side building lines which are generally more restrictive than interior lot building lines.</p>
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7A-67. TRAILERS, BOATS AND RECREATIONAL VEHICLES.

(a) General parking restrictions. Trailers, boats and recreational vehicles which do not exceed 26 feet in overall length may be parked, stored or stopped on any lot in the Town provided the following provisions are complied with:

(1) Such trailers, boats, and recreational vehicles, or any combinations thereof, shall not be used for residential, office or commercial purposes.

(2) Such trailers, boats and recreational vehicles, or any combinations thereof, shall not be connected in any manner to utilities, except for the purpose of charging batteries thereon. The use of trailers and recreational vehicles for sleeping, housekeeping or living quarters while so parked shall not be permitted.

(3) Such trailers, boats and recreational vehicles shall be located to the rear of the front building line and in no event, less than 25 feet from the front lot line, except for purposes of loading and unloading for reasonable periods of time. Additionally, on any corner lot, no trailer, boat or recreational vehicle shall be located in front of the building line of any side of the structure which abuts a street, unless the boat, trailer or recreational vehicle is sheltered from view.

(4) Such trailers, boats, and recreational vehicles shall not be parked on any part of the road right-of-way.

(5) Such trailers, if collapsible, shall be parked or stored in a collapsed condition only.

(6) The sites upon which such trailers, boats, and recreational vehicles are parked shall be well-kept and free from weeds and other growth.

(7) Any deviations from the provisions of this subsection (a) shall be by special permit issued by the Town Commission setting forth the specific use to be made and the term of such use.

(b) Parking cargo trailers restricted. Cargo trailers shall not be parked in the Town, except for purposes of loading and unloading for reasonable periods of time, unless stored fully within a garage, carport or fenced yard.

(c) Temporary parking; placement, storage, or parking on vacant lots.

(1) Parking trailers, boats, and recreational vehicles on residential lots prohibited, with exceptions. Trailers, boats, and recreational vehicles which exceed 26 feet in overall length, whether powered or unpowered, shall not be parked, stored, or placed on any residential lot located within the Town except for purposes of active loading and delivery. Said period of active loading and unloading shall not exceed two six- hour periods in any seven consecutive day period.

(2) No trailer, boat, recreational vehicle, or camper, regardless of size, may be parked, placed, or stored on any vacant lot. No trailer, boat, recreational vehicle, or camper, regardless of size, may be used as a place to live, temporarily or permanently, on any vacant lot. For the purposes of this paragraph, a **VACANT LOT** is a lot without a

structure used as a principal permitted use or use for which a special exception has been issued.

(Ord. 87-02, passed 5-12-87; Am. Ord. 2009-07, adopted 8-19-09; Am. Ord. 2017-05, adopted 12-20-17)

From: Corey OGorman [mailto:corey@placepnd.com]
Sent: Wednesday, December 18, 2019 3:09 PM
To: Town Manager
Subject: RE: Town of Melbourne Beach-Corner Lots

Hey Elizabeth,

Sorry it took so long to get back to you. I have reviewed the zoning regulations of several communities that I would expect to have similar situations including Indialantic, Vero Beach and North Palm Beach. I looked at North Palm since I know we recently went through this discussion.

Also, in general what I have seen over the years is that corner lots are treated differently because they have dual frontage. I typically see that corner lots (when created) are required to be wider than interior lots, and that the "street-side" setback is typically about the same as the front yard but overall the wider "street-side" setback is accommodated by the wider lot. This is not universally true although it is pretty common. In communities that have very small lots (such as the City of Lake Worth where I have done a lot of work), they do not differentiate at all for those small lots, and in some of their residential districts they require a percentage of the lot width to be devoted to setback. This approach may be applicable in some case in Melbourne Beach.

Regarding boat, RV and trailer storage, where it is addressed I find language regulating storage in the yards for single-family homes is generally similar to what Melbourne Beach requires. Indialantic's code is very similar to Melbourne Beach's except they allow 40' vehicles. The only reference in the Vero code to boats (in this context) is that they can't be parked in driveways and off-street parking areas. North Palm's code is also similar in that boats must be stored behind the front building line, they limit to 30' in length and 12' height. They also have somewhat unique screening requirements which I inserted below:

All boat hulls shall be fully screened, provided, however, that consoles, t-tops, canopies, outriggers, electronics and similar appurtenances atop the boat may project beyond the screening material Notwithstanding the foregoing, boats with cabins must be fully screened on all sides

North Palm also differentiates between boat storage and RV storage, but the requirements are pretty similar.

It seems that in general for communities that address these issues, they typically do address corner lots a little differently, they allow boats/RV/trailers to be parked in the side or rear yard and they must be screened/buffered from view so that at least (in the case of North Palm) that the bulk of the vehicle is fully screened but appurtenances can be visible.

I hope that helps!

Thanks!
Corey W. O'Gorman AICP
PLACE Planning & Design
700 US Highway One, Suite C
North Palm Beach, FL 33408
561-863-2722 Phone
561-863-2733 fax

Recreational Boating - Statistics & Facts

Published by [S. Lock](#), Jan 29, 2019

Recreational boating is a popular leisure activity in the U.S. Over 87 million U.S. adults [participate in recreational boating](#), using a boat for (sports) activities such as fishing and water skiing and/or to travel. The total value of [recreational boats sold](#) reached over 3.6 billion U.S. dollars in 2016. The greatest portion of this value came from sales of boats with a length between [36 and 45 feet](#). In total, [11.87 million recreational boating vessels were registered](#) in the U.S. in 2015. These boats are classified into several categories: [sailboats](#), personal watercrafts, sterndrive boats, [inboard boats and outboard boats](#).

The [number of boats sold annually by brokers](#) in the United States has remained steady at around 30,000 units between 2012 and 2016. The pre-own recreational boat market was considerably larger with unit sales of around 950 thousand for the five years preceding 2014. Sales of jet boats, sail boats and outboard boats all seen sharp declines in the years 2008 and 2009. Although unit sales for these products are increasing, none of them have reached the numbers seen pre 2008.

Recreational boating was a popular activity among North American campers in 2015. During a [survey of campers](#), 22 percent indicated that canoeing or kayaking was their favorite recreation activity and a further 13 percent selected either motor boating, jet skiing or water sports. It is also a popular hobby of affluent Americans, with 10.3 percent of U.S. household with an income over 200,000 U.S. dollars reported owning a boat in 2015.

This text provides general information. Statista assumes no liability for the information given being complete or correct. Due to varying update cycles, statistics can display more up-to-date data than referenced in the text.

Hide

value of recreational boats in the U.S. 2012-2017, by length

Published by [S. Lock](#), Sep 13, 2019

The statistic shows the sales value of recreational boats sold by length in the U.S. from 2012 to 2017. In 2017, the value of recreational boats sold with a length of 26 to 35 feet in the United States was around 718.12 million U.S. dollars.

Types of Sailboats and Their Uses

Beach Catamaran

These are generally 14–20 feet in length primarily used for daysailing. They are fast boats that require some agility to sail. They have shallow drafts when the dagger boards are up for beaching.

Cruising Catamaran

A larger relative of the beach catamaran, they share more in common with a cruising mono-hull with accommodation for extended cruising. They are stable platforms with shallow drafts and are 25–50+ feet in length.

Cruising Sailboat

Generally 16–50+ feet in length, these boats are cabins for extended cruising. Boats larger than 26 feet usually have standing headroom down below. Many of the more popular models have large fleets and are raced or have fleet associations for group cruising.

Daysailer

These boats are generally 14–20 feet in length. They can seat up to 4 passengers. As the name implied they are intended for day use with a small cuddy cabin for storing gear. Many can accommodate a small outboard. They make a great choice for new boaters.

Motorsailer

Motorsailers are sailboats powered with inboard engines allowing long cruises under power or sail. They have luxury accommodations and usually 35 feet and over. They

are a compromise giving up sailing speed due to a smaller rig and added weight for the engine and larger gas and water tanks.

Racer-Cruiser

This is a hybrid of the cruising boat built to accommodate overnight cruising but trimmed with the equipment for competitive racing. They are generally 25 feet and over.

Racing Sailboats

Similar to cruising boats but have more equipment and are built lighter, with spartan accommodations. They are not intended to be a comfortable ride, just a fast one. Usually 20–70+ feet in length. Just as these are related to cruising boats, there are smaller, faster cousins of sailing dinghies that are also raced.

Sailing Dinghies

Small (under 15 feet) these boats are usually one or two person boats. These are boats that guarantee a wet ride. Many are competitively raced. They are a great choice for those that are new to boating.

Here are some average RV length specs for you to consider –

- **Class A motorhomes** (the ones that look like a big bus) – **33 feet on average**.
- **“Converted Vans ”**
- **Class B motorhomes** – **20 feet long on average**.
- **Class C motorhomes** – **an average length of 28 feet**.
- **5th wheels** – **32 feet in average length** (without a hitch or towing vehicle)
- **Travel trailers** – **22 feet on average** (without a hitch or towing vehicle)

Class C RVs average 10 feet tall and **Class A RVs average about 13 1/2 feet tall**. But the actual height of your motorhome will probably vary from that. Some salesmen will tell you the height of the motorhomes, but may actually be an inch or two off.

41 feet

In terms of length, **Class C motorhomes range from 21 feet to 41 feet**, with the longest diesel-powered Class Cs often being referred to as Super C motorhomes. Class C RVs are often built on a van frame or truck chassis with an attached cab section.

Small Class C Motorhomes Under 25 Feet

A Class A Motorhome, the largest and most luxurious of all **RVs**, has an **average height of 10 feet**, and **can range from 21 to 40 feet in length**. This **RV** typically requires a garage with a clearance **height of** at least 14 feet, and 45 to 50 feet in length depending on how much additional storage you wish to have.

33 feet

Most of the **class A motorhome have lengths** that range from 21 feet up to 45 feet. **Class A motorhomes on an average can be said to have around 33 feet length**. They can be of an **average height of around 10 feet high**.

The **height of the fifth wheel** is measured from the tractor frame to the top of the **fifth wheel** top plate (with the top plate level). - The **overall trailer height** should not exceed **13 feet 6 inches**.

National Parks

40 feet

Maximum lengths for trailers, campers and motor homes vary from **park to park**. The average **maximum length** permitted is 27 ft, but some **parks** can accommodate up to 40 feet in **length**.

Attachments:	SafeBuilt Contract for 3/2020, Comparison between SafeBuilt Cost and Cost for In-House Building Official.
Date Prepared:	January 9, 2020
Prepared By:	Elizabeth Mascaro
Meeting Date:	January 16, 2019

Agenda Category:

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

Subject:	SafeBuilt Contract Renewal
Recommended Action:	<ul style="list-style-type: none"> *Review Contract Renewal for SafeBuilt *Discuss Interest in Going Out For RFP *Discuss Pro's and Con's between Having an Out Side Building Official versus In-House Building Official
Background Information:	<p>SafeBuilt's current contract expires on 2/28/2020. SafeBuilt has agreed to maintain the same pricing we currently have for the upcoming contract year. SafeBuilt has indicated that for contract year 2021, their fees will be increasing. The current projected increase is \$13,312 annually. Another factor which should be considered is the retirement of the current Building Official within the next 6 months. Marc has already pushed back his retirement from SafeBuilt twice. Marc has done an excellent job for the Town. His level of professionalism and building knowledge is what has made our contract with SafeBuilt so successful. The Building Official who will replace him is an unknown, which in turn, leaves the Town vulnerable to whomever SafeBuilt sends us. The Town can, of course, ask for a different individual if the replacement is not a good fit.</p>

**PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE TOWN OF MELBOURNE BEACH
AND M.T. CAUSLEY, LLC**

This Professional Services Agreement ("Agreement") is made and entered into by and between the Town of Melbourne Beach ("Municipality") and M.T. Causley, LLC, a whole subsidiary of SAFEbuilt, LLC, ("Consultant"). Municipality and Consultant shall be jointly referred to as "Parties".

RECITALS

WHEREAS, Municipality is seeking a consultant to perform the services listed in Exhibit A – List of Services, ("Services"); and

WHEREAS, Consultant is ready, willing, and able to perform Services.

NOW THEREFORE, for good and valuable consideration, the sufficiency of which is hereby acknowledged, Municipality and Consultant agree as follows:

1. SCOPE OF SERVICES

Consultant will perform Services in accordance with codes, amendments and ordinances adopted by the elected body of Municipality. The qualified professionals employed by Consultant will maintain current certifications, certificates, licenses as required for Services that they provide to Municipality in accordance with State of Florida, Chapter 468, Florida Statutes. Consultant is not obligated to perform services beyond what is contemplated by this Agreement.

2. CHANGES TO SCOPE OF SERVICES

Any changes to Services between Municipality and Consultant shall be made in writing that shall specifically designate changes in Service levels and compensation for Services. Both Parties shall determine a mutually agreed upon solution to alter services levels and a transitional timeframe that is mutually beneficial to both Parties. No changes shall be binding absent a written Agreement or Amendment executed by both Parties.

3. FEE STRUCTURE

In consideration of Consultant providing services, Municipality shall pay Consultant for Services performed in accordance with Exhibit B – Fee Schedule for Services.

4. INVOICE & PAYMENT STRUCTURE

Consultant will invoice Municipality as M.T. Causley, LLC, on a monthly basis and provide all necessary supporting documentation. All payments are due to Consultant within 30 days of Consultant's invoice date. Payments owed to Consultant but not made within sixty (60) days of invoice date shall bear simple interest at the rate of one and one-half percent (1.5%) per month. If payment is not received within ninety (90) days of invoice date, Services will be discontinued until all invoices and interest are paid in full. Municipality may request, and Consultant shall provide, additional information before approving the invoice. When additional information is requested Municipality will identify specific disputed item(s) and give specific reasons for any request. Undisputed portions of any invoice shall be due within 30 days of Consultants invoice date, if additional information is requested, Municipality will submit payment within thirty (30) days of resolution of the dispute.

5. TERM

This Agreement shall be effective on March 1, 2020 through February 28, 2021, subsequently, Agreement shall automatically renew for twelve (12) month terms; unless prior notification is delivered to either Party thirty (30) days in advance of the renewal date of this Agreement. In the absence of written documentation, this Agreement will continue in force until such time as either Party notifies the other of their desire to terminate this Agreement.

6. TERMINATION

Either Party may terminate this Agreement, or any part of this Agreement upon ninety (90) days written notice, with or without cause and with no penalty or additional cost beyond the rates stated in this Agreement. In case of such termination, Consultant shall be entitled to receive payment for work completed up to and including the date of termination within thirty (30) days of the termination.

All structures that have been permitted, a fee collected, and not yet expired at the time of termination may be completed through final inspection by Consultant if approved by Municipality. Consultant's obligation is met upon completion of final inspection or permit expiration, provided that the time period to reach such completion and finalization does not exceed ninety (90) days. Alternately, Municipality may exercise the option to negotiate a refund for permits where a fee has been collected but inspections have not been completed. The refund will be prorated according to percent of completed construction as determined by Consultant and mutually agreed upon by all Parties. No refund will be given for completed work.

7. FISCAL NON-APPROPRIATION CLAUSE

Financial obligations of Municipality payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available in accordance with the rules, regulations, and resolutions of Municipality, and other applicable law. Upon the failure to appropriate such funds, this Agreement shall be terminated.

8. MUNICIPALITY OBLIGATIONS

Municipality shall timely provide all data information, plans, specifications and other documentation reasonably required by Consultant to perform Services. Municipality grants Consultant full privilege, non-exclusive, non-transferable license to use all such materials as reasonably required to perform Service.

9. PERFORMANCE STANDARDS

Consultant shall perform the Services using that degree of care, skill, and professionalism ordinarily exercised under similar circumstances by members of the same profession practicing or performing the substantially same or similar services. Consultant represents to Municipality that Consultant retains employees that possess the skills, knowledge, and abilities to competently, timely, and professionally perform Services in accordance with this Agreement. Municipality's sole remedy and Consultant's sole obligation in the event of failure to perform Services in accordance with the terms of this Section shall be re-performance of the services by Consultant.

10. INDEPENDENT CONTRACTOR

Consultant is an independent contractor, and neither Consultant, nor any employee or agent thereof, shall be deemed for any reason to be an employee or agent of Municipality. As Consultant is an independent contractor, Municipality shall have no liability or responsibility for any direct payment of any salaries, wages, payroll taxes, or any and all other forms or types of compensation or benefits to any personnel performing services for Municipality under this Agreement. Consultant shall be solely responsible for all compensation, benefits, insurance and employment-related rights of any person providing Services hereunder during the course of or arising or accruing as a result of any employment, whether past or present, with Consultant, as well as all legal costs including attorney's fees incurred in the defense of any conflict or legal action resulting from such employment or related to the corporate amenities of such employment.

11. INDEMNIFICATION

To the fullest extent permitted by law, Consultant shall defend, indemnify, and hold harmless Municipality, its elected and appointed officials, employees and volunteers and others working on behalf of Municipality, from and against any and all third-party claims, demands, suits, costs (including reasonable legal costs), expenses, and liabilities ("Claims") alleging personal injury, including bodily injury or death, and/or property damage, but only to the extent that any such Claims are caused by the negligence of Consultant or any officer,

employee, representative, or agent of Consultant. Consultant shall have no obligations under this Section to the extent that any Claim arises as a result of Consultants compliance with Municipal law, ordinances, rules, regulations, resolution, executive orders or other instructions received from Municipality.

To the fullest extent permitted by law and without waiver of sovereign immunity, Municipality shall defend, indemnify, and hold harmless Consultant, its officers, employees, representatives, and agents, from and against any and all Claims alleging personal injury, including bodily injury or death, and/or property damage, but only to the extent that such Claims are caused by (a) the negligence of, or material breach of any obligation under this Agreement by, Municipality or any officer, employee, representative, or agent of Municipality or (b) Consultant's compliance with Municipal law, ordinances, rules, regulations, resolutions, executive orders or other instructions received from Municipality. If either Party becomes aware of any incident likely to give rise to a Claim under the above indemnities, it shall notify the other and both Parties shall cooperate fully in investigating the incident.

12. ASSIGNMENT

Neither party shall assign all or part of its rights, duties, obligations, responsibilities, nor benefits set forth in this Agreement to another entity without the written approval of both Parties; consent shall not be unreasonably withheld. Notwithstanding the preceding, Consultant may assign this Agreement to its parent, subsidiaries or sister companies (Affiliates) without notice to Municipality. Consultant may subcontract any or all of the services to its Affiliates without notice to Municipality. Consultant may subcontract any or all of the services to other third parties provided that Consultant gives Municipality prior written notice of the persons or entities with which Consultant has subcontracted. Consultant remains responsible for any Affiliate's or subcontractor's performance or failure to perform. Affiliates and subcontractors will be subject to the same performance criteria expected of Consultant. Performances clauses will be included in agreements with all subcontractors to assure quality levels and agreed upon schedules are met.

13. INSURANCE

- A. Consultant agrees during the term of this Agreement to procure and maintain, at its own cost, a policy or policies of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by Consultant pursuant to this Agreement. Such insurance shall be in addition to any other insurance requirements imposed by law.
- B. At a minimum, Consultant shall procure and maintain, and shall cause any subcontractor of Consultant to procure and maintain, the minimum insurance coverages listed below. Such coverages shall be procured and maintained with forms and insurers acceptable to Municipality. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.
- C. Worker's compensation insurance to cover obligations imposed by applicable law for any employee engaged in the performance of work under this Agreement, and Employer's Liability insurance with minimum limits of one million dollars (\$1,000,000) bodily injury each accident, one million dollars (\$1,000,000) bodily injury by disease – policy limit, and one million dollars (\$1,000,000) bodily injury by disease – each employee. Worker's compensation coverage in "monopolistic" states is administered by the individual state and coverage is not provided by private insurers. Individual states operate a state administered fund of workers compensation insurance which set coverage limits and rates. Monopolistic states: Ohio, North Dakota, Washington, Wyoming.
- D. Commercial general liability insurance with minimum combined single limits of one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) general aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage, personal injury (including coverage for contractual and employee acts), blanket contractual, independent Consultant's, and products. The policy shall contain a severability of interest provision and shall be endorsed to include Municipality and Municipality's officers, employees, and consultants as additional insureds.

- E. Professional liability insurance with minimum limits of five million dollars (\$5,000,000) each claim and five million dollars (\$5,000,000) general aggregate.
- F. Automobile Liability: If performance of this Agreement requires use of motor vehicles licensed for highway use, Automobile Liability Coverage is required that shall cover all owned, non-owned, and hired automobiles with a limit of not less than \$1,000,000 combined single limit each accident.
- G. Municipality shall be named as an additional insured on Consultant's insurance coverage.
- H. Prior to commencement of Services, Consultant shall submit certificates of insurance acceptable to Municipality.

14. THIRD PARTY RELIANCE

This Agreement is intended for the mutual benefit of Parties hereto and no third-party rights are intended or implied.

15. OWNERSHIP OF DOCUMENTS

Except as expressly provided in this Agreement, Municipality shall retain ownership of all work product and deliverables created by Consultant pursuant to this Agreement and all records, documents, notes, data and other materials required for or resulting from the performance of Services hereunder shall not be used by Consultant for any purpose other than the performance of Services hereunder without the express prior written consent of Municipality. All such records, documents, notes, data and other materials shall become the exclusive property of Municipality when Consultant has been compensated for the same as set forth herein, and Municipality shall thereafter retain sole and exclusive rights to receive and use such materials in such manner and for such purposes as determined by it. Notwithstanding the preceding, Consultant may use the work product, deliverables, applications, records, documents and other materials required for or resulting from the Services, all solely in anonymized form, for purposes of (i) benchmarking of Municipality's and others performance relative to that of other groups of customers served by Consultant; (ii) sales and marketing of existing and future Consultant services; (iii) monitoring Service performance and making improvements to the Services. For the avoidance of doubt, Municipality Data will be provided to third parties only on an anonymized basis and only as part of a larger body of anonymized data. If this Agreement expires or is terminated for any reason, all records, documents, notes, data and other materials maintained or stored in Consultant's secure proprietary software pertaining to Municipality will be exported into a CSV file and become property of Municipality. Notwithstanding the preceding, Consultant shall own all rights and title to any Consultant provided software and any improvements or derivative works thereof.

Upon reasonable prior written notice, Municipality and its duly authorized representatives shall have access to any books, documents, papers and records of Consultant that are related to this Agreement for the purposes of audit or examination, other than Consultant's financial records, and may make excerpts and transcriptions of the same at the cost and expense of Municipality.

16. CONSULTANT ACCESS TO RECORDS

Parties acknowledge that Consultant requires access to Records in order for Consultant to perform its obligations under this Agreement. Accordingly, Municipality will either provide to Consultant on a daily basis such data from the Records as Consultant may reasonably request (in an agreed electronic format) or grant Consultant access to its Records and Record management systems so that Consultant may download such data. Data provided to or downloaded by Consultant pursuant to this Section shall be used by Consultant solely in accordance with the terms of this Agreement.

17. CONFIDENTIALITY

Consultant shall not disclose, directly or indirectly, any confidential information or trade secrets of Municipality without the prior written consent of Municipality or pursuant to a lawful court order directing such disclosure.

18. CONSULTANT PERSONNEL

Consultant shall employ a sufficient number of experienced and knowledgeable employees to perform Services in a timely, polite, courteous and prompt manner. Consultant shall determine appropriate staffing levels and shall promptly inform Municipality of any reasonably anticipated or known employment-related actions which may affect the performance of Services. Additional staffing resources shall be made available to Municipality when assigned employee(s) is unavailable. Municipality may be provided advance opportunity to make recommendation to Consultant regarding any proposed hiring, retention, or selection of any new employee that will provide Services to Municipality. Such recommendation by Municipality concerning an employment-related action shall not be binding on Consultant.

19. DISCRIMINATION & ADA COMPLIANCE

Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, disability, national origin or any other category protected by applicable federal or state law. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notice to be provided by an agency of the federal government, setting forth the provisions of Equal Opportunity laws.

Consultant shall comply with the appropriate provisions of the Americans with Disabilities Act (the "ADA"), as enacted and as from time to time amended, and any other applicable federal regulations. A signed certificate confirming compliance with the ADA may be requested by Municipality at any time during the term of this Agreement.

20. PROHIBITION AGAINST EMPLOYING ILLEGAL ALIENS

Consultant is registered with and is authorized to use and uses the federal work authorization program commonly known as E-Verify. Consultant shall not knowingly employ or contract with an illegal alien to perform work under this Agreement and will verify immigration status to confirm employment eligibility. Consultant shall not enter into an agreement with a subcontractor that fails to certify to Consultant that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement. Consultant is prohibited from using the E-Verify program procedures to undertake pre-employment screening of job applicants while this Agreement is being performed.

21. SOLICITATION/HIRING OF CONSULTANT'S EMPLOYEES

During the term of this Agreement and for one year thereafter, Municipality shall not solicit, recruit or hire, or attempt to solicit, recruit or hire, any employee or former employee of Consultant who provided services to Municipality pursuant to this Agreement ("Service Providers"), or who interacted with Municipality in connection with the provision of such services (including but not limited to supervisors or managers of Service Providers, customer relations personnel, accounting personnel, and other support personnel of Consultant). Parties agree that this provision is reasonable and necessary in order to preserve and protect Consultant's trade secrets and other confidential information, its investment in the training of its employees, the stability of its workforce, and its ability to provide competitive building department programs in this market. If any provision of this section is found by a court or arbitrator to be overly broad, unreasonable in scope or otherwise unenforceable, Parties agree that such court or arbitrator shall modify such provision to the minimum extent necessary to render this section enforceable.

22. NOTICES

Any notice under this Agreement shall be in writing and shall be deemed sufficient when presented in person, or sent, pre-paid, first class United States Mail, or delivered by electronic mail to the following addresses:

If to Municipality:	If to Consultant:
Town of Melbourne Beach Attn: Elizabeth Mascaro 507 Ocean Ave., Melbourne Beach, FL 32951-2523	Matt Causley, VP of Professional Services M.T. Causley, LLC 866 Ponce de Leon Blvd, 2nd Floor Coral Gables, FL 33134 Email: matt@mtcinspectors.com

23. FORCE MAJEURE

Any delay or nonperformance of any provision of this Agreement by either Party (with the exception of payment obligations) which is caused by events beyond the reasonable control of such party, shall not constitute a breach of this Agreement, and the time for performance of such provision, if any, shall be deemed to be extended for a period equal to the duration of the conditions preventing such performance.

24. DISPUTE RESOLUTION

In the event a dispute arises out of or relates to this Agreement, or the breach thereof, and if said dispute cannot be settled through negotiation, Parties agree first to try in good faith to settle the dispute by mediation, before resorting to arbitration, litigation, or some other dispute resolution procedure. The cost thereof shall be borne equally by each Party.

25. ATTORNEY'S FEES

In the event of dispute resolution or litigation to enforce any of the terms herein, each Party shall pay all its own costs and attorney's fees.

26. AUTHORITY TO EXECUTE

The person or persons executing this Agreement represent and warrant that they are fully authorized to sign and so execute this Agreement and to bind their respective entities to the performance of its obligations hereunder.

27. CONFLICT OF INTEREST AND ETHICS REQUIREMENTS

This Agreement is subject to State of Florida Code of Ethics. Agreement may be subject to Brevard County Code of Ethics and investigation and/or audit by the Brevard County Inspector General. Accordingly, there are prohibitions and limitation on the employment of Municipal officials and employees and contractual relationships providing a benefit to the same.

28. PUBLIC RECORDS

Pursuant to section 119.071, Florida Statutes, Consultant shall comply with Florida's Public Records Act, Chapter 119, Florida Statutes, and agrees to:

- A. Keep and maintain all public records that ordinarily and necessarily would be required by Municipality to keep and maintain in order to perform Services under this Agreement.
- B. Upon request from Municipality's custodian of public records, provide copies to Municipality within a reasonable time and public access to said public records on the same terms and conditions that Municipality would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- C. Ensure that said public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- D. Meet all requirements for retaining said public records and transfer, at no cost, to Municipality all said public records in possession of Consultant upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from Chapter 119, Florida Statutes, disclosure requirements. All records stored electronically must be provided to Municipality in a format that is compatible with the information technology systems of Municipality.

E. IF CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

Town Clerk Address: 507 Ocean Avenue Melbourne Beach, FL 32951	Phone: 321.724.5860 Email: townclerk@melbournebeachfl.org
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29. GOVERNING LAW AND VENUE

This Agreement shall be construed under and governed by the laws of the State of Florida and all services to be provided will be provided in accordance with applicable federal, state and local law, without regard to its conflict of laws provisions.

30. COUNTERPARTS

This Agreement and any amendments may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. For purposes of executing this Agreement, scanned signatures shall be as valid as the original.

31. ELECTRONIC REPRESENTATIONS AND RECORDS

Parties hereby agree to regard electronic representations of original signatures as legally sufficient for executing this Agreement and scanned signatures emailed by PDF or otherwise shall be as valid as the original. Parties agree not to deny the legal effect or enforceability of the Agreement solely because it is in electronic form or because an electronic record was used in its formation. Parties agree not to object to the admissibility of the Agreement in the form of an electronic record, or a paper copy of an electronic document, or a paper copy of a document bearing an electronic signature, on the ground that it is an electronic record or electronic signature or that it is not in its original form or is not an original.

32. WAIVER


Failure to enforce any provision of this Agreement shall not be deemed a waiver of that provision. Waiver of any right or power arising out of this Agreement shall not be deemed waiver of any other right or power.

33. ENTIRE AGREEMENT

This Agreement, along with attached exhibits, constitutes the complete, entire and final agreement of the Parties hereto with respect to the subject matter hereof, and shall supersede any and all previous communications, representations, whether oral or written, with respect to the subject matter hereof. Invalidation of any of the provisions of this Agreement or any paragraph sentence, clause, phrase, or word herein or the application thereof in any given circumstance shall not affect the validity of any other provision of this Agreement.

(Balance of page left intentionally blank)

IN WITNESS HEREOF, the undersigned have caused this Agreement to be executed in their respective names on the dates hereinafter enumerated.



Michael T. Causley
M.T. Causley, LLC

January 9, 2020

Date

Signature

Date

Name and Title
Town of Melbourne Beach

(Balance of page left intentionally blank)

EXHIBIT A – LIST OF SERVICES

1. LIST OF SERVICES

Building Official Services

- ✓ Manage and help administer the department and report to Municipality's designated official
- ✓ Be a resource for Consultant team members, Municipal staff, and applicants
- ✓ Help guide citizens through the complexities of the codes in order to obtain compliance
- ✓ Monitor changes to the codes including state or local requirements and determine how they may impact projects in the area and make recommendations regarding local amendments
- ✓ Assist Municipal staff in revising and updating municipal code to comply with adopted requirements
- ✓ Provide Building Code interpretations for final approval
- ✓ Oversee our quality assurance program and will make sure that we are meeting our agreed upon performance measurements and your expectations
- ✓ Provide training for our inspectors on Municipality adopted codes and local amendments as needed
- ✓ Oversee certificate of occupancy issuance to prevent issuance without compliance of all departments
- ✓ Attend staff and council meetings as mutually agreed upon
- ✓ Responsible for reporting for Municipality – frequency and content to be mutually agreed upon
- ✓ Responsible for client and applicant satisfaction
- ✓ Work with Municipal staff to establish and/or refine building department processes
- ✓ Issue stop-work notices for non-conforming activities – as needed

Inspection Services

- ✓ Perform code compliant inspections to determine that construction complies with approved plans
- ✓ Meet or exceed agreed upon performance metrics regarding inspections
- ✓ Provide onsite inspection consultations to citizens and contractors while performing inspections
- ✓ Return calls and emails from permit holders in reference to code and inspection concerns
- ✓ Identify and document any areas of non-compliance
- ✓ Leave a copy of the inspection ticket and discuss inspection results with site personnel

Plan Review Services

- ✓ Provide plan review services electronically or in the traditional paper format
- ✓ Review plans for compliance with adopted building codes, local amendments or ordinances
- ✓ Be available for pre-submittal meetings by appointment
- ✓ Coordinate plan review tracking, reporting, and interaction with applicable departments
- ✓ Provide feedback to keep plan review process on schedule
- ✓ Communicate plan review findings and recommendations in writing
- ✓ Return a set of finalized plans and all supporting documentation
- ✓ Provide review of plan revisions and remain available to applicant after the review is complete

2. MUNICIPAL OBLIGATIONS

- ✓ Municipality will issue permits and collect all fees
- ✓ Municipality will provide Consultant with a list of requested inspections and supporting documents
- ✓ Municipality will intake plans and related documents for pick up by Consultant and/or submit to Consultant electronically
- ✓ Municipality will provide a monthly activity report that will be used for monthly invoicing
- ✓ Municipality will provide zoning administration for projects assigned to Consultant
- ✓ Municipality will provide codes books for front counter use
- ✓ Municipality will provide office space, desk, desk chairs, file cabinets, local phone service, internet, use of copier and fax

3. TIME OF PERFORMANCE

Services will be performed during normal business hours excluding Municipal holidays.

- ✓ Services will be performed during Town's regular business hours
- ✓ Building Official will be on-site at the Municipality's office as mutually agreed upon
- ✓ Inspectors will be dispatched on an as-needed basis
- ✓ Consultants representative(s) will be on-site weekly based on activity levels
- ✓ Consultants representative(s) will be available by cell phone and email
- ✓ Consultants representative(s) will meet with the public by appointment
- ✓ Additional Inspectors will be dispatched on an as-needed basis

EXHIBIT B – FEE SCHEDULE FOR SERVICES

1. FEE SCHEDULE

- ✓ Municipality will promptly notify Consultant of any revisions or amendments to Municipal Fee Schedule
- ✓ Municipality will periodically review its Municipal Fee Schedule and valuation tables and make adjustment to reflect increases in the cost incurred by Consultant in providing Services
- ✓ Beginning January 01, 2021 and annually thereafter, the hourly rates listed shall be increased based upon the annual increase in the Department of Labor, Bureau of Labor Statistics or successor thereof, Consumer Price Index (United States City Average, All Items (CPI-U), Not Seasonally adjusted, All Urban Consumers, referred to herein as the "CPI") for the Municipality or, if not reported for the Municipality the CPI for cities of a similar size within the applicable region from the previous calendar year, such increase, however, not to exceed 4% per annum. The increase will become effective upon publication of the applicable CPI data. If the index decreases, the rates listed shall remain unchanged
- ✓ Consultant fees for Services provided pursuant to this Agreement will be as follows:

Service	Standard Hourly Rate*
Building Official (16 hours per week), excluding natural disaster events	\$85.00 per hour, 4-hour minimum
Inspector (16 hours per week), excluding natural disaster events	\$68.00 per hour, 4-hour minimum
Natural Disaster Events/Emergency Services**	\$115 per hour
*Services requested for Saturdays and beyond regular business hours, Monday through Friday will be invoiced at one and half (1.5) times the standard hourly rate, with a four (4) hour minimum.	
Services requested for US Federal Recognized Holiday and Sundays will be invoiced at two (2) times the standard hourly rate, with a four (4) hour minimum.	
**Consultant reserves the right to negotiate lodging expenses with Municipality in the event staff is required to relocate.	

2020 & 2021 Salary Comparison SafeBuilt vs In-house Building Official

	FY2018 Total Expense	FY2019 Total Expense	FY2020 Estimated Expense	Percent Increase FY20 Over FY19	FY2021 Proposed Expense	Percent Increase FY21 Over FY20
SafeBuilt <i>16 hours per week</i>	87,287.00	89,366.30	99,008	10.79%	112,320.00	13.45%

Town Employee Expense

Combine Building					
Dept. and Code	FY20 Budgeted Salary Expense	\$123,198.00		\$ 128,220.36	Proposed 2021
40 hours per week	Building Official & Code Officer	\$90,000.00	Annual Salary	92,700	(3% increase)
	Plus FICA (7.97)	\$ 7,173.00		\$ 7,388.19	
	Plus Retirement (8.47%)	\$ 7,623.00		\$ 7,851.69	
-	Plus Health Ins \$800 mnthly	\$ 9,600.00		\$ 9,600.00	
	Plus Life Insurance \$5.66 mnthly	\$ 67.92		\$ 67.92	
	Plus Unemployment (.32%)	\$ 288.00		\$ 2,967.00	
		\$ 114,751.92	Annual Expense	\$ 120,574.80	Proposed 2021
	Savings + 16 additional hours	\$ 8,446.08		\$ 7,645.56	

Attachments:	Resolution 2020-02
Date Prepared:	January 10, 2020
Prepared By:	Town Manager Elizabeth Mascaro
Meeting Date:	January 16, 2019

Agenda Category:

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

Subject:	SR A1A Pedestrian Safety Project
Recommended Action:	Approve Resolution 2020-02
Background Information:	On December 22, 2019, a 12 year old child was struck and killed in a mid-block crossing on SR A1A at Ellwood Avenue while attempting to cross from the east to the west side of A1A. All indications show that this accident occurred after the recently installed Rapid Reflective Flashing Beacon had been activated. This resolution encourages the FDOT to take steps to reduce the posted speed limits on SR A1A as part of the on-going pedestrian safety projects in support of the SCTPO Vision Zero initiative to reduce traffic injuries and fatalities.

RESOLUTION 2020-02

A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA; ENCOURAGING THE FLORIDA DEPARTMENT OF TRANSPORTATION TO TAKE THE STEPS REQUIRED TO REDUCE THE POSTED SPEED LIMITS ON SR A1A WITHIN THE BEACHSIDE COMMUNITIES OF BREVARD COUNTY AS A PART OF THE VISION ZERO INITIATIVE IN BREVARD COUNTY TO REDUCE PEDESTRIAN INJURIES AND FATALITIES.

WHEREAS, the Florida Department of Transportation has jurisdiction over all state roads throughout Brevard County; and

WHEREAS, Brevard County has been ranked No. 3 in the nation in a biennial report for Smart Growth America and the National Complete Streets Coalition for pedestrian injuries and fatalities; and

WHEREAS, the Smart Growth America and National Complete Streets Coalition Report provides a “pedestrian Danger Index: that calculates how deadly it is to walk in a state or metropolitan area; and

WHEREAS, the Space Coast Transportation Planning Organization and its members have endorsed a Vision Zero program to reduce traffic fatalities and injuries, including pedestrian and vehicle incidents; and

WHEREAS, the Florida Department of Transportation has initiated construction of the SR A1A Pedestrian Safety Project, Project Number 439512-1, from US 192 to Atlantic Boulevard to enhance pedestrian safety and supplement similar projects on the corridor completed in recent years; and

WHEREAS, the SR A1A Pedestrian Safety Project, Project Number 439512-1, is part of a blended approach to reduce traffic injuries and fatalities, that must include an examination and ultimately the lowering of the speed limit along this urban corridor.

NOW, THEREFORE, BE IT RESOLVED THAT THE TOWN COMMISSION OF THE TOWN OF MELBOURNE BEACH HEREBY SUPPORTS THE VISION ZERO INITIATIVE OF THE SPACE COAST TRANSPORTATION PLANNING ORGANIZATION AND ITS MEMBER ORGANIZATIONS AND REQUESTS THE FLORIDA DEPARTMENT OF TRANSPORTATION, AS PART OF THE SR A1A PEDESTRIAN SAFETY PROJECT, PROJECT NUMBER 439512-1, EXAMINE THE SPEED LIMITS ALONG THE SR A1A URBAN CORRIDOR AND REDUCE THE

SPEED LIMIT TO SUPPLEMENT THE PEDESTRIAN SAFETY PROJECTS ON SR A1A ALREADY UNDER CONSTRUCTION OR RECENTLY COMPLETED.

A copy of the resolution shall be submitted to the District 5 Secretary of the Florida Department of Transportation and the local government members of the Space Coast Transportation Planning Organization.

PASSED AND ADOPTED by the Town Commission of the Town of Melbourne Beach, Brevard County, Florida, at its regular meeting of the Town Commission on the 15th day of January, 2020.

TOWN OF MELBOURNE BEACH, FLORIDA

By: _____
JAMES D. SIMMONS, Mayor

ATTEST:

NANCY WILSON, Town Clerk

Attachments:	"In Focus – Taking a Closer Look at the (IRL)"
Date Prepared:	12/31/2019
Requested By:	J. Simmons
Meeting Date:	01/15/2020

Agenda Category: (check all that apply)

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

Subject:	Sediment and Erosion Control
Recommended Action:	Discussion and possible action
Background:	<p>The Town Commission has taken many steps to decrease runoff into the IRL, including establishing retention and percolation requirements on developed lots. However, no requirements exist for lots during development. Observations show that lots under development in Melbourne Beach allow significant amounts of soil material onto streets and gutters and into storm drains (which largely flow to the IRL).</p> <p>According to the FDEP, "Muck build-up is a result of nutrient pollution, sediment, grass clippings, leaves and other organic matter entering the Indian River Lagoon over time and accumulating at the bottom. As muck decomposes, it consumes oxygen needed by fish and it releases nutrients that feed algae blooms.</p> <p>"Eliminating current sources of muck and removing muck deposits are both crucial steps toward improving water quality and the overall health of the lagoon, including protecting fish and wildlife that call the Indian River Lagoon home."</p> <p>The Chesapeake Bay is often cited as a success story and model for IRL restoration. Many Chesapeake Bay communities, including Anne</p>

	Arundel County, MD, have established sediment and erosion control measures to ensure that sediment is contained on lots under development rather than allowed to flow to the Bay.
Suggested Action:	Discussion and possible action – engage Town staff and consultants to develop sediment and erosion control requirements for lots under development in order to reduce sediment fed into the IRL.

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IN FOCUS: TAKING A CLOSER LOOK AT THE INDIAN RIVER LAGOON

Florida Department of Environmental Protection sent this bulletin at 03/02/2017 09:51 AM EST



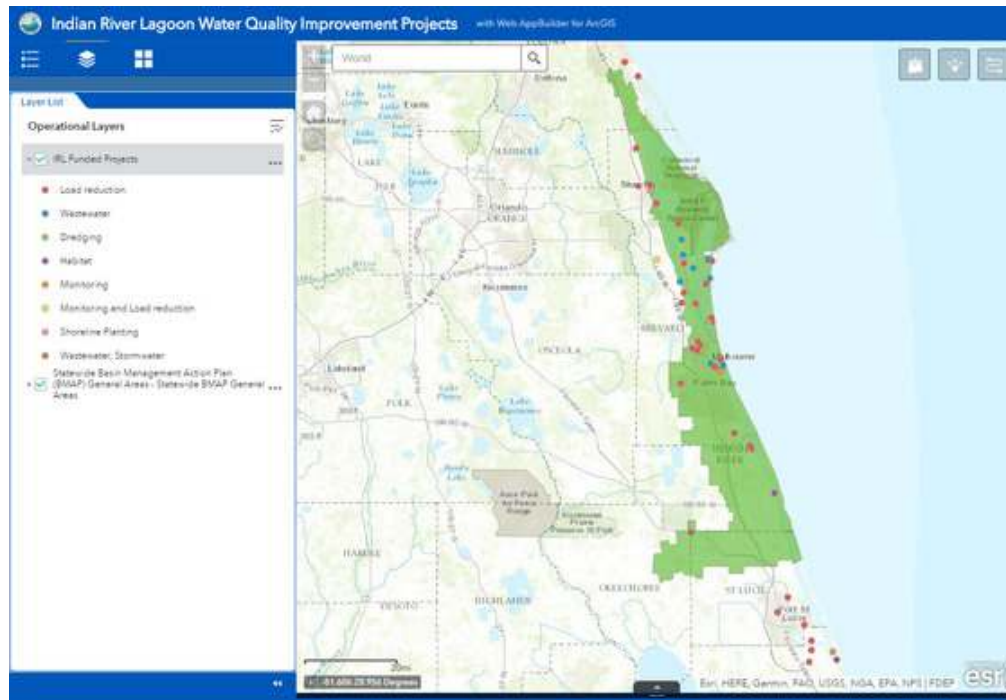
The [Indian River Lagoon System](#) is a 156-mile-long estuary located on Florida's east coast that spans from Daytona to Fort Pierce. This estuary, which directly and indirectly supports a large part of the region's and the state's economy, including tourism, recreation and fishing, has experienced seagrass die-off and algal blooms due to excess nutrients from septic tanks, stormwater runoff and muck sediment.

Recognizing that the health of the Lagoon is vital to Florida's environment, economy and quality of life, the department has identified the Lagoon as a priority waterbody for restoration. To formally implement the projects and activities necessary to bring the Lagoon back to health, the department adopted pollutant-reduction targets for nitrogen and phosphorus and established three restoration plans to address specific challenges in each section of the Lagoon.

To benefit and protect the Indian River Lagoon, the Florida Department of Environmental Protection has invested more than \$142 million in [nearly 70 projects](#) to help improve water quality in the past ten years. In addition to DEP funding, the St. Johns River and South Florida water management districts and local governments also provide funding for water-quality improvement projects.

This fiscal year, DEP has awarded more than [\\$24 million in grants](#) for 12 projects to help communities reduce stormwater nutrient loads, continue stormwater treatment improvements, reduce nonpoint source pollution and eliminate muck sediments.

Governor Rick Scott's "Fighting for Florida's Families" budget proposes funding for a 50/50 state matching grant program with local communities, including those along Indian River Lagoon, to provide funding to encourage residents to move from septic tanks to sewer systems in order to curb pollution that is currently entering impacted water bodies. Additionally, this proposal will support local communities to help build wastewater systems to meet the increased demand for wastewater services. Funding also includes \$20 million for muck dredging and other capital improvement projects needed to improve water quality and reduce sources of pollution in these waterways.



Click on the image above to access interactive map of nearly 50 current and upcoming water-quality projects benefiting Indian River Lagoon.

DEP Provides \$20 Million for Eau Gallie River Restoration



The Florida Department of Environmental Protection awarded the St. Johns River Water Management District a total of \$20 million from legislative appropriation grants for the Eau Gallie River muck dredging project. The project will remove approximately 632,000 cubic yards of muck sediment from the Eau Gallie River, a tributary of the Indian River Lagoon.

Muck build-up is a result of nutrient pollution, sediment, grass clippings, leaves and other organic matter entering the Indian River Lagoon over time and accumulating at the bottom. As muck

decomposes, it consumes oxygen needed by fish and it releases nutrients that feed algae blooms.

Eliminating current sources of muck and removing muck deposits are both crucial steps toward improving water quality and the overall health of the lagoon, including protecting fish and wildlife that call the Indian River Lagoon home.

Pictured here, muck from the lagoon is being transported from a pipe into the dredged material management area.

Click [here](#) for more information.

Restoration of the Indian River Lagoon

To reduce excessive amounts of nutrients in the Lagoon, the department adopted three basin management action plans, or BMAPs, in 2013 that address nutrient reductions in specific areas of the Lagoon.

These nutrient reductions will aid in the recovery of deeper water seagrass habitats which scientists use as the primary indicator of the Lagoon's overall health.

Seagrasses are essential to the Lagoon, serving as a nursery for juvenile fish, a habitat for shrimp and other animals, and a staple food for endangered manatees.

St. Johns River Water Management District scientists along with DEP's aquatic preserves and other partners regularly monitor seagrass growth throughout the Lagoon, to evaluate recovery and to improve the understanding of these life-sustaining submerged plants.

North Indian River Lagoon

The North IRL – which extends from Turnbull Creek to the Melbourne Causeway – was further divided into two project zones. To date, projects and activities undertaken by local governments and others in the North A project zone have achieved approximately 30 percent of the total nitrogen reductions and 53 percent of the total phosphorus reductions needed to meet restoration targets.

In the North B project zone, these projects resulted in an estimated 48 percent of total nitrogen and 59 percent of total phosphorus reductions needed to meet restoration targets.

Local stakeholders have undertaken street-sweeping projects, educational efforts and identification of priority muck-removal locations.

Central Indian River Lagoon

The main stem of the Central IRL subbasin extends from the Melbourne Causeway in Brevard County to the boundary between Indian River and St. Lucie counties. DEP further divided the Central IRL into three project zones.

Projects for which load reductions could be quantified resulted in an estimated reduction of 14,953 pounds/per year of total nitrogen loadings and 3,998 pounds/per year of total phosphorus loadings.

Local stakeholders in all three project zones have undertaken an array of pollutant-reducing initiatives, including stormwater projects, drainage improvements, septic tank conversions and adoption of fertilizer ordinances.

Banana River Lagoon

The Banana River Lagoon is located between the barrier island communities of Cape Canaveral, Indian Harbour Beach and Merritt Island, and at its southern end connects to the IRL. The BRL is further divided into two project areas.

Best management practices and projects implemented in both zones have reduced 25 percent of total nitrogen loadings and 26 percent of total phosphorus loadings necessary to meet restoration targets.

Fertilizer ordinances, street sweeping, stormwater projects and beach/city cleanup events have helped reduce nutrient loadings.

Economic Impacts of Ecotourism



The eight state parks and three aquatic preserves along the Indian River Lagoon offer access to a multitude of nature-based and recreational activities including boating, hiking, swimming and wildlife watching.

Avalon, Fort Pierce Inlet, Sebastian Inlet and St. Lucie Inlet state parks provide access to undeveloped Atlantic coastline. These and other state parks protect natural areas such as beach dunes, mangrove swamps and wet prairies. The parks also provide essential habitat for wildlife including manatees, wood storks and nesting sea turtles. Additionally, the Indian River Lagoon Aquatic Preserve promotes sustainable camping and recreational practices on the spoil islands to reduce waste.

Parks along the Lagoon contribute to the local economy by attracting visitors and supporting area small businesses. In fiscal year 2015-16 alone, the eight parks along the Indian River Lagoon welcomed nearly 1.6 million visitors and generated more than \$143 million in direct economic impact.

Preserving and protecting these natural resources for future generations is vital for both Florida's environment and economy.



Indian River Lagoon - National Estuary Program



The Indian River Lagoon became part of the National Estuary Program (NEP) in 1990. The NEP, which works to protect and restore the water quality of estuaries of national significance, involves coordination of community members and other partners to develop and implement a management plan that addresses local priorities.

Today, the IRLNEP is managed by the IRL Council, established in 2015 as a special district of Florida. The IRL Council includes representatives of five counties bordering the Lagoon (Volusia, Brevard, St. Lucie and Martin counties and the Indian River County Lagoon Coalition), the St. Johns River and South Florida water management districts, the Florida Department of Environmental Protection and the U.S. Environmental Protection Agency.

The IRL Council appointed a diverse group of over 70 scientists, resource managers, community leaders and citizens to serve as advisers within the IRLNEP — the only organization in the region that brings together federal, state and local agencies, elected officials and the science community to address restoration and protection efforts focused on the Lagoon. This connected leadership structure, where local stakeholders all share responsibility for the Lagoon, has provided a new business model to address Florida's most threatened Lagoon system to ensure that long-term restoration strategies are aligned.

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Town Manager Report for December 2019

1. BOA meeting was rescheduled for January for 315 Atlantic.
2. Police PBA meeting from 12/20 was adjourned after 10 minutes. PBA representative needed to meet with the Officer's to discuss Officer's financial requests. No new meeting date has been established.
3. Meet with new FEMA representative to discuss updated reporting requirements when filing claims for Hurricane Dorian. Initial submission deadline is 2/28/2020.
4. P&Z has requested the ability to contact the Planner to discuss issues. They would like to know what dollar limit they have available to spend on consultation fees.
5. Attend League of Cities dinner at Harris Corp.
6. On January 8th, Hoover Middle School had a service project to clean up at Loggerhead Park and Bi-Centennial Park. Approximately 50 students from Hoover came to clean up armed with shovel, rakes and elbow grease. They were joined by our Public Works department, Police Chief and Fire Chief. The effort was spearheaded by Curtis By who coordinated the clean- up day with Catherine McNutt, Principal of Hoover Middle and Commissioner Hoover. Crystal Cain led the cleanup at Bi-Centennial Park. Additional help was provided by Global Sustainability Group, Surfriders, FIT, and Sea Turtle Conservancy. The project was a success and will be scheduled again for next year.
7. Through Computer Experts monitoring of our two computer servers, some anomalies were detected. There has been no data breach. The servers are still under warranty and have been replaced.
8. The new floor has been installed in Town Hall. The floor looks great; the office looks brighter and smells clean. Please come in and check it out.
9. The Parking Survey's will be mailed on Tuesday, January 14th. We are allowing 30 days upon receipt for a response.
10. The Building Department activity has picked back up after the slow down during the holidays.



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ♦ ESTABLISHED 1883

Building Department Report DECEMBER 2019

- 41 permits issued
- 160 inspections completed
- 52 plans reviewed
- 2 Site Plan reviews for P&Z
- 3 BTR reviews
- 0 new homes

Permit	Description	Issue	Company	Value	Fee	Address
MB18_863	REPLACE/REPAIR WOOD FENCING	12/19/2019		\$2,400.00	\$71.00	216 SIXTH AVE
MB18_869	FRAMING DOORS AND WINDOWS	12/21/2019		\$2,400.00	\$142.00	203 ELM AVE
MB19_497	Wood Fence, Install	12/20/2019	SECURE FENCE AND RAIL LLC	\$2,350.00	\$71.00	319 HIBISCUS TRL
MB19_517	MECHANICAL HVAC	12/26/2019	Island Air & Heat Inc	\$4,034.00	\$71.00	2050 ATLANTIC ST 313
MB19_609	PATIO TO FL ROOM	12/6/2019		\$10,000.00	\$212.20	205 FIR AVE
MB19_679	PLUMBING, WATER HEATER	12/27/2019	Tucker's Cutrate Plumbing & Service	\$925.00	\$71.00	415 AVENUE A
MB19_681	MECHANICAL, HVAC	12/12/2019	American Residential Services	\$5,296.00	\$71.00	1710 ATLANTIC ST 5D
MB19_689	INGROUND POOL	12/2/2019	Martin Pools and Spas Inc.	\$39,520.00	\$500.20	408 FIFTH AVE
MB19_690	POOL RESURFACE	12/4/2019	Fantasy Pools	\$6,700.00	\$147.80	517 ANDREWS DR
MB19_697	REMODEL, INTERIOR AND EXTERIOR	12/11/2019	ARCHANGEL ENGINEERING & CO	\$100,000.00	\$1,090.24	316 OAK ST
MB19_698	REROOF	12/10/2019	HOUGH ROOFING INC	\$10,890.00	\$229.56	306 SIXTH AVE
MB19_701	PAVERS	12/3/2019		\$5,000.00	\$71.00	610 HIBISCUS TRL
MB19_702	REROOF					

			12/5/2019 Rock Solid Roofing, Inc.	\$65,360.00	\$752.29 100 OAK ST
MB19_704	REROOF	W/FLAT			
			12/18/2019 G&G ROOFING CONSTRUCTION II	\$21,850.00	\$327.80 608 HIBISCUS TRL
MB19_705	DUCTWORK, REPLACE				
			12/6/2019 Complete Air & Heat Inc	\$6,000.00	\$133.50 509 POINSETTIA RD
MB19_706	MECHANICAL, HVAC				
			12/3/2019 Masters Air and Heat	\$4,800.00	\$71.00 506 AVENUE B
MB19_707	FENCE, GATE				
			12/9/2019 Professional Grade Fence	\$2,180.00	\$71.00 507 RIVERSIDE CIR
MB19_708	RE PLUMB				
			12/6/2019 SPR PLUMBING LLC	\$9,500.00	\$202.44 509 POINSETTIA RD
MB19_710	SKYLIGHT REPLACE	3			
			12/13/2019 JAL ROOFING INC	\$2,499.00	\$71.00 2009 OAK ST
MB19_711	MECHANICAL, HVAC				
			12/5/2019 ABLE AIR, INC	\$2,945.00	\$71.00 503 FOURTH AVE
MB19_712	MECHANICAL, HVAC AND DUCT REPLACE				
			12/5/2019 ABLE AIR, INC	\$12,140.00	\$233.07 506 BANYAN WAY
MB19_713	FENCE, INSTALL				
			12/10/2019 SUPERIOR FENCE & RAIL OF BRE	\$1,720.00	\$71.00 1301 PINE ST
MB19_715	REROOF	W/FLAT			
			12/16/2019 SKY LIGHT ROOFING INC	\$11,700.00	\$245.37 525 AVENUE B
MB19_716	REROOF	W/FLAT			
			12/13/2019 Roof Techs Roof Systems LLC	\$15,150.00	\$262.44 220 ASH AVE
MB19_717	REROOF	W/FLAT			
			12/16/2019 Alron Construction LLC	\$31,103.00	\$418.08 209 FLAMINGO LN
MB19_718	ADDITION, PATIO				

<i>MB19_719</i>	REROOF	12/10/2019 HOUGH ROOFING INC	\$5,400.00	\$121.84 222 SIXTH AVE
<i>MB19_720</i>	WATRER HEATER, REPLACE	12/20/2019 Property Renovations and Constructi	\$12,900.00	\$240.49 416 AVENUE A
<i>MB19_721</i>	MECHANICAL, HVAC	12/11/2019 Broward Factory Service	\$316.00	\$142.00 402 THIRD AVE
<i>MB19_723</i>	RE ROOF	12/11/2019 NEXT GENERATION AIR & HEAT I	\$0.00	\$71.00 304 THIRD AVE
<i>MB19_725</i>	SANITARY LINE, REPAIR	12/20/2019 ROOFCLAIM.COM LLC	\$30,500.00	\$412.20 2013 OAK ST
<i>MB19_726</i>	CATV CABLE, INSTALL	12/12/2019 Sun Plumbing	\$13,410.00	\$245.46 411 SECOND AVE
<i>MB19_727</i>	MECHANICAL, HVAC	12/11/2019 Youngs Communications Co. Inc.	\$0.00	\$0.00 507 OCEAN AVE T.H&PD
<i>MB19_728</i>	DEMOLITION, INTERIOR	12/16/2019 Del-Air Heating A/C & Refrigeration I	\$0.00	\$71.00 312 SECOND AVE
<i>MB19_730</i>	GARAGE DOOR, REPLACE	12/12/2019 AMERICAN CONSTRUCTORS AND	\$1,950.00	\$71.00 307 HIBISCUS TRL
<i>MB19_731</i>	DUCTWORK, REPLACE	12/19/2019 All Pro Garage Doors Inc	\$1,700.00	\$71.00 328 AVENUE A
<i>MB19_732</i>	RE ROOF	12/19/2019 ABLE AIR, INC	\$4,750.00	\$71.00 211 FIR AVE
<i>MB19_735</i>	NEW INGROUND POOL	12/18/2019 PERDEN ROOFING LLC	\$33,000.00	\$436.59 509 HIBISCUS TRL

	12/20/2019	Martin Pools and Spas Inc.	\$63,800.00	\$737.07	225 FOURTH AVE
<i>MB19_737</i>		MECHANICAL HVAC, REPLACE			
	12/18/2019	Dave Mastro Air & Heat Inc.	\$6,125.00	\$71.00	407 ANCHOR KEY
<i>MB19_738</i>		FENCE AND GATE, INSTALL			
	12/27/2019	Carrie's Fence of Palm Bay	\$3,460.00	\$142.00	312 AVENUE A
<i>MB19_742</i>		FENCE AND GATE, INSTALL			
	12/27/2019	Carrie's Fence of Palm Bay	\$8,266.00	\$177.07	406 FOURTH AVE
			\$562,039.00	\$8,758.71	

Public Works

December 2019

Christmas Decorations

Trimmed tree 4th and Pine

Constructed and installed aluminum banner/flag hanging poles Ocean Ave.

Continued identifying electrical problem with lights in Ryckman Park

Complete re-organization of PW Shop

Obtained and installed new flag pole at Old Town Hall

Created larger swale area at First and Pine – curb cut to 5 feet.

Inspected stormwater drain busted by truck Rosewood

Installed new lifeguard flag pole at Ocean Park

Serviced tractor

Removed damaged trashcan Ocean Park

Responded to report of sewer leak Anchor Key – photos reported to Brevard County

Obtained and installed new signs Cherry and Atlantic (Stolen)

Repaired pot holes on Riverside and Banyan at Magnolia

The storage yard completely cleaned organized and mowed (Sean)

Used concrete grinder to grind down sidewalk trip hazards in Ryckman Park

Stained beaujean house/post office Ryckman Park

Cleaned up “snow” from Tree lighting

Attended tree lighting for operational purposes.

Public Works Overview

December 2019

As you all know December was a very busy month for all of us. A significant part of our time was spent preparing for the big tree lighting event. We added wreaths on Ocean Avenue this year as our new for the year thing. Our desire is to try and add something new each year for our Town folks to enjoy. Without a doubt the “snow” was the biggest hit of the year.

Dealing with the “snow” was quite an experience for our residents and for the PW crew and Town Manager. Mixing and placing the snow was a new experience. The really different experience was cleaning up the “snow”. Thank goodness for our Ditch Witch. PW and the Town Manager scooped the “snow” into piles and then used the Ditch Witch to vacuum it up. At that point it did not appear as snow but slim. It was very slippery. We can attest to that.

With that being said the hard work was worth the unbelievable enjoyment it provided during the tree lighting.

Our storage area for PW has been completely redone. It is now slightly and very organized. With our new storage pod we have been able to sort signs and other traffic control material and store them in an orderly manner. That area has never looked as professional prior to this. A big accomplishment headed by Sean.

The new storage pod also allowed us to completely reorganize PW shop. All of our equipment is now inside including the Ditch Witch. We are very happy with this. It makes for a much better organized and user friendly area in the bays.

The Old Post Office was sprayed with a stain. This not only adds to the appearance it should help preserve the wooden structure. We made sure this was completed before Frank conducted his New Years Day Tour.

Working is continuing on identifying the problem/s that is causing the walkway lights in Ryckman Park to not operate. It appears to be a wiring issue that has evolved from aging. Our volunteer electrician, Bernie Durkin will be assisting right after the first of the year.

I am still researching various ways for lighting in our parks. We would really like to go solar when and if possible.

As the year ends we are beginning to plan out our schedule for the upcoming year. We thank you for you support.

CODE ENFORCEMENT MONTHLY RI REPORT: DECEMBER**2019****NEW CASES FOR THE MONTH OF DECEMBER**

<u>CASE NUMBER</u>	<u>DATE</u>	<u>ADDRESS</u>	<u>CODE VIOLATION</u>	<u>DATE CLOSED</u>	<u>ACTIVE</u>
2019-CE-125	12/2/2019	207 Ocean Ave	Overgrowth	12/17/2019	
2019-CE-126	12/2/2019	200 Third Ave	Overgrowth ROW		X
2019-CE-127	12/2/2019	416 Ave A	Work W/O Permit		X
2019-CE-128	12/10/2019	705 Oak St	Overgrowth/Well		X
2019-CE-129	12/10/2019	312 Ave A	Fence W/O Permit		X
2019-CE-130	12/17/2019	407 Forth Ave	R/V in Driveway	12/30/2019	
2019-CE-131	12/12/2019	701 Pine St	Boat in Driveway	12/17/2019	
2019-CE-132	12/11/2019	407 Hibiscus Trl	R/V Lived In		X
2019-CE-133	12/26/2019	206 Cherry St	Abandoned Vehicle		X

OPEN/ACTIVE CASES FROM PRIOR MONTHS

<u>CASE NUMBER</u>	<u>DATE</u>	<u>ADDRESS</u>	<u>CODE VIOLATION</u>	<u>ACTION</u>	
2019-CE-078	7/13/2019	514 Hibiscus Trl	R/V over 26 ft	Code Change Poss.	X
2019-CE-086	7/21/2019	216 Elm St	Cargo Trailer	Code Change Poss.	X
2019-CE-097	8/21/2019	1805 Oak St	Cargo Trailer	Permit Applied	X
2019-CE-050	4/10/2019	200 Third Ave #4	Rental less than 30 days	NOV	X
2019-CE-051	4/10/2019	200 Third Ave #5	Rental less than 30 days	NOV	X
2019-CE-086	7/21/2019	216 Elm St	RV /Trailer	Code Change ?	X
2019-CE-097	8/21/2019	1805 Oak St	Cargo Trailer	Cooperative Subject	X
2019-CE-117	10/8/2019	401 Fourth Ave	POD in driveway	Verbal	X
2019-CE-119	10/15/2019	213 Third Ave	Overgrowth/ Debris	Verbal	X
2019-CE-054	5/8/2019	419 Ocean Ave #203	Work W/O Permit	Hearing 12/6/2019	X
2019-CE-014	2/12/2019	408 Ave A	Overgrowth/ Debris	Cooperative Subject	X
2019-CE-124	11/27/2019	512 Sunset Blvd	Overgrowth/ Debris		X

PRIOR CASES CLOSED IN DECEMBER

			CLOSED
2019-CE-106	9/24/2019	514 Poinsettia	Dumpster 12/2/2019
2019-CE-119	10/15/2019	213 Third Ave	Overgrowth 12/17/2019

NUMBER OF CASES OPEN THIS MONTH	9
NUMBER OF CASES CLOSED THIS MONTH	5
NUMBER OF CASES OPEN AND CLOSED SAME MONTH	3
TOTAL NUMBER OF CASES STILL OPEN	18
NUMBER OF CASES THAT WENT TO BOARD	1

PREPARED BY JIM O'BYRNE, CODE ENFORCEMENT OFFICER,



Melbourne Beach Police Department

Monthly Report

December 2019



In the month of December, we had a total of 14 criminal charges and 3 arrests. These charges ranged from Vehicle Burglary, Petit Theft, Domestic Battery, Criminal Traffic, and Possession of Alcohol.

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 city to assist in traffic calming, and it raises the driver's awareness.

We had 12 animal complaints/calls this month consisting of;

- Loose dogs
- Aggressive Opossum
- Barking Dogs

One of our areas of high volume calls consists of Injured/Ill persons. These calls are unpredictable, and each of the officers is First Responder/CPR/AED certified and is first on the scene to provide medical treatment as necessary.

All reports and calls for service are checked each day by either myself or a supervisor.

On December 14th, we had our Movie with a Cop and showed "The Grinch." I want to thank Sgt. Steve Kino and his officers for putting this event together. It was terrific seeing parents and the kiddos dressing up in their holiday attire.

Sgt. Kino attended a mandatory renewal course as our Taser Instructor, and all officers are up to date on their certifications.

We participated in “Toys for Tots,” and pleased to say we had the most donations this year than previous years. Thank you to all the employees and residents that were so generous with their gifts.

Finally, I want to thank our businesses and residents for the cookies and goodies they made the officers. Thank you for thinking of us during the holiday season and all year round.

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

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 December 2019

- 12/02- Death Investigation in the 400 block of Fifth Avenue. Nothing suspicious and the deceased had been put on Hospice that day.
- 12/09- Burglary, petit theft, from a vehicle at the Sixth Avenue beach access. Unknown suspect(s) went into a vehicle and stole multiple items, to include money, prescription drugs and a wallet.
- 12/11- Fire in the 300 block of Hibiscus Trail. A shed in the backyard of a residence caught fire and the fire was contained to the shed only.
- Burglary, petit theft, from a vehicle at the Second Avenue beach access. Unknown suspect(s) went into a vehicle and stole cash from the center console of the vehicle.
- Vehicle crash, hit and run, between two vehicles at Oak Street and Ocean Avenue. An unknown driver rear-ended another vehicle and left the area. The suspect vehicle was located; however officers were unable to determine who was driving at the time of the crash.



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: Det/Sgt. Kino

RE:December Monthly Call Report

DATE: 01/01/2019

12/5-Vehicle burglary in the area of Avenue B and Atlantic St. Victim had items taken from his golf cart. He signed and completed a decline to prosecute on scene.

12/5-Theft in the 900 block of Oak St. R/P had his bicycle stolen by an unknown person. The R/P declined to prosecute.

12/6-Theft in the 1700 block of Atlantic St. R/P's girlfriend used his debit card and made a \$22 purchase without his consent. He completed and signed a decline to prosecute on scene.

12/7-Traffic crash at the intersection of Oak St. at Sunset Blvd. NO road blocks and unknown injuries. The driver of vehicle 2 declined transport by BCFR on scene but had her husband take her to the hospital after we cleared the scene.

12/13-Domestic disturbance in the 2000 block of Oak St. Grandson was being "disrespectful" to grandparents. Parties were separated.

12/13-Theft from the 900 block of Oak St. A w/m juvenile appeared to conceal items and leave the store without paying. A Capias Request was forwarded to the State's Attorney's Office for review.

12/14-Suspicious incident in the 700 block of Riverside Dr. 2 unknown males were walking around the residence at approximately 0500 hours. They continued to walk south on Riverside Dr.

12/21-Domestic disturbance in the 400 block of Pelican Key. Husband and wife in a verbal while driving. One of the involved parties agreed to stay at a hotel for the evening.

12/22-Theft in the 500 block of Harland Ave. An unknown person took a black in color Electra beach cruiser style bicycle from the side of the residence. Victim completed a decline to prosecute.

12/24-Suicide attempt in the 400 block of Magnolia Ave. Had to force entry into the house through the front door. Located a w/m in the bathtub with lacerations to both of his wrists. BCFR transported him to HRMC and he was placed under a Baker Act.

12/29-Vehicle burglary in the 200 block of Riverside Dr. A wallet was taken out of an unlocked vehicle. The wallet's contents were located in the area of Riverside Dr. and Flamingo Ln. The victim signed a decline to prosecute.

12/29-Domestic battery in the 2000 block of Oak St. Juvenile battered his grandfather and then fled the residence. An arrest report and capias request has been completed. The Juvenile was located the following day and was given a court date.

12/30-Suspicious incident in the 400 block of Colony St. An unknown male walked past the r/p's front door with a shirt concealing his face. He was then seen on camera appearing to attempt to open the car door in the driveway. The r/p just wanted to report it to make us aware.



Melbourne Beach Police Department



	DEC	NOV	OCT	SEPT	AUG	JULY	JUNE	MAY	APRIL	MARCH	FEB	JAN	YTD
Total Calls for Service	972	931	933	1143	1054	1303	1253	875	808	662	531	588	11053
Total Felonies	4	3	5	8	1	4	6	1	3	4	2	1	42
Total Misdemeanors	10	5	9	6	1	3	4	4	1	5	4	3	55
Total Capias Requests	2	1	0	1	0	0	1	0	0	0	0	0	5
Total Traffic Arrests	0	1	2	3	0	0	0	1	0	0	0	0	7
Total Other Arrests	1	5	6	6	2	2	1	2	1	2	2	1	31
911 Investigation	8	17	10	12	23	21	22	11	17	11	11	6	169
Abandoned Vehicle	0	0	0	0	0	0	1	0	0	0	0	0	1
Aggravated Assault	0	0	0	0	0	0	1	0	0	0	0	0	1
Alarm Business	3	4	3	3	0	7	2	4	4	2	2	5	39
Alarm Residence	1	6	4	2	4	2	1	6	6	7	2	1	42
Animal Complaint	13	3	4	3	8	6	6	16	2	4	5	6	76
AOA LEO	20	21	21	22	7	18	21	18	19	17	15	21	220
AOA Other Agency	0	0	0	1	1	0	1	0	0	0	0	0	3
Assist Citizen	2	0	10	11	4	4	3	3	6	9	8	10	70
Assist DCF	0	0	1	0	0	0	3	0	1	1	1	2	9
Assist Motorist	2	4	1	1	2	0	1	3	0	2	0	2	18
Attempt to Contact	3	2	4	2	2	2	1	4	4	0	1	4	29
Baker Act	0	0	2	0	1	2	2	4	2	1	3	1	18
Battery	0	0	0	0	1	0	0	1	0	0	2	0	4
Battery Aggrevated	0	1	0	0	0	0	0	0	0	0	0	0	1
Burglary Attempted	0	0	0	0	0	0	0	0	0	0	0	1	1
Burglary Residence	0	0	1	0	0	0	0	0	1	1	0	0	3
Burglary Vehicle	4	0	1	3	0	2	6	0	0	1	0	0	17
Citizen Contact	4	3	2	1	4	4	3	1	2	2	2	1	29
Civil Matter	1	2	2	0	3	4	0	4	1	0	0	0	17
Civil Process	0	0	0	0	1	0	1	0	0	0	0	0	2
Crash	2	10	2	3	5	3	2	6	8	3	4	5	53
Crash Hit & Run	2	0	1	0	0	0	0	0	0	0	0	0	3
Criminal Mischief	0	1	1	0	0	2	1	0	1	1	0	2	9
Death Investigation	1	0	0	0	1	0	0	1	0	1	1	1	6
Disturbance Domestic	2	7	3	3	3	2	2	2	5	5	6	1	41
Disturbance Domestic Battery	1	2	1	1	184	0	1	1	0	1	2	0	10
Disturbance Fight	0	0	0	0	0	0	0	0	0	0	0	1	1
Disturbance Noise	2	1	1	4	3	5	0	0	3	3	0	1	23



Melbourne Beach Police Department



	DEC	NOV	OCT	SEPT	AUG	JULY	JUNE	MAY	APRIL	MARCH	FEB	JAN	YTD
Disturbance Verbal	0	0	0	1	0	2	0	0	0	2	6	1	12
Driving While License Suspended	2	2	3	1	2	0	0	0	0	0	0	0	10
Fire	2	5	7	12	2	4	5	4	1	2	5	2	51
Fireworks	0	0	0	0	0	0	2	3	0	0	1	1	7
Fraud/Forgery	0	1	1	2	2	0	0	0	1	1	1	0	9
Grand Theft	0	0	1	2	1	1	0	1	1	0	0	0	7
House Checks	100	125	177	292	355	523	557	291	73	39	57	28	2617
Illegal Parking	11	12	14	25	39	46	48	18	26	4	5	0	248
Indecent/Lewd Act	0	0	1	0	0	0	0	0	0	0	0	0	1
Information	9	7	6	9	10	11	14	17	14	15	18	20	150
Injured/Ill Person	26	32	15	17	13	24	12	14	20	18	14	15	220
Intoxicated Driver	0	2	3	1	0	1	0	0	0	1	0	0	8
Intoxicated Person	0	0	0	0	0	0	0	0	0	0	2	0	2
Investigation	4	5	5	1	0	5	3	3	2	0	1	3	32
Leaving Scene with Damage	0	0	0	0	1	0	0	0	0	0	0	0	1
Loitering & Prowling	0	0	0	0	0	0	0	0	0	0	0	1	1
Marchman Act	0	0	1	0	1	0	0	1	0	0	0	0	3
Missing Person	0	2	1	0	0	0	1	1	0	0	0	0	5
Missing Person Recovered	0	2	1	0	0	0	1	0	0	0	0	0	4
Narcotics	0	1	0	0	0	1	0	1	0	1	1	0	5
Open Container	0	0	1	0	0	0	0	0	0	0	0	0	1
Open Door	2	2	1	3	1	2	2	0	2	0	1	0	16
Ordinance Violation	0	0	0	0	1	1	0	0	0	0	0	0	2
Overdose	0	0	0	0	0	0	0	0	0	0	0	1	1
Parking Citations	8	8	8	12	39	44	34	20	33	10	3	2	221
Patrol Area AgMarine	0	1	0	0	0	2	4	0	2	1	2	1	13
Patrol Area Beach	19	14	14	34	37	40	35	41	22	30	27	29	342
Patrol Area Business	224	184	169	209	200	256	218	214	200	200	149	138	2361
Patrol Area Foot	13	12	5	71	93	107	85	122	104	97	85	91	885
Patrol Area Park	20	22	52	35	44	36	40	32	6	0	0	0	287
Patrol Area Residential	307	313	348	448	376	439	481	236	213	202	139	137	3639
Patrol Area School	11	22	15	18	25	13	16	22	21	10	12	10	195
Phone Call - Obscene/Threat	0	0	0	0	0	0	1	0	0	0	0	0	1
Possession of Stolen DL or ID	0	0	0	0	0	0	1	0	0	1	0	0	2
Prisoner Transport	0	0	0	0	0	0	0	0	0	0	1	0	1
Property Found	1	0	6	0	0	5	3	2	4	3	1	6	31



Melbourne Beach Police Department



	DEC	NOV	OCT	SEPT	AUG	JULY	JUNE	MAY	APRIL	MARCH	FEB	JAN	YTD
Property Lost	1	0	0	2	0	2	0	0	0	1	1	1	8
Reckless Driving	10	6	6	5	1	4	2	5	4	2	6	4	55
Recovered Stolen Vehicle	0	0	0	0	0	1	0	0	0	0	0	0	1
School Zone	13	10	12	12	2	0	0	2	6	6	3	5	71
Soliciting	0	0	0	0	0	1	0	0	0	0	0	0	1
Special Detail	2	1	1	0	0	1	1	2	0	1	1	0	10
Standby	0	1	1	0	0	0	0	1	2	1	2	0	8
Suicide Attempt	1	0	0	0	0	0	0	0	0	0	0	0	1
Suspicious Incident	10	8	6	10	8	5	8	9	11	5	4	6	90
Suspicious Person	5	8	13	11	4	14	7	4	8	6	7	6	93
Suspicious Vehicle	9	13	10	17	10	12	9	5	22	6	4	3	120
Tag Lost	0	0	0	0	0	0	0	0	0	0	1	0	1
Theft	4	1	2	3	0	0	4	0	1	1	1	0	17
Traffic Complaint	0	2	1	0	0	10	2	8	4	1	2	3	33
Traffic Enforcement	102	80	66	77	100	99	104	69	63	52	49	115	976
Traffic Obstruction	1	1	1	3	0	0	1	0	0	0	0	0	7
Traffic Stop	90	83	74	101	106	159	151	89	105	38	21	16	1033
Trespassing	1	1	0	3	0	1	0	1	0	1	0	1	9
Vehicle Inspection	0	1	2	0	0	0	1	3	0	0	0	0	7
Vehicle Repo/Tow	0	1	0	1	2	1	0	1	1	0	1	1	9
Vehicle Stolen	0	0	0	1	0	0	0	0	0	0	0	0	1
Violation of Probation	0	0	0	0	0	0	1	0	0	0	0	0	1
Walk In Desk	0	0	1	1	0	0	0	0	0	0	0	0	2
Wanted Peron	1	0	1	0	1	0	0	0	0	0	0	0	3



Melbourne Beach Police Department



	DEC	NOV	OCT	SEPT	AUG	JULY	JUNE	MAY	APRIL	MARCH	FEB	JAN	YTD
Car 358	0	0	0	0	0	0	0	0	0	0	785	969	1754
Car 359	128	162	116	88	70	9	0	84	142	59	136	662	1656
Car 360	590	450	787	917	664	914	1102	939	1289	775	360	14	8801
Car 361	568	816	566	683	1369	1369	1327	881	1218	1064	1045	1024	11930
Car 363	632	757	771	854	912	792	614	796	986	743	0	0	7857
Car 364	1318	1282	1230	1254	1484	1613	1746	1344	1406	1307	999	890	15873
Car 366	536	566	747	757	575	600	633	582	122	509	504	506	6637
BCSO Car	0	0	0	0	0	0	0	0	0	0	0	146	146



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

FIRE DEPARTMENT MONTHLY REPORT

December 2019

Incident Response

For the month of November 2019, the Melbourne Beach Volunteer Fire Department responded to 13 calls for service. The average number of responding volunteer personnel per paged out call for the month of November was 9.

Breakdown:

- 5 Fire/Rescue Calls (paged out)
- 4 EMS Assists **
- 1 Fire Drill Standby at Gemini Elementary
- 3 Public Assists

** The EMS Assist calls provide initial patient assessment & care prior to the arrival of BCFR's Ambulance. Patients are turned over to BCFR upon their arrival for further evaluation, treatment, and possible transport.

Holiday Events Summary

MBVFD volunteers supported Melbourne Beach's three local holiday events (the Tree Lighting, Children's Christmas Parade, and Christmas Eve Santa Run.)

At the Tree Lighting, Santa was delivered on a fire engine and the Volunteer Firefighters Association had pizza and soda available for purchase to help offset the costs of the Holiday Events. The MBVFA also purchased all of the free refreshments and cookies for the event as well as covered ½ of the cost for the artificial snow.

The Children's Christmas Parade, an annual event since 1966, was a success again this year. The parade, which is hosted by the MBVFA, followed the new route which starts at Advent Lutheran Church and ends at the Melbourne Beach Pier. After the Christmas Parade, the 2nd annual pancake breakfast fundraiser was held in the fire station bays.

The Annual Christmas Eve Santa Run was conducted by the MBVFD & MBVFA with nearly 500 gifts delivered.

Overall the Melbourne Beach Christmas events were another great success this year. Thank you to the residents of Melbourne Beach for supporting the events and thanks to the Town Manager, Town Hall, Police Dept., Public Works, and the Melbourne Beach Commission for partnering with us to make these events a success.

There were also many community partners that helped support the Melbourne Beach Christmas events this year that deserve recognition. Acme Barricades of Orlando again donated the use of 50 hard barricades utilized for traffic control during the parade, Post 81 of the US Vets and Volunteers of Central Florida assisted with traffic control along Oak Street, Indian Harbor Beach Volunteer Fire Department provided their open cab antique parade engine for Santa to ride in for the parade, Oceanside Pizza donated the use of their pizza warming oven, Chefs Corner in the Melbourne Beach Market made the Pizzas for the tree lighting event, Pepsi of Melbourne donated the soft drinks for the tree lighting event, Dunkin Donuts of Indialantic donated the coffee for the Pancake Breakfast, and RedHat Photography donated their services for the Christmas Parade.

Aside from our local Christmas events, Chief Brown and Safety Chief Micka represented the MBVFD and participated in West Melbourne Police Department's 2 day "Shop with a First Responder Event". The Children were very appreciative and it was a great way to give back.

Notable Events

Annual ladder testing was completed with all ladders passing inspection.

Fire Chief Brown 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.

Fire Chief Brown also attended the CrisisTrac user meeting at Brevard Emergency Operations Center and the Chemical Response Instructor Training at Brevard County Fire Rescue in December.

Melbourne Beach VFD

Melbourne Beach, FL

This report was generated on 1/9/2020 1:47:09 PM



Incident Address and Type for Date Range (Landscape)

Incident Status(s): All Incident Statuses | Start Date: 12/01/2019 | End Date: 12/31/2019

INCIDENT #	DATE	LOCATION TYPE	ADDRESS	INCIDENT TYPE	ALARM	CLEARED SCENE
2019-162	12/02/2019		2100 Oak ST , Melbourne Beach, FL, 32951	Special type of incident, other	12/02/2019 13:04	12/02/2019 13:45
2019-163	12/02/2019		305 Oak ST , Melbourne Beach, FL, 32951	Assist invalid	12/02/2019 15:04	12/02/2019 15:09
2019-164	12/07/2019	Intersection	Oak ST / Sunset Blvd., Melbourne Beach, FL, 32951	Motor vehicle accident with no injuries.	12/07/2019 15:32	12/07/2019 15:56
2019-165	12/10/2019		413 4th AVE , Melbourne Beach, FL, 32951	Public service	12/10/2019 18:30	12/10/2019 18:45
2019-166	12/11/2019		2100 Oak ST , Melbourne Beach, FL, 32951	Medical assist, assist EMS crew	12/11/2019 13:21	12/11/2019 13:34
2019-167	12/11/2019		321 Banyan WAY , Melbourne Beach, FL, 32951	Outside storage fire	12/11/2019 18:32	12/11/2019 20:11
2019-168	12/13/2019		507 Ocean AVE , Melbourne Beach, FL, 32951	EMS call, excluding vehicle accident with injury	12/13/2019 14:06	12/13/2019 14:10
2019-169	12/19/2019		2207 Atlantic ST , Melbourne Beach, FL, 32951	Alarm system sounded due to malfunction	12/19/2019 04:45	12/19/2019 05:12
2019-170	12/27/2019		410 First AVE , Melbourne Beach, FL, 329513295	Assist invalid	12/27/2019 11:24	12/27/2019 11:31
2019-171	12/29/2019		224 Melbourne AVE , Indialantic, FL, 32903	Building fire	12/29/2019 22:03	12/29/2019 23:02
2019-172	12/31/2019		1903 Atlantic ST , Melbourne Beach, FL, 32951	Alarm system sounded due to malfunction	12/31/2019 14:29	12/31/2019 15:14
2019-173	12/31/2019		309 6th AVE , Melbourne Beach, FL, 32951	Medical assist, assist EMS crew	12/31/2019 15:37	12/31/2019 15:44
2019-174	12/31/2019		410 1st AVE , Melbourne Beach, FL, 329513295	Medical assist, assist EMS crew	12/31/2019 17:02	12/31/2019 17:10

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

Melbourne Beach VFD

Melbourne Beach, FL

This report was generated on 1/9/2020 1:48:43 PM



Personnel Count per Incident for Date Range

Start Date: 12/01/2019 | End Date: 12/31/2019

INCIDENT				NUMBER OF PEOPLE		
NUMBER	DATE	INCIDENT TYPE	FDID	ON APPARATUS	NOT ON APPARATUS	TOTAL
2019-162	12/2/2019 13:04:00	900 - Special type of incident, other	19112	1	0	1
2019-163	12/2/2019 15:04:00	554 - Assist invalid	19112	2	0	2
** 2019-164	12/7/2019 15:32:00	324 - Motor vehicle accident with no injuries.	19112	3	3	6
2019-165	12/10/2019 18:30:00	553 - Public service	19112	7	2	9
2019-166	12/11/2019 13:21:00	311 - Medical assist, assist EMS crew	19112	1	0	1
** 2019-167	12/11/2019 18:32:00	161 - Outside storage fire	19112	11	2	13
2019-168	12/13/2019 14:06:00	321 - EMS call, excluding vehicle accident with injury	19112	2	0	2
** 2019-169	12/19/2019 04:45:00	735 - Alarm system sounded due to malfunction	19112	6	2	8
2019-170	12/27/2019 11:24:00	554 - Assist invalid	19112	2	0	2
** 2019-171	12/29/2019 22:03:00	111 - Building fire	19112	8	4	12
** 2019-172	12/31/2019 14:29:00	735 - Alarm system sounded due to malfunction	19112	6	2	8
2019-173	12/31/2019 15:37:00	311 - Medical assist, assist EMS crew	19112	4	0	4
2019-174	12/31/2019 17:02:00	311 - Medical assist, assist EMS crew	19112	2	0	2

AVERAGES:

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

4.2

6.8

1.2

2.6

5.4

9.4

Only REVIEWED incidents included

192



Memo

To: Mayor, Vice Mayor and Commissioners
From: Jennifer Kerr, Finance Manager
Date: January 09, 2020
Re: January 2020

We are in the third reporting month of our fiscal year 2020. The target expenditure rate for December is 25%. 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 22%. The Departmental expenditure rate breakdown is as follows:

Legislative:	20.7%
Executive:	29.4%
Finance:	28.5%
Legal:	27.6%
Comp & Plan:	05.1%
General Services:	18.3%
Law Enforcement:	26.8%
Fire:	14.1%
Code:	18.5%
Public Works:	36.3%
Parks:	22.0%

Discussion Items:

- Met with FEMA representative to go over the submittal process on Hurricane Dorian funding/reimbursement.
- Received \$1,000 FDLE Grant for Police laptop.
- Reviewing options with FMIT for potential cost savings on vehicle insurance based on amount of coverage and the deductible.
- Reviewing the Town Code Policy as well as case law and will bring to a future commission meeting any opportunities to recover some of the Code Enforcement Hearing costs.

Target Expenditure Rate is 25%**Dept: 11 Legislative**

500.11.00	Executive Salaries	16,200.00	4,049.97	12,150.03	25.0	
500.12.00	Regular Salaries	78,480.00	15,464.61	63,015.39	19.7	
500.21.00	FICA Taxes - Employer Portion	7,243.00	1,485.72	5,757.28	20.5	
500.22.20	Retirement Town Employees	6,647.00	1,309.83	5,337.17	19.7	
500.23.01	Health Insurance	21,657.00	2,928.09	18,728.91	13.5	
500.23.02	Life Insurance	136.00	33.78	102.22	24.8	
500.25.00	Unemployment Compensation	251.00	15.47	235.53	6.2	
510.31.00	Professional Services	160.00	0.00	160.00	0.0	
510.40.00	Travel & Meetings	2,660.00	179.09	2,480.91	6.7	
510.40.10	Travel & Meetings - Staff	300.00	24.00	276.00	8.0	
510.47.00	Printing	5,735.00	2,000.00	3,735.00	34.9	Monitori
510.48.00	Promotional Activities	533.00	59.84	473.16	11.2	
510.48.40	Legal Notices	14,000.00	4,508.64	9,491.36	32.2	Monitori
510.49.50	Election Expense	6,000.00	13.03	5,986.97	0.2	
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	2,516.48	4,740.52	34.7	
					20.7	

Dept: 12 Executive

500.12.00	Regular Salaries	90,000.00	30,358.78	59,641.22	33.7	
500.12.05	SEVERANCE PAYMENT	0.00	-7,984.46	7,984.46	0.0	
500.21.00	FICA Taxes - Employer Portion	6,885.00	2,533.49	4,351.51	36.8	
500.22.01	Retirement - ICMA	7,623.00	2,103.15	5,519.85	27.6	
500.22.20	Retirement Town Employees	0.00	1,398.62	-1,398.62	0.0	
500.23.01	Health Insurance	10,734.00	5,584.09	5,149.91	52.0	
500.23.02	Life Insurance	1,200.00	170.25	1,029.75	14.2	
500.25.00	Unemployment Compensation	288.00	30.50	257.50	10.6	
510.40.00	Travel & Meetings	2,400.00	0.00	2,400.00	0.0	
510.52.50	Gas & Oil	0.00	600.00	-600.00	0.0	
510.54.00	Dues & Subscriptions	858.00	495.00	363.00	57.7	
					29.4	

Dept: 13 Finance

500.12.00	Regular Salaries	58,000.00	15,615.39	42,384.61	26.9	
500.21.00	FICA Taxes - Employer Portion	4,437.00	1,187.36	3,249.64	26.8	
500.22.20	Retirement Town Employees	4,913.00	1,322.65	3,590.35	26.9	
500.23.01	Health Insurance	7,716.00	2,249.00	5,467.00	29.1	
500.23.02	Life Insurance	68.00	22.52	45.48	33.1	
500.25.00	Unemployment Compensation	186.00	15.61	170.39	8.4	
510.31.00	Professional Services	4,900.00	5,144.53	-244.53	105.0	Fully Ext
510.32.00	Auditing Services	21,900.00	4,000.00	17,900.00	18.3	
510.32.90	Banking Fees	3,300.00	893.33	2,406.67	27.1	
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	
510.54.00	Dues & Subscriptions	60.00	0.00	60.00	0.0	
510.54.10	Training & Schools	350.00	0.00	350.00	0.0	
					28.5	

Dept: 14 Legal Counsel

510.31.00	Professional Services	80,000.00	21,970.00	58,030.00	27.5	
510.31.01	Code Enforcement Attorney	1,500.00	556.25	943.75	37.1	Added S
					27.6	

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Dept: 15 Comprehensive Planning

510.31.00	Professional Services	67,500.00	3,442.39	64,057.61	5.1	
					5.1	

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	930.00	3,070.00	23.3
510.31.02	Lifeguard Contract	19,600.00	0.00	19,600.00	0.0
510.31.11	Security	1,998.00	224.97	1,773.03	11.3
510.31.95	Grants Services	0.00	0.00	0.00	0.0
510.32.90	Banking Fees	0.00	0.00	0.00	0.0
510.34.10	Janitorial Services	14,108.00	2,876.99	11,231.01	20.4
510.35.00	Pre-Employment Exp	135.00	84.00	51.00	62.2
510.40.00	Travel & Meetings	0.00	0.00	0.00	0.0
510.41.00	Telephone	10,728.00	1,448.48	9,279.52	13.5
510.41.10	Communication Services	41,004.00	11,801.09	29,202.91	28.8
510.43.00	STREET LIGHTS	45,000.00	7,182.34	37,817.66	16.0
510.43.10	Electricity	32,500.00	5,396.22	27,103.78	16.6
510.43.20	Water & Sewer	6,600.00	1,019.95	5,580.05	15.5
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	26,801.00	26,899.00	49.9
510.45.01	Flood Insurance	3,400.00	0.00	3,400.00	0.0
510.45.02	Property Insurance	41,500.00	20,748.50	20,751.50	50.0
510.45.03	Auto Insurance	7,500.00	3,711.50	3,788.50	49.5
510.46.10	Office Equipment Maintenance	4,904.00	502.10	4,401.90	10.2
510.46.15	Equipment Maintenance	13,800.00	0.00	13,800.00	0.0
510.46.36	Pest Control	3,000.00	706.74	2,293.26	23.6
510.46.41	Moving Contract	29,820.00	7,455.00	22,365.00	25.0
510.46.60	SIGNAL MAINTENANCE	2,500.00	0.00	2,500.00	0.0
510.47.00	Printing	200.00	-0.01	200.01	0.0
510.49.48	Env. Boards Expense	960.00	159.00	801.00	16.6
510.49.98	Contingency	30,000.00	598.67	29,401.33	2.0
510.49.99	Miscellaneous	300.00	0.00	300.00	0.0
510.51.00	Office Supplies	9,100.00	3,711.11	5,388.89	40.8
510.51.10	Postage	1,800.00	340.70	1,459.30	18.9
510.52.10	Janitorial Supplies	5,000.00	1,122.38	3,877.62	22.4
510.54.00	Dues & Subscriptions	252.00	0.00	252.00	0.0
510.64.01	Capital Outlay	149,749.00	0.00	149,749.00	0.0
543.00.00	Licenses & Fees	11,117.00	554.64	10,562.36	5.0
					18.3
Dept: 21 Law Enforcement					
500.12.00	Regular Salaries	542,401.00	160,499.37	381,901.63	29.6
500.12.50	Holiday Pay	19,000.00	0.00	19,000.00	0.0
500.14.00	Salaries Overtime	30,300.00	11,194.70	19,105.30	36.9
500.15.00	Education Incentive Pay	6,600.00	1,590.00	5,010.00	24.1
500.15.01	First Responder	7,920.00	1,500.00	6,420.00	18.9
500.21.00	FICA Taxes - Employer Portion	46,376.00	13,136.04	33,239.96	28.3
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	759.05	2,068.95	26.8
500.23.01	Health Insurance	55,227.00	17,581.94	37,645.06	31.8
500.23.02	Life Insurance	2,255.00	606.15	1,648.85	26.9
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	175.53	424.47	29.3
520.31.00	Professional Services	680.00	150.00	530.00	22.1
520.34.40	Dispatching Services	17,756.00	0.00	17,756.00	0.0
520.40.00	Travel & Meetings	540.00	192.05	347.95	35.6
520.41.10	Communication Services	1,020.00	170.00	850.00	16.7
520.46.10	Office Equipment Maintenance	3,000.00	1,420.27	1,579.73	47.3
520.46.15	Equipment Maintenance	2,000.00	684.90	1,315.10	34.2
520.46.16	Radar Calibration	1,000.00	80.00	920.00	8.0
520.46.20	Vehicle Maintenance	13,000.00	344.33	12,655.67	2.6
520.48.00	PROMOTIONAL ACTIVITIES	1,800.00	398.68	1,401.32	22.1
520.48.50	Crime Prevention	1,100.00	195 0.00	1,100.00	0.0
520.49.99	Miscellaneous	100.00	0.00	100.00	0.0
520.52.00	Uniforms	7,350.00	28.98	7,321.02	0.4
520.52.05	Protective Gear	8,100.00	672.00	7,428.00	8.3

520.52.50	Gas & Oil	13,000.00	2,110.35	10,889.65	16.2
520.52.70	Medical	500.00	0.00	500.00	0.0
520.52.90	Operating Supplies	3,420.00	669.77	2,750.23	19.6
520.54.00	Dues & Subscriptions	450.00	210.00	240.00	46.7
520.54.10	Training & Schools	3,500.00	1,047.35	2,452.65	29.9
520.64.01	Capital Outlay	45,700.00	4,905.30	40,794.70	10.7
520.71.00	Principal Retired	22,543.00	7,249.00	15,294.00	32.2
520.72.00	Interest Expense	1,719.00	540.05	1,178.95	31.4
543.00.00	Licenses & Fees	12,762.00	4,155.72	8,606.28	32.6
					26.8

Dept: 22 Fire Control

500.12.00	Regular Salaries	38,422.00	10,315.50	28,106.50	26.8
500.14.00	Salaries Overtime	0.00	110.83	-110.83	0.0
500.21.00	FICA Taxes - Employer Portion	2,939.00	780.70	2,158.30	26.6
500.22.20	Retirement Town Employees	3,254.00	883.12	2,370.88	27.1
500.23.01	Health Insurance	4,489.00	1,154.01	3,334.99	25.7
500.23.02	Life Insurance	162.00	16.89	145.11	10.4
500.23.10	Statutory AD&D	165.00	165.00	0.00	100.0 Fully Ext
500.24.00	Workers Compensation	6,000.00	0.00	6,000.00	0.0
500.25.00	Unemployment Compensation	123.00	10.44	112.56	8.5
520.31.00	Professional Services	104,000.00	0.00	104,000.00	0.0
520.34.40	Dispatching Services	5,000.00	0.00	5,000.00	0.0
520.35.00	PRE-EMPLOYMENT EXPENSE	3,380.00	335.00	3,045.00	9.9
520.40.00	Travel & Meetings	500.00	0.00	500.00	0.0
520.41.10	Communication Services	1,200.00	400.00	800.00	33.3
520.46.15	Equipment Maintenance	4,077.00	53.90	4,023.10	1.3
520.46.20	Vehicle Maintenance	23,050.00	1,630.12	21,419.88	7.1
520.48.55	Fire Prevention	2,820.00	385.00	2,435.00	13.7
520.51.00	Office Supplies	300.00	51.89	248.11	17.3
520.52.00	Uniforms	5,150.00	16.99	5,133.01	0.3
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	12.98	3,767.02	0.3
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	216.40	1,883.60	10.3
520.52.70	Medical	700.00	0.00	700.00	0.0
520.54.00	Dues & Subscriptions	360.00	72.00	288.00	20.0
520.54.10	Training & Schools	6,750.00	250.00	6,500.00	3.7
520.54.12	Training Materials	800.00	450.00	350.00	56.3 Monitori
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	2,010.00	10,356.00	16.3
Fire Control					14.1

Dept: 29 Code Enforcement

500.12.00	Regular Salaries	13,312.00	2,548.00	10,764.00	19.1
500.21.00	FICA Taxes - Employer Portion	1,018.00	194.91	823.09	19.1
500.22.20	Retirement Town Employees	1,128.00	215.83	912.17	19.1
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	2.54	40.46	5.9
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	74.56	275.44	21.3
520.51.20	RECORDING COSTS	120.00	45.50	74.50	37.9 Monitori
520.52.00	Uniforms	75.00	69.00	6.00	92.0
520.52.50	Gas & Oil	150.00	196 0.00	150.00	0.0
520.54.10	Training & Schools	100.00	0.00	100.00	0.0
					18.5

Dept: 41 Public Works					
500.12.00	Regular Salaries	155,000.00	38,280.98	116,719.02	24.7
500.14.00	Salaries Overtime	2,000.00	520.31	1,479.69	26.0
500.21.00	FICA Taxes - Employer Portion	11,858.00	3,100.05	8,757.95	26.1
500.22.20	Retirement Town Employees	13,129.00	3,286.54	9,842.46	25.0
500.23.01	Health Insurance	16,115.00	4,096.73	12,018.27	25.4
500.23.02	Life Insurance	180.00	75.99	104.01	42.2
500.23.10	Statutory AD&D	159.00	159.00	0.00	100.0 Fully Ext
500.24.00	Workers Compensation	2,000.00	0.00	2,000.00	0.0
500.25.00	Unemployment Compensation	496.00	40.60	455.40	8.2
530.34.91	Landscaping	5,000.00	0.00	5,000.00	0.0
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	264.78	6,735.22	3.8
530.46.15	Equipment Maintenance	4,000.00	1,191.21	2,808.79	29.8
530.46.20	Vehicle Maintenance	3,438.00	577.14	2,860.86	16.8
530.46.30	Building Maintenance	5,000.00	100.77	4,899.23	2.0
530.46.31	Maintenance Old Town Hall	1,000.00	44.50	955.50	4.5
530.46.32	Ryckman House	2,000.00	51.24	1,948.76	2.6
530.46.34	Maintenance Ryckman Park	0.00	190.30	-190.30	0.0
530.46.35	Pier Maintenance	2,000.00	0.00	2,000.00	0.0
530.46.37	Maintenance Ocean Park	0.00	258.63	-258.63	0.0
530.46.40	Grounds Maintenance	15,000.00	5,640.58	9,359.42	37.6
530.52.00	Uniforms	1,300.00	521.63	778.37	40.1
530.52.05	Protective Gear	600.00	255.80	344.20	42.6
530.52.20	Tools & Hardware	2,600.00	761.06	1,838.94	29.3
530.52.25	TOOL RENTALS	3,000.00	219.99	2,780.01	7.3
530.52.50	Gas & Oil	2,900.00	590.31	2,309.69	20.4
530.53.10	Street Repair	3,000.00	1,280.40	1,719.60	42.7
530.53.20	Street Signs	3,000.00	2,713.72	286.28	90.5
530.54.10	Training & Schools	1,500.00	125.00	1,375.00	8.3
530.64.01	Capital Outlay	44,500.00	39,680.78	4,819.22	89.2
530.71.00	PRINCIPAL RETIRED	11,592.00	11,592.00	0.00	100.0 Fully Ext
530.72.00	Interest Expense	864.00	862.77	1.23	99.9
				36.3	

Dept: 72 Parks & Recreation					
570.46.42	Park Beautification	1,600.00	0.00	1,600.00	0.0
570.46.43	Tree Expense	0.00	400.00	-400.00	0.0
570.48.10	Founder's Day	5,000.00	0.00	5,000.00	0.0
570.48.50	Movies In The Park	1,400.00	435.00	965.00	31.1
570.48.52	Fourth of July	500.00	0.00	500.00	0.0
570.48.53	Christmas Decorations Park	250.00	1,297.89	-1,047.89	519.2 Donator
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	461.18	1,538.82	23.1
570.63.05	Bocce Court Expenditures	500.00	0.00	500.00	0.0
				22.0	

Total Expenditure General Fund	24.0
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Target Expenditure Rate: 25%**Building Department Fund 125****Dept: 24 Protective Inspections**

500.12.00 Regular Salaries	73,284.00	17,859.27	55,424.73	24.4
500.21.00 FICA Taxes - Employer Portion	5,606.00	1,301.84	4,304.16	23.2
500.22.20 Retirement Town Employees	6,207.00	1,512.70	4,694.30	24.4
500.23.01 Health Insurance	16,301.00	4,984.65	11,316.35	30.6
500.23.02 Life Insurance	136.00	16.89	119.11	12.4
500.25.00 Unemployment Compensation	235.00	17.87	217.13	7.6
520.31.00 Professional Services	107,679.00	16,966.00	90,713.00	15.8
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	0.00	18,000.00	0.0
Protective Inspections				18.2

Action Items

ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO	DIRECTION/NOTES
Ocean Park, end of street & golf cart parking options	7/18/2018	12/18/2019	12/18/2019	Commissioner Quarrie	Town Manager	7/18/2018: Commissioner Quarrie requested that the subject of golf carts and low speed vehicle parking be discussed further at a workshop.
						8/8/2018: At the August 1st Workshop, the Town Manager was tasked with having a proposal to present at a future Commission meeting showing locations for golf cart parking and bicycle racks at beach access areas.
						8/9/2018: Arial photographs have been taken but site research must be completed. Target date for presentation will be the October RTCM, 2018.
						8/16/2018: To be addressed at October Workshop along with LED lights.
						9/13/2018: Working on research of beach crossover parking.
						10/11/2018: This issue will be subject of a workshop in December, 2018.
						11/9/2018: The Workshop was rescheduled to January 2, 2019
						1/11/2019: The parking for LSV-Golf Carts at the crossovers was discussed at the TCW on January 9, 2019. The direction received was to install at least one space for such parking at each crossover parking area provided that regular vehicles will be able to back out of their spaces safely. Public Works will start this project in 60-90 days. Suggest a review date of March 20, 2019.
						2/12/2019: Public Works has the signs to install which should be completed towards March 1, 2019.
						3/6/2019: This project should be completed by the March regular meeting.
						3/20/2019: Commission consensus to close. PW has placed signs at all prescribed locations.
						4/18/2019: Commission consensus to reopen. Commissioner Quarrie would like 2 LSV parking spaces per crossover where possible. Additional parking to be discussed at September RTCM.

						9/16/2019: Signs for additional parking spots for LSV's will be ordered in October. Most crossovers will then have 2 LSV spaces.
						11/20/2019: The signs have not been ordered. After ordering street signs, the PW Supervisor said there's about \$368 remaining in the budget for signs. He's going to see how many he can purchase with that amount of money. About 10 more signs are needed.
						12/18/2019: The PW Supervisor said there's no place at the 6th Avenue crossover for golf cart parking unless sea grapes are heavily trimmed. There is currently 1 sign at each crossover, in order to have 2 at each crossover, 8 more signs would need to be purchased. Commissioner Quarrie asked that money be kept in the budget to fund the parking signs. Public Works will request budget next year for additional signs and will develop additional spaces if/when available. Commissioner consented (5-0) to close this item.
Presentation scheduled for Duane DeFreese to discuss the lagoon	8/21/2019	12/18/2019	12/18/2019	Commissioner Runte	Town Manager Mascaro	8/21/2019: Commissioner Runte met with Duane DeFreese, Executive Director at Indian River Lagoon Council, who said their organization has dedicated funds for grant writing assistance and those funds have never been fully granted. The Town would just need to give them the information and they pay a grant writing service to write our grant. He'd like to bring the Commission up to date on the lagoon and related issues at a Workshop. Town Manager Mascaro will talk to Mr. DeFreese to get his schedule and set a meeting date.
						9/18/2019: TM Mascaro was unable to get in touch with Mr. DeFreese to talk about muck removal but she did talk to Kathy Hill, Chief Communications Officer of IRL Council, about grant opportunities. There is still money available in this grant cycle (ending October 1st) and TM was told that we just need to tell them what grant we are interested in and they do the rest. Possibilities include funding for the OP parking lot, invasive removal and mangroves along the river. VM Hoover suggested funding for compost from Green Earth Composting. Commissioner Runte will provide TM with contact for car charging stations.
						10/16/2019: The Town Manager has not talked to Mr. DeFreese about making a presentation to the Commission but she has talked to him about grant opportunities. He will be asked to attend the November workshop - his presentation will be first on the agenda.

						11/15/2019: Duane DeFreese is available to meet with the Commission at the December RTCM.
						12/18/2019: Mr. DeFreese made a presentation at this meeting. Commission consented (5-0) to close this item.
Space Coast TPO's Annual CALL FOR PROJECTS	3/6/2019	12/18/2019	12/18/2019	Vice Mayor Hoover	Town Manager	<p>3/6/2019 - The Space Coast TPO is accepting applications for projects to be added to their list of priority projects. The applications will be used by TPO to qualify and prioritize proposed transportation-related projects using federal and/or state transportation funding. The deadline for submitting project applications is 2:00 p.m. on Tuesday, April 16, 2019.</p> <p>Vice Mayor Hoover suggested 2 projects and asked that applications be filled out for both. Project 1) one our section of A1A, install curbed sidewalk and bike path on east side of street. Project 2) change flow of traffic in/out of the plaza on Ocean Avenue and adding a turn lane, crosswalk and median strip.</p>
						<p>3/20/2019 - TM will investigate further to determine if previous TM submitted any paperwork for this grant. Contacts: Georganna Gillette - Georganna.Gillette@brevardfl.gov Sarah Kraum - sarah.kraum@brevardfl.gov (321) 690-6890</p>
						<p>3/25/2019: TM talked to Sarah Kraum regarding the 2 projects mentioned above; no paperwork has been sent to SCTPO for either. We don't necessarily need a match of funds but it is looked upon favorably when the projects are prioritized. Ms. Kraum said that regarding the project on A1A, we would partner with someone from FDOT and they would perform the engineering and project administration. After the deadline of April 16th, the subcommittee will meet to prioritize all projects.</p>
						<p>4/18/2019: TM talked to Georganna Gillette from Brevard County. She said a study is being performed....Until that study is completed, it would be premature to submit for this grant. Moved to October RTCM in order to submit in 2020.</p>
						<p>7/2/2019: Grant study has been completed and the TM is reviewing the results.</p>

						10/16/2019: TM said according to the study, we have not had an increase in traffic. She doesn't know when the study was performed but doesn't think it's accurate based on data from the PD. VM Hoover said not enough data points are collected so there's no statistical relevance. The Commission asked the TM to find out if their findings could be disputed utilizing our own data.
						11/20/2019: TM was going to find out if TPO's findings could be disputed utilizing our data which we are starting to collect. She also said that new traffic monitors have been placed and they are awaiting that data.
						12/18/2019: The Commission agreed (5-0) that this topic has become irrelevant and they decided it should be closed. The Town Manager does have a calendar of grants that is regularly updated.
Exxon station use of right-of-way for parking	11/20/2019	12/18/2019	12/18/2019	Mayor Simmons	Planning & Zoning Board	11/20/2019: At the October RTCM, the owner of the Exxon station requested permission to adopt the landscaped area on the north side of Ocean Avenue between his business exit and the FDOT right-of-way to the east. The purpose is to provide short term parking for larger vehicles visiting his store. After much discussion, the Commission decided to get input from the Planning & Zoning Board prior to revisiting the matter at the December 18, 2019 meeting.
						12/3/2019: At the 11/20/19 meeting, the Commission asked that at their next meeting, the Planning & Zoning Board review the request submitted by Thijs Stelling regarding his adoption of the Town's right-of-way on the south side of his property. Their concerns were addressed and they approved the request though the ultimate decision would be made by the Commission.
						12/18/2019: After outlining their concerns about this issue: safety concerns, setting a bad precedent, requestor has violated agreements in the past and liability the Commission voted against the request for Exxon to use the Town's right-of-way for parking. Commissioner Runte wanted to make sure that Mr. Stelling could come back in the future with a new proposal. Commission consented (5-0) to close this item.
Town taking over the selection of "Citizen of the Year" from Rotary	3/20/2019	12/18/2019	12/18/2019	Commission	Town Manager	3/20/2019: The Commission said that Rotary should continue this activity for 2019 but after Founder's Day, they will decide if the Town wants to take it over for 2020 and beyond.

						6/26/2019: The Town Clerk has not received a response from Rotary about who won "Citizen of the Year" from 2013-2019. We do know, however, that Mayor Simmons was "Citizen of the Year" in 2016 and Aaron Simonton was "Citizen of the Year" in 2019. There is a new president of Rotary who the Clerk will contact.
						7/2/2019: The new president, Taryn Rockwell, also does not know who the past citizens of the year are. Still investigating.
						7/17/2019: Town Clerk to contact Frank Thomas to find out if he knows who the winners were for 5 of the years. Commission to have a Workshop to discuss a process for conducting this activity.
						10/16/2019: To be placed as the last item on the November workshop agenda.
						11/6/2019: At the November Workshop, the Commission decided that they would assume the responsibility of the "Citizen of the Year" program. The Commission, each Board and staff will pick a candidate. A timeline and procedure will be drafted and sent to all nominators. The nomination deadline will be February 1st and the winner will be announced on Founder's Day by Chairman of the Parks Board.
						11/20/2019: The Mayor said staff should outline a process and create a nomination form to give to the Boards in case they want to nominate a "Citizen of the Year. Nominators are encouraged to be detailed when describing why they've nominated a particular person. Nomination deadline is February 1st and the winner will be announced on Founder's Day by the Chairman of the Parks Board. Decision was to discuss with full Commission at the December Workshop.
						12/4/2019: The Commission approved the nomination form and procedure to follow for nominating a <i>Citizen of the Year</i> . Recommend closing.
						12/18/2019: The Commission consented (5-0) to close this item.
Year end budget amendment resolution	11/20/2019	12/18/2019	12/18/2019	Mayor Simmons	Town Manager	11/20/2019: The budget resolution, amending the year end budget, was not completed. A Special Meeting will be scheduled before the end of November. The purpose of the resolution is to transfer dollars between funds to true up the books for the previous fiscal year. All fund transfers were previously approved.

						11/25/2019: A Special Meeting was held whereupon the Town Manager explained where and why transfers between funds were made. Vice-Mayor Hoover made a motion to adopt Resolution 2019-08; Commissioner Quarrie seconded. Motion carried 4-1 with Commissioner Walters casting the dissenting vote. Suggest closing.
						12/18/2019: The Commission consented (5-0) to close this item.
B.S.E. to review site plans for drainage **	3/6/2019	1/15/2020		Town Commission	Town Attorney	3/6/2019: The Commission voted to accept the BSE proposal for civil engineering services to evaluate site plans respective to stormwater retention, flow and direction. The added cost is to be paid by the homeowner as part of the building permit. Changes to sections 7A-51 and 7A-51.1 will be made to the LDC and to the Town's fee schedule.
						4/18/2019: TA is including this with other LDC updates. **Added to the changes noted above, is an item that was closed on 4/18/2019 entitled: "Building permit process change for commercial delivery of fill" While it was decided that requiring a process for fill was not feasible, a requirement for before and after topographical surveys upon any drainage plan modification will be required.
						6/26/2019: The Town Attorney, Town Planner and Town Engineer will meet to develop verbiage for LDC changes.
						8/21/2019: The Town Attorney will have a draft version of the ordinance to present 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 will present ordinance to the Planning & Zoning Board at their November 12th meeting (delayed because of elections) and subsequently present to the Town Commission at the November RTCM.
						11/20/2019: The Planning & Zoning Board had concerns about Ordinance 2019-06 that couldn't be addressed at their November 12th meeting so they continued the meeting until December 3rd.

						12/3/2019: The Town Planner, Town Engineer and Town Attorney were present at the December 3rd meeting to answer questions asked by the Board members. The questions were answered to their satisfaction and they approved the ordinance and forwarded it to the Commission for adoption.
						12/18/2019: First reading of the ordinance 2019-06 was approved at the this meeting. Second reading for adoption will take place at the January RTCM.
Update to LDC requiring that surveys show outbuildings that will be installed, removed or modified and tree locations for single family residences.	8/15/2018	1/15/2020		Commission	Town Attorney	8/16/2018: This requirement is included in the Town's Site Plan for Single Family Development application but not in our Code.
						9/13/2018: The internal process has been changed to complete these additional tasks and this has been placed on the list for LDC updates.
						12/12/2018: This documentation will be included in the LDC updates which are being developed.
						1/11/19: This has been completed and is awaiting any other changes to be incorporated to the ordinance changing the LDC.
						1/16/2019: Town Attorney will present to P&Z in March
						4/18/2019: Town Attorney will present to P&Z in June.
						6/26/2019: The Town Attorney, Town Planner and Town Engineer will meet to develop verbiage for LDC changes.
						8/21/2019: The Town Attorney will have a draft version of the ordinance to present 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 will present ordinance to the Planning & Zoning Board at their November 12th meeting (delayed because of elections) and subsequently presented to the Town Commission at the November RTCM.
						11/20/2019: The Planning & Zoning Board had concerns about Ordinance 2019-06 that couldn't be addressed at their November 12th meeting so they continued the meeting until December 3rd.

						12/3/2019: The Town Planner, Town Engineer and Town Attorney were present at the December 3rd meeting to answer questions asked by the Board members. The questions were answered to their satisfaction and they approved the ordinance and forwarded it to the Commission for adoption.
						12/18/2019: First reading of the ordinance 2019-06 was approved at the this meeting. Second reading for adoption will take place at the January RTCM.
P& Z Board Land Development Code Action Items	1/18/2017	1/15/2020		Commission Consensus	Planning & Zoning Board	1/18/17 - Town Commission requested that the P&Z Board review and take action on the following items in the new Land Development Code (Reference the January 9, 2017 Town Commission Meeting): 1.) Page 12: Planning & Zoning Board Action Item – determine “Fill height standards”. 2.) Sect. 3A-40(b) – check with City of Melbourne to see if the minimum level of service standard is still 92 gallons per person per day. 3.) Sect. 4A-238(1) – define minor grading and minor fill (in the future). 4.) Sect. 7A-50 (7) – Single-family dwelling units – do we need to address driveways, minimum measurements for individual parking spaces and define how they are constructed? 5.) Sect. 7A-86 – look into increasing the percentage for the current replacement value of the building; and 7A-87: have Planning & Zoning Board look at clarified language for that section.
						3/15/2017 - P & Z Board to begin addressing items at 4/4/17 meeting.
						4/19/17 - Workshop to be held with P&Z Board on June 7th to address outstanding LDC questions.
						6/21/2017: Joint Workshop was held on 6/8/2017. Mayor suggested giving P&Z a couple months to work on the findings from that meeting and provide recommendations.
						8/1/2017: The P&Z Board discussed issues that came out of the joint meeting held on 6/8/17 ; draft minutes of the meeting follow this Action List.
						9/28/2017: Our Town Planner has been engaged to define minor grading/ minor fill and accessory structure size. His report should be available at the October meeting.

						11/16/2017: Per Interim TM Mascaro, P&Z has provided recommendations on action items and Land Planner has provided options to define minor grading/minor fill. Town Clerk to forward items to Commissioners for discussion at January workshop
						12/20/2017: Moved to workshop in March 7th, because of other matters to be addressed at January and February workshops.
						3/7/2018 The Joint Workshop Meeting was held and the P & Z Board has to address fill height standards, define minor grading and minor fill, and the P&Z will not consider 75 foot lots and to allow the aggregation of lots.
						8/15/2018: Outstanding LDC issues will be discussed at the September meeting after which an update to the LDC will be submitted for codification.
						9/13/2018: Reviewing LDC for further changes
						10/11/2018: The Building Department has been following the specified protocols and the Town Attorney will work on the ordinance change with the other issues for LDC.
						10/17/2018: B.S.E. will attend workshop on December 5th to discuss stormwater retention on property; minor grading and fill. B.S.E. to review max slope options (to achieve minimum floor elevation) and Grady Stewart's opinions (no gutters, berms around property, etc.) Commission agreed to publish the LDC and to continue working these items for the next revision.
						1/11/2019: BSE is developing information relayed to the Commission at the RTCW in December.

					<p>2/13/2019: At the Workshop on February 6th with Scott Glaubitz weighing in, the following was agreed upon:</p> <ul style="list-style-type: none"> • Minor fill, minor grading <p>On page 184J, paragraph (1) will be removed: Minor grading and the placement of minor quantities of nonstructural fill will be permitted for landscaping and for drainage purposes under and around buildings. Also, a requirement will be added to provide a civil engineer stamped retention plan and a civil engineer stamped as-built (plans created after construction of the building is completed) with a topographic survey.</p> <ul style="list-style-type: none"> • Determine standard maximum lot slope to achieve minimum floor elevation <p>Mr. Glaubitz said the slope doesn't make any difference as long as the slope is directing the runoff to a retention area on site that complies with the 10-year/24 hour storm event. Existing homes are going to be exempt from this requirement. It was decided that this issue would not be addressed in the LDC because it is mitigated by the topographic survey and the retention of water on the property</p> <ul style="list-style-type: none"> • Retention of water on one's own property <p>On page 159, 3A-80 under paragraph (b), the following change will be made: Stormwater management facilities shall meet the adopted minimum level of service standard of retention of the first ½ inch of runoff from a 25- year/24-hour 8 inches of runoff from a 10-year/24 hour storm event; that the additional runoff generated by this storm event in excess of the predeveloped runoff is retained on site and that the discharge rate shall not exceed the pre-developed rate with the overflow treated prior to disposal into the drainage system.</p> <p>Regarding the wording on page 159, 3A-80 paragraph (c) Single family residential lots within a subdivision which was platted prior to January 1, 1990, are exempt from this requirement, Mr. Glaubitz recommended that we get a legal interpretation from our Town Attorney.</p>
					<p>2/20/2019: The Commission agreed to address the LDC changes, listed above, at the March 6th Workshop and Special Meeting. Added to the changes is a proposed change to 3a-80(c). The Town Attorney will work on the appropriate wording.</p>
					<p>3/6/2019: The Commission agreed to add 3a-80(d), as proposed by the Town Attorney, and remove section 4a-238-1 in addition to the other previously agreed upon changes to the LDC.</p>
					<p>3/20/2019: Mayor is meeting with Town Clerk on March 27th to ensure all updates to the LDC, including this one, have been included for the next revision.</p>
					<p>4/11/2019: Lot coverage changes need to be made to LDC draft copy.</p>

						4/18/2019: Will be presented to the Commission at the June RTCM for first reading.
						6/26/2019: The Town Attorney, Town Planner and Town Engineer will meet to develop verbiage for LDC changes.
						8/21/2019: The Town Attorney will have a draft version of the ordinance to present 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 will present ordinance to the Planning & Zoning Board at their November 12th meeting (delayed because of elections) and subsequently presented to the Town Commission at the November RTCM.
						11/20/2019: The Planning & Zoning Board had concerns about Ordinance 2019-06 that couldn't be addressed at their November 12th meeting so they continued the meeting until December 3rd.
						12/3/2019: The Town Planner, Town Engineer and Town Attorney were present at the December 3rd meeting to answer questions asked by the Board members. The questions were answered to their satisfaction and they approved the ordinance and forwarded it to the Commission for adoption.
						12/18/2019: First reading of the ordinance 2019-06 was approved at the this meeting. Second reading for adoption will take place at the January RTCM.
Town Commission approval of fund transfers	4/17/2019	1/15/2019		Commission	Town Attorney and Finance Mgr.	4/18/2019: Town Attorney to provide revision of Ordinance 2003-04 defining how Commission reviews and approves fund transfers.
						5/15/2019: Town Attorney has addressed this issue with our auditors. He'll present something to the Commission at the August RTCM.
						6/26/19: Commission agreed to repeal ordinance and develop policy. Town Attorney to develop repeal ordinance; Town Manager to develop Commission policy
						8/21/2019: Town Manager and Town Attorney need to discuss. Move to September RTCM.

						9/18/2019: New policy is being drafted. The 3 major components of the policy include: intradepartmental transfers, interdepartmental transfers and interfund transfers.
						10/16/2019: TM said she and the TA didn't have a chance to discuss this issue. Will be discussed at November RTCM.
						11/20/2019: Town Attorney Repperger and Town Manager Mascaro are continuing to work on a policy for fund transfers.
						12/18/2019: The Commission consented (4-1, Commissioner Walters dissenting) to authorize the Town Attorney to develop an ordinance as per procedure outlined at the RTCM. First reading of the ordinance to revise a previous ordinance defining how the Commission reviews and approves fund transfers will be presented along with a new associated policy.
Vacation Rental Ordinance	8/2/2017	1/15/2020		Commission	Town Attorney	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.
Stormwater management master plan & implementation	9/27/2017	1/15/2020		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 reimbursement 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.
Establish salary ranges	7/17/2019	1/15/2020		Commission	Town Manager	7/17/2019: Town Manager to conduct research and provide a salary range for each job in the Town.
HR policy for social media retention.	7/17/2019	1/15/2020		Commission	Town Manager & Staff	7/17/2019: Town Manager to develop policy for social media retention

Street paving and repaving plan	6/20/2018	1/15/2020		Commission	Town Manager	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.

Fire Department stipend comparison between old and new programs.	10/16/2019	1/15/2020		Commissioner Quarrie	Fire Chief Micka	10/16/2019: Commissioner Quarrie asked that the Commission be provided a quarterly comparison between the stipends paid utilizing the new program rules and what those stipends would be utilizing criteria from the old program.
Infrastructure/Capital Items Spreadsheet	8/14/2019	1/15/2020		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.
Fire Department stipends	10/16/2019	1/15/2020		Mayor Simmons	Town Manager	(previously under Fire Tax briefings action item) 9/18/2019: After the 9/4 Workshop, the Commission tasked the Town Manager with talking to the appropriate person in Monroe County (upon which the MBVFD plan was based) to find out how they structured their stipend program to avoid the added expense of having to treat the volunteers as employees. Also, find out how the program worked at inception and how it works now - 15 years later. An in person meeting with HR attorney Hament was requested by the Commission. Contact in Monroe: Nina Stuart, 305-289-6322.
						10/16/2019: The issue of FD stipends was made a new action item at the October RTCM - it was separated from the Fire Tax briefings item. Town Manager Mascaro has not received a call back from Nina Stuart in Monroe County. Fire Chief Micka got a copy of Monroe County's program upon it's inception and we already have a copy of the original plan. Andy Hament will be contacted to find out if he can attend the December 4th Workshop to discuss the Fire Department stipend program. Updated information will be provided to him prior to the meeting.
						12/04/2019: There was discussion among the Commission, Fire Department, Labor Attorney Hament and the Town Manager about how/if stipends will be paid to volunteer firefighters. Since W2's must be issued to the volunteers receiving stipends, which necessitates other expenses be paid, the Town Manager was tasked with working with the Labor Attorney, Fire Department and neighboring communities to come up with a proposed plan for Commission review/approval. The budget for the stipend is \$75,000 (\$100,000 - \$15,000 for weekend employees - \$10,000 for training).

						12/18/2019: The Town Manager distributed a proposed plan for review at the January RTCM.
Code Enforcement Magistrate	8/21/2019	1/15/2020		Mayor Simmons	Town Manager Mascaro & Town Attorney	8/21/2019: Town Attorney Repperger 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 Repperger 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.
Comp Plan Upgrade	2/21/2018	2/5/2020		Commission Consensus	Town Manager	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 Ammendments .

					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 - fmilch@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 they 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.
Fire Tax briefings	6/26/2019	2/5/2020		Commission	Town Manager	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.
Beach access parking	8/7/2019	2/19/2020		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 Indian Land 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.

						<p>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.</p>
						<p>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.</p>
						<p>10/16/2019: The Commission consented to having the Town Manager present a draft of the proposed survey at the November Workshop</p>
						<p>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.</p>
						<p>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.</p>
						<p>12/18/2019: The Commission voted 4-1 (Commissioner Walters dissenting) to send the survey to residents in mid-January giving them 30 days to respond.</p>

Investigate grant opportunities for water retention along Oak and county roads	3/6/2019	2/19/2020		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.

Charging stations	11/20/2019	3/18/2020		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.
Comprehensive, long-term plan for safe pedestrian and bike routes	9/27/2017	3/18/2020		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.
Stormwater issue at 2nd & Pine	10/3/2018	3/18/2020		Vice Mayor Hoover	Town Manager	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.

						<p>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.</p>
						<p>11/20/2019: PW Supervisor ordered locates around 2nd & Pine prior to making a 10-12" retention half moon area on the corner.</p>
						<p>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.</p>



TOWN OF MELBOURNE BEACH VOLUNTEER FIRE DEPARTMENT

Requested Stipend Comparison

QUALIFYING DEPARTMENT STAFF

FY20/21 - Quarter 1

Proposed Stipend Plan

Rank	Current Number of Personnel	Qualifying Number of Personnel	Actual Quarter 1 Stipend Payout	MAXIMUM Possible Stipend Payout
Probationary Members	8	N/A	N/A	N/A
Administrative Staff	3	0	\$0	\$225
Support Services Staff	10	3	\$445	\$1,590
State Certified Firefighter	4	1	\$345	\$1,290
Apparatus Driver/Engineer	5	3	\$1,000	\$1,875
Lieutenant	5	2	\$1,050	\$2,400
Captain	1	0	\$0	\$555
Safety & Compliance Chief	1	1	\$1,050	\$1,050
Deputy Chief	1	1	\$1,050	\$1,050
Fire Chief	1	1	\$3,045	\$3,045
TOTAL:	39	12	\$7,985	\$13,080

VS.

Previous Stipend Plan

Rank	Current Number of Personnel	Qualifying Number of Personnel	Quarter 1 Stipend Payout
Probationary Members	8	N/A	N/A
Administrative Staff	3	1	\$5
Support Services Staff	10	8	\$645
State Certified Firefighter	4	1	\$195
Apparatus Driver/Engineer	5	4	\$600
Lieutenant	5	3	\$495
Captain	1	1	\$120
Safety & Compliance Chief	1	1	\$180
Deputy Chief	1	1	\$225
Fire Chief	1	1	\$225
TOTAL:	39	21	\$2,690